

RESEARCH INFORMATION MANAGEMENT SYSTEM (RIMS)

Human Research Ethics Application –
Quick reference guide

Contents:

NEW APPLICATION	4
1.0 COVERSHEET TAB	4
1.1 Protocol Title	5
1.2 Nominate Head of Element Approver	5
1.3 Chief investigator	5
1.4 Internal Investigators	7
1.5 External Investigators	7
1.6 Start and End dates	8
1.7 External Ethics Approvals	8
1.8 Contracts and Grants / Publications	9
2.0 QUESTIONNAIRE TAB	9
3.0 DOCUMENTS TAB	13
4.0 STATUS HISTORY TAB	14
5.0 SUBMIT APPLICATION	14
Print Coversheet and Questionnaire	15
6.0 OTHER INFORMATION – RIMS FUNCTIONS	16
6.1 Common controls	16
6.2 Question types - There are four question types displayed when answering a questionnaire:	16
6.3 Preview mode	17
7.0 OTHER INFORMATION – AFTER SUBMISSION	18
7.1 Current Coversheets:	18
7.2 Current Protocols:	18
ANNUAL REPORT / FINAL REPORT	20
CHIEF INVESTIGATOR / HEAD OF SCHOOL REVIEW OF ETHICS APPLICATION	22
Reviewing an application	22

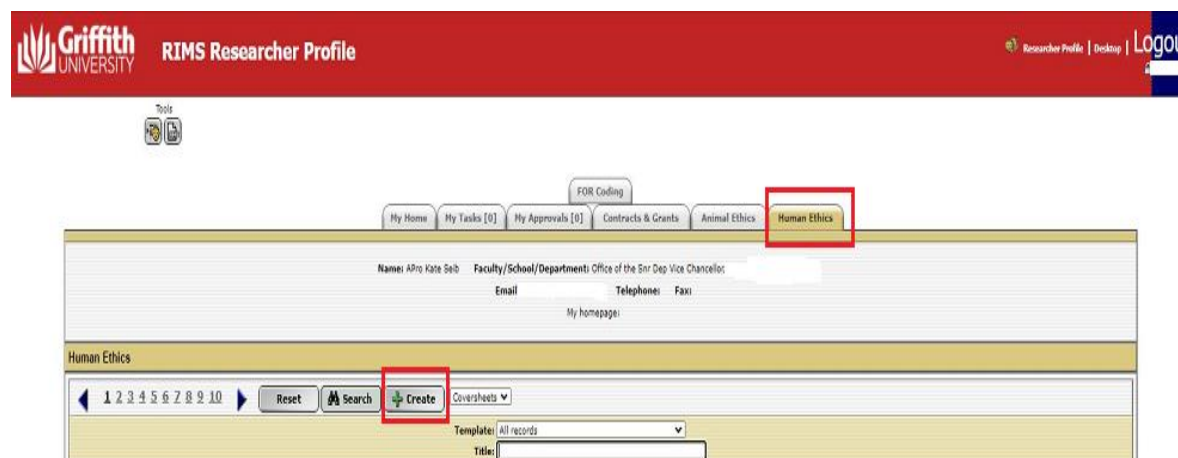
The Griffith University Human Research Ethics Review process is web based. This means that academic staff/students complete the '*RIMS ethics application*' by logging onto the [Ethical Reviews website](#), accessing RIMS by clicking on the red 'Access RIMS' button and electronically submitting the completed application to the Office for Research. This document explains how to enter data and submit the application.

The '*Human Ethics Coversheet Questionnaire*' previously known as the *Expedited Ethical Review Checklist* in the old database system, is made up of four (4) Tabs: Coversheet, Questionnaire, Documents and Status History. Within the 'Questionnaire Tab' each question is presented in turn and only those questions that relate to previous answers will be presented. The same questionnaire may result in one researcher answering many questions and another only a few. The information gathered in these tabs will allow the ethics reviewers to assess your application.

You may be advised by the system that Ethics Clearance is not required (**Outside of Scope** or **Exempt**) however you are still required to submit the completed application with supporting documents. While completing the questionnaire section of the application you may be advised that a **Full Review** is required in which case you will be instructed to stop completing the application until you have completed a [Human Research Ethics Application \(HREA\)](#) via the NHMRC website and uploaded the 'Human Research Ethics Application' to the RIMS ethics application, after which you can submit the application to the Office for Research.

From the RIMS Researcher Profile page, begin an application by clicking into the '**Human Ethics**' tab, clicking on the **Create**

 **Create** button.



The screenshot shows the RIMS Researcher Profile page. At the top, there is a red header with the Griffith University logo and the text 'RIMS Researcher Profile'. Below the header, there is a navigation bar with several tabs: 'My Home', 'My Tasks [0]', 'My Approvals [0]', 'Contracts & Grants', 'Animal Ethics', and 'Human Ethics'. The 'Human Ethics' tab is highlighted with a red box. Below the navigation bar, there is a section for user information, including 'Name: A/Prof Kate Seib', 'Faculty/School/Department: Office of the Sen Dep Vice Chancellors', 'Email', 'Telephone', 'Fax', and 'My homepage'. Below this, there is a section for 'Human Ethics' with a 'Create' button highlighted by a red box. The 'Create' button is a green button with a plus sign and the text 'Create'. To the right of the 'Create' button, there is a 'Coversheets' dropdown menu. Below the 'Create' button, there is a 'Template' dropdown menu set to 'All records' and a 'Title' input field.

Regardless of whether you are submitting a new application or a progress/final report these all start the same way.

Select the required form type.

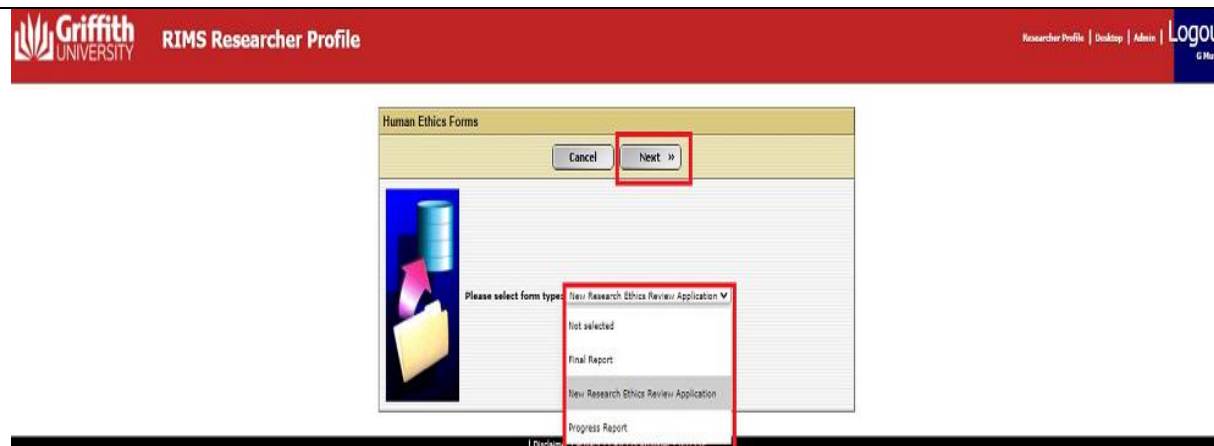
New Application = "New Research Ethics Review Application"

