

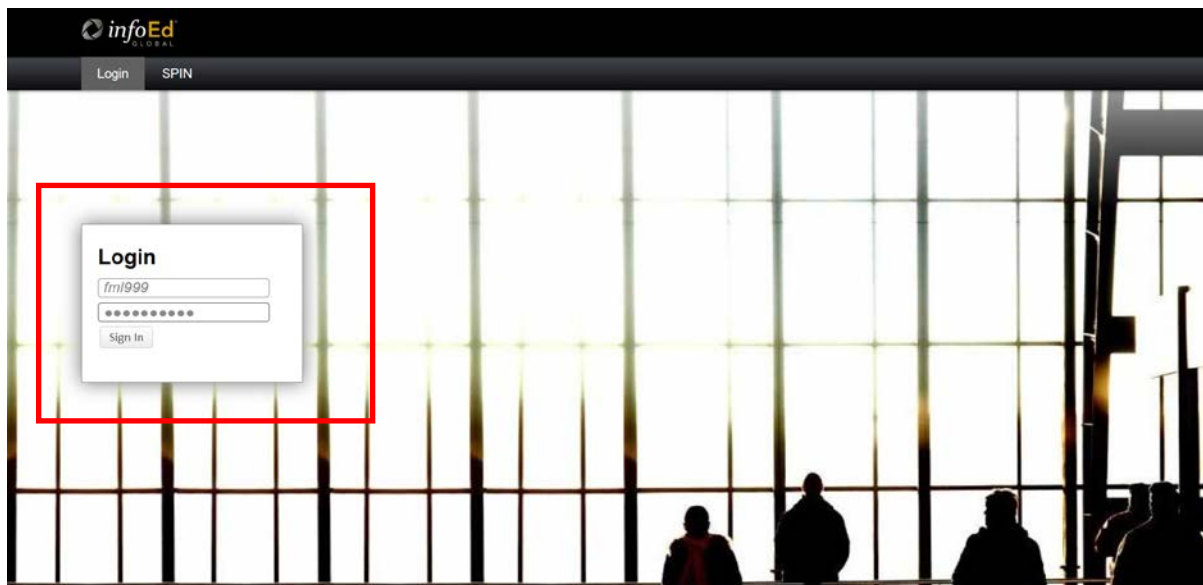
Research Management Information System (RIMS) Animal Ethics – Users Guide for RIMS

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How to Logon

Logon to RIMS at <https://rims.newcastle.edu.au/login.asp> using your Uni ID and password.

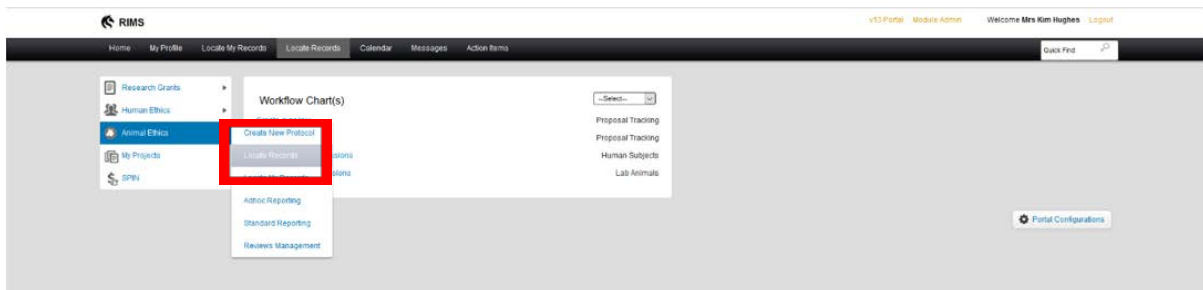


Note: The Chief Investigator / Alternate Chief Investigator must submit the completed form; however, another member of the research team can logon and contribute to the completion of the eform (provided they are named in the personnel on record).

Find your protocol

1. Personnel other than CI:

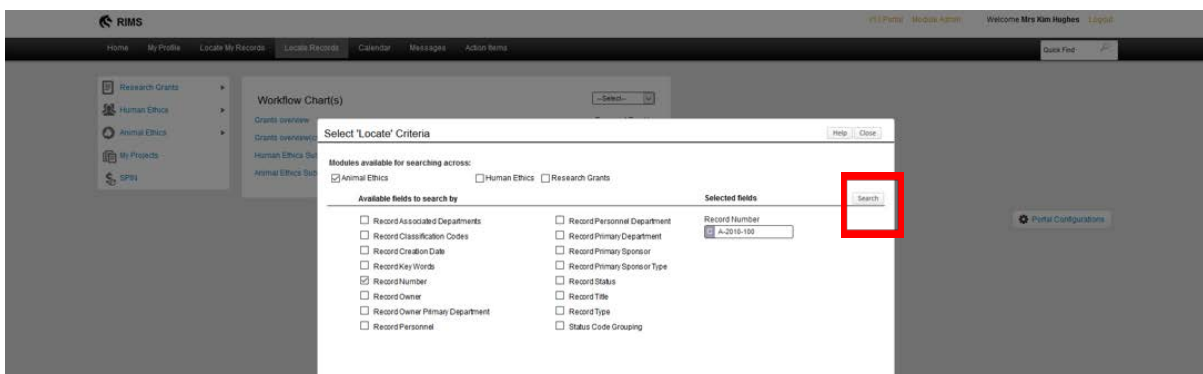
Hover over **Animal Ethics** and select **Locate Records**.



