

# RESEARCH INFORMATION MANAGEMENT SYSTEM (RIMS)

Investigator / Chief Investigator / Head of School / Centre Director  
Review and Approval of Animal Ethics Application

# INVESTIGATOR / CHIEF INVESTIGATOR / HEAD OF SCHOOL REVIEW OF ETHICS APPLICATION

Every ethics application must be approved by the Chief Investigator, followed by the rest of the internal investigators listed in the application **and** then the Head of School or Centre Director who was nominated by the person that submitted the application.

RIMS requests the name of the Head of School, Centre Director or Deputy Head / Acting Head for approval. The nominated person is checked by OR and added to the application where it will appear for approval in the 'My Approvals' section of RIMS. Accessing that section is detailed in this document.

Please contact the Office for Research (373 56618 or [animal-ethics@griffith.edu.au](mailto:animal-ethics@griffith.edu.au)) if you have any queries or concerns regarding an application.

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

Griffith UNIVERSITY RIMS Researcher Profile | My preferences | **Researcher Profile** | Home | Admin | Tasks [0] | Logout  
Ms M Lawson

Tools

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 **Animal** filter.

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

Griffith UNIVERSITY RIMS My Approvals | My preferences | Researcher Profile | Home | Admin | Tasks [0] | Logout  
Ms M Lawson

Centres Contract Management


My Home My Tasks [0] **My Approvals [1]** Contracts & Grants Animal Ethics Human Ethics Projects

Name: Jesse Jones Faculty/School/Department: Science, Environment, Engineering and Technology Group, School of Information and Communication Technology  
Email: jesse.jones@griffith.edu.au Telephone: 123456 Fax:

My homepage:

Total [1]	<b>Animal [1]</b>	Human [0]	Grants [0]
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Approvals

Source	ID	Status	Template	Type	Title	Action
Animal	1	Submitted	Animal Ethics Committee Application	On-line form	How to submit an application for Ethical Approval of Animal Research.	

### 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](#), [Standard Operating Procedures](#), etc.

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

Approval **Coversheet** Questionnaire Animal Usage Documents Status History

### Animal Ethics Committee Application

This coversheet has been submitted

#### Animal Ethics Committee Application Coversheet

**Continue** Print Form Email

#### Animal Ethics Application Application Coversheet

Please note when adding the specific animal data in the Animal Usage tab, note the meaning of the following fields:  
 1) **Number of Animals Requested** is the total number of animals requested over entire study.  
 2) **Anticipated re-use** is the number of animals (if any) you anticipate to re-use during this study from this or other approved protocols.

**Nominate Head of Element approver** ⓘ

Nominate Head of Element approver: Prof Michael Einsteinium

**Protocol Title**

Protocol title: How to submit an application for Ethical Approval of Animal Research.

### 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.

Approval Coversheet **Questionnaire** Animal Usage Documents Status History

### Application Coversheet Questionnaire 100% complete for published version 19

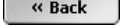
This tab is read-only


**Preview**

#### Questionnaire has been completed

**Answers**

Ref	Question	Answer	Action
6.0	No animal ethics application is currently required	Continue...	
4.0	Does the proposed activity <u>only</u> include the	Yes	
3.0	Effective alternatives to using live animals must	Proceed to questionnaire	
2.0	Before completing the Animal Ethics Questionnaire	Continue	
1.0	Welcome to Griffith University's	Continue...	

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

**Preview** 

1 -  
 Welcome to Griffith University's Animal Ethics Application Questionnaire. In this questionnaire, you will be guided through a series of questions to allow the Animal Ethics Committee to assess your application.

Please note that there is a limit of 15 minutes to complete each question. If this time is exceeded your answer may not be saved by the system. It is recommended that you prepare long answers outside of RIMS and paste your responses into the questionnaire.

If you choose to edit your response to a previous question, please note that your responses to subsequent questions will be deleted. The restore button can be used to bring back your subsequent answers if this occurs, however only your first answer submitted for each question will be preserved. To ensure that your most recent responses are available to you, use the 'print form' button on the coversheet tab to produce a word document containing all information entered into the application. Save this file as a reference each time you change your responses.

For further information regarding application submissions, please consult the [animal ethics website](#) or contact the ethics team.  
 If you experience any technical difficulties, please contact the INS RIMS support team at: eisassist@griffith.edu.au or 07 373 55444.

Continue...

2 - Before completing the Animal Ethics Questionnaire please refer to the Australian code for the care and use of animals for scientific purposes ([Code](#)) and all other Acts and [Guidelines](#) applicable to your proposed research, such as:

[Animal Care and Protection Act \(2001\) \(OLD\)](#)


The University is registered to use live animals for scientific purposes including teaching. If a project is conducted by Griffith University staff or students at another institution independent approvals from each AEC must be obtained. AEC approved Standard Operating Procedures are available [here](#)

Continue

**Animal Usage**  
 This tab will allow you to view the types and number of animals being requested.

Approval Coversheet Questionnaire **Animal Usage** Documents Status History

**Animal Usage**  
 This coversheet has been submitted

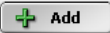
Country	State / Province	Invasiveness	Location	Classification one	Classification two	Common/strain name	Number of animals requested	Anticipated re-use	Action
Australia	Queensland	1. Observation Involving Minor Interference		Birds	Native wild	Yellow Tail	50	0	




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

Approval Coversheet Questionnaire Animal Usage **Documents** Status History

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
14/08/2015	Protocol	Supporting Document	74783	pdf	  

