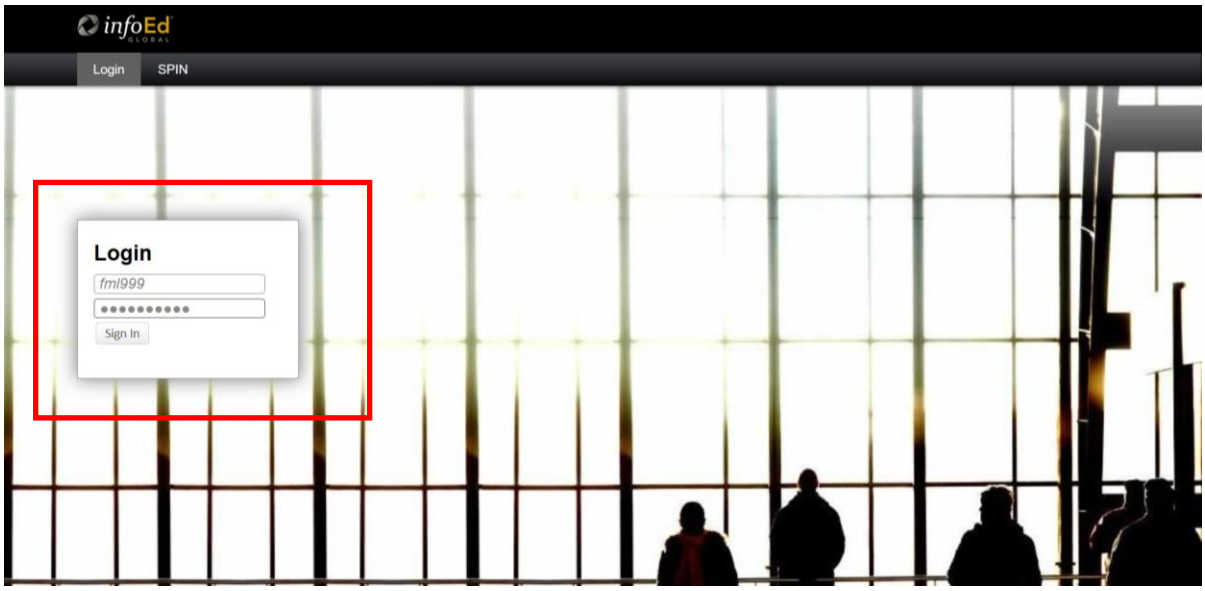
Research Management Information System (RIMS)
Human Ethics - User Guide

Contents

How to create an Initial Application to the HREC 2
Step 1: Create a new protocol 2
Step 2: Title 3
Step 3: Chief Investigator / Project Supervisor 3
Step 4: Load eform for Initial Application 4
Step 5: Upload supporting documents 7
Step 6: Submit 8
Step 7: How to close protocol and exit RIMS 9
Find your protocol 10
How to Create a Response Submission 13
Step 1 Find your protocol 13
Step 2 Select the appropriate response submission 14
Step 3 Uploading Supporting Documents 15
Step 4 Submit 15
Step 5 Exit and Close 15
How to Create a Variation, Adverse Event and Progress Report 16
Step 1 Find your Protocol 16
Step 2 Load the eform (Variation, Progress Report or Adverse Event) 16
Step 3 Edit the eform 17
Step 4 Upload Supporting Documents 18
Step 4 Submit 18
Step 5 Exit and Close 18
How to delete a protocol 19
Step 1 Find your Protocol 19
Step 2 Delete the protocol 19

How to create an Initial Application to the HREC

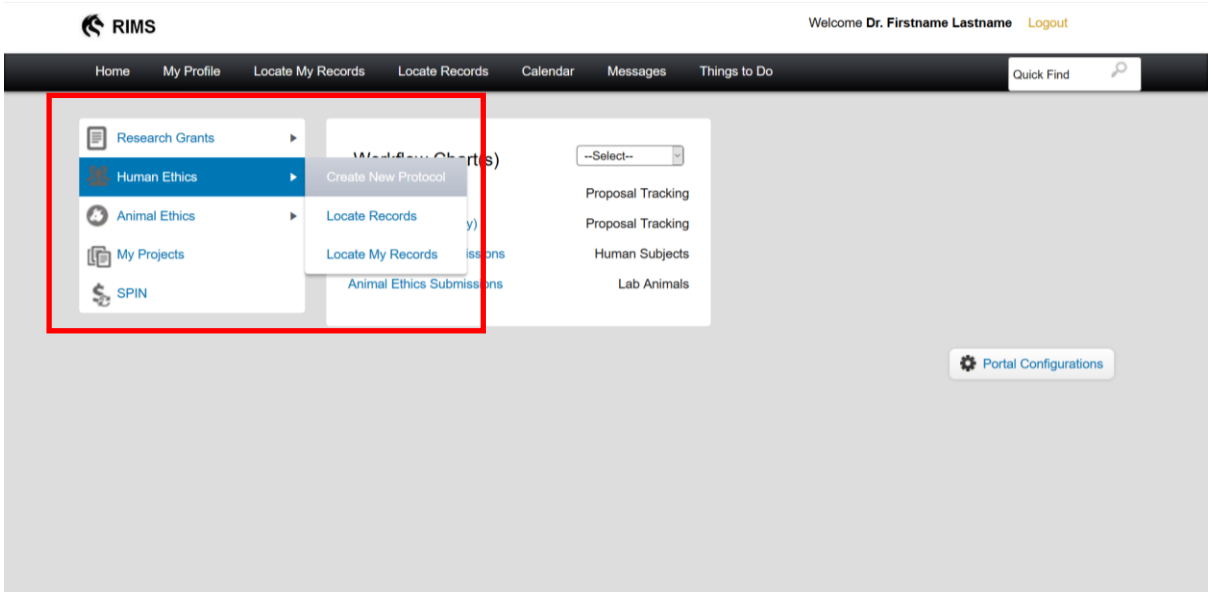
Logon to RIMS at https://rims.newcastle.edu.au/login.asp using your Uni ID and password.



