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# Human Research Ethics

## RIMS User Guide

### Getting started and locating records in RIMS



## Purpose of this guide

The [Research Information Management System \(RIMS\)](#) is an integrated online system designed to help researchers apply for and manage their research ethics and research grant applications.

Unique to the University of Newcastle, RIMS provides a range of functionalities. This guide provides step-by-step advice on how to access the system and locate records in the Human Ethics section.

## Getting started

### Accessing RIMS

You can access RIMS at <https://rims.newcastle.edu.au>.

University staff and conjoint appointments have access to RIMS based on their information technology (IT) credentials.

Higher Degree by Research (HDR) candidates have access to RIMS based on their student information technology credentials.

Where an HDR candidate is both a candidate and a staff member and will be a student investigator on an ethics protocol, the candidate can access RIMS using their student information technology credentials.

Other coursework, honours and undergraduate students will need to have a profile created in RIMS to facilitate access to the system. Please request access via an e-mail to [human-ethics@newcastle.edu.au](mailto:human-ethics@newcastle.edu.au) and provide your full name, student number and School.

### Using the University's VPN

If you need to access RIMS but are not on the University network, IT Services recommends connecting to its Virtual Private network (or VPN).

Refer to the resources below from the IT Services team.

- [Working from home - preparing and getting started](#)
- [How to connect and disconnect from the VPN on a University-managed Windows PC](#)
- [How to connect and disconnect from the University VPN on a Mac OS device](#)
- [How to install the University VPN on your personal Mac or PC](#)

### Set your default web browser

In preparation for using RIMS, we recommend you set your default web browser in the settings of your favoured browser. You will now have the option of accessing workflow assignments directly from a link in an email. This link will open in your current default browser. Please take a moment to ensure you are working in, and downloading documents from the web, in your preferred browser.

If you need support with this, refer to the resources below for some of the most widely used browsers.

- [Set your default browser Windows](#)
- [Set your default browser Mac](#)

## Locating Records

If you are responding to an assigned Action Item, you will be taken directly to the record and submission in question when you open it.

There may be occasions when you wish to access a record outside of this scenario so you can check on an aspect of your approved protocol or to prepare a new variation or progress report, for example.

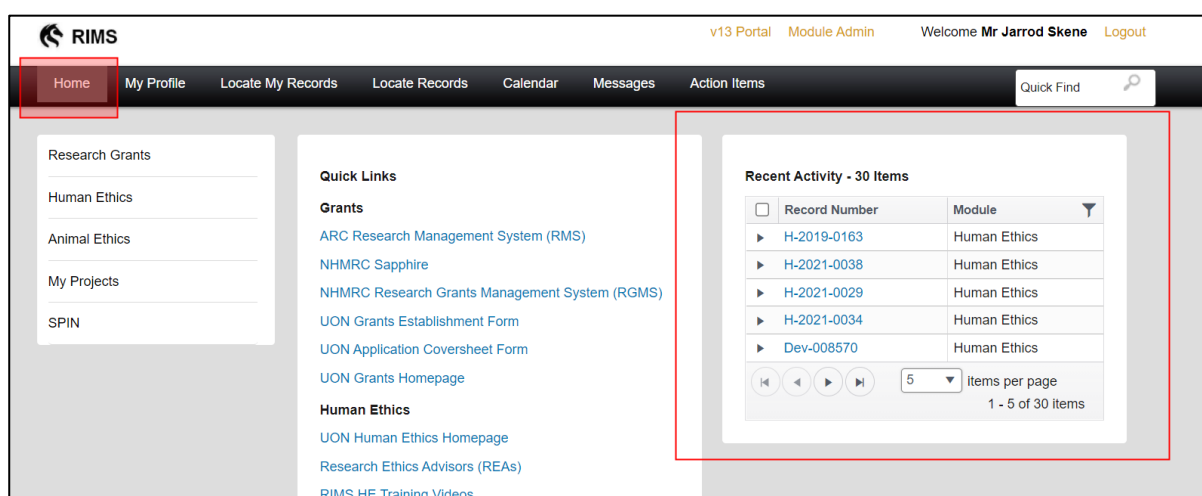
There are four different ways to do this:

1. Use the **Recent Activity** widget.
2. Use the **Locate My Records** function.
3. Use the **Locate Records** function.
4. Use the **Quick Find** search function.

