HOW TO REVIEW SUBMITTED ANIMAL ETHICS MODIFICATIONS ONLINE AT EXECUTIVE’S LEVEL
How to review submitted animal ethics modifications online at Executive’s level

**Document Control**

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1. Purpose of the guide

The main purpose of this guide is to provide the Executive with the steps to review submitted animal ethics application modifications via the Animal Ethics Online system.

*Note: animal ethics personnel modifications will not require review by the Executive.*
How to review submitted animal ethics modifications online at Executive’s level

2. Revised animal ethics application modification process chart

Note:
* The application will stay unlocked (i.e. editable by 1st CI) until Spokesperson submits to the Executives.
* The locked application will be unlocked if it is revised by the Chair.
3. **Steps to review animal ethics application modifications**

### 3.1 When to review?

You will receive the following email which is automatically generated from the system once the Spokesperson hits the SUBMIT TO EXECUTIVE button on an application modification:

```
Subject: Submitted Animal Ethics Application Modification for your review

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

www.ethicsonline.unsw.edu.au

Project Title: <Project Title>
Approval ID: <approval ID>
Chief Investigator: <Chief Investigator Name>
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 Executive’s recommendation will be highlighted in blue as follows:

3.2.4 Click the **Make Recommendation** button to bring up the following page:
3.2.5 Enter your comments in the Recommendation Notes

3.2.6 Click the **Submit Recommendation** button when ready to send to the Chair

3.2.7 You will be returned to the Modification Approval master screen

**Note:**

- The Chair will not be provided with the approval buttons until ALL 3 of the Executives have submitted their recommendation.
- The recommendation made by any of the Executives is viewable by all users