

Using the online ethics form – a guide for applicants

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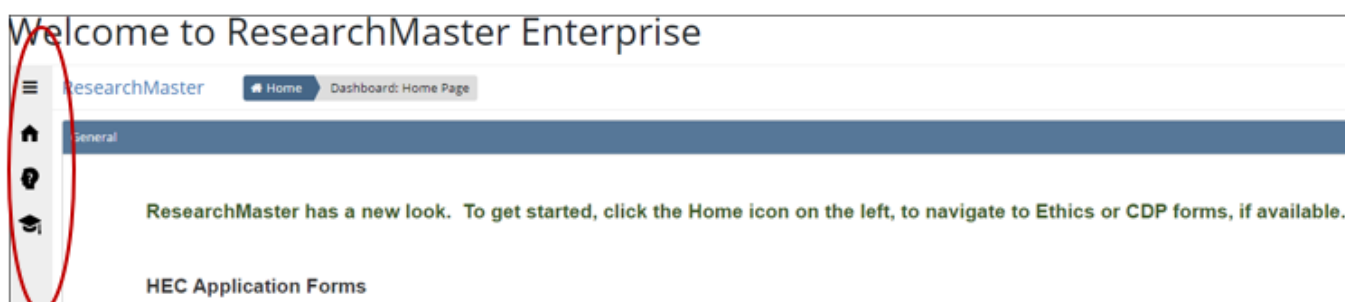
Creating a new application

You can access ResearchMaster from the VUW Human Ethics webpage -- or right here:

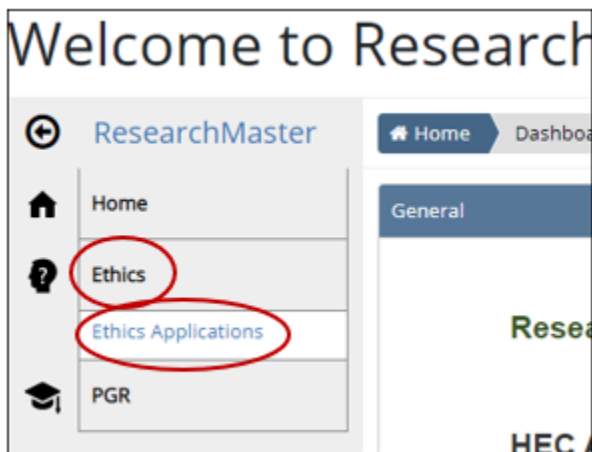
<https://rme.wgtn.ac.nz/RME/>

Log on using your usual VUW login and password. If it doesn't work, you might need to be granted access. Download the [Access to ethics online application form](#) from our website and email it to hec@vuw.ac.nz.

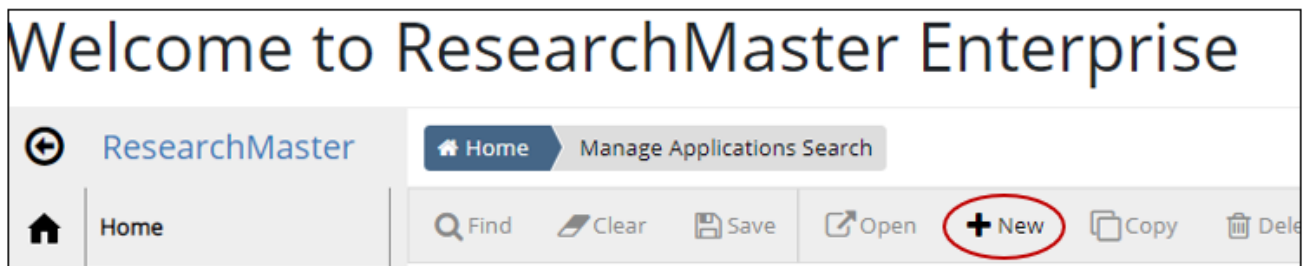
Once you've logged in, click on the navigation panel on the left-hand side to expand and open the menu items.



Under **Ethics**, click **Ethics Applications**.





