



MASSEY UNIVERSITY

**USER GUIDE
HUMAN RESEARCH ETHICS APPLICATION**

Applicant Guide

Contents

GETTING STARTED3

STEP 2: Creating A New Application4

Alternate STEP 2: Accessing Existing Application/s5

STEP 3: Navigating the Application6

Applicant Information- PEER REVIEW (How to send for peer review before submission)7

STEP 4: Adding a Supervisor10

Completing a Full Application13

STEP 5: Answering Questions in the Application.....13

STEP 6: Adding Documents14

STEP 7: Viewing documents.....16

STEP 8: Viewing a PDF copy of the Application17

STEP 9: Submitting a Completed Application.....18

STEP 10: To submit the completed Application20

STEP 11: Responding To Committee Feedback21

EMAIL NOTIFICATIONS21

TROUBLESHOOTING21

APPENDIX.....22

TOOLBAR.....23

Advice and Assistance:

- The research ethics team can assist with system troubleshooting and general ethics enquiries:

Email: humanethics@massey.ac.nz


Or by telephone:

Patsy +64 6 350 5573 or X 83840 (internal)

Alice 64 9 414 0800, extn 43276(internal)

- While Research Ethics Advisors are always available to support applicants over the phone, the Research Ethics Office is trialing drop-in sessions on a monthly basis. Initially the drop-in sessions will be trialed on the Albany campus with the Research Ethics Advisor (Alice Lindsay) available to help and assist researchers with the submission of human ethics applications in RIMS along with other procedural and process based queries. Sessions will be held one week prior to submission deadline dates with researchers able to drop by the venue or book a session ahead of time. Contact Alice on the number shown to find out session times or to book a time.
- Please note that students should consult with their supervisor in the first instance.

Saving the Application:

- The answers entered on each page are saved automatically when you click on the green arrows to navigate through the form.
- The application can also be saved at any time by clicking on the 'save' icon in the toolbar: 

GETTING STARTED

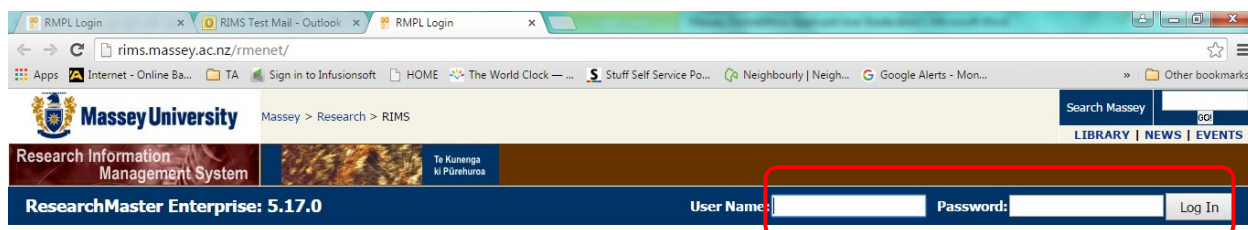
STEP 1: Logging in

Navigation:

<http://rims.massey.ac.nz>

Action: Enter your Massey network user name and password and click the login button.

Result: User is logged into the system and the home page is displayed



Welcome to RMENET at ResearchMaster

Welcome to the Research Information Management System (RIMS) for tracking, processing and administering research at Massey University.

Massey Staff

To login, enter your username and password in the fields provided and then click the Log In button. This will then take you to your home page.

Massey Doctoral Students

To login, enter your Student ID and your pin number in the fields provided and then click the Log In button. This will then take you to your home page.

Noticeboard



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HOM001N

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STEP 2: Creating A New Application

Navigation:

Ethics Tab → Applications

Action: click on create application

Action: click on Human Ethics Application

Result: a new application is created with an initial status of draft

Alternate STEP 2: Accessing Existing Application/s

Action: Click On My Applications Or All Applications Result: Applications available are display

Note: Applications are grouped according to their status. Applications can be completed progressively and do not have to be completed in one sitting

Result: Choose the relevant application by clicking on the blue title and the application will open

The screenshot displays the 'Applications' section of the ResearchMaster Enterprise 5.18.0 interface. The page header includes the Massey University logo and navigation links. The user is logged in as 'User: 053627 Mrs Alice Lindsay'. The main content area shows a table of applications. The first row has the following data:

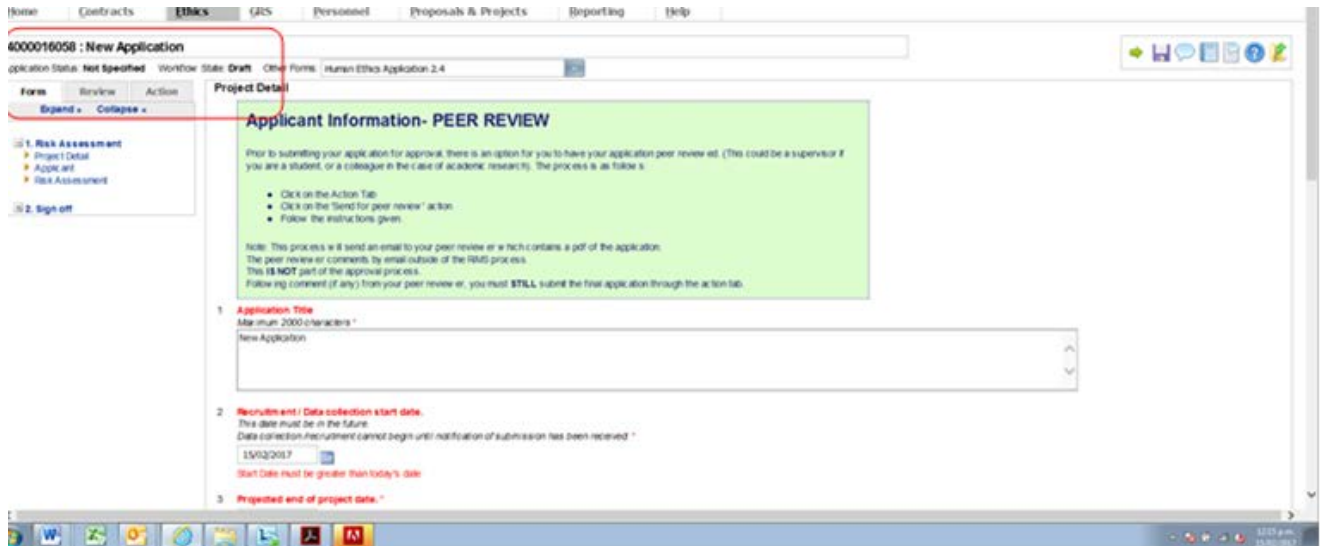
Application ID	Application Title	Status	Primary Investigator	Process Stage	Stage Due Date	Template Name	Date Created
4000016010	New Application	Pending	Mrs Alice Lindsay	Application Review		Human Ethics Application 2.1	02/12/2016

The 'Application Title' column contains a blue link 'New Application' which is highlighted with a red box. Below the table, there is a footer with contact information and copyright notices.

Step 3: Navigating the Application

There are **four components** to the application.

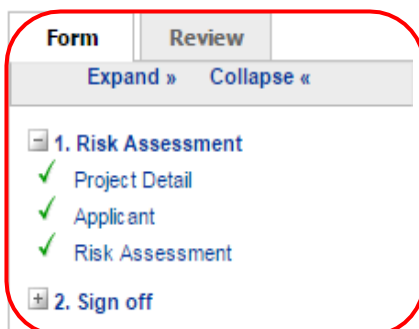
1. **Information area:** located at the top of the screen, the information area displays the application title, status and current workflow state.



2. **Toolbar:** Located at the top right hand corner of the application, the toolbar provides actions available to view and comment on the application. Icon descriptions can be found in the [toolbar table](#) (see appendix).



1. **Navigation Panel:** located on the left hand side of the application, the navigation section provides access to sections within the application (**Form** tab), and available actions (**Action** tab). The form tab shows the section headings and pages. The expand and collapse links can be used to view the whole form. The **Action** tab lists the action(s) available (e.g. submit, withdraw). The Review tab allows students to add the name of their supervisor for review and approval of their application (there may be more than one option for a person - don't forget to pick the surname with the six digit number beside it).



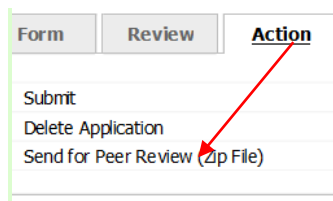
3. Application Content: The Main Section Of The Screen, Displays The Application Questions And Responses.

Before you submit there is an **option** for you to send your application for peer review (this is NOT part of the approval process and the application is sent to your delegate for peer review as a pdf of the application)

Applicant Information- PEER REVIEW (How to send for peer review before submission)

Prior to submitting your application for approval, there is an option for you to have your application peer reviewed. (This could be a supervisor if you are a student, or a colleague in the case of academic research). The process is as follows:

- Click on the Action Tab
- Click on the 'Send for peer review' action
- Follow the instructions given.