Progress Report = "Progress Report" due annually

Final Report = "Final Report" due upon completion of the data collection

Then click on the  button

This will take you into the ethics application

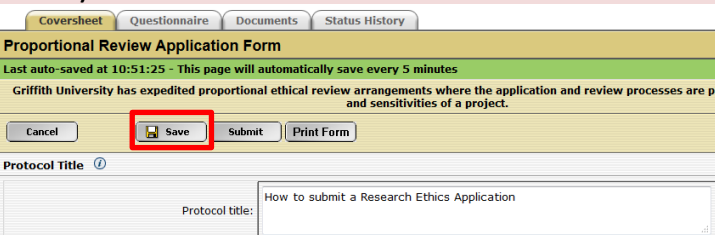



NEW APPLICATION

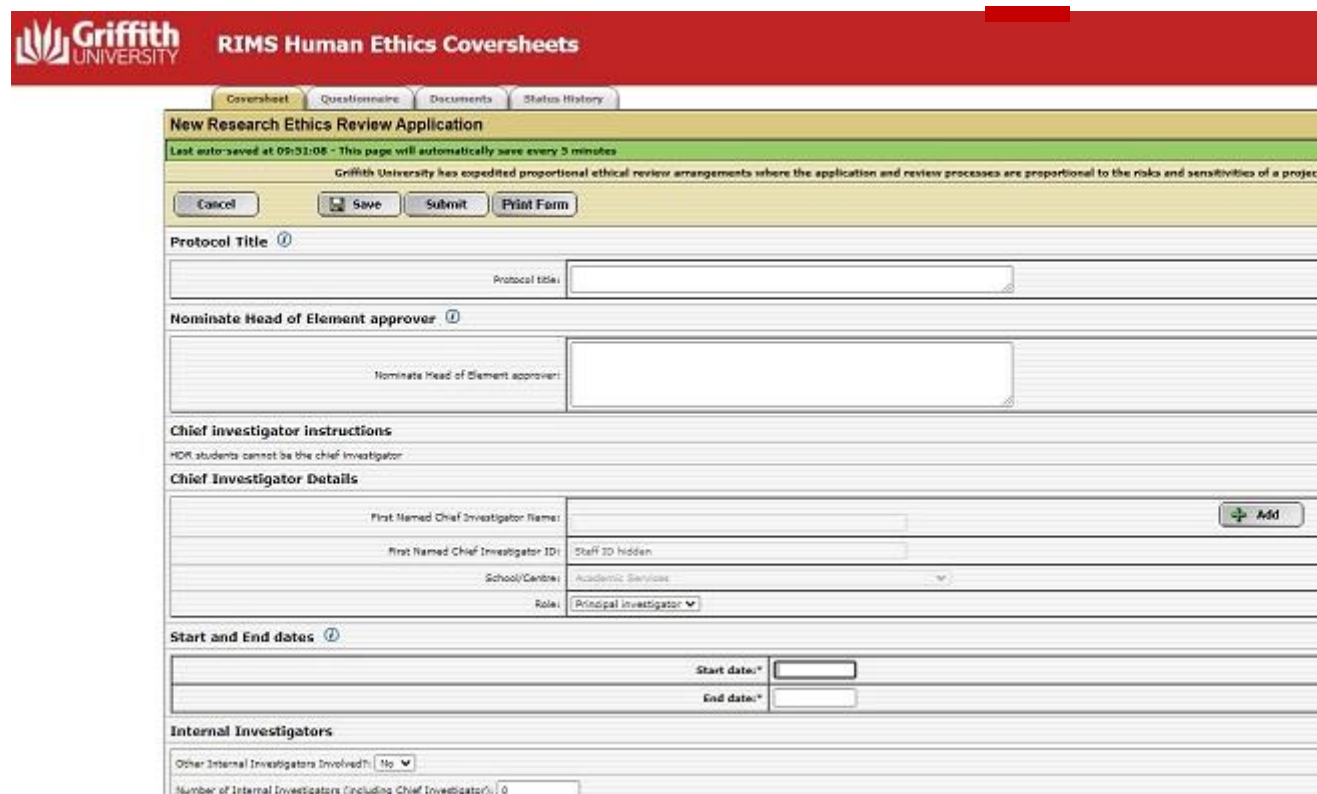
1.0 COVERSHEET TAB

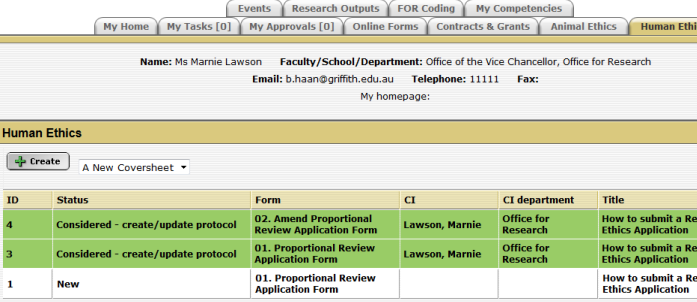




The first tab is the Coversheet. Coversheets are comprised of a set of code blocks, each of which collects related pieces of data. This section details how to complete each code block that may appear on a coversheet.

NOTE: BY CLICKING 'SAVE' YOU WILL EXIT THE COVERSHEET AND RETURN TO THE 'HUMAN ETHICS' LIST SCREEN (shown below).



CLICK ON THE PENCIL  IN THE RIGHT HAND COLUMN NEXT TO THE CURRENT APPLICATION TO RETURN TO IT.



 <p>Green rows have been submitted, white rows have not been submitted.</p> <p>The application will auto save every 5 minutes.</p>	<div>External Investigators</div> <div>Other External Investigators Involved?: No</div> <div>Number of External Investigators: 0</div> <div>External Ethics Approval</div> <div>Responsible</div> <div>Current state</div> <div>HREC name</div> <div>Contracts and Grants</div> <div>Title</div> <div>Publications</div> <div>Title</div>
<p>The  symbol contains helpful information for this field as per the example, hover your mouse cursor over this symbol to reveal the help text.</p>	<div>Protocol Title </div> <div>Ensure that the title is appropriate for this research and would make it easy to identify the project. This is the title that will be used for correspondence about this application and the resulting clearance and would normally be the title you would use in recruitment and informed consent materials</div> <div>Chief investigator instructions</div> <div>HDR students cannot be the chief investigator</div>
<p>1.1 Protocol Title</p> <p>The Protocol Title is a mandatory field and will accept a maximum of 256 characters.</p>	<div>Protocol Title </div> <div>Protocol title: How to submit a Research Ethics Application</div>
<p>1.2 Nominate Head of Element Approver</p> <p>Enter the name of your Head of School/Department/Centre or the school's nominated ethics approver (as this might be different from the HoS)</p>	<div>Nominate Head of Element approver </div> <div>Nominate Head of Element approver:</div>
<p>1.3 Chief investigator</p> <p>In addition to recording the Chief investigator's details, this code block is also used to determine the department to be used for some approvals and the primary department of the protocol. The department of the CI cannot be overridden.</p>	

You will need to contact research-ethics@griffith.edu.au if this is incorrect.

Chief investigator instructions

HDR students cannot be the chief investigator

Chief Investigator Details

First Named Chief Investigator Name: + Add

First Named Chief Investigator ID:

School/Centre:

Role:

Enter the Chief Investigator's (CI) **last name only** if you don't have their Staff Number and need to look them up.

If you know the CI's **Staff Number**, enter this into the field and the name will be automatically filled. If the Staff Number has less than 7 digits, add zeros (0) to make up the 7 digits, e.g. 9191 should be entered as 0009191.

NOTE: Students should not be added as the Chief Investigator. If you are a student, please populate this with the details of your supervisor. Please add yourself under 'Internal Investigators' as the 'HDR candidate'.

Investigator Search

Surname or Staff ID:

Search options:

Then click on the 'Link' button to the right of their name to add them to the Coversheet.