Tick **Record Number**

Type the **Record Number** in the **Record Number** box

Select **Search**



OR

Tick **Record Title**

Type some of the **title** in the **Record Title** box

Select **Search**

OR

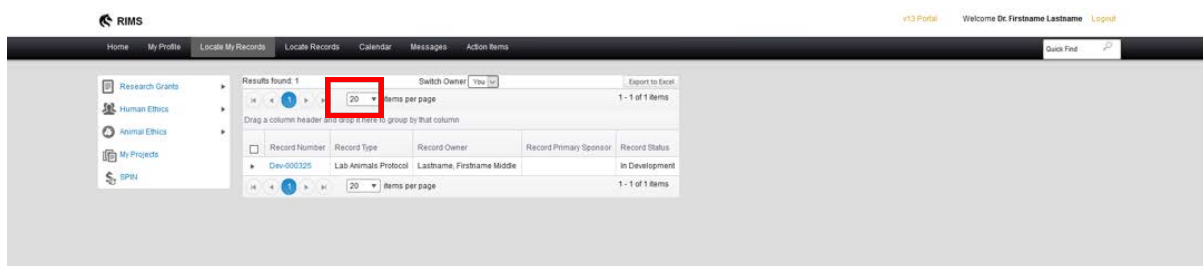
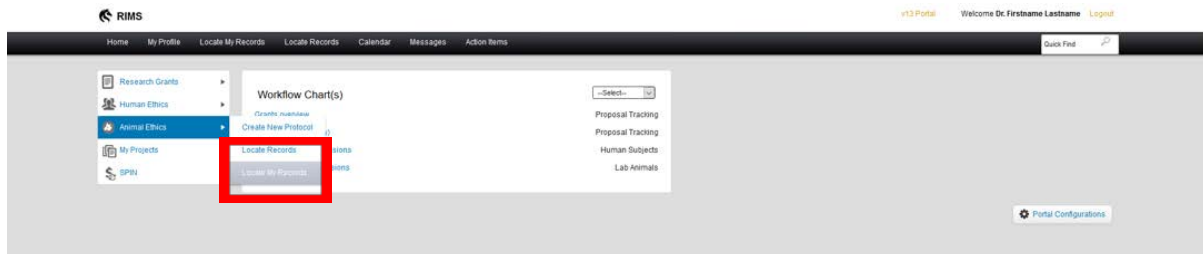
Tick **Record Owner**

Type start typing the **last name of the CI** in the **Record Owner** box

Select **Search**

OR

2. For CI only: Hover over **Animal Ethics** and select **Locate My Records**. This will list all your protocols in the system where you are the Chief Investigator.

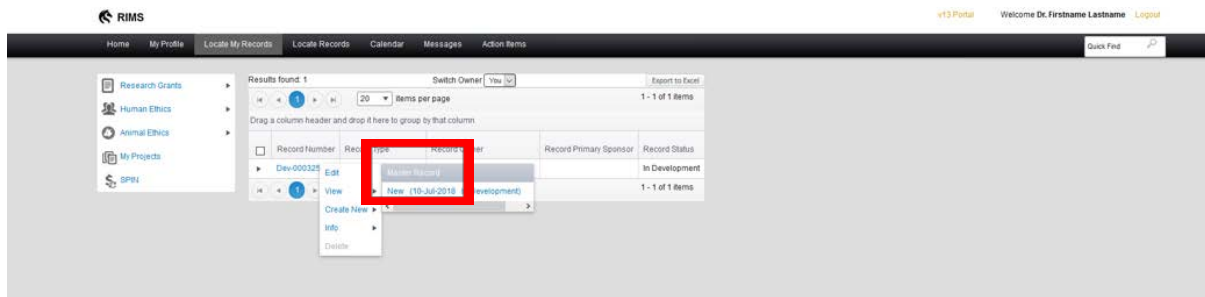


The screen defaults to showing 20 protocols per page.

To see all protocols select the **drop down arrow** (towards the middle of the screen) and select **All**.