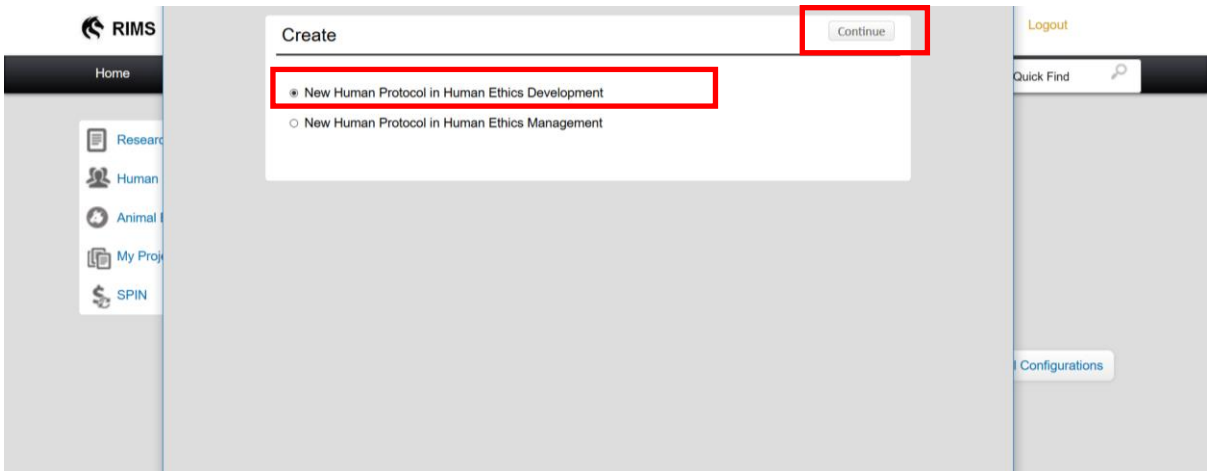
Note: The Chief Investigator / Project Supervisor must submit the completed form, however another member of the research team can logon and contribute to the completion of the eform (provided they are named in the personnel on record).

Step 1: Create a new protocol

Hover over **Human Ethics** and select the option **Create New Protocol**

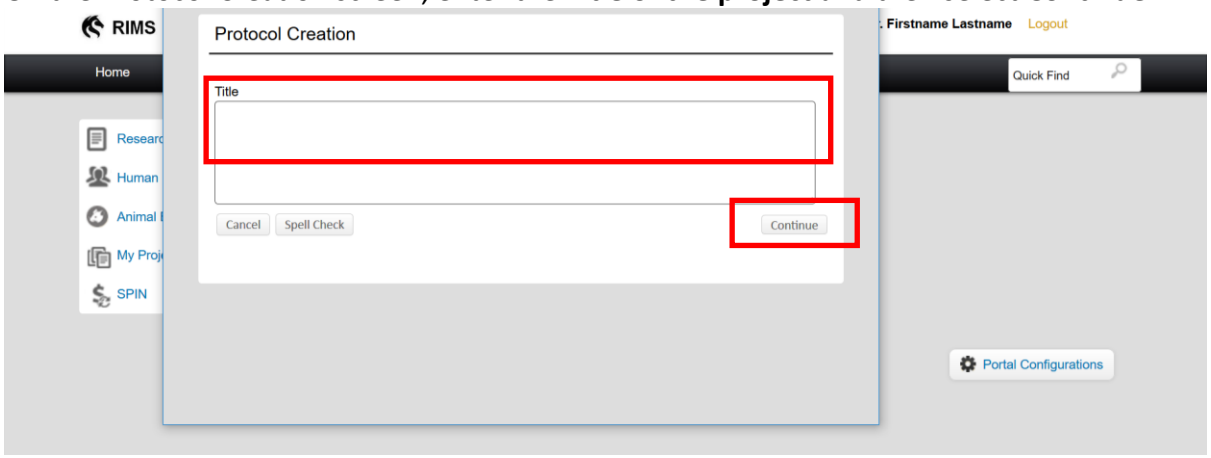


Select **New Human Protocol in Human Ethics Development** and select **Continue**