Investigator Search Results

Staff number	Name	Status	Department - Group Name - Institution	Action
Staff ID hidden	Lawson, Amy Ms	Research staff	Griffith School of Environment, Science, Environment, Engineering and Technology Group, Griffith University	<input type="button" value="Link"/>
Staff ID hidden	Lawson, Ben Dr	Research staff	Griffith School of Environment, Science, Environment, Engineering and Technology Group, Griffith University	<input type="button" value="Link"/>
Staff ID hidden	Lawson, Charles Prof	Research staff	School of Law, Arts Education and Law Group, Griffith University	<input type="button" value="Link"/>
Staff ID hidden	Lawson, Marnie	Administrative user	Office for Research, Office of the Vice Chancellor, Griffith University	<input type="button" value="Link"/>
Staff ID hidden	Lawson, Suzanne Ms	Research staff	Griffith School of Environment, Science, Environment, Engineering and Technology Group, Griffith University	<input type="button" value="Link"/>
Staff ID hidden	Lawson, Sylvia Ms	Research staff	Unassigned Department, Unassigned Group, Griffith University	<input type="button" value="Link"/>
Staff ID hidden	Lawson, Walter Mr	Research staff	Unassigned Department, Unassigned Group, Griffith University	<input type="button" value="Link"/>

1.4 Internal Investigators

The Internal investigators code block records all investigators except the CI

To add an internal investigator:


- Select **'Yes'** beside **"Other Internal Investigators Involved"**, a new code block will display which allows adding and editing internal investigators
- Click **Add**  **Add** in the Internal Investigators section
- Enter a staff ID or surname. This can be a partial surname, **do not** enter an initial
- Click **Search** 
- If a valid staff ID was entered this step will be skipped, otherwise a list of internal staff members matching the search term will be displayed
- click **Link**  beside the correct staff member or click **Back**  to enter a new search term
- Select this person's role from the Picklist
- Click **'Save'** 
- Continue adding researchers until the entire team is listed.
- Ensure you enter the total number of Griffith investigators (including the CI) in the *'Number of Internal Investigators (Including Chief Investigator)'*.

NOTE: If you cannot find a Griffith University staff or student after searching, this is most likely because they have never logged into RIMS to create a RIMS profile for themselves. Please send an email to research-ethics@griffith.edu.au, provide the s-number and ask for a profile to be generated for the research team member.

Internal Investigators


Other Internal Investigators Involved?: **Yes** ▼

Number of Internal Investigators (including Chief Investigator): 0

 **Add**

Staff ID	Internal Investigator Name	Faculty/School/Centre	Role	Action
	(Auto-populated)			


Investigator Search

Cancel 


Surname or Staff ID:

Search options: Contains ▼

Coversheet - Investigator

Cancel 

Investigator name: Williams, Richard

Role: 

- Co-investigator
- HDR candidate
- Principal investigator

1.5 External Investigators

Similar to the above, to add an external investigator:


In the External investigators section, select **'Yes'** besides **"Other External Investigators Involved"**, a new code block will display which allows adding and editing external investigators.

click **Add**  **Add**

Enter a surname, this can be a partial surname

Click **Search** 


A list of externals matching the search term will be displayed



Click **Link**  beside the correct external or click **Back** to enter a new search term

External Investigators


Other External Investigators Involved?: **Yes** ▼

Number of External Investigators: 0

 **Add**

External Investigator Name	Country	Institution	Role	Action
A Smith, J.	Not known		Co-investigator	 

To set an external investigators role:

- Click the edit icon  beside the relevant investigator
- update the role
- Click **Save** 

Coversheet - Investigator

Investigator name: A Smith, J.

Role: Co-investigator

If your research team member is not shown click 'Create'

External Search Results

You can enter as much information as you like but please enter at least the person's **full name** and their **Institution**.

Click **Save** 

New - External investigator

Last name*:

First name:

Initials:

Title: Mr

Institution:

Institution address:

City:

Country: Australia

Postcode:

Telephone:

Mobile:

Email:

Collaboration type: Not known

User ID:

Ethics

1.6 Start and End dates

Enter the requested start and end dates. These are both mandatory fields. These indicate the dates **data collection** will commence and finish. **The start date cannot predate the submission of the application.**

Date format is dd/mm/yyyy.

Start and End dates

Start date:*

End date:*

1.7 External Ethics Approvals

If your project has already been reviewed by another research ethics committee and the approval is current, details should be entered.

- Click **Add**  in the External Ethics Approval section

External Ethics Approval




Responsible

Current state

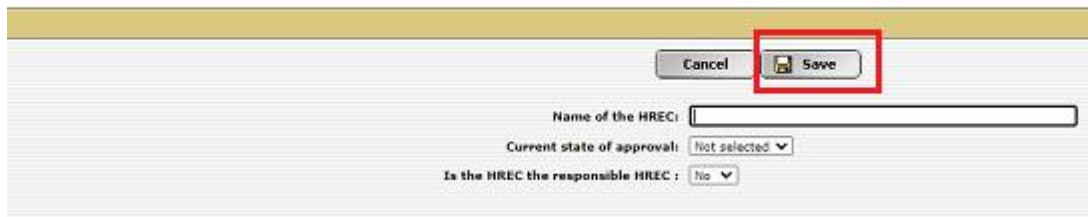
HREC name


Action

- Enter relevant information into each field (Name of the HREC, Current state of approval and Is the HREC the responsible HREC)
- Click 'Save'  Save

NOTE: If ethics approval has been received from an overseas ethics Committee, unless it can be demonstrated that the overseas research ethics review process is very similar to the Australian arrangements, reviews from countries other than Canada, the United Kingdom, the United States and New Zealand will not be accepted for prior review. Instead, such research will need to be submitted for Griffith University review.

RIMS Human Ethics Coversheets



Cancel  Save

Name of the HREC:

Current state of approval:



Is the HREC the responsible HREC:

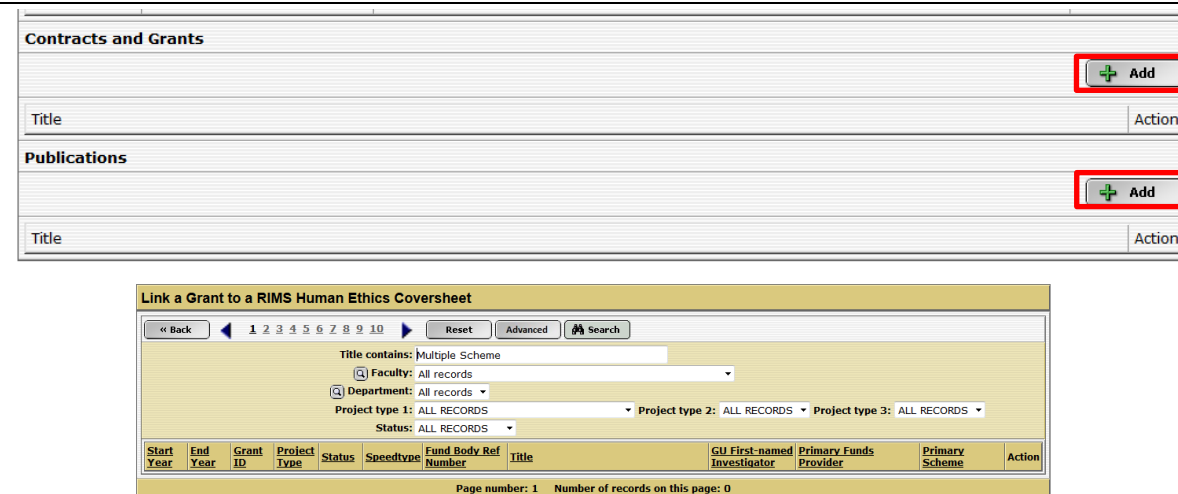
NOTE: THE FINAL TWO SECTIONS OF THE COVERSHEET TAB ARE NOT REQUIRED BY RESEARCH ETHICS:

1.8 Contracts and Grants / Publications


The final two sections of the Coversheet are **not compulsory to complete**.