Click on the **+New** tab on the top horizontal bar to go to the ethics forms



You will see a list of ethics form templates. The ethics form template you need to use will depend on whether you wish to submit a research application or a teaching application (there are also form templates for research amendment applications and teaching amendment applications). Click on the form you want to use, and click **'OK'** on the bottom right of the screen.

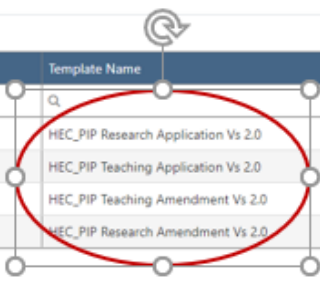
Create eForm

eForm Templates

Abbreviation	Template Name	Description	Date Modified
Q	Q	 Q	Q 
HEC_PIPResAppVs2.0	HEC_PIP Research Application Vs 2.0	Create a new HEC Research Application.	23/03/2021
HEC_PIPTchg Vs2.0	HEC_PIP Teaching Application Vs 2.0	Create a new HEC Teaching Application.	09/03/2021
HEC_PIPTchgAmVs2.0	HEC_PIP Teaching Amendment Vs 2.0	Apply for a Teaching Amendment or Extension. ...	09/03/2021
HEC_PIPResAmVs2.0	HEC_PIP Research Amendment Vs 2.0	Apply for a Research Amendment or Extension. ...	09/03/2021

Page 1 of 1 (4 items) 1

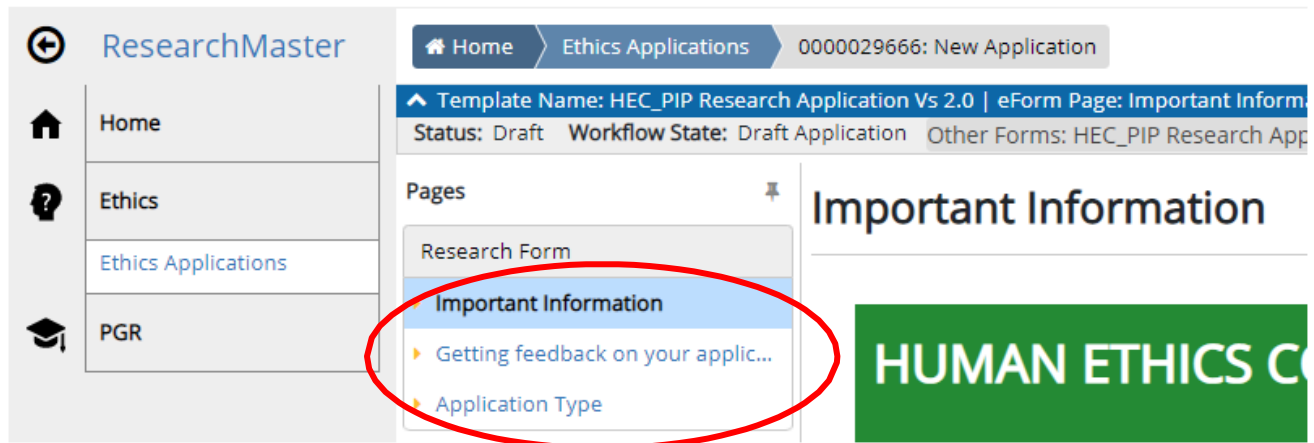
OK Cancel



Completing the form

The first two pages contain useful information about completing the form, and how to get feedback before you submit.

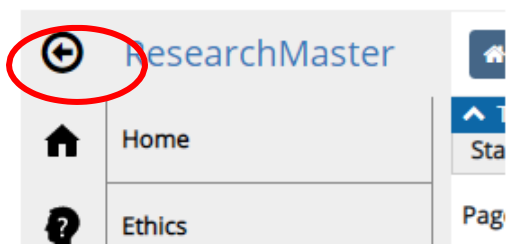
Welcome to ResearchMaster Enterprise



Screen Tip!

