

Human Research Ethics

RIMS User Guides

Registering external human ethics approvals



Contents

Purpose of this guide	2
Creating a registration eForm.....	2
Uploading required documents	4
Completing mandatory fields within the eForm.....	6
Submitting your 'Registration of External HREC Approval'	7
For questions or support	7

Purpose of this guide

Under the University's [Collaborative Research and Ethics Approval Guideline](#), an approval issued by an external human research ethics committee may be recognised by the University of Newcastle, thus removing the need to secure approval from the University as well.

Copies of all external ethics approvals must be registered with the University of Newcastle via the Research Information Management Systems (RIMS) prior to the commencement of the approved research activity.

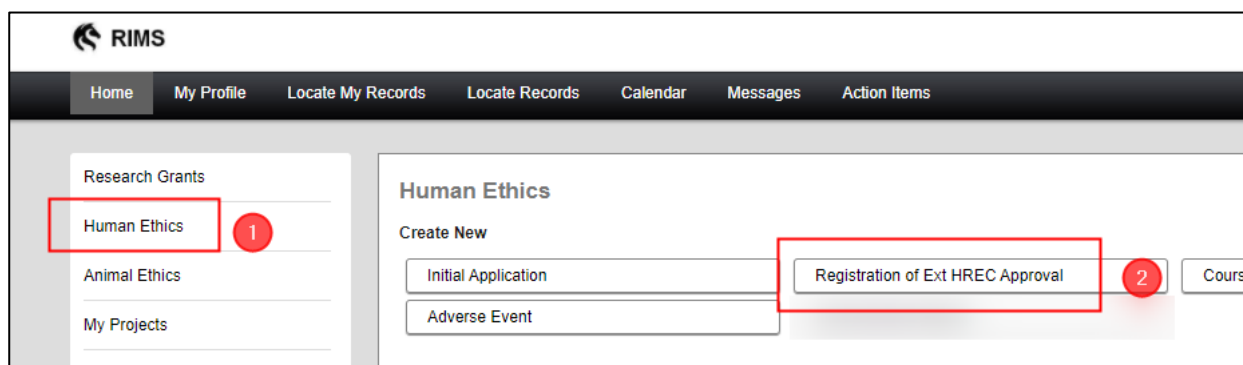
Refer to the University's [Guideline](#) to determine if an external approval meets the necessary criteria to be accepted by the University of Newcastle. You can also visit the University's [Human Research Ethics website](#) for more information.

This guide steps you through how to register an external ethics approval in RIMS.

Creating a registration eForm

To create a 'Registration of External HREC Approval' application in RIMS, follow the steps shown in Figure 1.