## Recent Activity

The **Recent Activity** widget displays a list of recently used records for ease of access. You can view it by navigating to your RIMS Home page as shown in Figure 1.

Figure 1



The screenshot shows the RIMS Home page. The 'Home' menu item is highlighted with a red box. The 'Recent Activity - 30 Items' widget is also highlighted with a red box. It displays a table of records with columns for Record Number and Module. The records listed are:

Record Number	Module
H-2019-0163	Human Ethics
H-2021-0038	Human Ethics
H-2021-0029	Human Ethics
H-2021-0034	Human Ethics
Dev-008570	Human Ethics

Below the table, there are navigation arrows and a dropdown menu set to '5' items per page, with a note '1 - 5 of 30 items'.

The **Recent Activity** records listed provide you with a range of options and features, which are similar to those described in the **Your Search Results >> Features** section on the last page of this guide.

### Locate My Records (for Chief Investigators only)

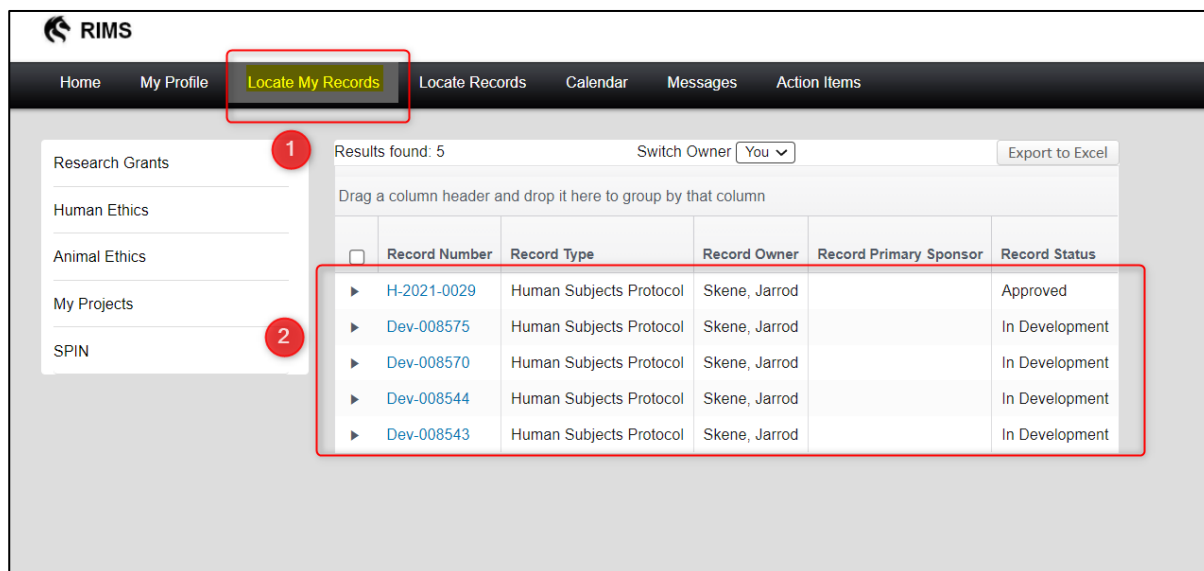
Use the **Locate My Records** search function to find protocol records where you are listed as the Chief Investigator. Do not use this method if:

- you are listed as a Co-Investigator, Research Assistant or Student Researcher
- if you're unsure which role you have been assigned on the protocol.