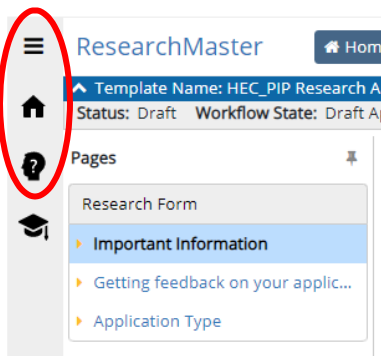
You can expand your view of the form by hiding the menu items. Just click the arrow on the top of the navigation panel to hide the menu items.

Welcome to Re

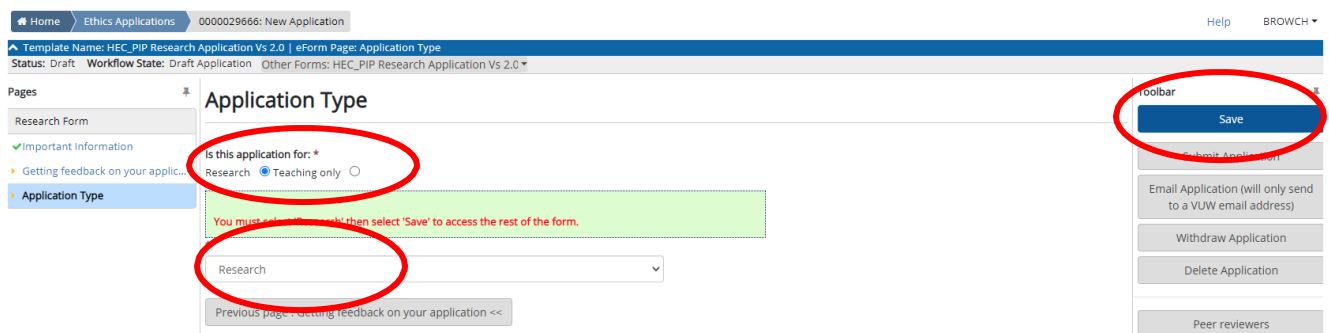


Click on the navigation panel to see the menu items again.

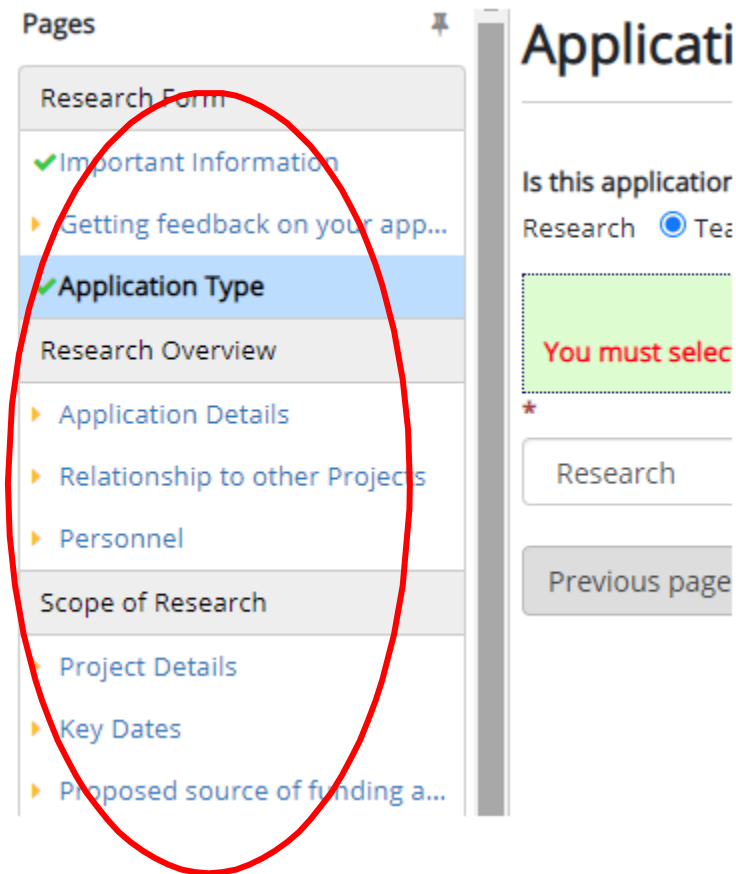
Welcome to Rese



To access all the form pages on the application you will need to click to the **Application Type** page and select your application type from the drop-down box. Click the 'Save' button on the toolbar on the right-hand side of the form.