To link a Contracts and Grants record to a coversheet:

- Click the Add  Add button in the Contracts and Grants section
- Search for the relevant record using the filters and search fields available
- Click the Link icon  beside the relevant record




Contracts and Grants

 Add

Title Action

Publications

 Add

Title Action

Link a Grant to a RIMS Human Ethics Coversheet

« Back 1 2 3 4 5 6 7 8 9 10 Reset Advanced Search

Title contains:

Faculty:

Department:


Project type 1: Project type 2: Project type 3:

Status:




Start Year	End Year	Grant ID	Project Type	Status	Speedtype	Fund Body Ref Number	Title	GU First-named Investigator	Primary Funds Provider	Primary Scheme	Action
Page number: 1 Number of records on this page: 0											

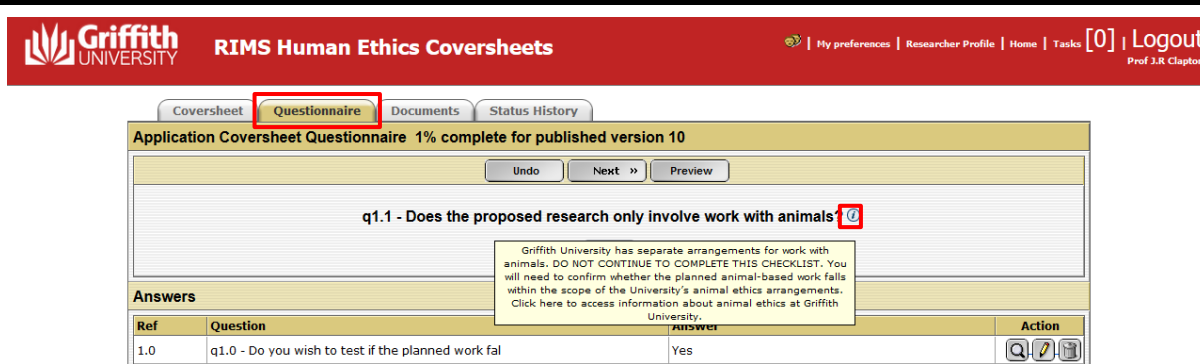
2.0 QUESTIONNAIRE TAB

Answer each question in order until the message "Questionnaire has been completed" displays. The questions presented will depend on the answers to previous questions. Answers can be revised at any time, until the application is submitted using the controls described below.

The  symbol contains helpful information for this field as per the example, hover your mouse cursor over this symbol to reveal the help text.

The three icons on the right of the questions do the following:

-  - View the full question and answer
-  - View question and change the answer to this question
-  - Delete this answer



Griffith UNIVERSITY RIMS Human Ethics Coversheets

My preferences | Researcher Profile | Home | Tasks [0] | Logout Prof J.R. Clapton

Coversheet **Questionnaire** Documents Status History




Application Coversheet Questionnaire 1% complete for published version 10

Undo Next » Preview

q1.1 - Does the proposed research only involve work with animals 

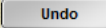
Griffith University has separate arrangements for work with animals. DO NOT CONTINUE TO COMPLETE THIS CHECKLIST. You will need to confirm whether the planned animal-based work falls within the scope of the University's animal ethics arrangements. Click here to access information about animal ethics at Griffith University.

Answers

Ref	Question	Answer	Action
1.0	q1.0 - Do you wish to test if the planned work falls	Yes	  

NOTE: The first two questions give you the option to check if your research requires ethics clearance:

PLEASE NOTE: If you **CHANGE or **DELETE** an answer you will be taken back to that point of the questionnaire and will lose all answers that you had previously entered after that question.**

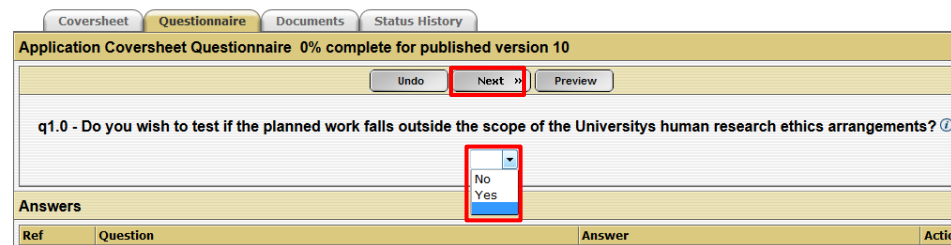
 clicking this button will undo just your last answer and you will be asked that question again.

q1.0 Do you wish to test if the planned work falls outside the scope of the University's human research ethics arrangements?

q2.0 Do you wish to test if the planned work is exempt from ethical review?

If you know your research **does require ethics review** you can skip these two sets of questions by answering 'No' to both of these.

Select your answer to the question from the Picklist then click 'Next'.



Application Coversheet Questionnaire 0% complete for published version 10

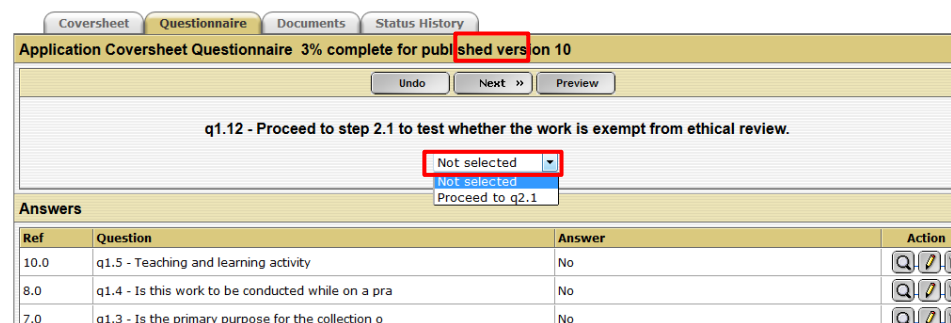
Undo Next » Preview

q1.0 - Do you wish to test if the planned work falls outside the scope of the University's human research ethics arrangements? ⓘ

Answers

Ref	Question	Answer	Action
-----	----------	--------	--------

Where a 'question' directs you to go to a certain step e.g. "Proceed to step 2.1" simply go to the Picklist and select this option, then click 'Next'












Application Coversheet Questionnaire 3% complete for published version 10

Undo Next » Preview

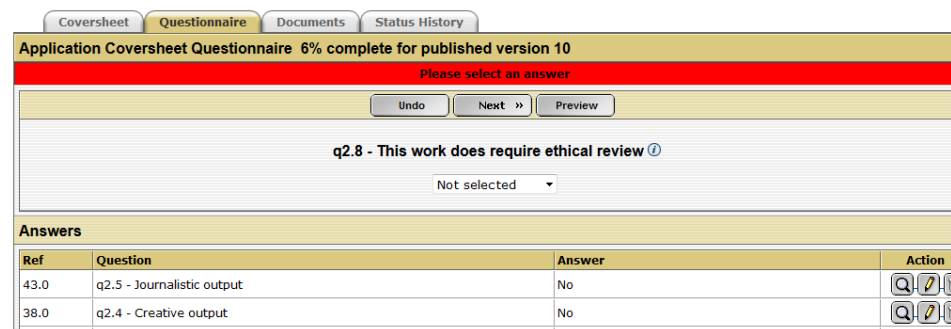
q1.12 - Proceed to step 2.1 to test whether the work is exempt from ethical review.

Not selected

Answers

Ref	Question	Answer	Action
10.0	q1.5 - Teaching and learning activity	No	  
8.0	q1.4 - Is this work to be conducted while on a pra	No	  
7.0	q1.3 - Is the primary purpose for the collection o	No	  

If you press 'Next' without answering a question, the system will require you to provide a response before you may move onto the next question. Go to the picklist and select an answer or type an answer if you are presented with a free text box.



Application Coversheet Questionnaire 6% complete for published version 10







Please select an answer

Undo Next » Preview

q2.8 - This work does require ethical review ⓘ

Not selected

Answers

Ref	Question	Answer	Action
43.0	q2.5 - Journalistic output	No	  
38.0	q2.4 - Creative output	No	  

At the Question 5 section you will be asked about the level of risk involved in your research in relation to the participants. There are two **types** of risk for each of six **categories** and there are four **levels** of risk: e.g.

Category: **Type:**
"Physical risk impact after the application of the research design"

Category: **Type:**
 “Physical risk incidence after the application of the research design”

Level:
 Your response options: Negligible / Very Low / Low / Greater

Ref	Question	Answer	Action
180.0	Legal risk incidence after the application of the	Negligible	[Icons]
179.0	Legal risk impact after the application of the res	None	[Icons]
178.0	Economic risk incidence after the application of t	None	[Icons]
177.0	Economic risk impact after the application of the	None	[Icons]

Type of risk:

Risk Impact – how great is the impact of the risk if it were to happen e.g. (Negligible) inconvenience of time only, (Low) a minor bruise, (Greater) a sprained ankle, a broken arm, death.