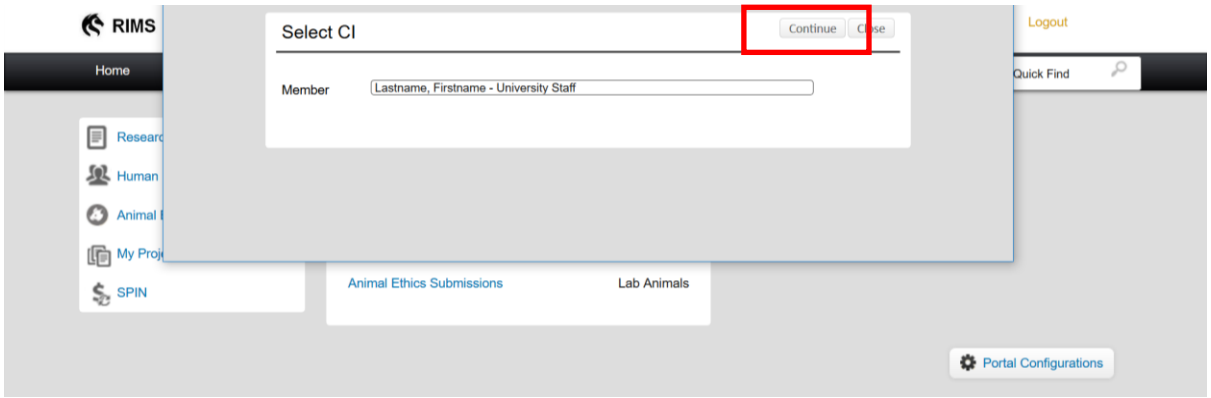
Step 2: Title

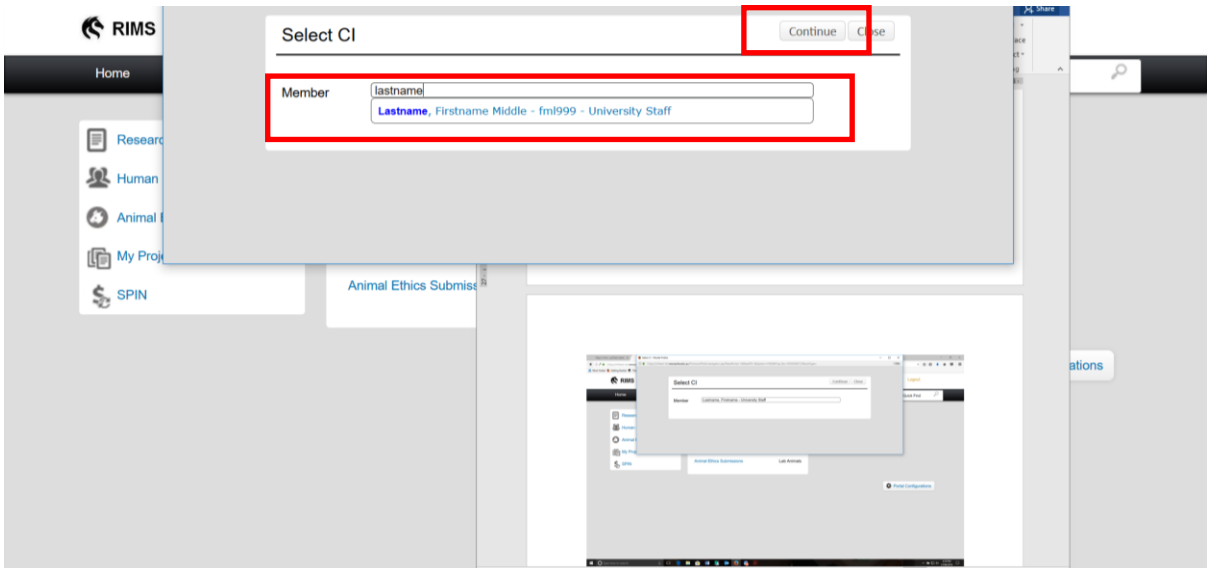
On the Protocol Creation screen, enter the **Title of the project** and then select **Continue**



Step 3: Chief Investigator / Project Supervisor

The next screen is where the Chief Investigator / Project Supervisor (CI) is identified. By default it will show the name of the person logged on. Where you are the CI, you need to only select **Continue**.
If you are starting the submission on behalf of the CI, start typing the CI's last name and select them from the list and then select **Continue**.





Step 4: Load eform for Initial Application

The next screen you see is the **Initial Application Screen.** Select **Add** to create an Initial Application eform from the following:

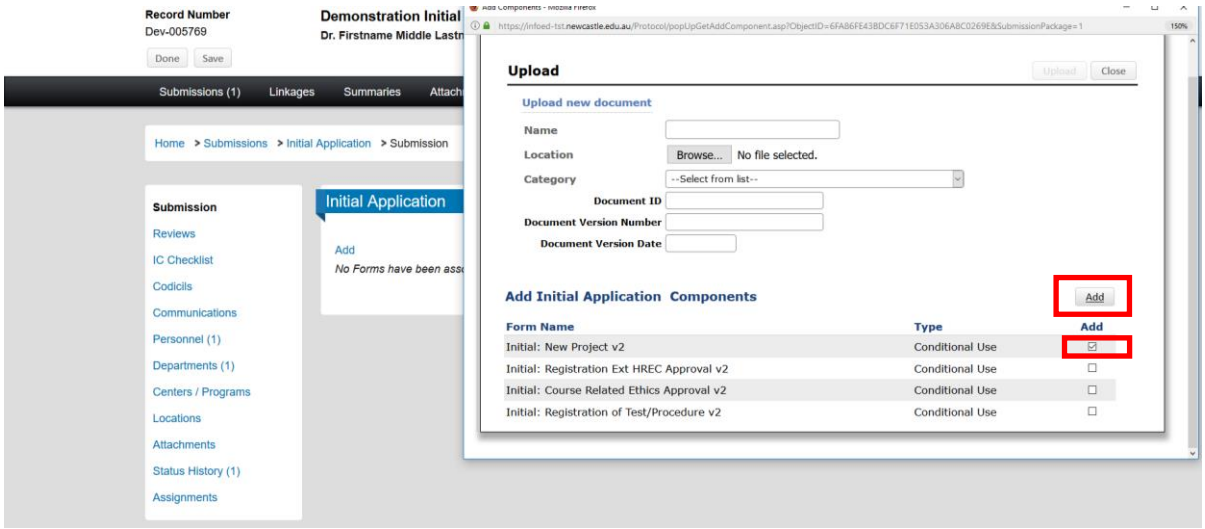
- **Initial New Project v2** – first application to the University's Human Research Ethics Committee (HREC) for a new research project.

- **Initial Registration Ext HREC Approval v2** – application to register approval from the Hunter New England Health Human Research Ethics Committee (HNEHREC).