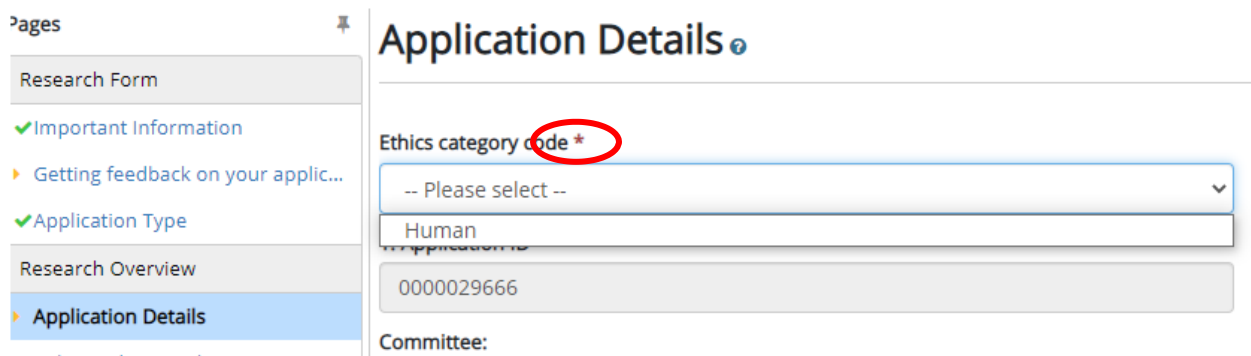


All the form pages will appear on the left-hand side of the screen. You can use the scroll bar next to scroll up and down the form pages.

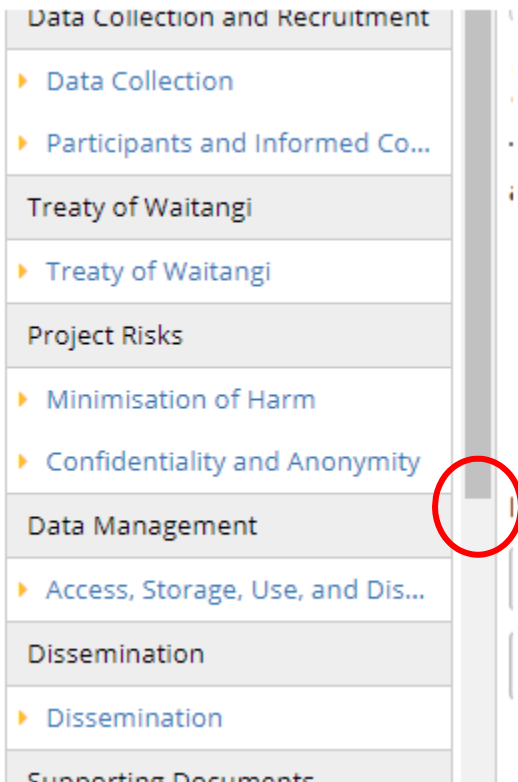


A red asterisk means that a question is mandatory. Most of the questions in the form are mandatory.

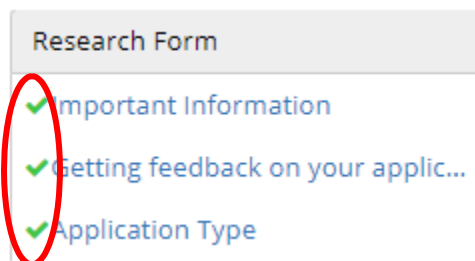
In this example, under **Application Details** you will need to select the Ethics category code from the drop-down list, because this is a mandatory field that needs to be completed.