Form	Review	Action
Submit		
Delete Application		
Send for Peer Review (Zip File)		

Note: This process will send an email to your peer reviewer which contains a pdf of the application.

The peer reviewer comments by email outside of the RIMS process.

This **IS NOT** part of the approval process.

Following comment (if any) from your peer reviewer, you must **STILL** submit the final application through the Action Tab

Project Detail

1 Application Title

Maximum 2000 characters *

MastersE

2 Recruitment / Data collection start date.

This date must be in the future. *

30/09/2015

3 Projected end of project date. *

31/12/2015

4 Project Type *

- ☐ Academic Staff Research
- ☒ General Staff Research
- ☐ Postgraduate Student Research
- ☐ Undergraduate Student Research
- ☐ Evaluation
- ☐ Teaching
- ☐ Other

4: Adding Team Members

Navigation:

Open The **Applicant** Page. The person who created the application will automatically be listed as chief applicant; other members of the research team must be added manually.

Applicant

1 Applicant Department *

313

Research Management Services

Campus of Chief Applicant

(or Campus of Supervisor for Student) *

Manawatu

Wellington

Albany

3 Personnel

You can add any additional team members here. Click on 'More criteria' below to access the advanced search function.

Search Name/ID:

More Criteria

Full Name	Primary?	Position	College	Department	
Mrs Alice Lindsay	Yes	Chief Applicant	71	313	

Search Name/ID:

Action: Select the applicant from the list.

Result: The details of the selected person will be displayed.

Personnel

You can add any additional team members here. Click on 'More criteria' below to access the advanced search function.

Full Name	Primary?	Position	College	Department	
Mrs Alice Lindsay	Yes	Chief Applicant	71	313	

Surname *

Broad

Given Name *

Patricia

Full Name *

Ms Patsy Broad

Position *

Chief Applicant

Primary?

Yes

No

Work Number

Email Address

rimb_test@massey.ac.nz

Department

313

Research Management Services

College

71

Action: Click on the green tick symbol to add

THERE ARE TWO PARTS TO THE APPLICATION

- a. Risk assessment
- b. Full application

The risk assessment form must be completed and submitted. This can be submitted once there are three green ticks beside Project detail, Applicant and Risk Assessment and the applicant has signed off on the applicant sign off declaration

Step 4: Adding a Supervisor

If the applicant is a student then a supervisor must be identified and added to the review group to approve the application before submission to the Research Ethics Office. A supervisor is not required for staff applications.

Note: The Supervisor cannot also be an applicant.

000016061 : New Applicationxx

Application Status: Not Specified Workflow State: Draft Other Forms: Human Ethics Application 2.4

Form Review Action

Review Group

If you are a student, select your primary supervisor for this group.
To find your supervisor, search on the surname and then select the entry that has the six digit number beside it.

Select Reviewer

<input type="checkbox"/>	Full Name	Details
No records to display.		

Action: Select the Applicant from the list. **Staff will have a six (6) digit code next to their name.** Do not choose a name that has a code longer than six (6) digits

4000016061 : New Applicationxx

Application Status: Not Specified Workflow State: Draft Other Forms: Human Ethics Application 2.4

Form Review Action

Review Group

If you are a student, select your primary supervisor for this group.
To find your supervisor, search on the surname and then select the entry that has the six digit number beside it.

Select Reviewer

Name	Code
Derek Lindsay Birks	0000023821
A/Pro Lindsay Trotman	002231
Marianne Lindsay	01345222
Lindsay Baxter	02074486
Mr Lindsay Hawkes	030453
Mr Lindsay Sylva	032952
Mrs Alice Lindsay	053627
Jacqueline Lindsay	07907281
Lindsay Yeo	08266595
Zoe Lindsay	09073302
Lindsay Tait	09194061
Nova Lindsay	10187206
Samuel Lindsay	10251540

Result: The details of the selected person will be displayed.

000016061 : New Applicationxx

Application Status: Not Specified Workflow State: Draft Other Forms: Human Ethics Application 2.4

Form Review Action

Review Group

If you are a student, select your primary supervisor for this group.
To find your supervisor, search on the surname and then select the entry that has the six digit number beside it.