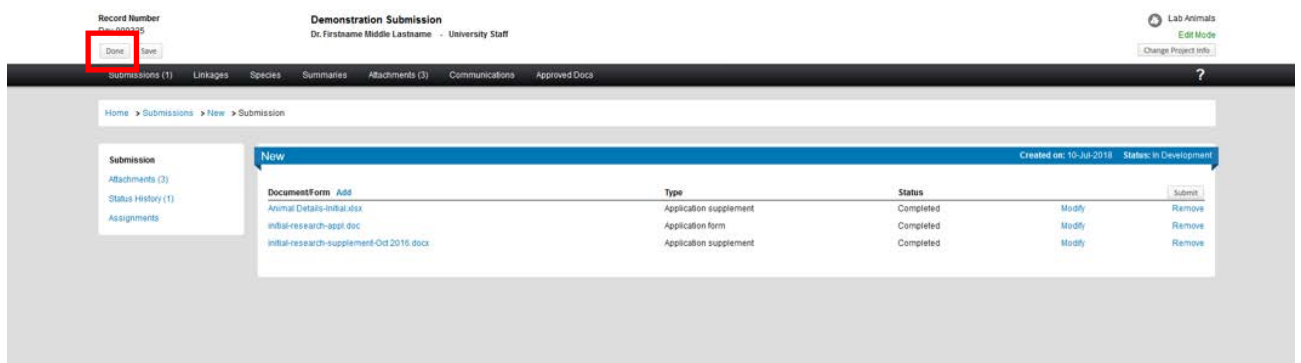


Hover over the selected **Record Number** then **hover** over **Edit** then click on **Master Record**.



How to close protocol and exit RIMS

1. To close the protocol click on **Done** towards the top left of the screen:



2. To exit RIMS click on **Logout** in the top right corner of the screen:



How to Create a Submission

Step 1 Find your protocol

See page 3 for more details.

The screenshot shows the 'Demonstration Submission' summary page for record number Dev-000325. The page is titled 'Demonstration Submission' and 'Dr. Firstname Middle Lastname - University Staff'. The record number is Dev-000325. The page is in 'View Mode' and has a 'Change Project Info' button. The navigation bar includes 'Submissions (1)', 'Linkages', 'Species', 'Summaries', 'Attachments', 'Communications', and 'Approved Docs'. The left sidebar shows 'Summary' with sub-items: 'Departments (1)', 'Drugs', 'Personnel (1)', and 'Distribution Groups'. The main content area shows the following details:

Record Number	Dev-000325	Change	
Created on	10-Jul-2018	Submitted on	
Initial Submission Date		Original Approval Date	
Review Category	Administrative	Research Type	
Original Meeting Date		Board Name	Animal Care and Ethics Committee
Reviewers	None Selected	Determination	In Development

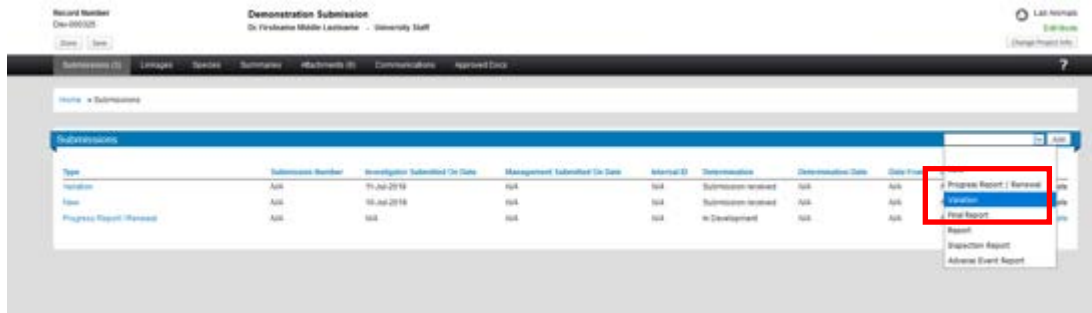
Your protocol will open on the Summary page. Select **Submission** top left corner

The screenshot shows the 'Demonstration Initial Submission' summary page for record number H-2018-0213. The page is titled 'Demonstration Initial Submission' and 'Dr. Firstname Middle Lastname - University Staff'. The record number is H-2018-0213. The page is in 'Edit Mode' and has a 'Change Project Info' button. The navigation bar includes 'Submissions (1)', 'Linkages', 'Summaries', 'Attachments (3)', 'Communications (8)', 'Approved Docs', and 'Access'. The left sidebar shows 'Summary' with sub-items: 'Departments (1)', 'Centers', 'Devices', 'Drugs', 'Keywords', 'Locations', 'Sites', and 'Personnel (1)'. The main content area shows the following details:

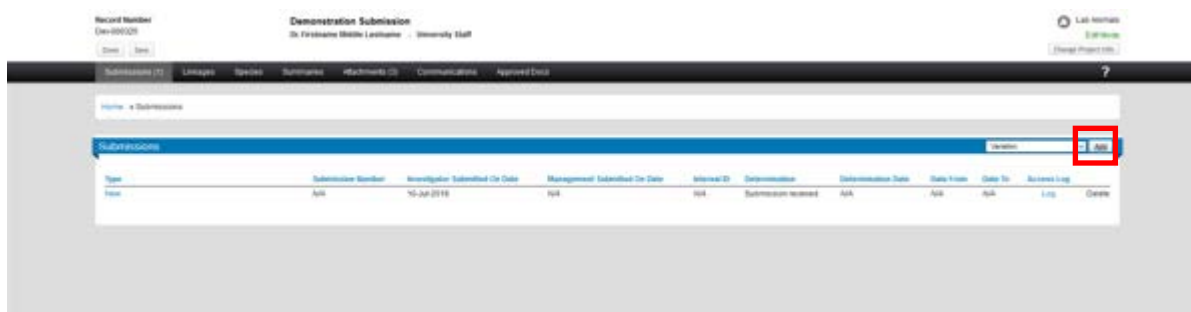
Record Number	H-2018-0213	Change	
Created on	28-Jun-2018	Submitted on	28-Jun-2018
Initial Submission Date	28-Jun-2018	Original Approval Date	28-Jun-2018
Review Category	L1 Low Risk Research Expedited	Research Type	Single site
Original Meeting Date		Risk Level	Negligible Risk

Step 2 Select the appropriate submission type

Select e.g. **Variation**



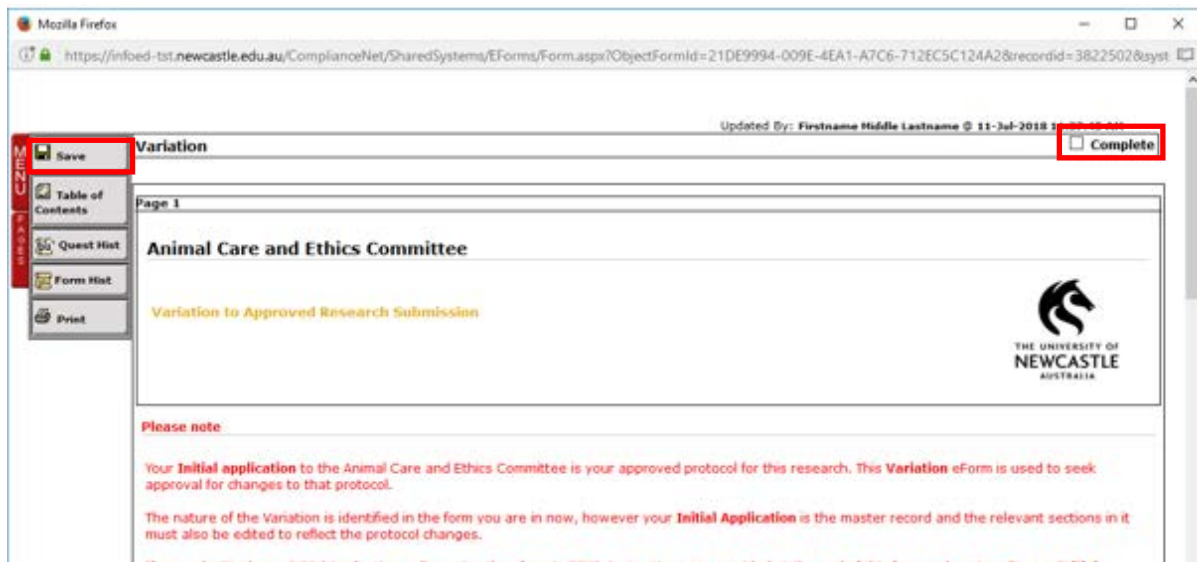
Click on **Add**



Click on **Variation v5** to open the eform

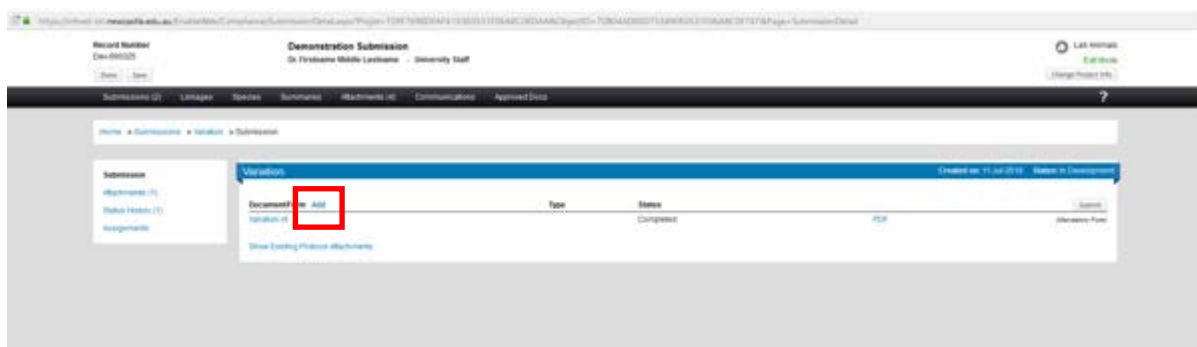


The eform will open. Fill in the form, **Save** it, then click on the box to **Complete**.