- **Initial Course Related Ethics Approval v2**

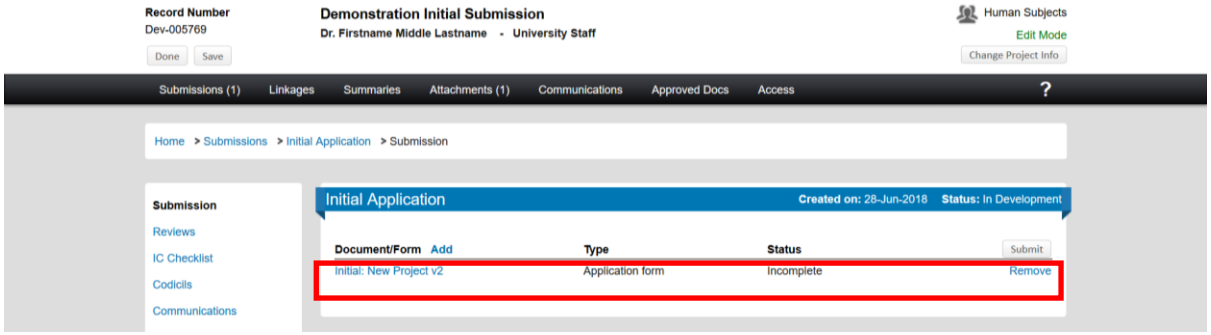
- **Initial Registration of Test/Procedure v2**

Tick the **appropriate eform** and select **Add**

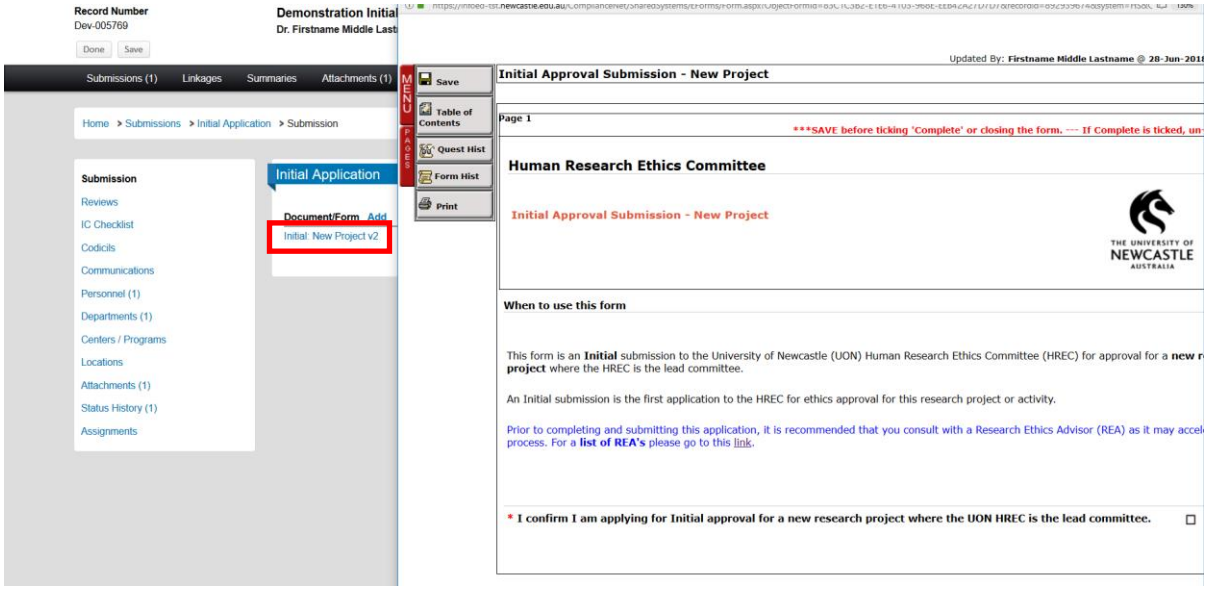


On the top left of that screen you will see your application has been given a protocol number, e.g. **Protocol Dev-005769**, where Dev = Development and the number is a sequential number representing the number of development protocols in the system.
When you submit your application and it is accepted by the Human Ethics administration, that number will change to Protocol H-*year-nnnn,* e.g. H-2018-1234.

Back on the **Initial Application screen** you will now see the eform showing in Blue text e.g Initial New Project v2.



To open the eform, click in the Initial New Project v2. The eform will then open in a new window.



Work through the eform following the prompts and answering each question in turn.

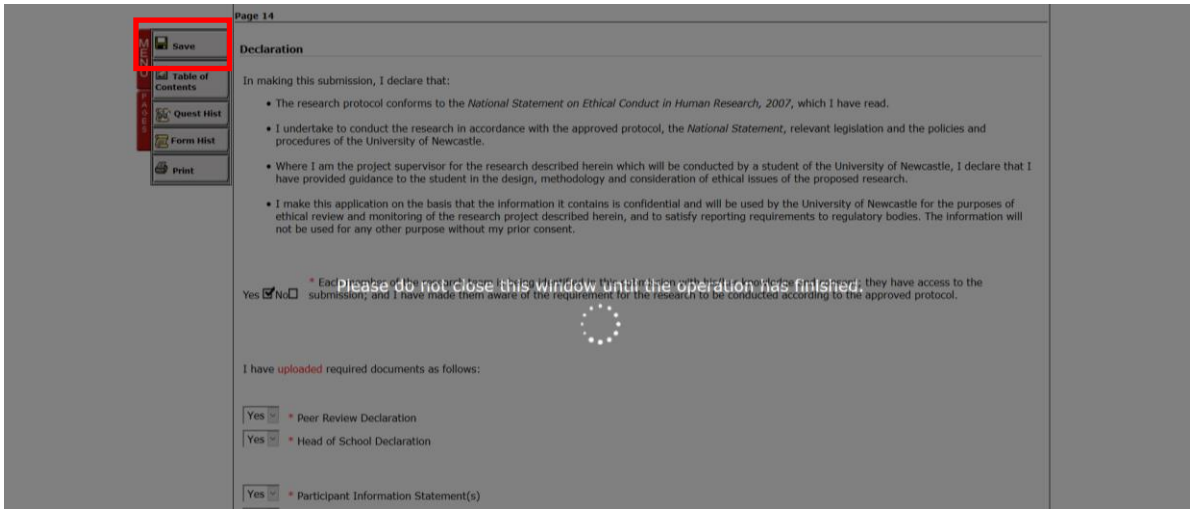
It is recommended that you **Save** regularly (top left hand menu item). Always **Save** before closing the form.