To locate records:

1. Login to RIMS and click on the **Locate My Records** option as shown in figure 2.
2. The query results will display protocols where you are listed as **Chief Investigator**. If you are not listed as a Chief Investigator on a protocol, the protocol will not be present in this search query.

Figure 2



The screenshot shows the RIMS interface with the 'Locate My Records' option highlighted in the top navigation bar. The search results table is as follows:

Record Number	Record Type	Record Owner	Record Primary Sponsor	Record Status
H-2021-0029	Human Subjects Protocol	Skene, Jarrod		Approved
Dev-008575	Human Subjects Protocol	Skene, Jarrod		In Development
Dev-008570	Human Subjects Protocol	Skene, Jarrod		In Development
Dev-008544	Human Subjects Protocol	Skene, Jarrod		In Development
Dev-008543	Human Subjects Protocol	Skene, Jarrod		In Development

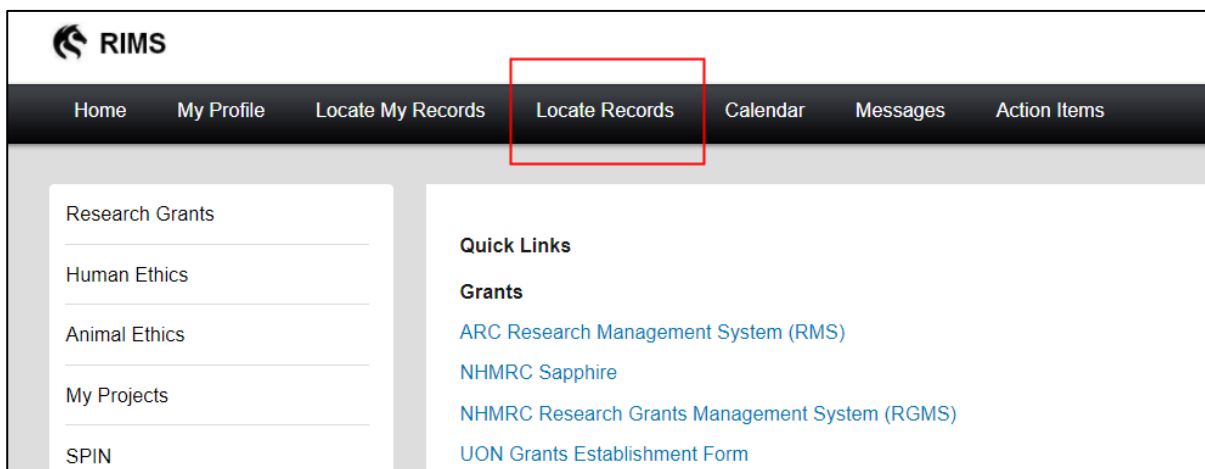
#### Locate Records (for all researchers)

Use the **Locate Records** search function to identify records that you are listed on in any capacity (i.e., Co-Investigator, Research Assistant or Student Researcher).

This is an ideal option for researchers who may have roles on several protocols but are not Chief Investigators on any of them.