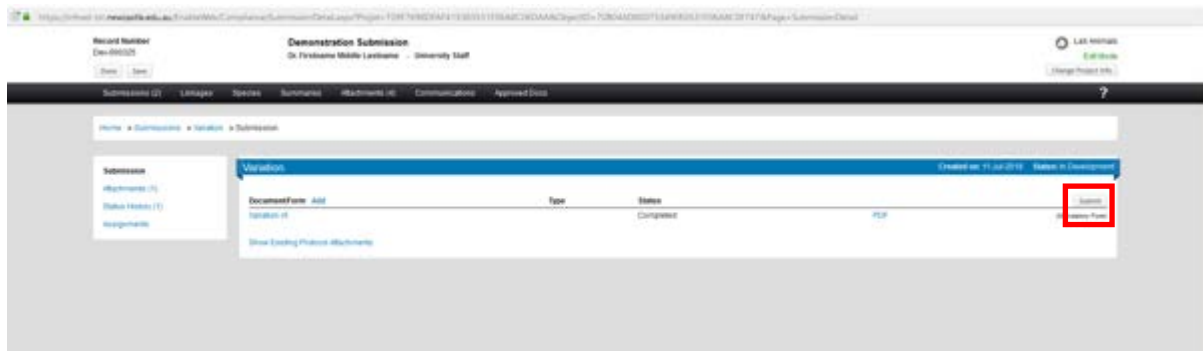
Step 3 Upload Supporting Documents

The screen will revert back to the previous page. Now you can add any supporting documents. See page 10 for more details.



Step 4 Submit

Once all supporting documents are uploaded the submission is ready to **Submit**.

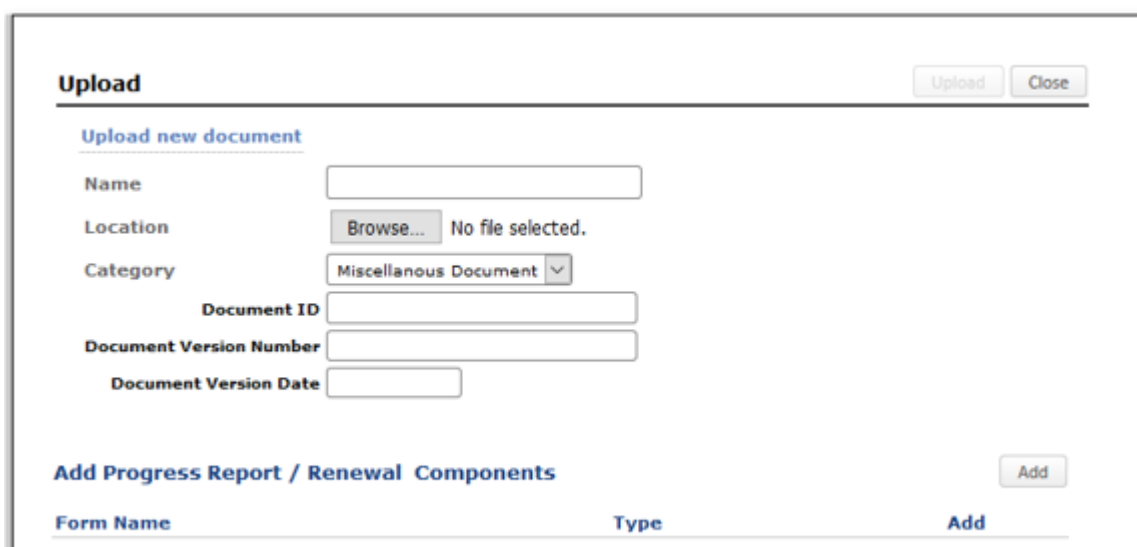
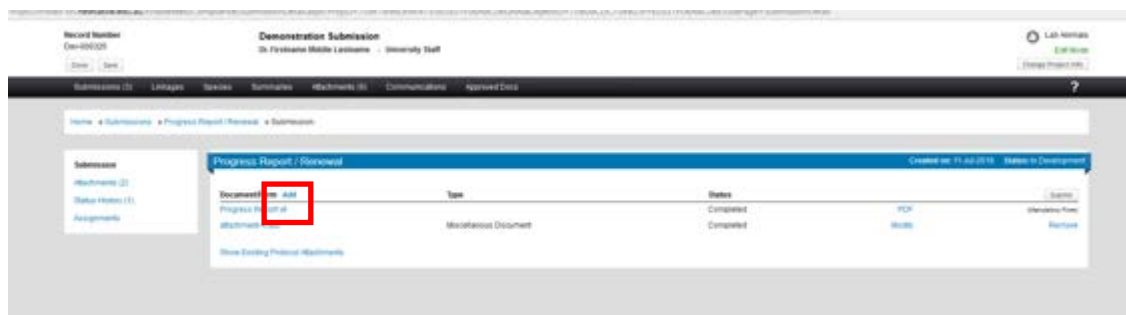


Step 5 Exit and Close

See page 5 for more details.