Figure 1

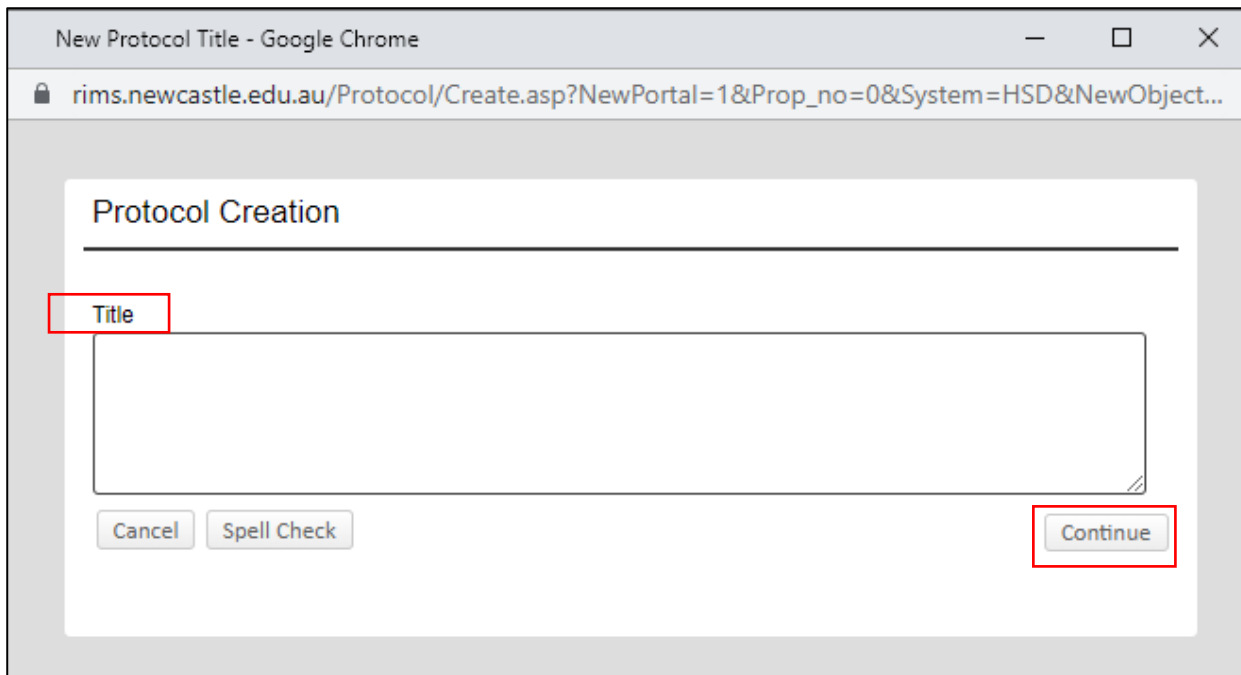


1. Navigate to your Human Ethics page.
2. Select the submission type you wish to create, which in this case is 'Registration of Ext HREC Approval'.

From here, a new screen will appear as shown in Figure 2.

Enter the title of the research project you wish to register and select **Continue**.

Figure 2



New Protocol Title - Google Chrome

rims.newcastle.edu.au/Protocol/Create.asp?NewPortal=1&Prop_no=0&System=HSD&NewObject...

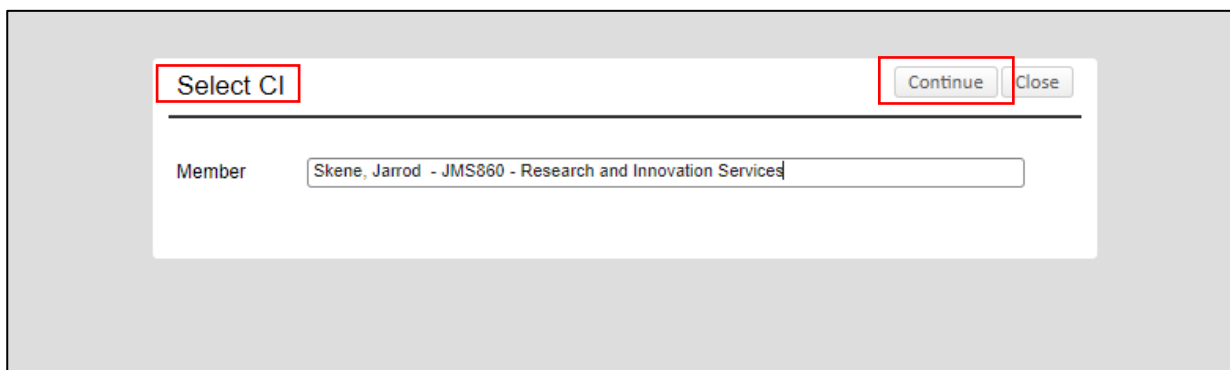
Protocol Creation

Title

Cancel Spell Check Continue

You will then be prompted to select the name of the Chief Investigator from the dropdown as shown in Figure 3. Once you have done this, select **Continue**.

Figure 3



Select CI

Continue Close

Member Skene, Jarrod - JMS860 - Research and Innovation Services

You have now created the registration eForm.

From here, you will be taken to the submission summary where you can upload documents that provide evidence of an external ethics approval.

Uploading required documents

Once you've created the registration record, you can:

1. access your 'Registration of External HREC Approval' eForm
2. upload required documents.