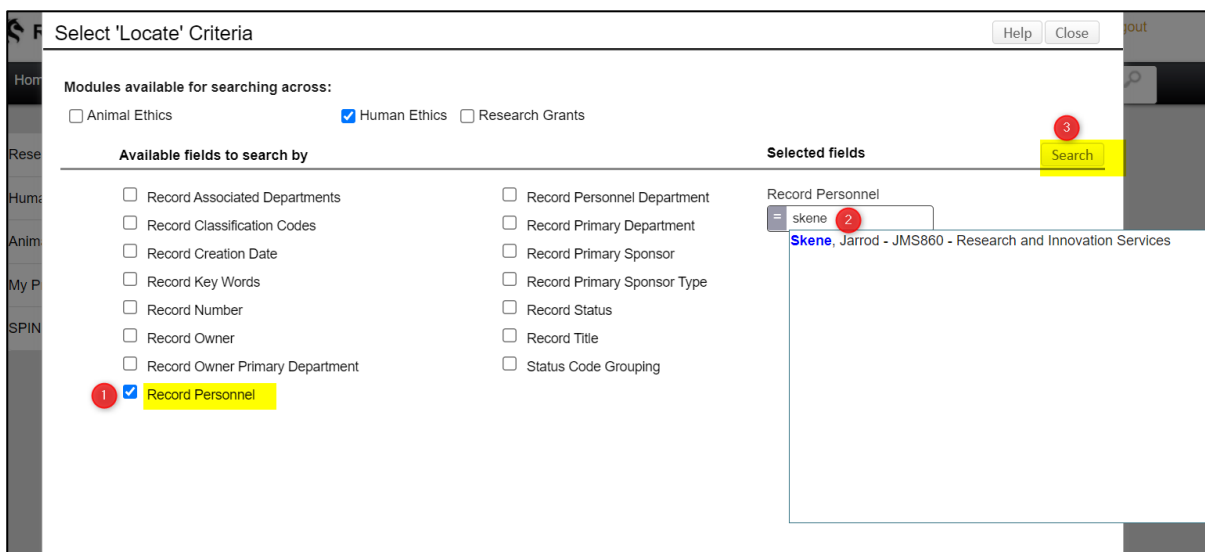
First, select **Locate Records** when you login to RIMS as shown in Figure 3.

Figure 3



Second, you will need to apply a filter to inform the search as shown in Figure 4.

Figure 4



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From here, follow these steps:

1. Select the **Record Personnel** option.
2. Once selected, the drop-down above will appear. Type your surname (or first name) into the field and select your profile from the display.
3. Select **Search**.

### Quick Find (search by record number)

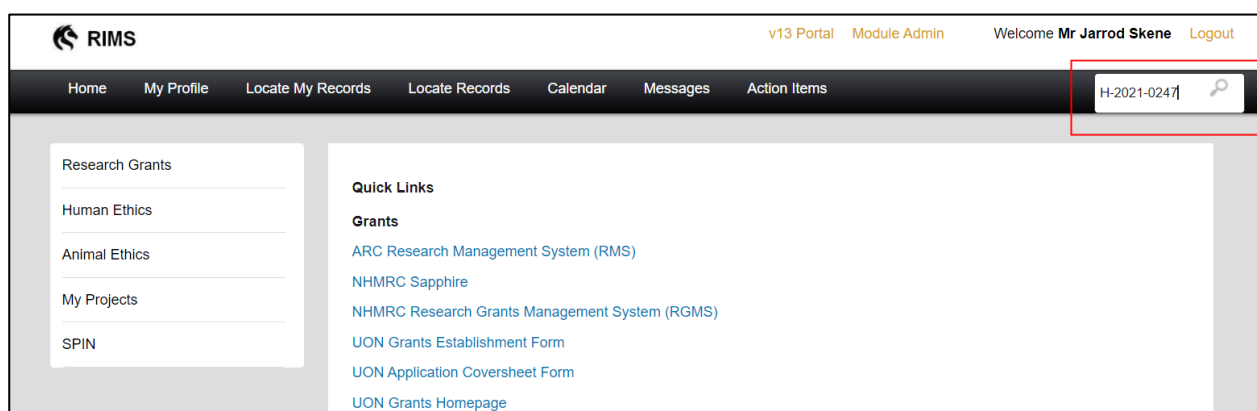
Use the **Quick Find** search function to identify specific protocol records. This method is a good option if you know the protocol record you are searching for and want to get to it quickly.

You will need either:

- your development number (or Dev-xxxxx) if you are in the process of preparing an initial application for submission. (If you haven't submitted your application for review, you will find this number within the **Key Information** section of your Initial/New Project application eForm.)
- your 'H' number (e.g., H-2021-0247) for applications that have either been submitted and approved or have been submitted and are under review. You will find this ID number in any review assignment or acknowledgement letter from ethics.

