

Alright, now I am guessing you have arrived at this video because I have referred you here from another one!

I know that I mention templates and the template video in a few places and I hope this will answer whatever question you have come here for. (open a coversheet draft)

A number of processes that you will complete in IRMA may offer you the option of using these templates. All of the templates are accessible from all coversheets, they are not specific to whatever you are doing at the time (for example the report templates are accessible from the new application coversheet and so on)

Templates can be downloaded, completed and saved on your computer, and then uploaded to applications later under the Documents tab. You can also find these same templates on the ethics web page. If you do decide to download from within IRMA, the name of your project will be pre-filled on the template.

The templates available are (open from any coversheet):

Attachment list/checklist – which must be included for all submissions you make that have attachments

Cadavers and Human Tissue Form

Final Report

Investigator details – which must be attached any time you add or change any investigators, whether internal or external and whether it is a new application or an amendment of investigators

ISLHD Protocol Template – this needs to be submitted with your NEAF or LNR form.

Progress Report

Protocol Template – UOW applications should be submitted with this or the UOW application questions below. If you are not sure which one to choose, contact your ethics advisor.

UOW Application Questions

Questionnaire Summary

To download any one of these, press here (magnifying glass) then choose download a copy of the template (option 1).

If you picked the wrong template, or change your mind, just chose option 2 to return to your coversheet.

Feel free to download as many copies of each template as you need, and as many different templates as you want.

It might be prudent though to only download what you need for your current coversheet close to the time you will use it in case the templates are updated over time.

For full details of which documents you will need and when to use them, see the Ethics website.

Note that other forms or documents may be required with your application that are not included here as templates such as the new ethics application form (NEAF) for ISLHD projects or participant information and consent forms.

Once you have downloaded and completed your forms, remember to follow the document naming convention when saving them.

All documents that are uploaded to an application in IRMA remain with the record. This means that over time there are often multiple versions of documents. To allow the committee and the researcher to identify a specific version (e.g. the most recent one) it is important that the files are named consistently and with clear descriptors (go to the documents tab from whatever coversheet I am in and choose upload then type below in as I say it)

The format to use is Document name, Version number and date(DDMMYYYY). For example a Participant Information Sheet for children would be named ChildPISv122092016.doc; the use of acronyms and spaces is completely optional, this could equally be written

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as Child_Participant_Information_Sheet_v1_22092016.doc; the parent PIS would be ParentPISv122092016.doc.

Remember that whenever you upload documents, you also need to include the attachments list.

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