*TIP: Make note of the **Record Number** ('Dev-xxxxx') as show in Figure 4, reference point 3. You will need this number to get back to your registration e-form if you're not completing all steps in one session. The Record Number will also be noted in any correspondence from the Human Ethics Team.*

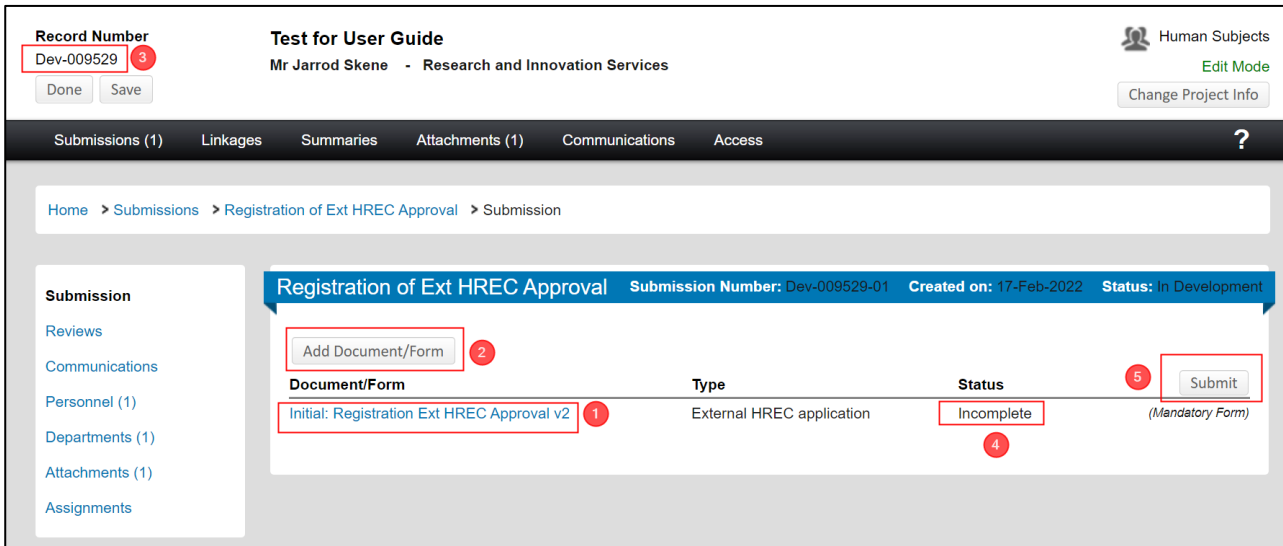
Copies of all external ethics approvals must be registered in RIMS prior to the commencement of the approved research activity.

In order to register the external HREC approval, you will need to upload the required documentation, which includes:

- a copy of the external human ethics application
- a copy of the approval letter from the external human ethics review committee
- a copy of any documents listed on the external approval letter (e.g., information and consent forms, surveys, assessments, etc)
- a copy of any correspondence with the external human ethics review committee leading to the approval (i.e., response to change requests or clarification).

To upload documents, select the **Add document / form** button as shown in Figure 4, reference point 2.

Figure 4



Record Number: Dev-009529 (3)

Test for User Guide
Mr Jarrod Skene - Research and Innovation Services

Human Subjects
Edit Mode
Change Project Info

Submissions (1) | Linkages | Summaries | Attachments (1) | Communications | Access

Home > Submissions > Registration of Ext HREC Approval > Submission

Submission: Registration of Ext HREC Approval | Submission Number: Dev-009529-01 | Created on: 17-Feb-2022 | Status: In Development

Add Document/Form (2)