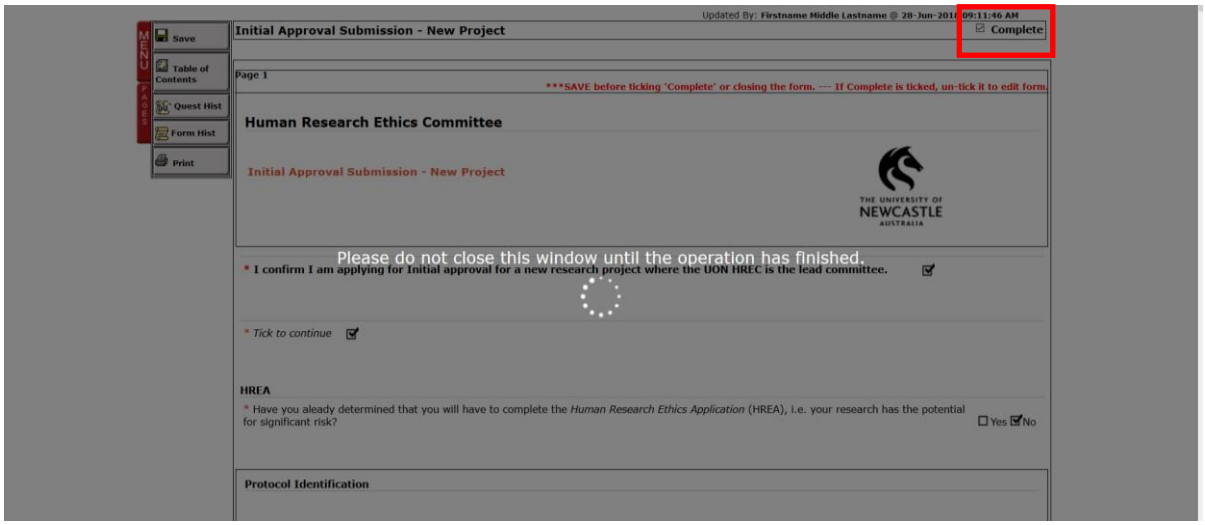
When you have completed all questions, and the Declaration:

- Click **Save** in the top left of the form.

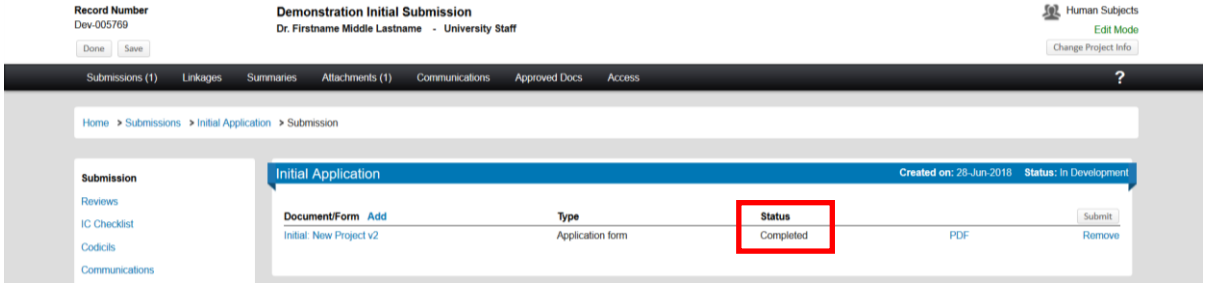
• Click the **Complete** check box in the top right corner of the eform. Ensure that you have clicked **Save** first, otherwise, you may lose data. The form will then close. Please note, this process may take a minute.

When you **Save** and **Complete** you should see these screens:



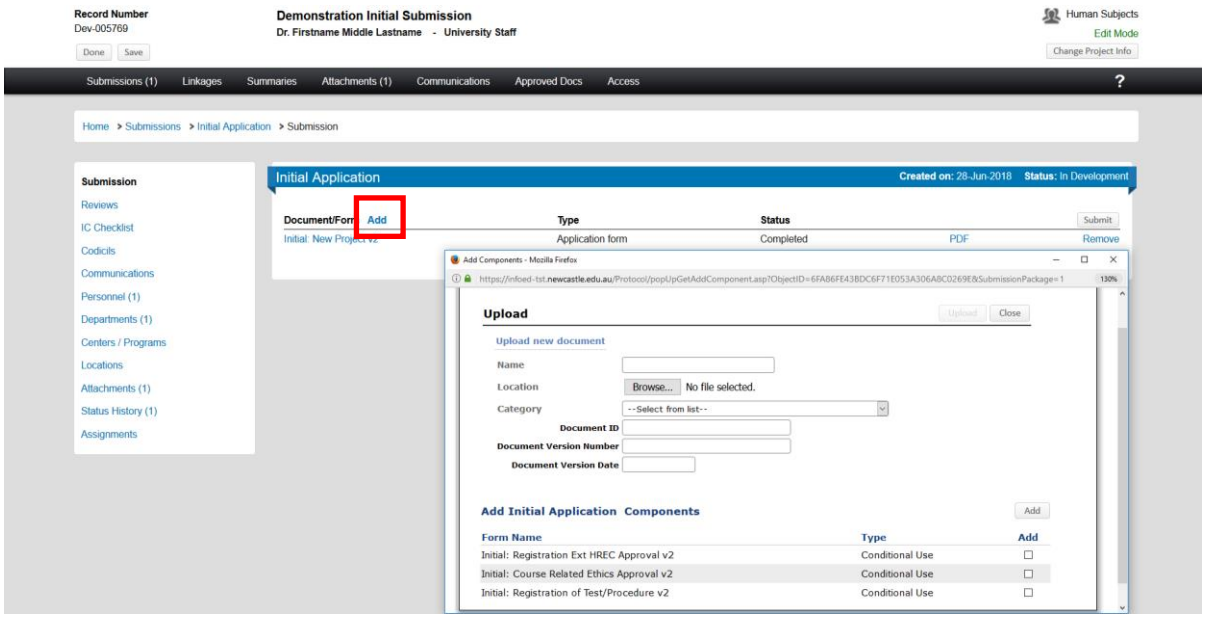


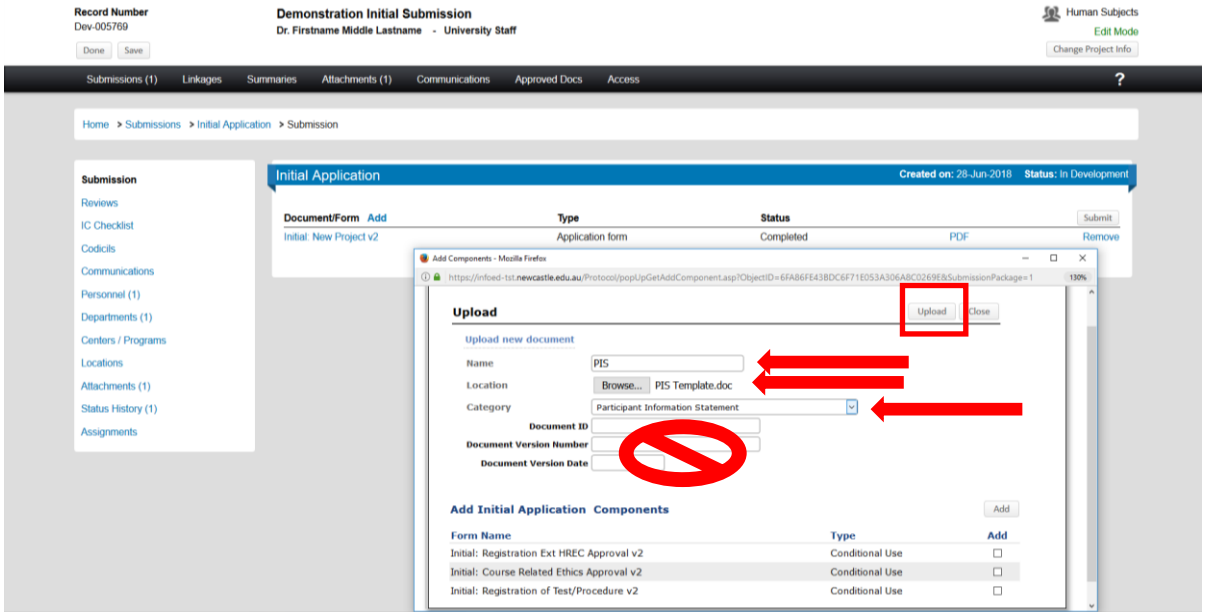
The Completed Eform will automatically close and take you back to the Initial Application Screen. Notice the Status of the eform.



Step 5: Upload supporting documents

The majority of applications will need supporting documentation uploaded, e.g. Peer Review and Head of School declarations, participant information statements, consent forms, questionnaires, flyers, invitation letters etc. You can upload supporting documentation from the **Initial Application** screen by clicking on Add (You should see the same screen that you used to select the Initial application eform)



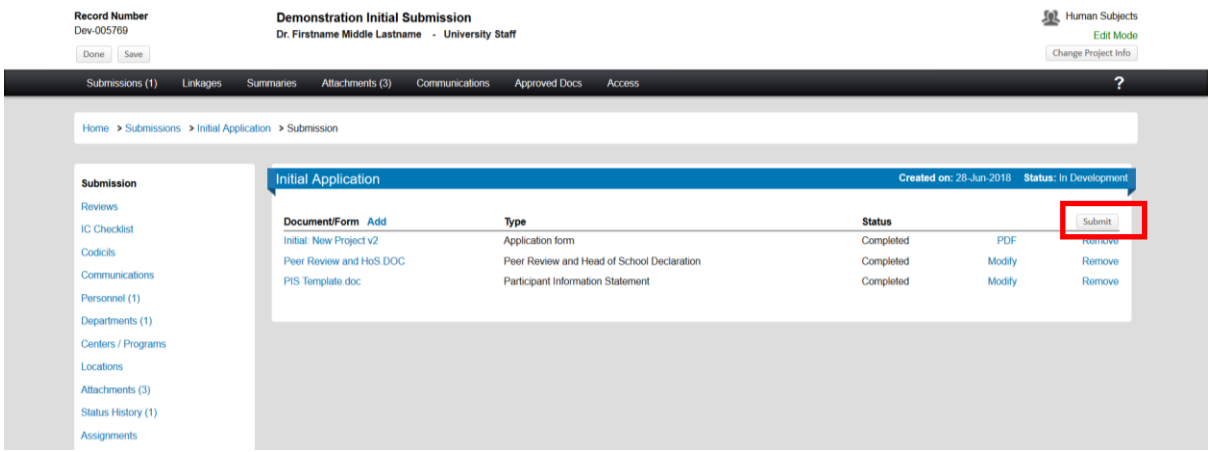


In the **Upload New Document** section:

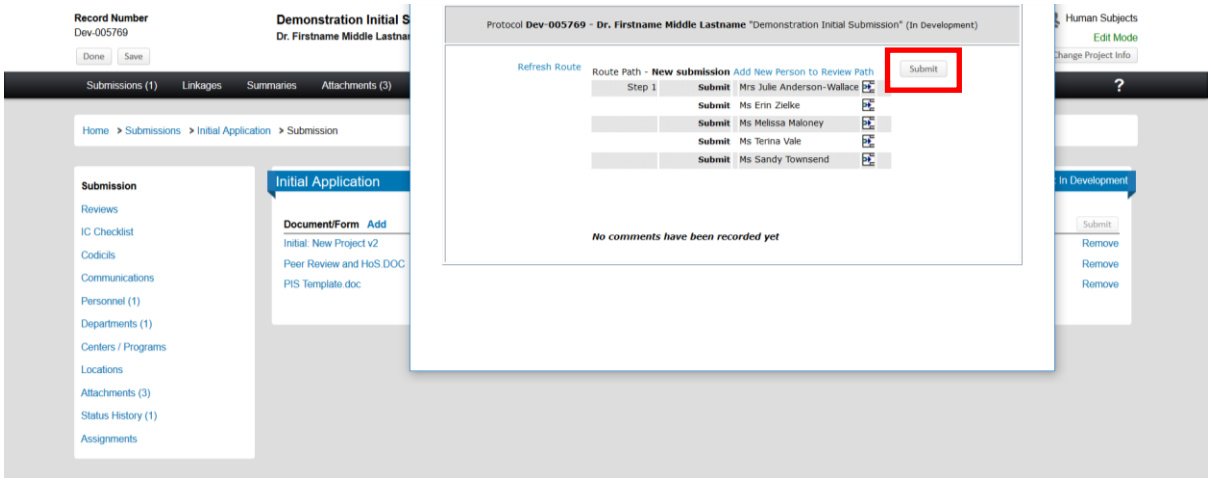
- Select the **Location** in your computer where the document is held;
- The **Name** for the document will automatically populate;
- Select the **Category** or type of document, e.g. Participant Information Statement;
- Click **Upload**.
- Upload all **Supporting Documents e.g Peer Review and Head of School declarations, participant information statements, consent forms, questionnaires, flyers, invitation letters etc**

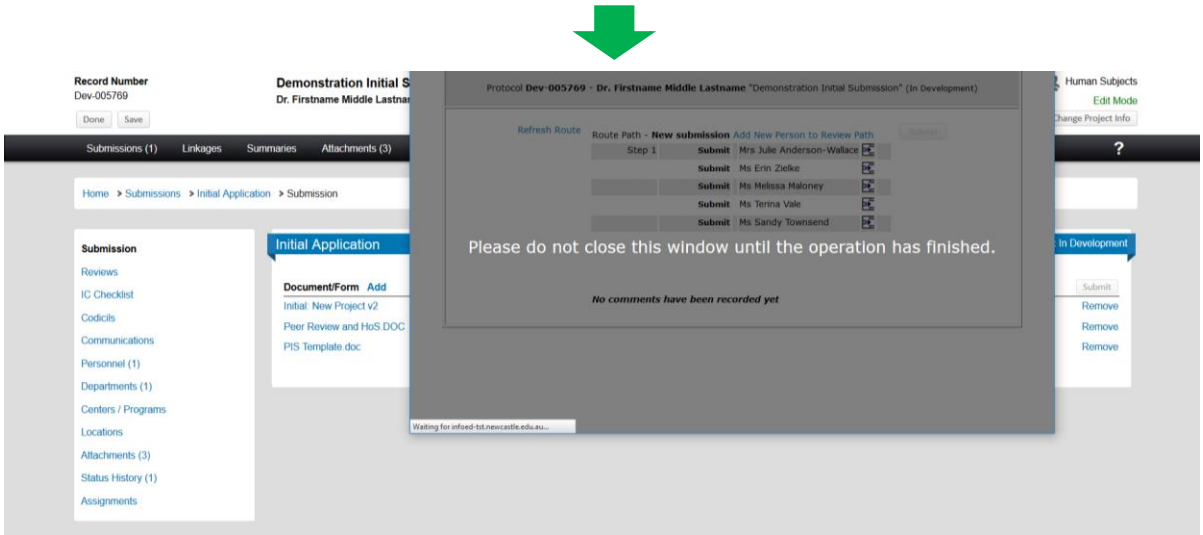
Step 6: Submit

When you have completed the eform and uploaded supporting documentation, click **Submit**.
Note: This step must be completed by the CI/Project Supervisor.