- 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

[\(1\) 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 your Ethics documents](#)

**Status History**

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

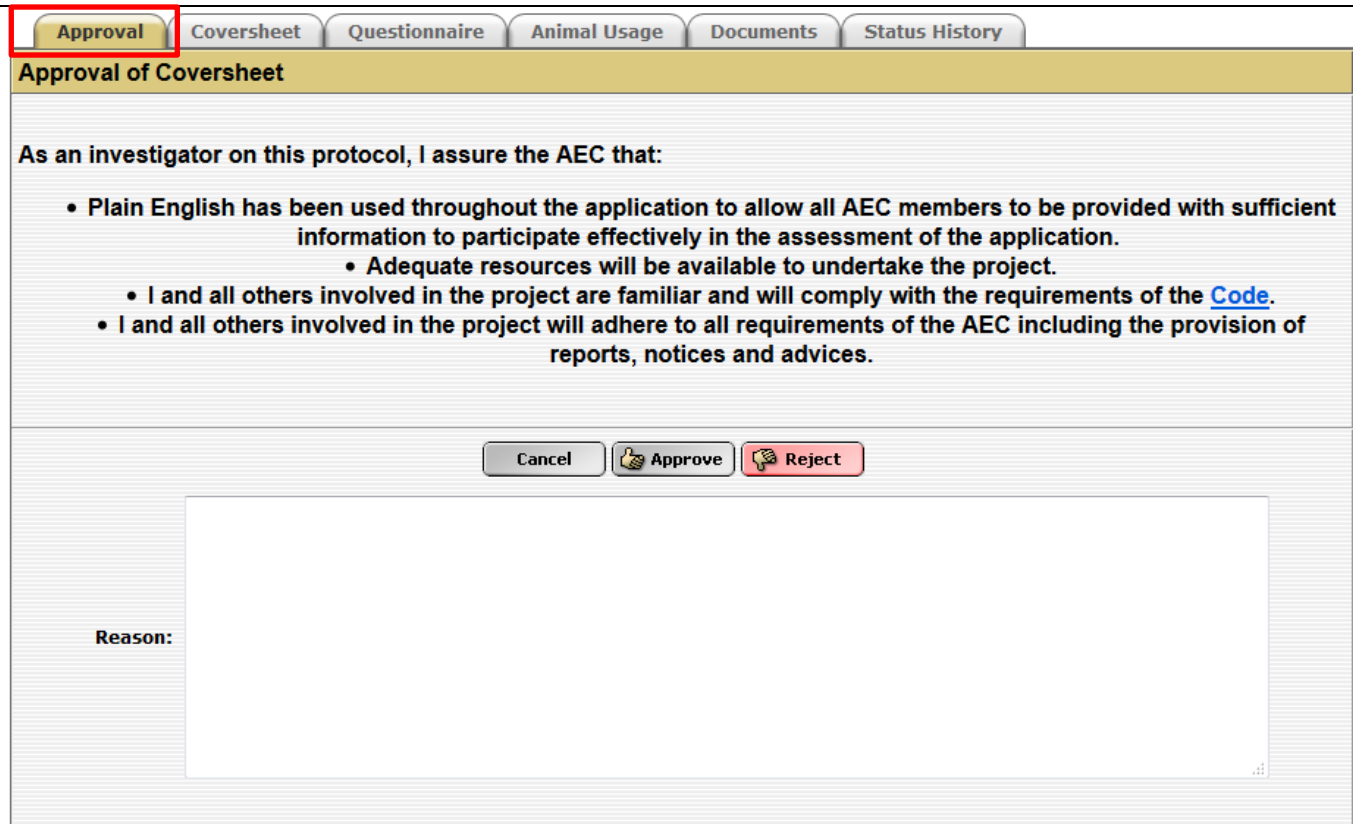
Approval	Coversheet	Questionnaire	Animal Usage	Documents	<b>Status History</b>
<b>Status History</b>					
This coversheet has been submitted					
Date	Time	Status	Created by		
14/08/2015	08:11:10	Submitted	Jones, Jesse		
13/08/2015	11:20:01	New	Jones, Jesse		

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 listed investigators e.g:

*'Dear Jesse Jones,  
Unfortunately your application or variation requested for your protocol titled "How to submit an application for Ethical Approval of Animal Research." cannot be considered by the Animal Ethics Committee as the listed approver Dr John Smith has not approved it for review at this time.  
Please contact animal-ethics@griffith.edu.au for clarification of this matter.'*





**Approval** Coversheet Questionnaire Animal Usage Documents Status History

### Approval of Coversheet

As an investigator on this protocol, I assure the AEC that:

- Plain English has been used throughout the application to allow all AEC members to be provided with sufficient information to participate effectively in the assessment of the application.
  - Adequate resources will be available to undertake the project.
- I and all others involved in the project are familiar and will comply with the requirements of the [Code](#).
- I and all others involved in the project will adhere to all requirements of the AEC including the provision of reports, notices and advices.

Cancel  Approve  Reject

**Reason:**

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

"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 for this research to be conducted."

The text that the Investigator(s) and Chief Investigator is agreeing to is below:

"As an investigator on this protocol, I assure the AEC that:

- Plain English has been used throughout the application to allow all AEC members to be provided with sufficient information to participate effectively in the assessment of the application.
- Adequate resources will be available to undertake the project.
- I and all others involved in the project are familiar and will comply with the requirements of the [Code](#).
- I and all others involved in the project will adhere to all requirements of the AEC including the provision of reports, notices and advices."