

Research Management Information System (RIMS) Human Ethics - RIMS User Guide

How to Find Your Protocol

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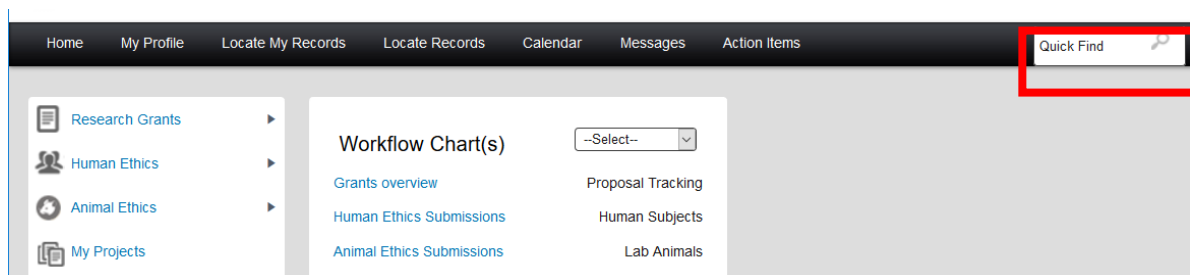
How to Find your protocol



Tip - Rims Training videos are available at <https://www.newcastle.edu.au/research-and-innovation/resources/research-systems/research-information-management-system-rims/rims-training-videos>

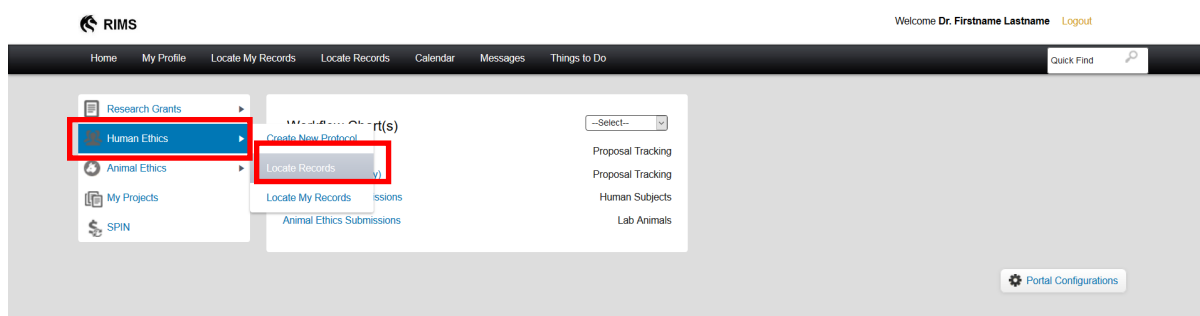
Personnel other than CI

Type the protocol number in the quick find box



OR

If you do not know the protocol number, **hover** over **Human Ethics** and select **Locate Records**.

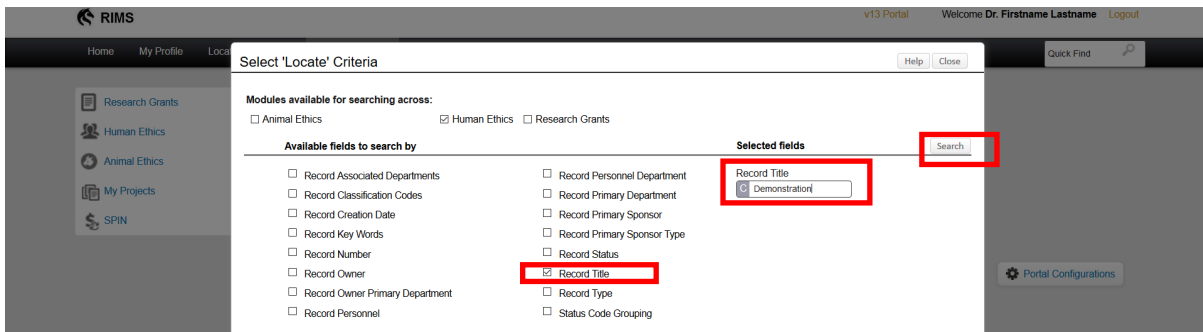


There are many searchable criteria. The following provide examples of searches using **Record Title** and **Record Owner**.

For a **Record Title** search:

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

Select **Search**

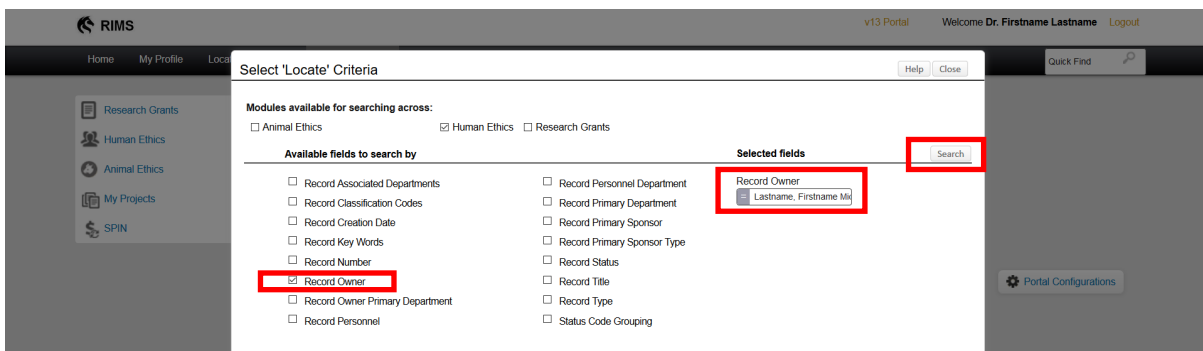


OR

For a **Record Owner** search:

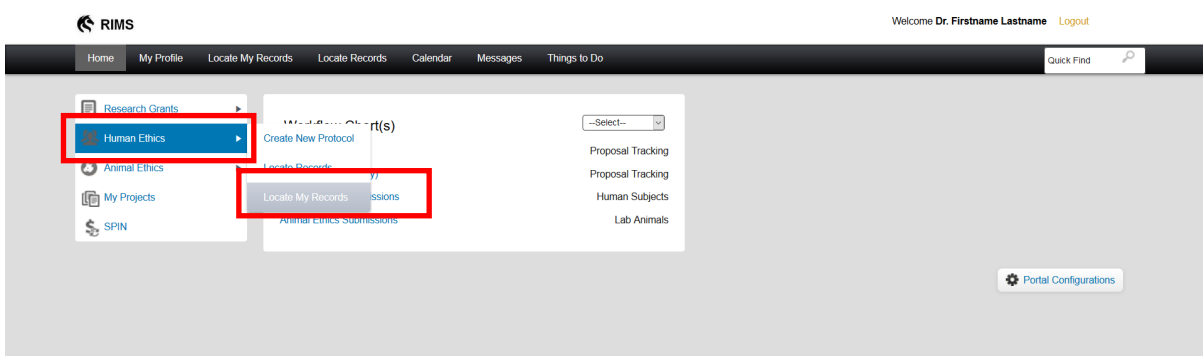
Type start typing the **last name of the CI** in the **Record Owner** box

Select **Search**



For CI only

Hover over **Human Ethics** and select **Locate My Records**. This will list all your protocols in the system where you are the Chief Investigator/Project Supervisor.



Results found: 2

Switch Owner You

Export to Excel

1 - 2 of 2 items

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Record Number	Approved From	Approved To	Record Status	Record Title	Record Owner	Record Owner Primary Department
<input type="checkbox"/>	Dev-005769			In Development	Demonstration Initial Submission	Lastname, Firstname Middle	University Staff
<input type="checkbox"/>	Dev-005768			In Development	Demonstration Initial Submission - Enter title of project	Lastname, Firstname Middle	University Staff

1 - 2 of 2 items

The screen defaults to showing 20 protocols per page.

Results found: 2

Switch Owner You

Export to Excel

1 - 2 of 2 items

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Record Number	Approved From	Approved To	Record Status	Record Title	Record Owner	Record Owner Primary Department
<input type="checkbox"/>	H-2018-0213	6/28/2018 12:00:00 AM	6/27/2019 12:00:00 AM	Approved	Demonstration Initial Submission	Lastname, Firstname Middle	University Staff
<input type="checkbox"/>	Dev-005768			In Development	Demonstration Initial Submission - Enter title of project	Lastname, Firstname Middle	University Staff

1 - 2 of 2 items

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

Results found: 2

Switch Owner You

Export to Excel

1 - 2 of 2 items

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Record Number	App	Record Status	Record Title	Record Owner	Record Owner Primary Department
<input type="checkbox"/>	H-2018-0213	6/28/2018 12:00:00 AM	Approved	Demonstration Initial Submission	Lastname, Firstname Middle	University Staff
<input type="checkbox"/>	Dev-005768		In Development	Demonstration Initial Submission - Enter title of project	Lastname, Firstname Middle	University Staff

1 - 2 of 2 items



Tip - Always choose 'edit' when going back in to your protocol so that you can make changes.

Accessing your protocol

Hover over desired protocol

Hover over **Edit**

Click on Master Record

Results found: 2

Record Number	Approved From	Approved To	Record Status	Record Title	Record Owner	Record Owner Primary Department
H-2018-0213			Conditional Approval	Initial Submission	Lastname, Firstname Middle	University Staff
Dev-005768			Initial Application (28-Jun-2018)	Initial Submission - Enter title	Lastname, Firstname Middle	University Staff

H-2018-0213 Dr. Firstname Middle Lastname - University Staff

Summary

Record Number: H-2018-0213

Created on: 28-Jun-2018

Submitted on: 28-Jun-2018

Initial Submission Date: 28-Jun-2018

Review Category: L1 Low Risk Research Expedited

Original Meeting Date: []

Board Name: Human Research Ethics Committ

Determination: Conditional Approval

Approved From: []

Please see other user guides to assist you with your next step.



Tip - Rims Training videos are available at <https://www.newcastle.edu.au/research-and-innovation/resources/research-systems/research-information-management-system-rims/rims-training-videos>