

Please note that if you are working remotely you must be connected to the UOW VPN before you can access the IRMA system, instructions can be found at: <https://www.uow.edu.au/its/network/>

How to submit a **'New Application'** in IRMA:

- 1) Create a new coversheet, navigate to the **'Human Ethics'** tab on your **'Researcher profile'** page in IRMA, clear all of the search boxes and change the drop down box to **'a new coversheet'** and then select **'Create'**.
- 2) 'Please select form type:' select the type of cover sheet you are creating **'New Application (UOW)'** in this case;
- 3) Press **'Next'**;
- 4) You have now successfully created the **'Coversheet'**;
- 5) You should now see a page **'Coversheet'** with a number of tabs across the top, coversheet/questionnaire/documents/status history, make your way through these tabs. Please note that the **'Questionnaire'** tab is not the ethics application form, the application form and all other relevant documents must be uploaded separately into the **'Documents'** tab.
- 6) For your convenience some templates can be access through the **'Templates'** tab on the coversheet or on the Ethics web page at: <https://www.uow.edu.au/research-and-innovation/researcher-support/forms/#d.en.128201>.
- 7) Once you have completed the **'Questionnaire'** tab and uploaded all of your documents, navigate back to the **'Coversheet'** tab and press **'Submit'**. This will then start the sign off process (which you will need to do also Via the **'My Approvals'** tab on your **'Researcher profile'** page). Please note that your application will not be received by the Ethics Unit until all listed investigators and the Head of School for the Chief Investigator have all provided their electronic approval.
- 8) You can follow the progress of the approvals by navigating back to the **'Human Ethics'** tab, finding your relevant **'coversheet'** and clicking on the magnifying glass on the far right hand side under the **'Action'** column.

How to **Respond** to the Committees' review questions **'Response to review'**:

- 9) Create a new coversheet, navigate to the **'Human Ethics'** tab on your **'Researcher profile'** page in IRMA, clear all of the search boxes and change the drop down box to **'a new coversheet'** and then select **'Create'**.
- 10) 'Please select form type:' select the type of cover sheet you are creating **'Response to Review'** in this case;
- 11) You will see the same screen again with a search tab, click on the **'Search'** tab;
- 12) You will then be directed to a list of your existing protocols (please keep the search boxes clear and if nothing shows up, press **'Reset'** then press **'Search'** again. To link this **'Response to review'** coversheet to the protocol, select the correct protocol and press the link button on the far right under the **'Action'** column.
- 13) Press **'Next'**;
- 14) You have now successfully created the **'Coversheet'**;
- 15) You should now see a page with a number of tabs across the top, coversheet/documents/status. Move to the documents tab and upload your response and any other amended documents.
- 16) To address each of the questions raised by the committee, it is preferred that you either use the **'Response to Review template'** or simply create a word document showing each question and your answer.
- 17) Once this is done, navigate back to the **'Coversheet'** tab and press **'Submit'**. This will then start the sign off process (which you will need to do also Via the **'My Approvals'** tab on your **'Researcher profile'** page).

How to request an **Amendment** (other than Amending Investigators, please see instructions below) to your approved protocol (**NB:** an amendment can only be requested **post application approval** any changes required prior to approval should be submitted with your 'Response to review'):

- 1) Create a new coversheet, navigate to the '**Human Ethics**' tab on your '**Researcher profile**' page in IRMA, clear all of the search boxes and change the drop down box to '**a new coversheet**' and then select '**Create**'.
- 2) 'Please select form type:' select the type of cover sheet you are creating '**Amendment**' in this case;
- 3) You will see the same screen again with a '**Search**' tab, click on the '**Search**' tab;
- 4) You will then be directed to a list of your existing protocols (please keep the search boxes clear and if nothing shows up, press '**Reset**' then press '**Search**' again). To link this '**Amendment**' coversheet to the appropriate protocol, select the correct protocol and press the link button on the far right under the '**Action**' column.
- 5) Press '**Next**';
- 6) You have now successfully created the '**Coversheet**';
- 7) You should now see a page with a number of tabs across the top, such as: (coversheet/questionnaire/documents/status). Move through each of these tabs and complete what is necessary, in the documents tab, please upload any amended documents (please make sure you give a revised document a new version number and updated date).
- 8) Once this is done, navigate back to the '**Coversheet**' tab and press '**Submit**'. This will then start the sign off process (which you will need to do also Via the '**My Approvals**' tab on your '**Researcher profile**' page).

How to request an **Amendment to Investigators** to your approved protocol (please note an amendment can only be requested **post** application approval):

- 1) Create a new coversheet, navigate to the '**Human Ethics**' tab on your '**Researcher profile**' page in IRMA, clear all of the search boxes and change the drop down box to '**a new coversheet**' and then select '**Create**'.
- 2) 'Please select form type:' select the type of cover sheet you are creating '**Amend Investigators**' in this case;
- 3) You will see the same screen again with a '**Search**' tab, click on the '**Search**' tab;
- 4) You will then be directed to a list of your existing protocols (please keep the search boxes clear and if nothing shows up, press '**Reset**' then press '**Search**' again). To link this '**Amend Investigator**' coversheet to the protocol, select the correct protocol and press the link button on the far right under the '**Action**' column.
- 5) Press '**Next**';
- 6) You have now successfully created the '**Coversheet**';
- 7) **Important** Please ensure that you complete the field '**Describe the reason for the change**' on this coversheet to inform the committee of your proposed change (this should contain information such as the new investigators name or who you wish to remove).
- 8) Scroll down and either '**Add**' or '**Delete**' investigators from this coversheet. If you cannot see an '**Add**' button, you may firstly need to change the drop down fields eg. Under Internal Investigators, change the '**NO**' to '**YES**' and add a number into the next field. This will now provide you with the '**Add**' button and you should be able to search for the relevant person (or if not available, create them manually).
- 9) You will now need to move through the remaining tabs across the top of this '**Coversheet**' at the top of the page, such as the '**Documents**' tab to include all relevant amended documents and include all evidence of ethics training and signed Additional researcher declaration for any new investigator.