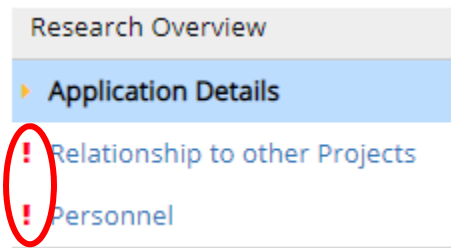
You can navigate through the application form by clicking on the pages on the left-hand side of the form or use the scroll bar to move up and down.



A green tick means that section of the form is complete.



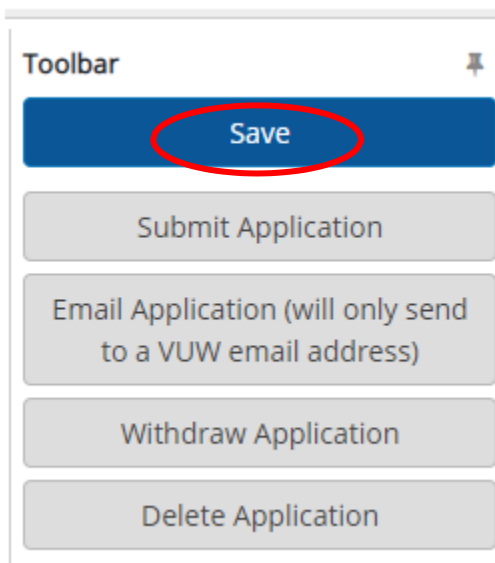
A red exclamation mark means mandatory answers are missing from that page.



An orange arrow means the page hasn't been visited yet.



Save your application regularly so it doesn't time out!

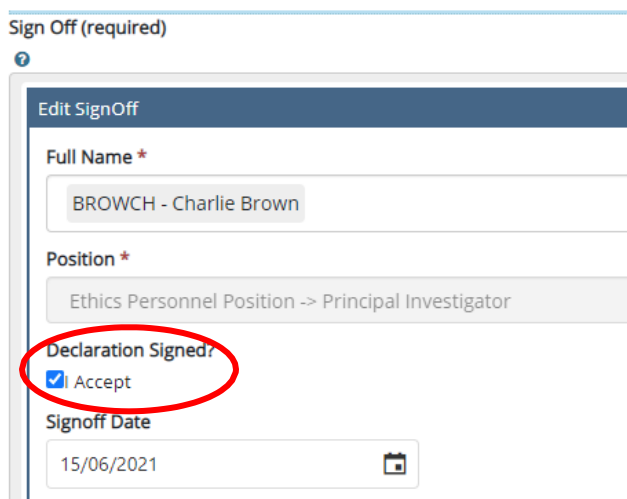


Submitting the application

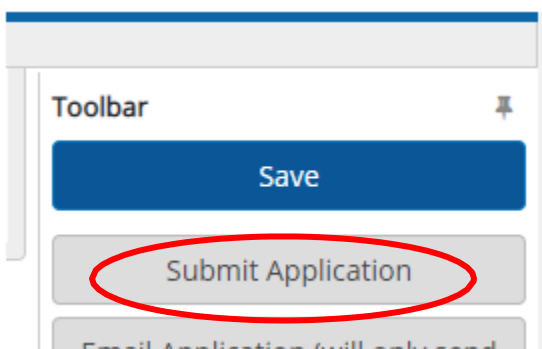
The primary Principal Investigator (the person who creates the application) will need to sign off the application before it can be submitted.



Complete the **Application Sign Off** page, following the instructions there. You'll have to click in the small checkbox. It can be a bit hard to see!

A screenshot of a web form titled 'Sign Off (required)'. The form has a blue header with the text 'Edit SignOff'. Below the header, there are several fields: 'Full Name *' with the value 'BROWCH - Charlie Brown', 'Position *' with the value 'Ethics Personnel Position -> Principal Investigator', 'Declaration Signed:' with a checked checkbox and the text 'I Accept', and 'Signoff Date' with the value '15/06/2021'. The 'Declaration Signed:' section is circled in red.

To submit your application, click **Submit Application** on the toolbar on the right-hand side of the screen.