Select Reviewer

<input type="checkbox"/>	Full Name	Details	Executive	Due Date
<input type="checkbox"/>	Individual Reviewer			
<input checked="" type="checkbox"/>	Mrs Alice Lindsay			

Applicant sign off

Before submission applicants must read the declarations on the applicant sign off page and tick the box to confirm that the applicant has read and understood the declaration statements.

The screenshot shows the 'Applicant Sign Off' form within a web application. At the top, the application status is 'Pending' and the workflow state is 'Application Review'. The form is titled 'Applicant Sign Off' and includes a green instruction box: 'To submit this application please select the check box below, then using the Actions Tab click on the Submit action.' Below this, the applicant is asked to sign off as the 'Chief Applicant' by checking several boxes: 'I have read the Code of Ethical Conduct for Research, Teaching and Evaluation involving Human Participants', 'I understand my obligations and the rights of the participants', 'My Head of Unit knows that I am undertaking this research (for academic staff research)', 'I understand that Low Risk Notifications are audited by the Ethics Office and that breaches in complying with Low Risk conditions will be followed up', and 'I agree to undertake the research as set out in the Code'. There is a section for 'Are there any co-researchers?' with 'No' and 'Yes' radio buttons. A statement 'The information in this application is to the very best of my knowledge accurate and not misleading.' is followed by a checked box 'I have read and understood the above statements'. A pink box at the bottom states: 'Your supervisor will have to approve this application before it can be processed. Click on the Review Tab, then Review Group to search for and add your supervisor. You can search by staff ID as well as surname, we recommend using staff ID to ensure you get the right person. You will need to ask your supervisor for their staff ID.'

If you have answered yes to ANY of the risk assessment questions the system will direct you to submit the application and continue by filling in a full application.

Due to your responses to the risk assessment questions, your application will need to go before the **Human Ethics Committee**. When you submit you will be taken to a second form to answer additional questions. Note that your responses provided so far will be available to the committee, but you will not be able to change them once you have submitted (with the exception of the risk assessment questions which can be changed in the second form).

Submission

Action: Go to **Action** tab and click submit

The screenshot shows the application review system with three tabs: 'Form', 'Review', and 'Action'. The 'Form' tab is active, showing a list of sections: '1. Risk Assessment' (with sub-items 'Project Detail', 'Applicant', and 'Risk Assessment') and '2. Sign off' (with sub-item 'Applicant Sign Off'). A red box highlights the 'Form' tab. A red arrow points from the 'Action' tab to the 'Submit' button in the 'Action' tab's dropdown menu. The 'Action' tab's dropdown menu also includes 'Delete Application' and 'Send for Peer Review (Zip File)'.

Result: If the application is deemed low risk and you are a student, your supervisor will receive an email asking them to review your application. They will either approve the application or return it to the student for further work. On submission by the student after revision it will again be sent to the

supervisor for review. When the supervisor is satisfied and approves the application, it is complete. An email will be generated detailing confirmation.

An application IS NOT APPROVED until the email from the Research Ethics Office has been sent to verify.

If, after assessing the risk, the application requires going forward to an Research Ethics Committee then the full application (2) must be completed.

Completing a Full Application

Note: The original risk questions will already be populated in the full application. This part of the form can be marked as complete by clicking the page forward icon ➡

The screenshot shows a web application interface with a top navigation bar containing links: Home, Contracts, Ethics, GRS, Personnel, Proposals & Projects, Reporting, and Help. Below the navigation bar, the application ID '4000010361 : Manual' is displayed. The 'Application Status' is 'Pending' and the 'Workflow State' is 'Draft'. A dropdown menu for 'Other Forms' shows 'Committee Review 3.12'. On the left, a sidebar menu lists sections: Application (with sub-items: Full Application, Risk Assessment Questions, Project Details), 2.0 Data Collection, 3.0 Documentation, 4.0 Submission, and 5.0 Sign Off. The main content area is titled 'Risk Assessment Questions' and 'Original Risk Assessment Questions'. It contains a green box with the text 'Edit if required, or progress to the next section'. Below this, there are four questions (RA 4.a, RA 4.b, RA 4.c, RA 4.d) with radio button options for 'No' and 'Yes'. The questions are: 1. 'Situations where the researcher may be at risk of harm.' 2. 'Use of a questionnaire or interview, whether or not it is anonymous, which might reasonably be expected to cause discomfort, embarrassment or psychological or spiritual harm to the participants.' 3. 'Processes that are potentially disadvantageous to a person or group, such as the collection of information which may expose a person / group to discrimination.' 4. 'Collection of information of illegal behavior(s) gained during the research which could place the participants at risk of criminal or civil liability or be damaging to their financial standing, employability, professional or personal relationships.'