Risk Incidence – how likely is it that an incident will occur e.g. (Negligible) don’t foresee an incident occurring, (Very Low) one occurrence in every 10,000 times an ‘experiment’ is performed, (Low) one occurrence in every 100 times the ‘experiment’ is performed, (Greater) one occurrence in every second time the ‘experiment’ is performed

Category of risk:

Physical risk - This relates to injury, significant pain, infection, disease, death and other deleterious impacts on the physical wellbeing of individuals - most typically participants, but includes the researchers and others.

Psychological risk - A psychological risk refers to harms that include anguish, significant emotional distress or stress. In some cases (e.g. with a high level of suicide ideation or clinical depression) this can include devaluing personal worth.

Social risk - Research can have deleterious impacts on personal relations (e.g. within a familial unit) or peer relations (e.g. the standing of individuals within their peer group). These risks can

frequently be an issue for research in the broad social sciences, where research can often relate to, and impact upon, personal relationships.

Economic risk - Economic risks are those relating to: loss of income; loss of job or career prospects; loss of benefits or entitlements; diminished market share or brand reputation, or other factors that might have deleterious financial implications.

Legal risk - Some research can raise legal risks, such as: civil or criminal proceedings, fines or some other form of regulatory response. While research can justifiably be intended to expose illegal or inappropriate behaviour, such research typically requires a higher level of ethical review.

Environmental risk - Researchers should conduct their research so as to minimise adverse effects on the environment.

Level of risk:

Negligible risk - describes research in which there is no foreseeable risk of harm or discomfort; and any foreseeable risk is no more than inconvenience.

Very Low Risk – No prodding, poking or pricking

Low Risk - describes research in which the only foreseeable risk is one of discomfort.

Greater Risk – describes research in which there is foreseeable risk of harm.

At the q9 section you will be asked to provide free text answers to describe the research project. **Please note these answers must be addressed within the fields provided, an answer of “please refer to attached document” is not acceptable.** Text must be entered here or the system will not allow you to proceed.

The maximum space available is 1,000 words, this should be a sufficient allowance as you are asked to provide a *summary*. You may refer to documents which you will upload in the next section (Documents Tab).













Coversheet Questionnaire Documents Status History

Application Coversheet Questionnaire 27% complete for published version 10

Undo Next » Preview

q9.1 - Provide a project description. This should provide a description of the question/objective(s) of the research that would make sense to non-researchers and people without expertise in your area. Please outline the research methods to be used to achieve these objectives and what participants will experience/undertake (maximum of 1,000 words and minimum of 200 words).

Answers




Ref	Question	Answer	Action
142.0	q8.3 - Is the application intended to provide an u	No	  
141.0	q8.2 - Prior to the implementation of the research	No	  
125.0	q8.1 - Does the research involve the purposive rec	No	  
122.0	q6.12 - Outside Australia?	No	  

To proceed to q10.1.1 click on the Picklist and choose this option.

At the q10 section you as the **Chief Investigator (CI)** are asked to provide your assurance on a number of ethics and integrity matters. You as the CI are speaking for the research team, therefore if the person completing the application is not the CI it is recommended that you continue to the next tab upload the appropriate documents, save the Application and contact the CI to complete section 10 of the application.

Also note that once the application is submitted in the system the CI will receive an email requesting their endorsement of the application. Therefore, if the CI gives another applicant permission to submit on their behalf, the CI will still be required to 'approve' the submission.

The three icons on the right of the questions do the following:

-  - View question and change the answer to this question
-  - View the document that has been uploaded (this will take you to a screen where you can download the document)
-  - Delete this answer

Coversheet Questionnaire Documents Status History










Application Coversheet Questionnaire 30% complete for published version 10

Undo Next » Preview

q10.1 - On behalf of research team for this project, by proceeding to q10.1.1, I confirm that all members of the research team have read the current edition of the National Statement on Ethical Conduct in Human Research and the relevant booklets of the Griffith University Research Ethics Manual. We confirm that we will conduct this project in accordance with the principles contained in the National Statement and the Research Ethics Manual. We accept responsibility for the ethical and appropriate conduct of this work.

Not selected
Have submitted
Proceed to q10.1.1




Answers

Ref	Question	Answer	Action
149.0	q9.6 - Dissemination of results	free text	  
148.0	q9.5 - Informed consent	free text	  
147.0	q9.4 - Provide details in relation to the data col	free text	  

Coversheet Questionnaire Documents Status History Administration

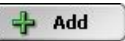
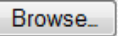

You may upload msg, pdf, doc, wav, mp3, xls, tif, tiff, jpg, jpeg, mov, wma, docx, xlsx, rtf file types

+ Add

Date	Type	Document	File Size	File	Action
05/08/2015	Not selected	Info sheet	86145	jpg	  

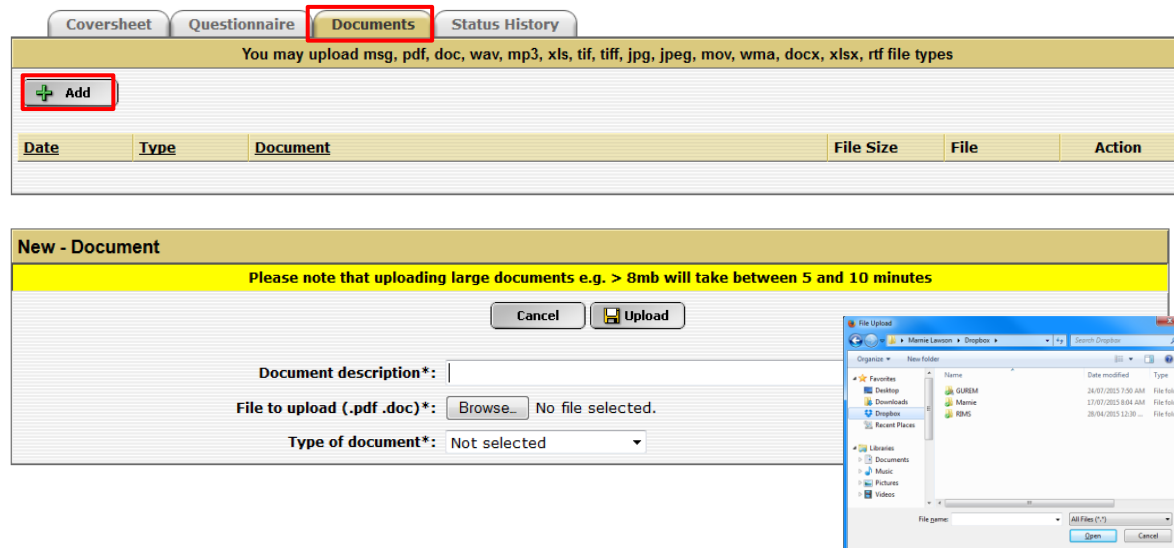
3.0 DOCUMENTS TAB

To attach a document to an application

- In the Documents Tab of a Human Ethics Application, click **Add** 
- Add a 'Document description'
- Select a 'Type of document' - the only option is "Supporting information"
- Click **Browse** 
- Locate and select a file and click **Open**, this screen will vary depending on the operating system used
- If the file type is not supported an error will be displayed, otherwise click **Upload** 

The types of documents that can be uploaded are listed across the top of the code block:

msg, pdf, doc, wav, mp3, xls, tif, tiff, jpg, jpeg, mov, wma, docx, xlsx, rtf file types



You are required to provide copies of the following documents for review where applicable:

- **Information Sheet** (all applications must have an Information Sheet attached unless you have specifically addressed at q9.5 why one is not being provided to participants). Templates for Participant Informed Consent Forms (PICFs) are titled Appendix 1 - Example templates for informed consent mechanisms (DOC 168k) and can be found under Booklet 22 of the [GUREM](#):
- **Consent form** (not required under certain circumstances refer to Booklet 22 of the GUREM as mentioned above)

- **Recruitment text** - provide the text that will be used for participant recruitment purposes (e.g. copy of the web page, telephone script, poster, email, letters, notices, advertisements, written invitation calling for volunteers). Section 5.2.23 of the National Statement (2007) specifies that all recruitment materials must be approved by the ethics review body prior to their use.
- **Questionnaire example** - provide a copy of the questionnaire or at least the most sensitive questions to be used.
- **Any other supporting documents** – excluding CVs, Grant applications or awards, contracts.
- **If a prior review application is being submitted** - provide a copy of the primary HREC's approval letter as well all documents reviewed and approved.