Use the **Quick Find** search function as shown in Figure 5. Ensure you include the Dev or H number dash(es) when using this search function.

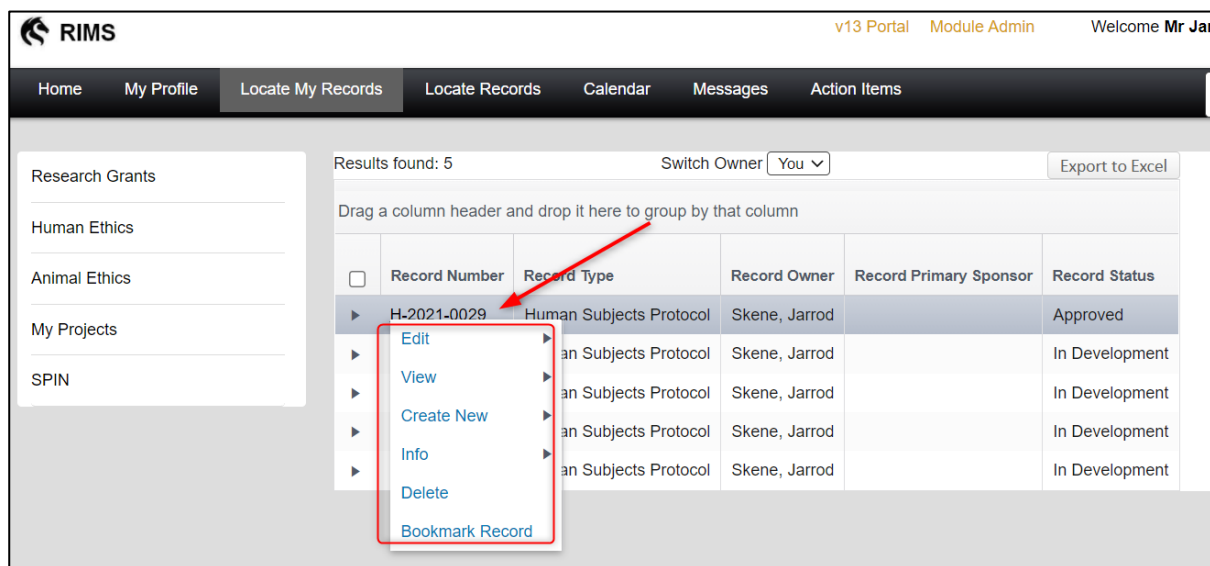
Figure 5



## Search result features

Each of the search methods described above should give you a results list to work from. From there, you have a range of options and features to choose from, as shown in Figure 6.

Figure 6



Click on the record ID for the protocol you wish to access. The menu highlighted in Figure 6 will then appear and give you a range of options:

- **Edit:** Select this option if you are in the process of preparing an application for submission. A menu extension will appear, which will give you the option of going directly to the eForm in development. You will not need to use this option to access work already submitted as you will receive workflow assignment emails for these.
- **View:** Select this option if you wish to view an aspect of your protocol record. The menu extension will give you the option of accessing the 'master' level of your record where you can view key protocol elements like personnel listings, date approval is up for renewal, etc. Note that this option will limit you to read-only access.
- **Create New:** Select this option to create a new submission. The menu extension will enable you to create a Variation / Progress report / or Adverse event for this project. Please see the Creating Submissions User Guide for further information.
- **Info:** This option will provide you with the protocol-level status and dates associated with when this status was determined.
- **Delete:** Select this option to delete any Initial application submissions created in error.

# Human Research Ethics

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## For questions or support

If you have questions about the advice in this guide or need additional support, please contact the Human Research Ethics team on [human-ethics@newcastle.edu.au](mailto:human-ethics@newcastle.edu.au).

**END of document**