STEP 5: Answering Questions in the Application

Questions within the application require answers in different formats – yes/no, check-box selection and text responses. The applicant can answer questions in any order. However, some questions are dependent on the answer provided to an earlier question. As such, it is advisable that you complete questions sequentially in order to avoid skipping sections unintentionally.

- Questions in red are compulsory to answer
- Information given in green fields alert the applicant to required documents
- Information given in blue fields reference the part of the Code applicable to the question

The screenshot shows a question labeled 'DC 2.a' with the text 'Are you distributing electronically through Massey ITS?'. It has radio button options for 'No' and 'Yes'. Below the question, there is a green box with the text 'Please add Questionnaire to the Documents section'. Below the green box, there is another question labeled 'DC 7' with the text 'Does your project involve sound or image recording?'. It has radio button options for 'No' and 'Yes'.

STEP 6: Adding Documents

Benefits and Risks

Refer to Code Section 3 Paragraph 10
Link to Code of ethical conduct

BR 1 What are the possible benefits (if any) of the project to individual participants, groups, communities or organisations? *

Test

The documents section allows you to upload documents to support your application.

Document Description	Reference (Document Title)	Soft Copy	Hard Copy	
Information Sheet				
Consent form				
Research Procedure flowchart				
Advertising				
Letter requesting access to an institution				
Questionnaire				
Transcriber Confidentiality Agreement				
Focus Group Schedule				
Focus Group Confidentiality Agreement				
Confidentiality Agreement				
Interview Schedule Document				
Authority for Release of Tape Transcripts				
Evidence of Consultation				
Draft Database Access Letter				
Translated Document				
Health Screening Document				
Invasive Procedure Supporting Documents				
Massey Licensee Contact Document				
Donors Permission Document				
Letter requesting approval for use of database				
Permission to Use				
Permission to Import				

Navigation:

Select the **documents** page under the **Documentation** section

Form **Review** **Action**

Expand » **Collapse «**

- Application**
 - ✓ Full Application
 - ✓ Risk Assessment Questions
 - ▶ Project Details
- 2.0 Data Collection**
- 3.0 Documentation**
 - ▶ Documents
- 4.0 Submission**
- 5.0 Sign Off**

Document Description	Reference (Document Title)	Soft Copy	Hard Copy	
Information Sheet			<input type="checkbox"/>	
Consent Form Document			<input type="checkbox"/>	
Research Procedure Flowchart			<input type="checkbox"/>	
Advertising Document			<input type="checkbox"/>	
Draft Request Letter - Enter Institution			<input type="checkbox"/>	
Questionnaire Document			<input type="checkbox"/>	
Focus Group Guide Document			<input type="checkbox"/>	
Focus Group Confidentiality Agreement Document			<input type="checkbox"/>	
Interview Guide Document			<input type="checkbox"/>	
Maori Consultation Document			<input type="checkbox"/>	
Change page: < 1 2 > Displaying page 1 of 2, items 1 to 10 of 18.				
Change page: 1 Go Page size: 10 Change				
Description (optional) (Maximum length 50 characters.)				
OK Cancel				

Action: click the icon next to the document type you would like to upload.
Result: Upload file form will appear

Action: to add further documents when all existing rows are full, click the *Add New Document* link at the top of the attachments table.

Add New Document				
Document Description	Reference (Document Title)	Soft Copy	Hard Copy	
Information Sheet			<input type="checkbox"/>	
Consent Form Document			<input type="checkbox"/>	
Research Procedure Flowchart			<input type="checkbox"/>	
Advertising Document			<input type="checkbox"/>	
Draft Request Letter - Enter Institution			<input type="checkbox"/>	
Questionnaire Document			<input type="checkbox"/>	
Focus Group Guide Document			<input type="checkbox"/>	
Focus Group Confidentiality Agreement Document			<input type="checkbox"/>	
Interview Guide Document			<input type="checkbox"/>	
Maori Consultation Document			<input type="checkbox"/>	
Change page: < 1 2 > Displaying page 1 of 2, items 1 to 10 of 18.				
Change page: 1 Go Page size: 10 Change				

Action: enter a document description (for example, *recruitment flyer*) in the text box displayed. Click to save the new document type.

Result: a new document type is added and a document can be uploaded by clicking on Icon, as described.