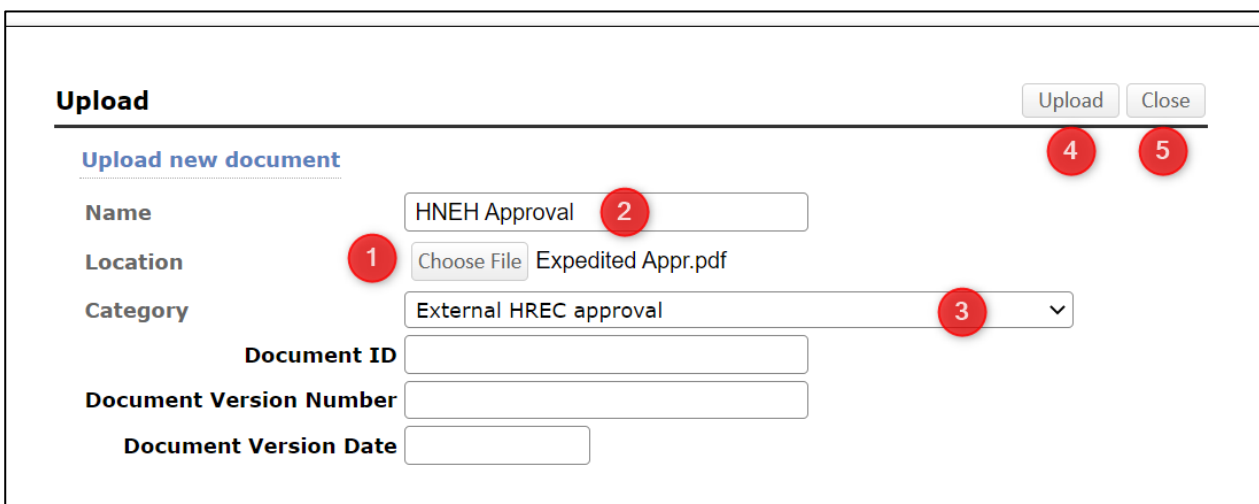
Document/Form	Type	Status
Initial: Registration Ext HREC Approval v2 (1)	External HREC application	Incomplete (4)

Submit (5)
(Mandatory Form)

You will then be prompted to browse for relevant files. To upload a file, follow the steps below:

1. Select **Choose File** button as shown in Figure 5, reference point 1.
2. Enter the document title in the **Name** field.
3. Select an appropriate **Category** descriptor from the dropdown menu.
4. Select **Upload**.
5. Select **Close** to complete the upload process. You can load multiple documents at a time, but they won't upload until you select **Close** to finish the process.

Figure 5



Upload | Upload | Close

Upload new document

Name: HNEH Approval (2)

Location: Choose File (1) Expedited Appr.pdf

Category: External HREC approval (3) ▼

Document ID: []

Document Version Number: []

