

If you are watching this video then by now you have probably created a human ethics application, responded to the committee review comments and maybe even submitted an amendment or two.

With all this activity in IRMA, you should have a pretty good idea of how to create and submit your progress, renewal or final report.

Of course you may have done all this ages ago, or maybe you have been asked to complete the online portion on behalf of your CI and haven't actually used the system before. In that case, watch on and I will walk you through the process.

Log in and head on over to the Human Ethics tab, check that the drop-down option next to the Create button is set to “A New Coversheet”, and “create”.

Select Progress/Renewal/Final Report from the drop down box then link this to the correct research project protocol.

You do this by pressing search and the link button beside the right project.

Your coversheet template will now be displayed with the information from the protocol you linked to.

From here (magnifying glass) you can see the research project details that are currently in the system.

All this information (coversheet and the protocol) is read only; to change any of this you would need to submit an amendment, which is covered in a separate video.

The first thing you will need to do is navigate to the Questionnaire tab and complete the questionnaire. This is straight forward and you really only need to advise us of the type of report you are submitting with a few extra bits of information.

The questionnaire is structured so that your answers decide the next questions, so if you go back to an earlier question and change it, you may have to answer all the subsequent questions again.

The undo button will take you back one question and undo your answer. Restore will restore the answer you just undid.

Once you complete the questionnaire, head over to the documents tab and attach the relevant documents requested in the questionnaire.

Templates for your reports are available from the coversheet. Which one to use when, is detailed on the ethics web page.

After you have uploaded your documents, double check they are all there, review your questionnaire, then head back to the coversheet and press submit.

If you are not ready to submit the report or renewal, or have not completed it fully and want to come back later, select Save You can then return, complete and submit when you are ready.

If you submit in error, then please contact the Ethics Unit for assistance.

The IRMA user guide on the ethics web site also covers all the information discussed here.

You can also visit the ethics web page, or call the ethics team should you need further assistance or training. Thank you