Please **do not** provide CVs, Grant applications or approvals, PhD proposals etc.

4.0 STATUS HISTORY TAB

You are not required to do anything in this tab. This tab allows you to monitor the progress of your application.

'New' – Application is in the process of being completed by the research team

'Submitted' – Application has been submitted but not yet viewed by the Office for Research

'To be Considered' – Application has been forwarded to a reviewer

'Considered – create/update protocol' – Application has been converted to a Protocol and therefore has received at least Provisional Ethics Clearance.

Coversheet	Questionnaire	Documents	Status History	Administration
Status History				
Date	Time	Status	Created by	
03/08/2015	12:06:25	New	Lawson, Marnie	

Coversheet	Questionnaire	Documents	Status History	Administration
Status History				
This coversheet has been submitted				
Date	Time	Status	Created by	
29/07/2015	13:55:32	Considered - create/update protocol	Lawson, Marnie	
29/07/2015	13:02:55	To be Considered	Lawson, Marnie	
28/07/2015	15:00:45	Submitted	Clapton, Jayne	
28/07/2015	14:49:18	New	Clapton, Jayne	

5.0 SUBMIT APPLICATION

In order to submit your application, return to the 'Coversheet' Tab

To submit the completed application;

Click the  button

The database will send an email to you to confirm the application has been submitted.

If you do not receive an email confirmation, the application has not been submitted. Return to the coversheet tab and click 'submit'.

After an application has been submitted the **Chief Investigator** and the **Head of School / Centre Director** will then need to go to their **'My Approvals'** Tab in their 'RIMS Researcher Profile' page to approve the submission of the application.

Instructions for how to do this are located at the end of this document.

However, if you as the CI are aware that the HoS is on leave and/or a Centre Director (not a HoS) or a Deputy Head / Acting Head needs to approve the application submission please contact the Office for Research (373 52069 or research-ethics@griffith.edu.au) and advise the name of the alternate approver. The ethics officers will be able to replace the absent staff member with the person acting in the role.

Coversheet	Questionnaire	Documents	Status History
Proportional Review Application Form			
Last auto-saved at 10:51:25 - This page will automatically save every 5 minutes			
Griffith University has expedited proportional ethical review arrangements where the application and review processes are proportional to the risks and sensitivities of a project.			
Cancel	Save	Submit	Print Form
Protocol Title ⓘ			
Protocol title:		How to submit a Research Ethics Application	
Chief investigator instructions			


If you have any questions please contact the
Human Research Ethics staff:
Ph: 373 52069
Research-ethics@griffith.edu.au




Print Coversheet and Questionnaire

As the signing of ethics applications is now conducted via an online workflow, the Office for Research does not require an additional hard copy or pdf version. However if you would like a printed / pdf copy for your own records follow these steps:

- Return to the **Coversheet** Tab
- Click **Print Form**

The screenshot shows the 'Proportional Review Application Form' interface. At the top, there are tabs for 'Coversheet', 'Questionnaire', 'Documents', and 'Status History'. Below the tabs, a green banner states: 'Last auto-saved at 14:07:39 - This page will automatically save every 5 minutes'. A yellow banner below that says: 'Griffith University has expedited proportional ethical review arrangements where the application and review processes are proportional to the risks and sensitivities of a project.' Below the banners are buttons for 'Cancel', 'Save', 'Submit', and 'Print Form'. The 'Print Form' button is highlighted with a red box. Below the buttons, there is a section for 'Protocol Title' with a text input field containing 'How to submit a Research Ethics Application'. Below that is a section for 'Chief investigator instructions' with the text 'HDR students cannot be the chief investigator'.

- Click on the magnifying glass  in 'Griffith University Human Ethics Coversheet' row

Templates		
Continue		
Report name	External reporting services	Action
Griffith University Human Ethics Coversheet	No	
HREC Final Report v2.01	No	
HREC Progress Report v2.01	No	

- Click (1), this will download the document to your default download location e.g. a Download folder on your computer, or your desktop. We cannot help you find this document but it will be named "TMP....." and several digits e.g. TMP621247102015724141141.doc
- Click (2) to return to the 'Coversheet' tab

The document will look like the image on the far right.





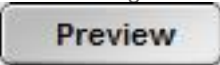
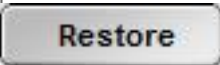
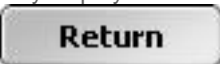
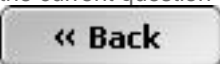
The screenshot shows the 'GRIFFITH UNIVERSITY HUMAN RESEARCH ETHICS COMMITTEE APPLICATION' form. The form contains the following fields:

- Subject Title: How to submit a Research Ethics Application
- Element: Office for Research; Office of the Vice Chancellor
- Principal Investigator: Mamie Lawson
- Investigators: Lawson Mamie; Williams Richard; Madison Kim; Allen Gary; Clapton Jayne; A. Cooper Matthew;
- Email: b.haan@griffith.edu.au; b.haan@griffith.edu.au; rs@griffith.edu.au; b.haan@griffith.edu.au; b.haan@griffith.edu.au;
- Linked Grants:
- Linked Publications: Error
- External Authorities: University of Queensland
- Duration of data collection / human research
- Date From: 01/08/2015 Date to: 31/12/2016
- Attached Documents: 24/07/2015 Not selected Participant Information Sheet
- Questionnaire:
- 1 - q1.0 - Do you wish to test if the planned work falls outside the scope of the University's human research ethics arrangements?
- Yes
- 3 - q1.1 - Does the proposed research only involve work with animals?
- No
- 4 - q1.2 - Does the proposed work include human research components (as defined by GUREM Booklet 1)?
- Yes
- 7 - q1.3 - Is the primary purpose for the collection of data to evaluate a Griffith University course or a University service?
- No




6.0 OTHER INFORMATION – RIMS FUNCTIONS

6.1 Common controls

The following navigation controls are available when answering the questionnaire:

- : deletes the last answer and presents the question before that with the answer removed
- : move to the next answer, the current question must be answered or an error message will display
- : open a new screen which displays the questions in the order they were presented and with no truncation of questions or answers
- : restore a previously deleted answer to the current question. This button is only displayed where an answer to the current question has been deleted
- : Displayed when viewing a question answer, clicking returns the user to the current question
- : Return to the coversheet from Preview mode

The following controls are available beside each question answer:

- : view questions, opens the question and answer in the current question pane with neither question nor answer truncated. The answer cannot be changed on this screen
- : edit the question. Edit the answer to the relevant question. Depending on the question type and new answer the question logic may result in some questions being re-presented or a new set of questions being presented. The user is warned that this will happen but the deleted answers are available through the restore functionality
- : Delete the answer to the relevant question. Depending on the question type and new answer the question logic may result in some questions being re-presented or a new set of questions being presented. The user is warned that this will happen but the deleted answers are available through the restore functionality

6.2 Question types - There are four question types displayed when answering a questionnaire:

Memo: free text is used to answer the question, text must be entered before moving to the next question

UndoNext »Preview

Please list the disease(s) involved

Diabetes, cardiovascular disease

Picklist: A drop down box with a set of possible values, only one of which can be selected. Not selected is the default answer and must be updated before moving to the next question