Add New Document				
Document Description	Reference (Document Title)	Soft Copy	Hard Copy	
Draft Database Access Letter			<input type="checkbox"/>	
Translated Document			<input type="checkbox"/>	
Health Screening Document			<input type="checkbox"/>	
Invasive Procedure Supporting Documents			<input type="checkbox"/>	
Massey Licensee Contact Document			<input type="checkbox"/>	
Donors Permission Document			<input type="checkbox"/>	
Permission to Use			<input type="checkbox"/>	
Permission to Import			<input type="checkbox"/>	
Change page: < 1 2 > Displaying page 2 of 2, items 11 to 19 of 19.				
Change page: 2 Go Page size: 10 Change				

STEP 7: Viewing documents

Navigation:

Open the Documents page

Action: Click on the document title. **Result:** The attachment will open in a new window

Document Description	Reference (Document Title)	Soft Copy	Hard Copy	
Information Sheet	Test response to applicant (3).docx	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Consent Form Document	Information Sheet_CD study_CD group (1).docx	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Research Procedure Flowchart	Participant Consent_CD study.docx	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Advertising Document		<input type="checkbox"/>	<input type="checkbox"/>	
Draft Request Letter - Enter Institution		<input type="checkbox"/>	<input type="checkbox"/>	
Questionnaire Document		<input type="checkbox"/>	<input type="checkbox"/>	
Focus Group Guide Document		<input type="checkbox"/>	<input type="checkbox"/>	
Focus Group Confidentiality Agreement Document		<input type="checkbox"/>	<input type="checkbox"/>	
Interview Guide Document		<input type="checkbox"/>	<input type="checkbox"/>	
Maori Consultation Document		<input type="checkbox"/>	<input type="checkbox"/>	
Change page: < 1 2 > Displaying page 1 of 2, items 1 to 10 of 18.				
Change page: <input type="text" value="1"/> Go Page size: <input type="text" value="10"/> Change				

Note: there may be more than one page for the uploaded attachments; this is indicated by the page counter at the bottom of the attachments table. If you would like to be able to view all the documents uploaded on one page change the page size number to the total number available


Action: Check the attachment and close the new window once you have finished.

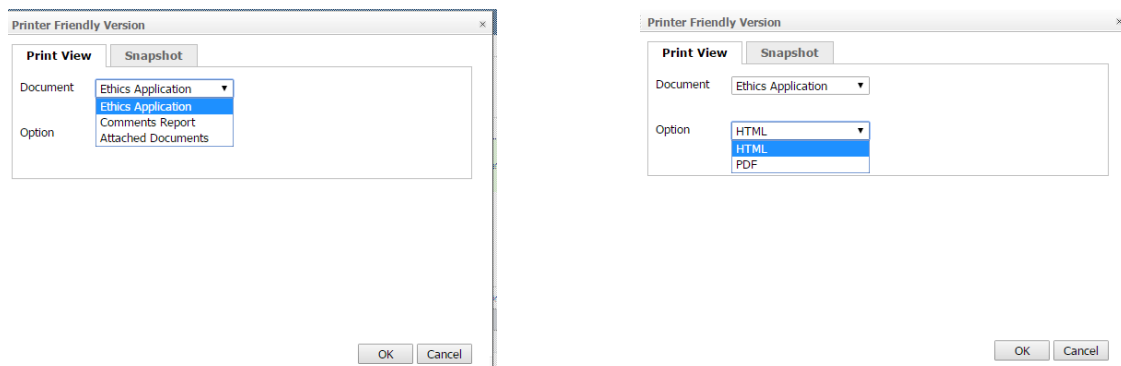
STEP 8: Viewing a PDF copy of the Application

This function allows the applicant to generate a PDF or HTML copy of the application, enabling them to view all of their answers in a single document and print or save a copy

Note: Attachments are not included in the pdf and must be opened separately

Navigation:

Click The  Icon On The Toolbar. The Following Screen Will Open:



Action: Select ethics application and either HTML or PDF. *Note: a summary of all comments on the application can also be generated by selecting comments report.*

Click OK.

Result: Document will display in a new screen.

Note: if the window does not open, check your browser settings to ensure that 'pop ups' are enabled

Action Document Can Be Printed Or Saved

STEP 9: Submitting a Completed Application

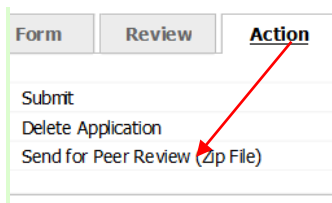
Note

Before you submit there is an option for you to send your application for peer review (this is NOT part of the approval process and the application is sent to your delegate for peer review as a pdf of the application)

Applicant Information- PEER REVIEW

Prior to submitting your application for approval, there is an option for you to have your application peer reviewed. (This could be a supervisor if you are a student, or a colleague in the case of academic research). The process is as follows:

- Click on the Action Tab
- Click on the 'Send for peer review' action
- Follow the instructions given.