Upload supporting documents

The majority of applications will need supporting documentation uploaded, e.g. Supplement, monitoring checklist, etc. You can upload supporting documentation by clicking on [Add](#)



The 'Upload' form contains the following fields and options:

- Upload new document** (Section header)
- Name**: Text input field
- Location**: 'Browse...' button and 'No file selected.' text
- Category**: Dropdown menu with 'Miscellaneous Document' selected
- Document ID**: Text input field
- Document Version Number**: Text input field
- Document Version Date**: Text input field
- Add Progress Report / Renewal Components** (Section header) with an **Add** button
- Form Name**, **Type**, and **Add** (Table headers)

Upload required documents.

Upload Upload Close

Upload new document

Name: attachment-A.doc

Location: Browse... attachment-A.doc

Category: Miscellaneous Document

Document ID: [Red 'no' symbol]

Document Version Number: [Red 'no' symbol]

Document Version Date: [Red 'no' symbol]

Add Progress Report / Renewal Components Add

Form Name	Type	Add
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Once the document information is completed click on **Upload**. You can upload as many documents you require. When finished uploading click on **Close**.

The screen reverts back to the previous screen and you are now ready to click **Submit**.

Record Number: 06-00020
 Demonstration Submission
 St. Fintona Middle Learning - University Staff

Submissions (2) | Linkage | Issues | Summaries | Attachments (0) | Communications | Approved Docs

Home > Submissions > Progress Report / Renewed > Submission

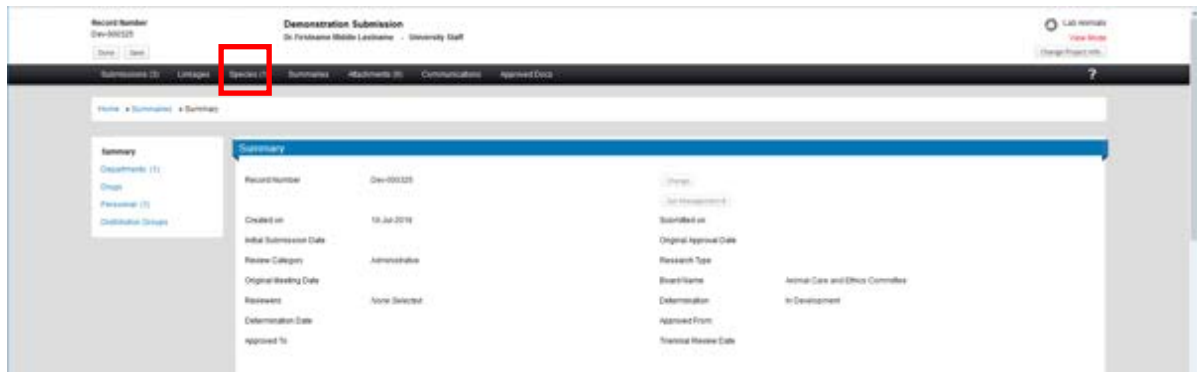
Document Form	Type	Status	PDR	Actions
Progress Report of attachment-A.doc	Miscellaneous Document	Completed	None	Submit

Show Existing Related Attachments

Checking Animals

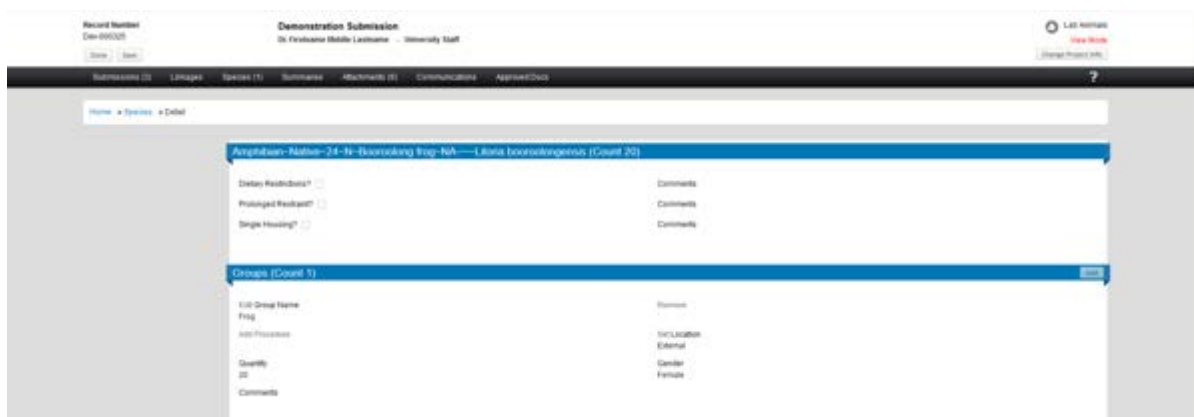
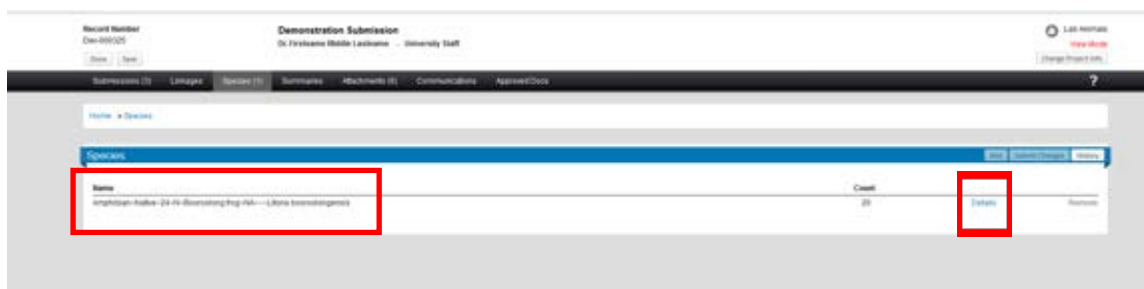
Logon and find your protocol.