You should receive an email confirming your application has been submitted. If you don't, something might have gone wrong, so contact the Research Office!

What happens next?

If you are a student, your application will go to your supervisor for approval before submission.

After submission your application is checked in the Research Office for completeness. If there are any aspects of your application that need fixing up before it is sent ahead for review, they will add instructions to the online form and return it to you in the system. Then you will resubmit.

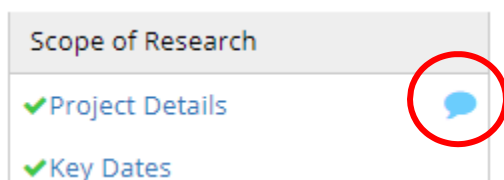
If your application is a Category A (meaning it is more than low risk), it will be discussed at an upcoming meeting of the committee. The committee will decide on the final application outcome. You can attend this meeting if you like (contact hec@vuw.ac.nz about this).

After the meeting, the Research Office will prepare a letter with the outcome and any feedback and return it to you in the online system.

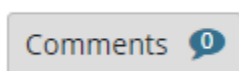
If the application is a Category B (it is low risk), it will be reviewed online by committee members. When they've finished, the Research Office will prepare a letter with the outcome and any feedback and return it to you in the online system.

Finding feedback on your application

A speech bubble next to a page indicates that there are comments on the application. These could be from your supervisor.

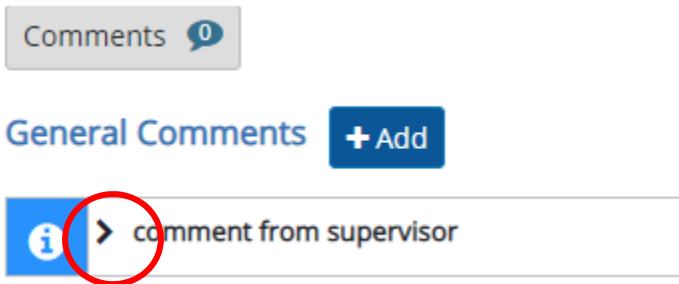


To access the comments, go to the page with the speech bubble. Click the **Comments** button to expand the comments.

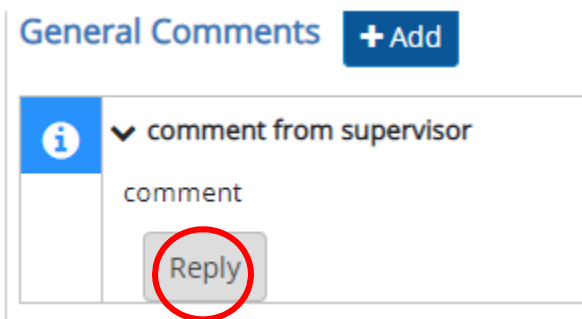


Note the number count on the comment speech bubble only counts number of action comments, not general comments. If there are only general comments on the form, they will have a '0' number count.

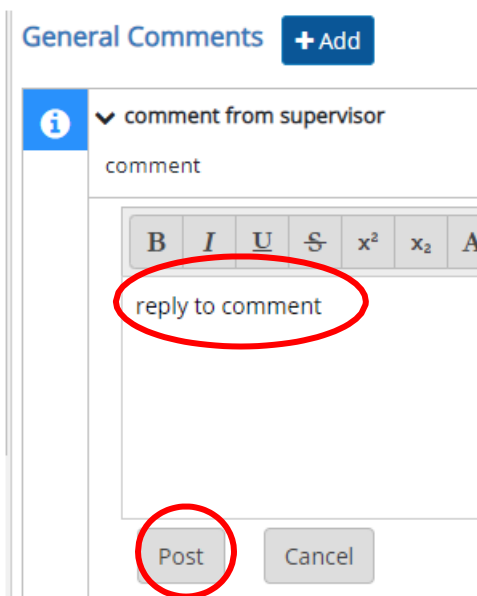
Click the > on the comment to expand it.



