

A Response to Review Coversheet is submitted when the committee has reviewed the initial application but has questions or requires additional information about the research project.

Firstly, your Response to Review Coversheet has to be linked to the original application.

To do this you head to the human Ethics tab, check that the drop-down option here is “A New Coversheet”, and then select create.

Select Response to Review (UOW) or Response to Review (ISLHD) from the coversheet type drop down list. Which one should you choose? If your project is UOW only, choose UOW. If your project is ISLHD or a joint project with any ISLDH staff or sites, choose ISLHD.

Link the coversheet to an existing protocol by selecting Search here

This will then display a list of the protocols that your coversheet may be linked to and you click link beside the one you are referring to.

The next screen will display the coversheet type you selected as well as the protocol that you have linked to.

Continue will take you to the Response to Review coversheet template.

At the top here you can double check the protocol you are linked to (remember that a protocol in the system is all of the records related to one human ethics application or research project).

By selecting the (magnifying glass) search button at the top, you can review the linked protocol in a read only format.

The coversheet details will be pre-populated from the linked protocol. This information is read only and cannot be changed. If you want to change any of this information you will need to submit an Amendment or Amend Investigators coversheet covered in a the Amendment video or found in the user guide.

Hovering over the info button will display help text for each item.

Navigate to the Documents tab and attach any necessary documents, the

Response to Review requires a document with the responses to the points outlined in the email you received as a minimum.

Please address each point separately in this document and follow the document naming convention outlined on the ethics web site or in the templates video.

There may be a number of templates that can assist with your response if you need to attach more than your response document, and these can be accessed from the coversheet tab.

If you are attaching more than one single response document then you must ensure that you include the Attachment List/ checklist template listing all the documents you will be uploading.

Once all necessary documents are attached, navigate back to the Coversheet tab and submit.

Your response will now be sent to the CI for sign off. (If you are the CI completing the response in the system you will still need to complete the online sign off). See the video on signing off an application if you need more help with this process.

Once approved by the CI the response will be sent to the appropriate committee. You can review your existing protocols and any correspondence from the desktop – see how to find an existing application for details.

Remember that once submitted, the information you have entered is locked and can no longer be edited by you. If you are not ready to submit the response, select save, this will save a copy of what you have done without submitting. You will then be able to return 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