QUICK GUIDE FOR SPOKESPERSON TO REVIEW SUBMITTED ANIMAL ETHICS MODIFICATIONS ONLINE

1. Open the browser and type in www.ethicsonline.unsw.edu.au
2. Login with your Ethics Online user login
3. Go to Animal Ethics Committee > Modification Approval
4. Go to the highlighted application
5. Click MAKE RECOMMENDATION
6. a) send comments to CI:
   - Click ENTER COMMENTS FOR 1st CI
   - Click SEND TO 1st CI when ready to send email
   - Click CANCEL to return to master modification approval screen

b) submit application to Executives
   - Click SUBMIT TO EXECUTIVES when ready to submit comments