Form	Review	Action
Submit		
Delete Application		
Send for Peer Review (zip File)		

Note: This process will send an email to your peer reviewer which contains a pdf of the application.

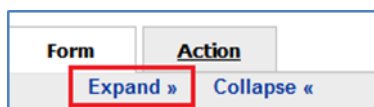
The peer reviewer comments by email outside of the RIMS process.

This **IS NOT** part of the approval process.

Following comment (if any) from your peer reviewer, you must **STILL** submit the final application through the action tab

The ethics application can only be submitted when all mandatory questions in the form have been answered. This is true if a green ✓ appears next to each item in the navigation section. A yellow arrow or red exclamation point will appear against unanswered sections:

(Hint: Use The Expand Link To Check All Items):



Form	Action
Expand »	Collapse «

Adding a supervisor's details in section 4

In addition to adding supervisor details in the review tab (step4) - before final submission students **can** add supervisor details.

Navigation: Select the Submission tab

4000016087 : Full application student 24/02

Application Status: **Not Specified** Workflow State: **Draft** Other Forms: Committee Review 2.5

Form Review Action
Expand » Collapse «

Application
✓ A: Full Application
✓ B: Risk Assessment Questions
! C: Project Details
D: Participants

Application Detail

3.0 Documentation

4.0 Submission
Supervision
Others

Supervision

List your supervisors here *

Search Name/ID:

More Criteria

Full Name	Primary?	Position
No records to display.		

Action: List the surname of your supervisor in the search box and click on the magnifying glass. Choose the option with the six-digit number beside it. Your supervisor details will be displayed. Choose the position as co-applicant and tick on the green tick symbol to accept.

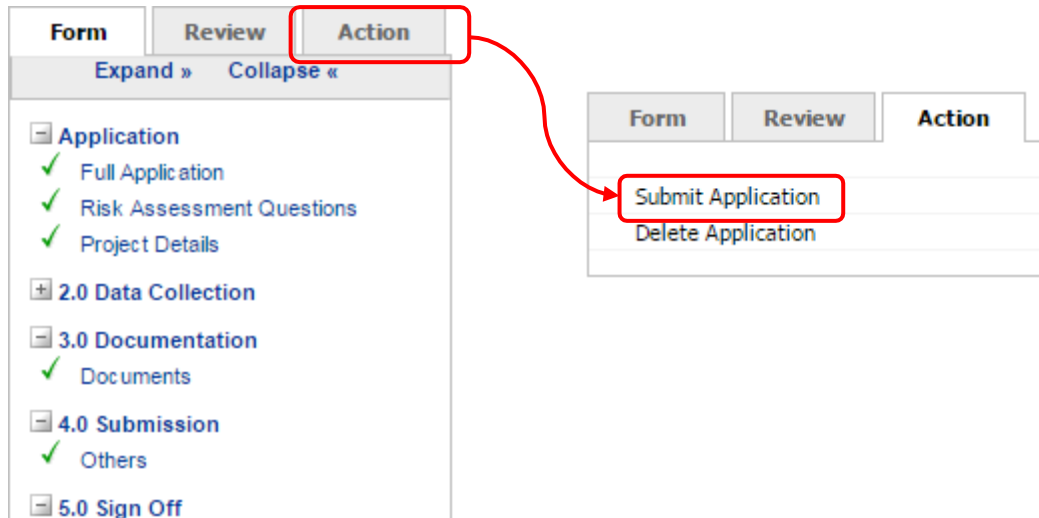
Supervision

List your supervisors here *

Full Name	Primary?	Position
<div><div>Surname * <input type="text" value="Lindsay"/></div><div>Given Name * <input type="text" value="Alice"/></div><div>Full Name * <input type="text" value="Mrs Alice Lindsay"/></div><div>Position * <input type="text" value="Co-Applicant"/></div><div>Primary? <input type="radio"/> Yes <input checked="" type="radio"/> No</div><div>Work Number <input type="text"/></div><div>Email Address <input type="text" value="rims_test@massey.ac.nz"/></div><div>Department <input type="text" value="313"/> Research Management Services</div><div>College <input type="text" value="71"/></div></div>		
<div><input checked="" type="checkbox"/> <input type="checkbox"/></div>		

Step 10: To submit the completed Application

Navigation: To submit the completed Application, select the Action tab



Action: Click Submit Application.