Your protocol will open on the Summary page. Select **Species** along the top tool bar

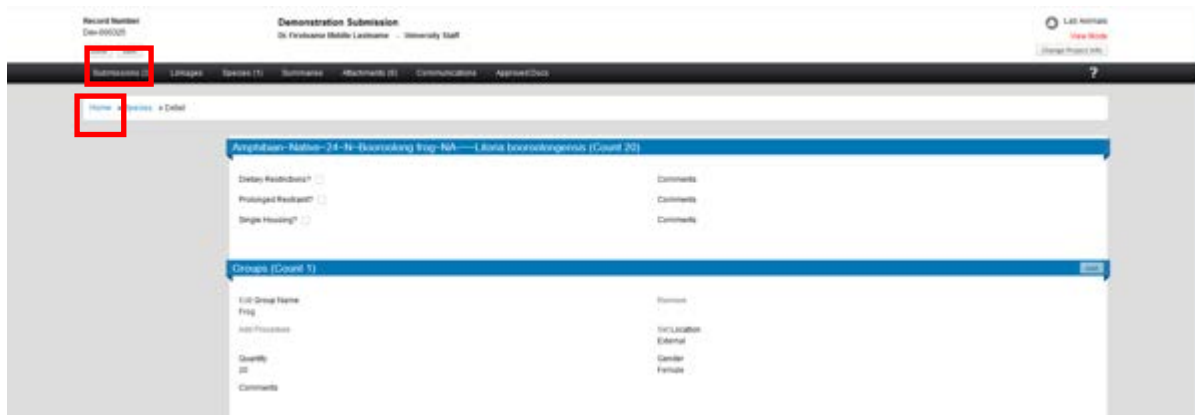


The species page shows all the animals listed on your protocol and the number approved.

For additional information about each animal click on **Details**



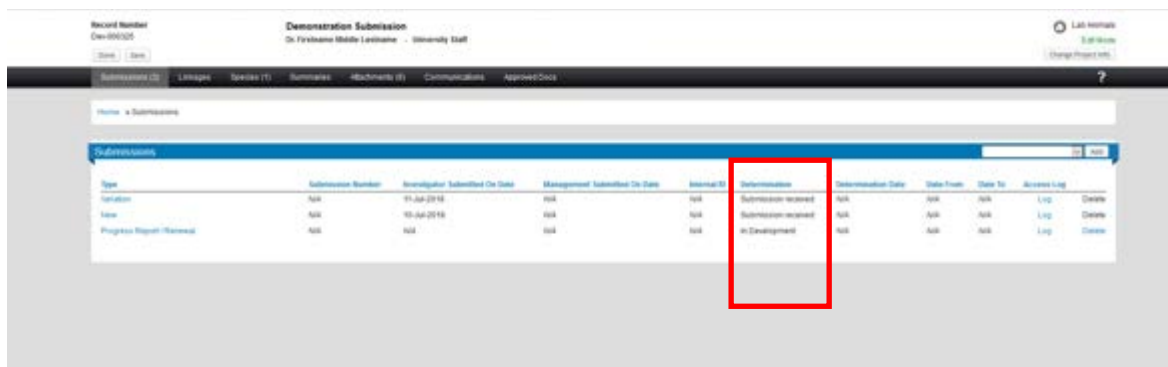
To exist species click on [Home](#) or [Submissions](#)



Checking status of submission

Refer to the Submissions page.

The column titled “**Determination**” advises the status of the submission.