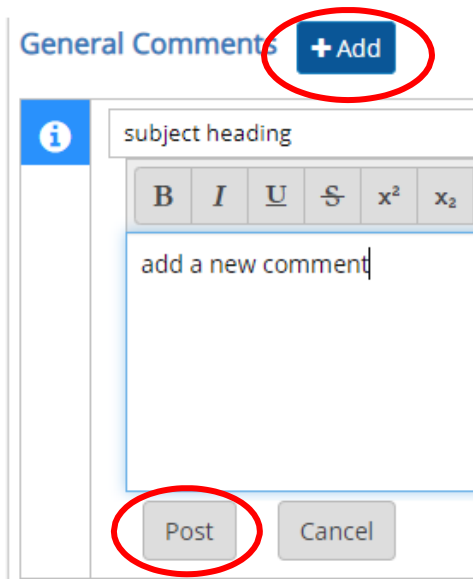
Click the **Reply** button to reply, or click the **+Add** button to add a new comment.



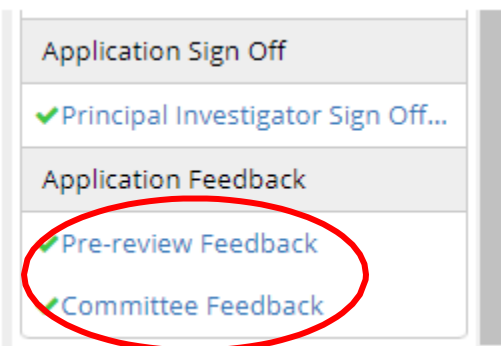
Add your response in the text box and click **Post** to save your comment.



To add a new comment, click **+Add** and don't forget to click **Post** to save your comment.

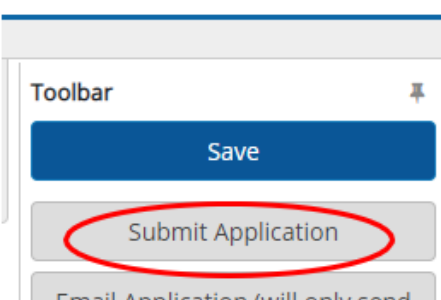


If the Research Office requires more information after you have submitted your application, you will receive an email to check the **Pre-review Feedback** page. You may also receive an email to check the **Committee Feedback** page after the committee has reviewed your application.



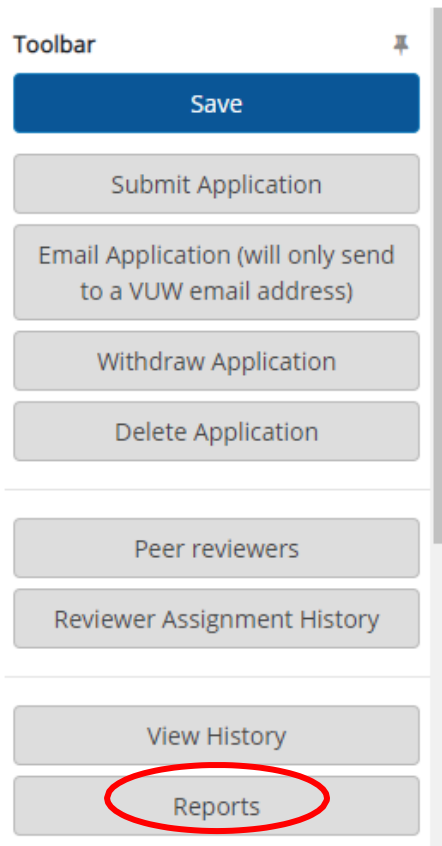
The feedback will be provided in a Word document on the feedback page, for you to download. You can then use the same document to prepare your response and upload it back to the same page.

Then, don't forget to submit the application again so it can be checked for approval!



Printing out the form and documents

Click the **Reports** button at the bottom of the toolbar, on the right-hand side of the screen.



Select the report type you wish to print and click **OK**.

Make sure to **enable pop-ups in your browser**, or this won't work. (Look for the red exclamation point at the right of your address bar.)