UndoNext »PreviewRestore

What is the primary purpose of the project? ⓘ

Diagnostic

<p>Yes / No: the value Yes or No must be selected. Not selected is the default answer, Yes or No must be selected to proceed</p>	<div data-bbox="1227 103 1843 145"> Undo Next » Preview Restore </div> <div data-bbox="974 183 2105 220"> q10.3.2.1 - I believe further independent and expert review of the safety of this research is required. ⓘ </div> <div data-bbox="1503 239 1572 266"> Yes ▼ </div>
<p>Tick box: A list of possible answers is displayed with a tick box beside each answer. One or more tick boxes can be checked, at least one checkbox must be checked</p>	<div data-bbox="1158 303 1800 344"> Undo Next » Preview Restore </div> <div data-bbox="943 387 2130 424"> The safety of this research has been considered by (please answer yes to at least one of the below): ⓘ </div> <div data-bbox="943 448 2007 628"> <div>By the authorising officer <input type="checkbox"/></div> <div>An internal process (eg PhD confirmation, peer review, internal competitive grant) <input type="checkbox"/></div> <div>An external process (e.g. peer review, external competitive grant, scientific review panel) <input type="checkbox"/></div> <div>Has not been formally considered. <input type="checkbox"/></div> <div>It does not warrant consideration for this research. <input type="checkbox"/></div> </div>
<h3>6.3 Preview mode</h3>	
<p>To preview the questionnaire answers click</p> <div data-bbox="203 762 423 826"> Preview </div> <p>Preview Preview, this button can be clicked at any time. Preview mode will display only the questions currently displayed in the main questionnaire screen, i.e. not questions not yet answered or deleted</p>	<div data-bbox="943 713 2136 1061"> <div>Preview</div> <div>« Back</div> <div>1 - Will the World University HREC act as the responsible HREC for all or part of this study?</div> <div>No</div> <div>2 - Name the responsible HREC/s</div> <div>University HREC</div> </div>

7.0 OTHER INFORMATION – AFTER SUBMISSION

7.1 Current Coversheets:

When you first submit an application it is entered as a 'Coversheet'. The screen pictured on the right lists each Coversheet you have created. If the Coversheet is highlighted in green it has been submitted. If the listed Coversheet is white, it is still 'New' and must be submitted for the Office for Research for the review process to commence.

Once a Coversheet is highlighted in green, it cannot be added to or modified.

To view your Coversheets (submitted and new)


- Click on 'Researcher Profile' in the red banner at the top of the screen.
- Click the 'Human Ethics' Tab

ID	Status	Template	Title	Action
RAD01x13102	Considered - create/update protocol	Main Migration - Variation	Full Review: Conversations using non-verbal communication	[Icon]
RAD01x13101	Considered - create/update protocol	Main Migration - Variation	Full Review: Conversations using non-verbal communication	[Icon]
RAD01x13100	Considered - create/update protocol	Main Migration - Variation	Full Review: Conversations using non-verbal communication	[Icon]
RAD01x13099	Considered - create/update protocol	Main Migration - Variation	Full Review: Conversations using non-verbal communication	[Icon]
RAD01x13098	Considered - create/update protocol	Main Migration - Variation	Full Review: Conversations using non-verbal communication	[Icon]
RAD01x13097	Considered - create/update protocol	Main Migration - Variation	Full Review: Conversations using non-verbal communication	[Icon]
RAD01x13061	Considered - create/update protocol	Main Migration - Variation	Indigenous Governance and Improved Decision Making Capacity	[Icon]
RAD01x13041	Considered - create/update protocol	Main Migration - Variation	Are Engaging with the Moral Obligations of Social Inclusion in Higher Education Leading to a More Inclusive Future?	[Icon]

7.2 Current Protocols:

Once the reviewers have considered the application they will issue Full Clearance, Conditional Clearance or Provisional Clearance. At this point it becomes a 'Protocol' and can be found on the screen pictured on the right:

- On the RIMS Researcher Profile page, click on 'Human Ethics'
- Click on the drop-down box to change 'Coversheets' to 'Protocol'

By clicking on the  in the right hand column you can review the Protocol.

Form	CI	CI department	Title
New Research Ethics Review Application			
New Research Ethics Review Application		School of Applied Psychology	
New Research Ethics Review Application			
New Research Ethics Review Application			

Click through each Tab to review the protocol, to return to the search screen go back to the **'Main Details'** Tab and click **'Cancel'** to return to the list page.

Grants Snapshot Correspondence
Privacy Authorities Publications
Main Details Investigators Departments Questionnaire Coversheets

Amend

This tab is read-only

Cancel Print Form

Created by: 2702847
Record number: 16026
Protocol number: [REDACTED]

Date entered*: 08/07/2021
Program Type: Undergraduate
Requested start date*: 07/07/2021
Requested end date*: 07/07/2026
Approval date: [REDACTED]
Expiry date: [REDACTED]
Protocol title*: [REDACTED]
Protocol type: Human expedited review 1
Internal ref: [REDACTED]
TRIM id: [REDACTED]
Clearance status: Provisionally Approved

The **'Coversheet'** Tab lists which Coversheets have been submitted - i.e. the original application, and any Annual or Final Reports.

Grants Snapshot Correspondence
Privacy Authorities Publications
Main Details Investigators Departments Questionnaire Coversheets

Protocol title: [REDACTED]
Ethics programme type: Undergraduate Chief Investigator: [REDACTED] Protocol number: 2000/0000
Approval date: 09/01/2020 Anticipated end date: Expiry date: 29/09/2022 Submission date:
Protocol type: Prior Review Current clearance status: Fully Approved System ID: 14542

Coversheets

This tab is read-only

Template	Type	Status	Created	Action
Progress Report	Undergraduate	Considered - create/update protocol	09/10/2020	
New Research Ethics Review Application		Considered - create/update protocol	11/12/2019	

ANNUAL REPORT / FINAL REPORT

An Annual and Final Report is submitted in the same way as an ethics application, as per page 3 of this document, however instead of selecting “*New Research Ethics Review Application*” you select “*Progress Report*” or “*Final Report*” from the picklist.

Human Ethics Forms

Cancel Next >>

Please select form type: Not selected

Not selected

Final Report

New Research Ethics Review Application

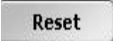
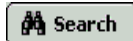
Progress Report

Disclaimer

You must link the report to the appropriate approved protocol.

Search for and choose the protocol you wish to submit the report for by entering the protocol details into the search fields and click ‘Search’

NOTE: If your approved protocols list does not show, click on the reset

button  followed by the search button 

Click the **Link**  button to choose the protocol

Link A Coversheet To A Human Ethics Protocol

Home

« Back 1 2 3 4 5 6 7 8 9 10 Reset Advanced Search

Faculty: All records

Department: All records


Type: Not Selected

Status: Not selected

Title:

ID:

Protocol number:

ID	Protocol number	Type	Protocol status	Title	Chief Investigator	CI's Department	Action
9984	2015/395	Negligible Risk	Full	How to submit a Research Ethics Application		School of Human Services and	

Click **Next**

Next >>

Human Ethics Forms

Cancel Next >>

Please select form type: Progress Report

Please select your project file: Search

How to submit a Research Ethics Application

Coversheet Tab

Nothing is required in the Coversheet Tab.

Questionnaire Tab

Select the appropriate report type from the drop down boxes.

Please provide detailed responses for open ended questions.

Click '**Next**' to continue to the next question.

Once all the questions have been answered, 'Questionnaire has been completed' will be displayed.

Documents Tab

You can upload your own report to the documents tab for our file, however it is not a requirement but the Office for Research.

NOTE: If an extension is required, please send an email to research-ethics@griffith.edu.au

Return to the '**Coversheet**' Tab and click '**Submit**'.