The screenshot displays the 'Submissions' page in the RIMS system. At the top, there is a header for 'Demonstration Submission' with a record number 'Dev-0001205' and a user 'Dr. Firdausi Mubli Lailiana - University Staff'. Below the header is a navigation bar with tabs for 'Submissions (2)', 'Links', 'Species (1)', 'Summaries', 'Attachments (1)', 'Communications', and 'Approved OAGs'. The main content area shows a table titled 'Submissions' with the following data:

Type	Submission Number	Investigator Submitted On Date	Management Submitted On Date	Internal ID	Determination	Determination Date	Date From	Date To	Access Log	Delete
Variation	524	01-Jul-2018	NA	NA	Submission received	NA	NA	NA	Log	Delete
Variation	524	03-Jul-2018	NA	NA	Submission received	NA	NA	NA	Log	Delete
Progress Report / Renewal	524	NA	NA	NA	In Development	NA	NA	NA	Log	Delete

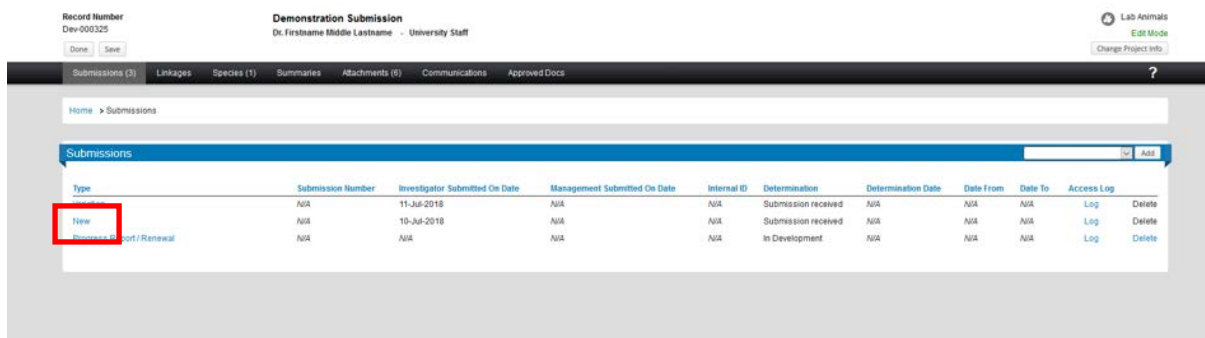
Checking previous submissions

From the Summary page click on [Submissions](#)



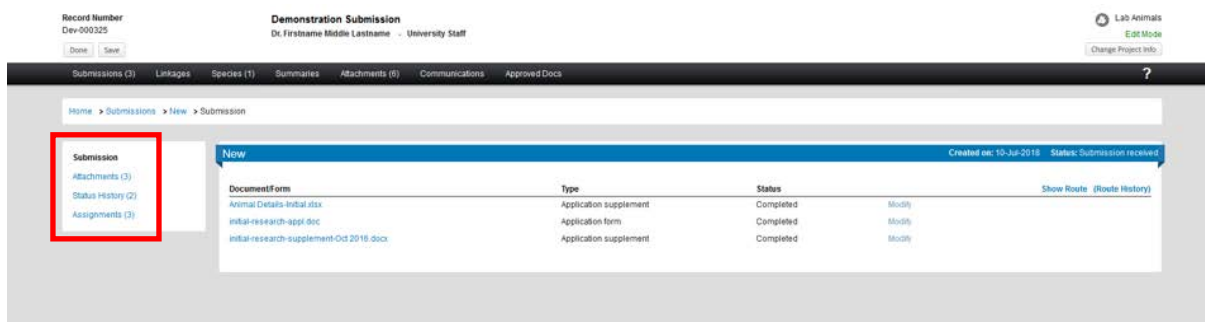
Submissions page opens and you can see a list of all submissions for the protocol.

Click on the submission you want to view, e.g. New



All documents associated with the submission will appear.

Use the left hand column to check other information regarding the submission.



In this example “Attachments” was chosen.

The screenshot shows the RIMS system interface. At the top, there is a header with 'Record Number Dev-000325' and 'Demonstration Submission Dr. Firstname Middle Lastname - University Staff'. A navigation bar contains 'Submissions (3)', 'Linkages', 'Species (1)', 'Summaries', 'Attachments (6)', 'Communications', and 'Approved Docs'. A sidebar on the left has a red box around the 'Attachments (3)' option. The main content area is titled 'Attachments' and contains a table with the following data:

Name	Category	Folder	Managed by	Submission	Version	Last Updated	Select
initial-research-appli.doc	Application form	ROOT	Submission Package	New	1	10-Jul-2018 3:55:08 PM	<input type="checkbox"/>
initial-research-supplement-Oct 2016-Book	Application supplement	ROOT	Submission Package	New	1	10-Jul-2018 3:56:04 PM	<input type="checkbox"/>
Animal Details-Initial.xlsx	Application supplement	ROOT	Submission Package	New	1	10-Jul-2018 3:55:34 PM	<input type="checkbox"/>

At the bottom of the table, it says '25 items per page' and '1 - 3 of 3 items'.