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

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

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1. **Purpose of the guide**

The main purpose of this guide is to provide the Spokesperson 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 Spokesperson.*
2. Revised animal ethics application modification process chart

ACEC Application Modification Process

1st CI creates and starts application modification

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

1st CI submits and validates modification

Spokesperson decides if ready to submit recommendation to Executives

Spokesperson clicks on ENTER COMMENT FOR 1st CI

Spokesperson enters comments in COMMENT FOR 1st CI box

Spokesperson clicks SEND TO 1ST CI

Executives enter and submit comments

Chair submits comments and passes judgment

Reject

Approve

Revise

Ratified?

Y

End of Process

New versions created

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?**

If you are the assigned Spokesperson, you will receive an email which is automatically generated from the system once the 1st Chief Investigator submits an application modification as follows:

Subject: Review of a submitted Animal Ethics Application Modification

The Animal Ethics Application Modification (see title below) is now pending for your review at the Spokesperson’s level:

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 Spokesperson’s recommendation will be highlighted in blue as follows:

3.2.4 Click the button to bring up the following page:
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2 scenarios can follow from here:

A. If the Spokesperson requires more information from the 1st Chief Investigator before further judgment can be made:

   a. click the **Enter Comment for 1st CI** button.

   b. This will open the *Comments for CI* pop-up window for Spokesperson to enter his requirements for 1st CI (with the Recommendation screen still at the background) as follows:
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c. Enter the requirements and click **Send to 1st CI** button when ready to send or click **Cancel** if decide not to send. Selecting either of the buttons will close the Comments for CI screen and return to the Recommendation Notes screen at the background.

d. After sending the requirements to the 1st Chief Investigator, you will be directed back to the Recommendation Notes screen.

e. Click the **Cancel** button to return to the Modification Approval master screen.

**Note:**
- The action of sending comments to 1st CI will stop the submitted application to move to the next approval level (ie the Executive level). The 1st CI will receive an email from the system and will need to make changes to the latest editable version on the system.
- After comments are sent to the 1st CI, the status of the application will change to “Pending revision by 1st CI” even if you continue to enter comments in the Recommendation Notes.
- Comments sent to 1st CI will be viewable by all users.

B. If Spokesperson is ready to send the application to the next level, the Executive level:

a. Enter your comments in the Recommendation Notes box as follows:

Enter your comments to send to Executives here
b  Click **Submit to Executives** button when ready to direct the application to the Executive level or click **Cancel** if decide not to submit.

*Note:*  
- *Comments entered in the Recommendation Notes will NOT be viewable by the researchers.*