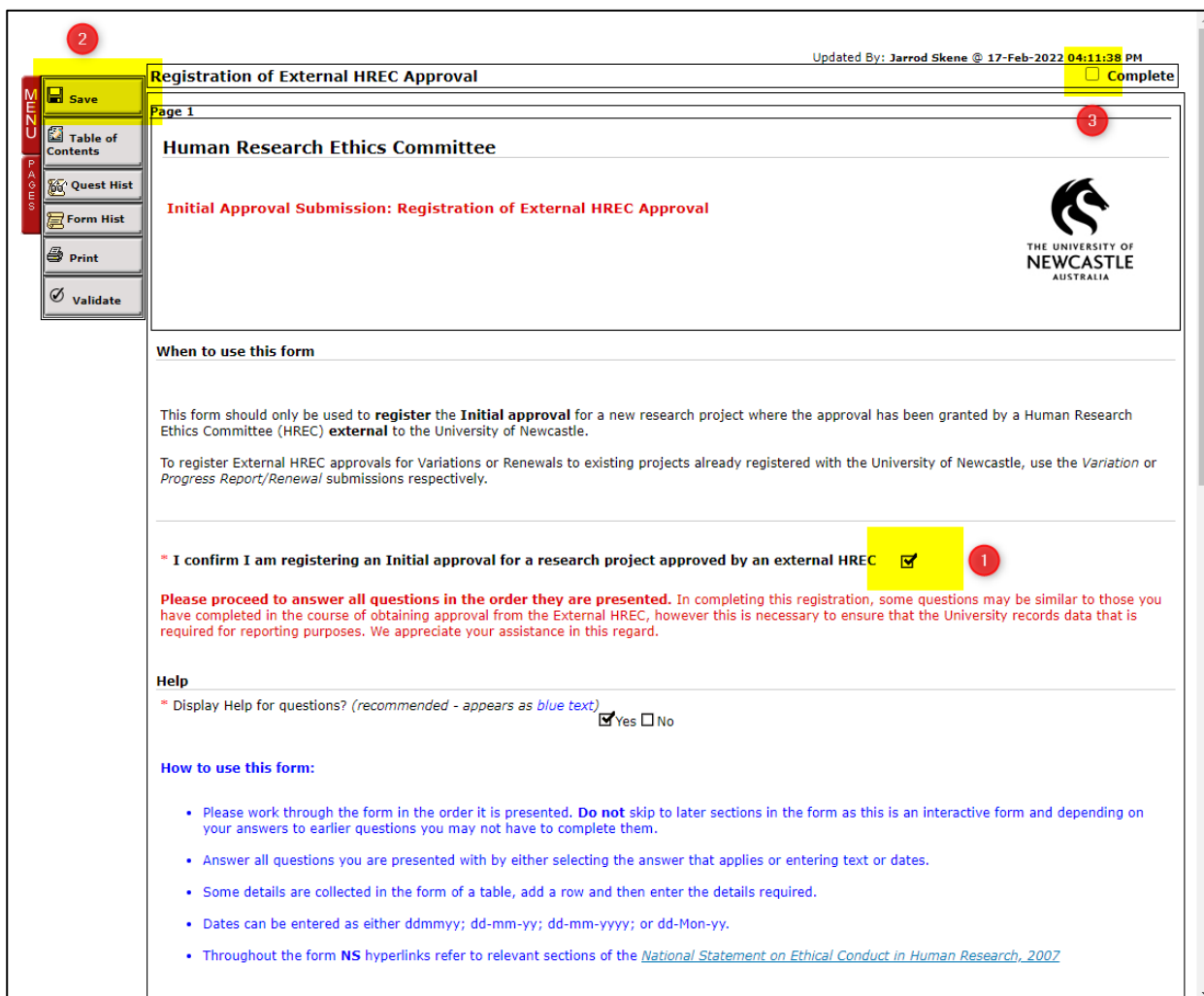
Document Version Date: []

Completing mandatory fields within the eForm

To finalise the eForm, complete all mandatory fields.

1. Be sure you tick the box as shown in Figure 6, reference point 1 to confirm you are registering a project that has received ethics approval from an external HREC.
2. **Save** your information as you work through the fields to avoid losing any data.
3. Once you have answered all mandatory questions, tick the **Complete** box in the top right screen to lock the eForm and enable submission.

Figure 6



2

Updated By: Jarrod Skene @ 17-Feb-2022 04:11:38 PM

Complete


3

Registration of External HREC Approval

Page 1

Human Research Ethics Committee

Initial Approval Submission: Registration of External HREC Approval



When to use this form

This form should only be used to **register** the **Initial approval** for a new research project where the approval has been granted by a Human Research Ethics Committee (HREC) **external** to the University of Newcastle.

To register External HREC approvals for Variations or Renewals to existing projects already registered with the University of Newcastle, use the *Variation* or *Progress Report/Renewal* submissions respectively.

*** I confirm I am registering an Initial approval for a research project approved by an external HREC** 1

Please proceed to answer all questions in the order they are presented. In completing this registration, some questions may be similar to those you have completed in the course of obtaining approval from the External HREC, however this is necessary to ensure that the University records data that is required for reporting purposes. We appreciate your assistance in this regard.

