How to review submitted animal ethics modifications online at Chair’s level

HOW TO REVIEW SUBMITTED ANIMAL ETHICS MODIFICATIONS ONLINE AT CHAIR’S LEVEL
Document Control

Change history

<table>
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<tr>
<th>VERSION</th>
<th>DATE CHANGES MADE</th>
<th>CHANGES MADE BY</th>
<th>SUMMARY OF CHANGES</th>
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<tr>
<td>1</td>
<td>20/08/2009</td>
<td>Felicia Wong</td>
<td></td>
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# How to review submitted animal ethics modifications online at Chair’s level

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1. **Purpose of the guide**

The main purpose of this guide is to provide the Chair with the steps to review submitted animal ethics application modifications (both personnel and protocol modifications) via the Animal Ethics Online system.
2. **Animal ethics personnel modification process chart**

![Diagram of the ACEC Personnel Modification Process](image)

- **1st CI creates and starts personnel modification**
- **1st CI or any nominated party (excluding students) edits modification**
- **1st CI submits and validates modification**
- **Have all new personnel validated?**
  - **Y**: **Chair passes judgment**
  - **N**: **New versions created**
- **Chair passes judgment**
  - **Approve**: **End of Process**
  - **Revise**: **End of Process**
3. Steps to review animal ethics personnel modifications

3.1 When to review?

You will receive the following email which is automatically generated from the system once the 1st Chief Investigator hits the SUBMIT button on a personnel modification:

Subject: Review of Animal Ethics Personnel Modification

The Animal Ethics Personnel Modification (see title below) has been submitted and validated by new personnel involved. It is now pending for your review.

Project Title: <Project Title>
Approval ID: <approval ID>
Chief Investigator: <Chief Investigator Name>
New Personnel applied: <full name of new personnel>

www.ethicsonline.unsw.edu.au

THIS IS AN AUTO-GENERATED EMAIL

3.2 Steps to review

3.2.1 Click on the link in the email to go to login page of the Ethics Online
3.2.2 Go to section: Animal Ethics Committee > Modification Approval
3.2.3 The application which is waiting for Chair’s review will be highlighted in blue as follows:

3.2.4 To approve the application:
   a. Click

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b. The Chair will be returned to the master Modification Approval screen. The status of the application will be changed to “Approval upon ratification”

3.2.5 To revise the application:

a. Click

b. Enter reasons for revising the application when the following screen appears:

You're trying to make recommendation to the modification.
Please give reason below and click *Comments for CI* to confirm your decision.
(remaining: 4000 chars)

[Comments for CI]

Cancal

Comments for CI

c. Click when ready to send the email to 1st CI

d. The Chair will be returned to the master Modification Approval screen. The status of the application will be reverted to “Draft”
4 Animal ethics application (protocol) modification process chart

1st CI creates and starts application modification

New versions created

1st CI or any nominated party (excluding students) edits modification

New versions created

1st CI submits and validates modification

Spokesperson decides if ready to submit recommendation to Executives

Spokesperson enters comments and clicks SUBMIT TO EXECUTIVE button

Executives enter and submit comments

Chair submits comments and passes judgment

Reject

Approve

Revise

N

Spokesperson enters comments in COMMENT FOR 1st CI box

Spokesperson clicks SEND TO 1ST CI

End of Process

Ratified?

y

application will stay unlocked (ie editable by 1st CI) until person submits to the Executives.

clicked application will be unlocked if it is revised by the Chair
5. **Steps to review animal ethics application modifications**

5.1 **When to review?**

You will receive the following email which is automatically generated from the system once all of the Executives have submitted their recommendation on an application modification:

```
Subject: Submitted Animal Ethics Application Modification for Chair’s review

The Animal Ethics Application Modification (see title below) has been reviewed by all of the Executives and is now pending for your recommendation at the Chair’s level. Please follow the link below to view the Executives’ recommendation:

https://www.iaro.unsw.edu.au/pls/web/ethics_main.main

Project Title: <Project Title>
Approval ID: <approval ID>
Chief Investigator: <Chief Investigator Name>

THIS IS AN AUTO-GENERATED EMAIL
```

5.2 **Steps to review**

5.2.1 Click on the link in the email to go to login page of the Ethics Online
5.2.2 Go to section: Animal Ethics Committee > Modification Approval
5.2.3 The application which is waiting for Chair’s review will be highlighted in blue as follows:

<table>
<thead>
<tr>
<th>Approval ID</th>
<th>Title</th>
<th>Status</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>3947365</td>
<td>1/1 (Application)</td>
<td>Miss E-Hui Kwan</td>
<td>Test: For Chair Review - REVISE Feature</td>
</tr>
<tr>
<td>Pending Approval</td>
<td>Spokesperson recommendation on 20-Jul-09 Executive recommendation round 1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3 judgment statuses will be available:

**APPROVE**

i. Click ![Approve](image) to bring up the Approval Letter.
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ii. Enter the conditions for approval for final project and click ☑ Show Approval Letter to display the letter for the 1st CI as follows:

![Image of approval letter]

iii. Click Save & Close when ready.

iv. You will be returned back to the master modification approval screen. The status will then be changed to “Approval upon ratification”.

REJECT

i. Click Reject to bring up the following screen for entering reasons for rejection:
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**You’re trying to reject this modification.**
Please give reason below and click “Reject” to confirm your decision.
(remaining: 3547 chars)
Enter your reasons for rejecting the application here

**Cancel**  **Reject**

ii. Click **Reject** again when ready.
iii. The rejected modification will be removed from the master modification approval screen to the Secretariat screen.

**REVISE**

i. Click **Revise** to bring up the following screen for entering comments/requirements to be sent to the 1st CI

**You’re trying to make recommendation to the modification.**
Please give reason below and click “Comments for CI” to confirm your decision.
(remaining: 3935 chars)
Enter your requirements or comments here which you intend to send to 1st CI

**Cancel**  **Comments for CI**

ii. Click **Comments for CI** when ready to send out the comments.
iii. You will be returned back to the master modification approval screen with the status of the modification reverted to “Draft”.