The screenshot displays the research ethics system interface with three tabs: Coversheet, Questionnaire, and Documents. The 'Coversheet' tab is selected and highlighted with a red box. It shows a 'Progress Reoprt' section with a text field containing 'This coversheet is a modification to protocol number 2015/395' and buttons for 'Cancel', 'Save', 'Submit', and 'Print Form'. The 'Questionnaire' tab is also shown, with a 'Monitoring Coversheet Questionnaire 0% complete for published version 1' section. It includes a 'Was your research conducted as approved?' question and a large text area for the answer. Below this is an 'Answers' table with columns for 'Ref', 'Question', 'Answer', and 'Action'. The 'Documents' tab is shown with a 'Monitoring Coversheet Questionnaire 100% complete for published version 1' section, indicating 'Questionnaire has been completed'. It also has an 'Answers' table with the same columns. The 'Submit' button in the 'Coversheet' tab is highlighted with a red box.

Ref	Question	Answer	Action
4.0	Have there been any complaints?	No	Q ?
3.0	Have there been any adverse affects?	No	Q ?
2.0	Have there been any variation applications to your	No	Q ?
1.0	Was your research conducted as approved?	Yes	Q ?

CHIEF INVESTIGATOR / HEAD OF SCHOOL REVIEW OF ETHICS APPLICATION

Every ethics application must be approved by the Chief Investigator listed in the application **and** the Head of School/Centre Director.

The known HoS/Centre Director or School's nominated ethics approver will be manually added by the ethics department. If someone different needs to approve the application (eg. normal approver is on leave), please advise the name of the alternate approver (and reason why they have been nominated to approve) on the 'Nominate Head of Element code block of the Coversheet.

To review a submitted ethics application:
Click on '**Researcher Profile**' in the red banner.
Click on '**My Approvals**'

Griffith UNIVERSITY RIMS Researcher Profile

My preference | **Researcher Profile** | Home | Admin | Tasks [0] | Logout

Tools

Events Research Outputs FOR Coding My Competencies

My Home My Tasks [0] **My Approvals [0]** Online Forms Contracts & Grants Animal Ethics Human Ethics

Researcher Profile for Ms Marnie Lawson

Continue Email Logout

Name: Ms Marnie Lawson

Faculty/School/Department: Office of the Vice Chancellor. Office for Research

Note: This tab may have a number in its description (e.g. [2]) which is indicative of the amount of outstanding approvals in your queue.

Above the list of outstanding approvals are four filters (Total, Animal, Human, and Grants). Because this document is exclusively handling Human approvals, click on the **Human** filter.

Click on the **Pencil**  button to open an approval task.

Events Research Outputs FOR Coding My Competencies

My Home My Tasks [0] **My Approvals [17]** Contracts & Grants Animal Ethics Human Ethics


Name: Dr : Faculty/School/Department: Science, Environment, Engineering and Technology Group, Griffith School of Engineering

Email: @griffith.edu.au Telephone: Fax:

My homepage:

Total [17] Animal [0] **Human [11]** Grants [16]

Approvals

Source	ID	Status	Template	Type	Title	Action
Human	2	Submitted	Proportional Review Application Form v1.4.4	On-line form	GUHE 2014: Test	

Reviewing an application

Review the submitted application by clicking on any of the tabs:

- **Coversheet** – On this tab you will be able to view the research Title, all listed Investigators, the proposed Start and End Date, External Approvals etc.

Note: Clicking **Continue** will take you back to the 'My Approvals' list.

Approval **Coversheet** Questionnaire Documents Status History Administration

01. Proportional Review Application Form

This coversheet has been submitted

Griffith University has expedited proportional ethical review arrangements where the application and review processes are proportional to the risks and sensitivities of a project.

Continue Print Form Email

Protocol Title ⓘ

Protocol title: How to submit a Research Ethics Application

Questionnaire

You will be able to view all the questions and answers.

Once on the Questionnaire Tab,

Click on the **Preview** button to clearly view all the information.

Click on **Back** to return to the tabs screen

Approval Coversheet Questionnaire Documents Status History Administration

Application Coversheet Questionnaire 100% complete for published version 10

This coversheet has been submitted

Questionnaire has been completed

Answers

Ref	Question	Answer	Action
5.0	q1.6 - Do not continue to complete this Checklist.	na	
3.0	q1.1 - Does the proposed research only involve work with animals?	Yes	

Preview

1 - q1.0 - Do you wish to test if the planned work falls outside the scope of the University's human research ethics arrangements?

Yes

3 - q1.1 - Does the proposed research only involve work with animals?

Yes

5 - q1.6 - Do not continue to complete this Checklist. Instead you need to check whether the work requires review by the Griffith University Animal Ethics Committee. Refer to [link] for more details. Submit your application now.

na

Documents

This tab will allow you to view and download any of the documents attached to application.

- Click (1), this will download the document to your default download location e.g. a Download folder on your computer, or your desktop. We cannot help you find this document but it will be named "TMP....." and several digits e.g. TMP621247102015724141141.doc
- Click (2) to return to the 'Coversheet' tab

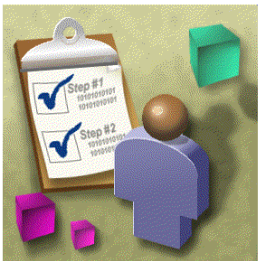
Approval Coversheet Questionnaire Documents Status History Administration

You may upload msg, pdf, doc, wav, mp3, xls, tif, tiff, jpg, jpeg, mov, wma, docx, xlsx, rtf file types

This coversheet has been submitted

Date	Type	Document	File Size	File	Action
05/08/2015	Supporting Information	Info sheet	86145	jpg	

(1) Click this link to open your document
[You may also right click and Save target to your hard drive](#)

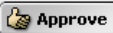



(2) Click this link to return to the human ethics coversheet

Status History

This tab will show you the history of the application, including the name of the original submitter.

After carefully considering the information in the application, please determine whether you approve or reject the application.



- To **approve** the application, press the **approve**  **Approve** button. This will complete the approval process.
- To **reject** the application you should first provide justification for it in the '**Reason**' textbox, before pressing the **Reject**  **Reject** button.

Note: If an application is rejected by either the Chief Investigator or the Head of School / Centre Director an email will be sent to the Ethics Department who will then forward this email along with the reason why it has been rejected, to the research team.

Status History			
This coversheet has been submitted			
Date	Time	Status	Created by
07/08/2015	15:14:54	Submitted	Lawson, Marnie
07/08/2015	15:13:37	Submitted	Lawson, Marnie
03/08/2015	12:06:25	New	Lawson, Marnie

Approval of Coversheet

On behalf of the research team for this project, I confirm that all members of the research have read the current NHMRC National Statement on the Ethical Conduct of Research Involving Humans and the GU Research Ethics Manual. We accept responsibility for the ethical and appropriate conduct of the procedures detailed in this Checklist, confirm that we will conduct this project in accordance with the principles contained in the Statement, the GU Research Ethics Manual, and confirm that the research team will comply with any other condition laid down by the Griffith University Human Research Ethics Committee.

Cancel  Approve  Reject

Reason:

The text that the **Chief Investigator** is agreeing to is below:

On behalf of the research team for this project, I confirm that all members of the research have read the current NHMRC National Statement on the Ethical Conduct of Research Involving Humans and the GU Research Ethics Manual. We accept responsibility for the ethical and appropriate conduct of the procedures detailed in this Checklist, confirm that we will conduct this project in accordance with the principles contained in the Statement, the GU Research Ethics Manual, and confirm that the research team will comply with any other condition laid down by the Griffith University Human Research Ethics Committee. As the Chief Investigator I understand my obligations as outlined in the Griffith Code for the Responsible Conduct of Research, and that it is Griffith University policy to consider the Chief Investigator as having the principal responsibility for the ethical and appropriate conduct of the research. I have considered the details, values and the risks of this research and recommend it for ethical review. I confirm that the qualifications and experience of all investigators are appropriate to the study to be undertaken, and the necessary resources are available to enable this research to be conducted.

The text that the **Head of School / Centre Director** is agreeing to is below:

I, as the Authorising Officer, I have considered this application and the ethical implications of the proposed research and recommend it for consideration by the HREC. I confirm that the qualifications and experience of all investigators are appropriate to the study to be undertaken, and the necessary resources are available to enable this research to be conducted. I confirm that the research / scientific merit of this project and the research safety has been considered and is appropriate.