Result: If the form is complete, the application is submitted to the next stage of review and the applicant is informed.

If the form is incomplete, an error message will appear informing the applicant that their form cannot be submitted. This will display above the application title. Return to the form tab to determine what needs to be completed.

STEP 11: Responding to Committee Feedback

Following review by the Human Ethics Committee, you will receive an automated email notifying you of the outcome. If you are required to make changes to your application, you will be advised to log in to the online system and review the committee feedback. This feedback will be in the form of a word document that will appear in the documents section (usually on page 3 or 4). It will be identified as “Committee Feedback” or “Meeting Outcome” and have a status of either “Approved with conditions”, “Provisional Approval” or “Deferred”.

When you log in to the online system, you will see that the application has one of the following statuses:

- Approved
- Approved with conditions
- Declined
- Pending
- Draft
- To Amend
- Transferred
- Withdrawn

To respond to the committee, download the “Committee Feedback” document, respond to the queries under each point; make changes to the application as required online; and upload any amended public documentation. The response to the committee should be uploaded to the online system and marked as “Applicant Response”.

EMAIL NOTIFICATIONS

Emails will be sent to all the applicants, principal supervisor (if applicable) and applicants listed on the application whenever the status of the application changes. Emails are also sent to the ethics committee administrator and the Chair when their action is required.

The applicant cannot commence their research until they receive an email notifying them that final approval has been granted.

TROUBLESHOOTING

If you are having trouble logging into the system or completing the form, please contact the Research Ethics Team:

Email: humanethics@massey.ac.nz









If you require ethics advice or guidance, please contact the relevant research ethics advisor:

Albany: Alice Lindsay A.Lindsay@massey.ac.nz Extn 43276

Wellington & Palmerston North: Patsy Broad P.L.Broad@massey.ac.nz Extn 83840

Low Risk Notifications: Miralie Thomas Vincent M.E.Thomas@massey.ac.nz Extn 83841 or Alice Lindsay A.Lindsay@massey.ac.nz Extn 43276

Application status	
Term	Definition
Approved	<p>Either with or without comments.</p> <p>With comments – The committee has reviewed the application and is satisfied that the project meets the requirements of the Code of Ethical Conduct for Research, Teaching and Evaluations involving human participants. However, minor queries or revisions may have been requested. These must be made and the application resubmitted and final approval granted prior to commencing the research.</p> <p>Without comments - The committee has reviewed the application and is satisfied that the project meets the requirements of the Code of Ethical Conduct for Research, Teaching and Evaluations involving human participants. The applicant is free to commence the research as outlined in the application.</p>
Provisional Approval	<p>The application has been reviewed by a committee and returned to the applicant with the review outcome “Provisionally Approved”. The applicant is required to make changes to the application before resubmitting it for review by the Committee Chair.</p>
Deferral	<p>The committee has reviewed the application and is not satisfied that the project meets the requirements of the Code of Ethical Conduct for Research, Teaching and Evaluations involving human participants. However, it could meet requirements pending substantial revision of the application and/or satisfactory answers to questions from the committee.</p> <p>The review outcome is “Deferred”. The applicant is required to make significant changes to the application before resubmitting it for review by the full committee.</p>
Declined	<p>The committee has reviewed the application and is not satisfied that the project meets the requirements of the Code of Ethical Conduct for Research, Teaching and Evaluations involving human participants, nor that it can meet the requirements of the Code if changes are made. The application is “Declined” and cannot be resubmitted. The reasons for declining the application will be sent to the Applicant. The applicant may wish to consider submitting a new application to the committee which has been substantially revised.</p>
Withdrawn	<p>The ethics administrator has marked the application as withdrawn because the applicant has advised them that the research will not proceed, or the application has been inactive for more than 6 months. It is not possible to ‘re-activate’ a withdrawn application.</p>

TOOLBAR		
Icon	Name	Description
	Next Page	Go to the next page in the application
	Previous Page	Go to the previous page in the application
	Save	Save the application
	Application Comments	Not activated – this function cannot be used at this stage
	Reports	Reports menu to select and run a report, reports include the ability to print the whole application, application comments, attached documents and review outcomes
	Page Comment	Not activated – this function cannot be used at this stage
	Help	Help for the page for the questions
	Exit	Exit the application and return to the applications home page