Help

* Display Help for questions? (recommended - appears as blue text) Yes No

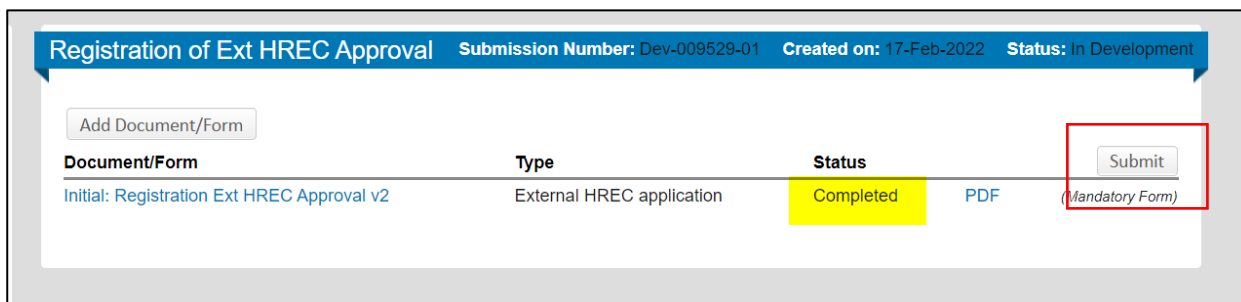
How to use this form:

- Please work through the form in the order it is presented. **Do not** skip to later sections in the form as this is an interactive form and depending on your answers to earlier questions you may not have to complete them.
- Answer all questions you are presented with by either selecting the answer that applies or entering text or dates.
- Some details are collected in the form of a table, add a row and then enter the details required.
- Dates can be entered as either ddmmyy; dd-mm-yy; dd-mm-yyyy; or dd-Mon-yy.
- Throughout the form **NS** hyperlinks refer to relevant sections of the [National Statement on Ethical Conduct in Human Research, 2007](#)

Submitting your 'Registration of External HREC Approval'

Once you have completed the eForm as per above, your submission summary will change to indicate the eForm has been completed, as shown in Figure 7.

Figure 7



Registration of Ext HREC Approval Submission Number: Dev-009529-01 Created on: 17-Feb-2022 Status: In Development

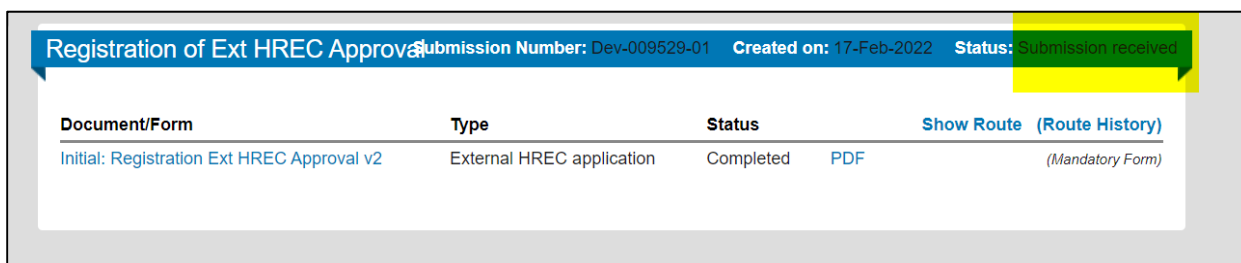
Add Document/Form

Document/Form	Type	Status	
Initial: Registration Ext HREC Approval v2	External HREC application	Completed	PDF (Mandatory Form)

Submit

Next, hit the **Submit** button and ensure that the status changes from 'In Development' (Figure 7) to 'Submission received.' (Figure 8).

Figure 8



Registration of Ext HREC Approval Submission Number: Dev-009529-01 Created on: 17-Feb-2022 Status: Submission received

Document/Form	Type	Status	Show Route (Route History)
Initial: Registration Ext HREC Approval v2	External HREC application	Completed	PDF (Mandatory Form)

Your 'Registration of an External HREC Approval' has been submitted.

For questions or support

If you have questions about this guide or need additional support, please contact the Human Research Ethics team on human-ethics@newcastle.edu.au.

END of document