- 10) Once this is done, navigate back to the '**Coversheet**' tab and press '**Submit**'. This will then start the sign off process (which you will need to do also Via the '**My Approvals**' tab on your '**Researcher profile**' page).

How to submit a **Progress or Final Report**:

1. Create a new coversheet, navigate to the '**Human Ethics**' tab on your '**Researcher profile**' page in IRMA, clear all of the search boxes and change the drop down box to '**a new coversheet**' and then select '**Create**'.
2. 'Please select form type:' select the type of cover sheet you are creating '**Progress/Renewal/Final Report UOW**' in this case.
3. You will see the same screen again with a 'Search' tab, click on the 'Search' tab;
4. You will then be directed to a list of your existing protocols (please keep the search boxes clear and if nothing shows up, press 'Reset' then press 'Search' again. To link this '**Amend Investigator**' coversheet to the protocol, select the correct protocol and press the link button on the far right under the '**Action**' column.
5. Press '**Next**';
6. You have now successfully created the '**Coversheet**';
7. Once this is completed you will be on a page with 4 tabs across the top 'Coversheet' 'Questionnaire' 'Documents' and 'Status'. Answer all of the questions in the '**Questionnaire**' tab and move to the documents tab and upload your completed progress report (the report template can be found on our web page at: <https://www.uow.edu.au/research-and-innovation/researcher-support/forms/> or on the front page of the coversheet under the 'templates' tab.
8. Once you have uploaded all relevant documents, navigate back to the '**Coversheet**' tab and press **submit**. This will then start the sign off process (please check the '**sign off required**' tab on the researcher profile page to see if you are required to sign off [the CI needs to sign off on all coversheets]).

How to **VIEW** your submitted/approved protocols and their related documents in IRMA:

1. Log into IRMA.
2. Click on '**Desktop**' in top right hand corner of page (inside blue/purple banner across top of page).
3. Locate '**Human Ethics**' column.
4. Select '**Protocols**' line.
5. All protocols will be displayed here, if you cannot see anything, please press the '**Reset**' button and '**Search**' button to ensure the search fields are clear.
6. Try to avoid using search fields as IRMA does not like any text unless it reflects the record text 100%.
7. You will now see a selection of tabs that you can click to view such things as '**Documents**' and '**Correspondence**'.
 - a. The '**Documents**' tab will show you all documents that have been submitted to the HREC for consideration (even ones that have not been approved) please ensure that you read the correspondence sent to you which would reflect the correct '**approved**' documents.
 - b. The '**Correspondence**' tab will show you all communication (emails) that have been sent to the researcher from the Ethics Committee.
 - c. '**Investigators**' will show you the current list of investigators approved on the project.
 - d. '**Coversheets**' will show you all coversheets that have been created for this project (if you would like to delete any draft coversheets, please see instructions on how to delete coversheets).

- e. **'C'ttee Outcome'** will show you which committee meeting your item is allocated to or was reviewed at.

How to **delete a DRAFT coversheet** (not yet submitted) If you have accidentally submitted an incorrect coversheet, please contact rso-ethics@uow.edu.au with the details of your submission code and we can unsubmit the coversheet which will provide you with access again (either to edit it or delete it).

1. Log into IRMA
2. Click on **'Desktop'** in top right hand corner of page (inside blue/purple banner across top of page)
3. Locate **'Human Ethics'** column
4. Select **'Coversheet'** line
5. Any coversheet that is white can be deleted by Researcher by clicking on the bin icon in the **'Action'** column (far right)
6. Try to avoid using the search fields as IRMA does not like text unless it reflects the record text 100%.

How to **see who still needs to sign off on the application before it reaches the Ethics Office** for processing:

1. Log into IRMA
2. Make sure you are on your **'Researcher Profile'** page
3. Click on the **'Human Ethics'** tab
4. Find the item that you have submitted and want to check who has/hasn't signed off yet (check under the status which should still read **'Submitted- Awaiting Signoff'**) and the **'Signoff status'** would be **'Pending'**
5. Under the far-right hand column **'Action'** click on the magnifying glass which will show you who has and hasn't signed off. Please keep in mind that there is a specific order that people need to sign off in IRMA and the queue cannot be jumped (numbers indicate order).
6. **Green** indicates that they have signed off, **Orange** indicates that they have been sent an email and are to sign off before anyone else is notified and White means that you are waiting for a lower number to sign off before you are notified.

The full user guide for IRMA can be found on our webpage at: <https://www.uow.edu.au/research-and-innovation/researcher-support/ethics/human-ethics/irma/>