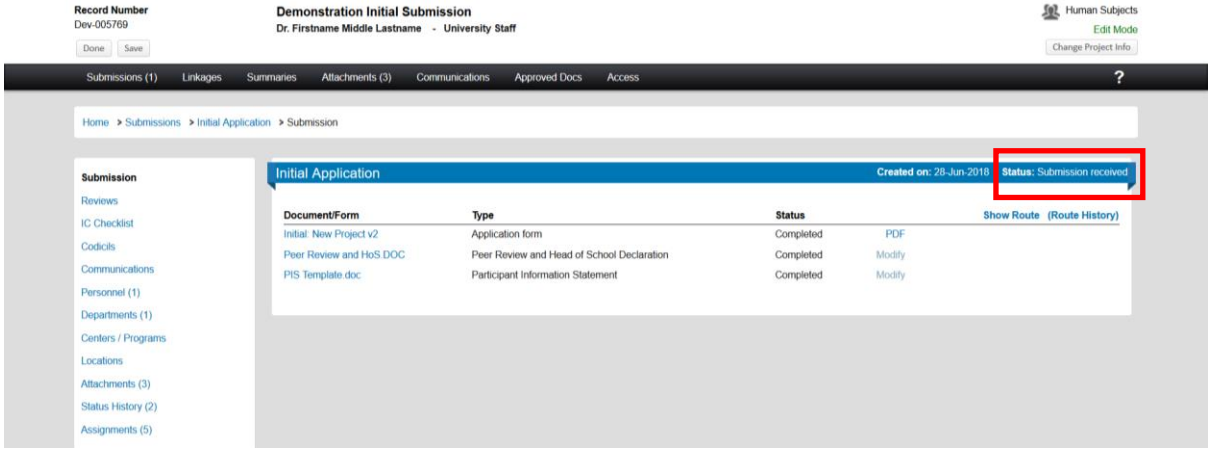


Click **Submit**



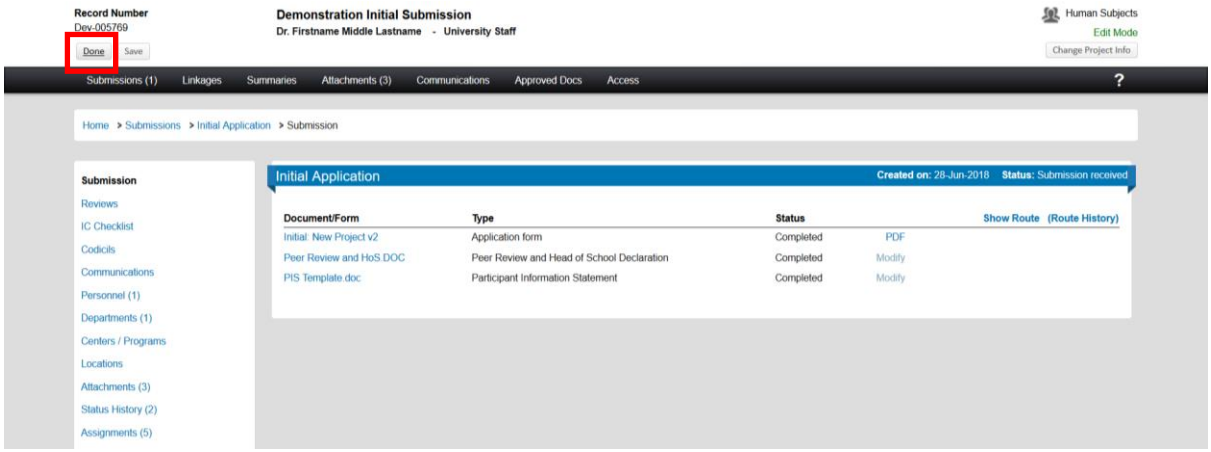


Once submitted you will notice on the **Initial Application** screen that the status of the application is **Submission Received**.

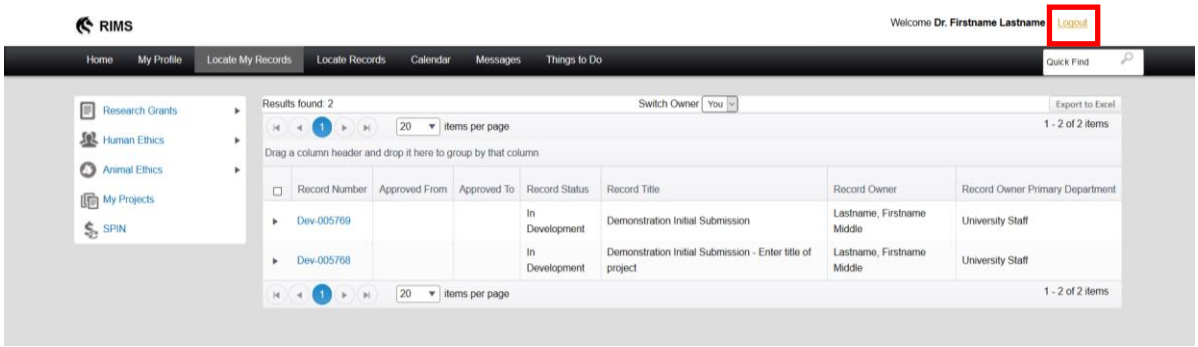


Step 7: How to close protocol and exit RIMS

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



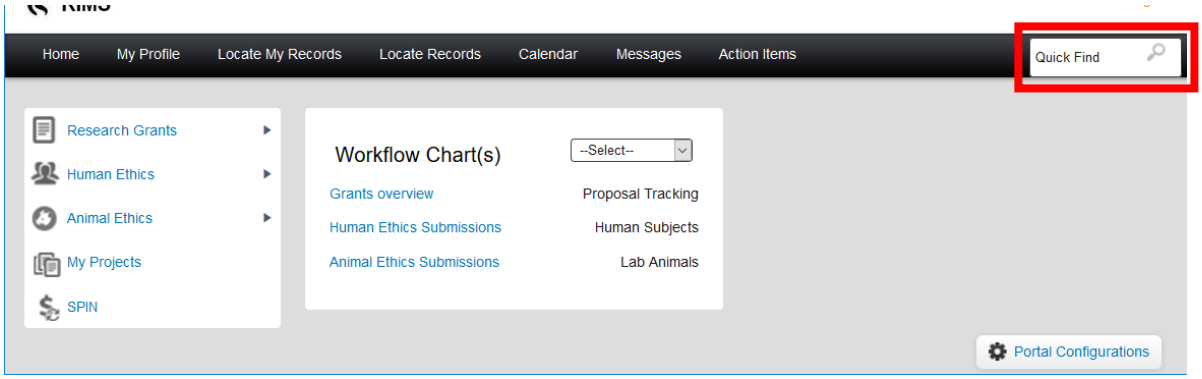
2. To exit RIMS click on **Logout** in the top right corner of the screen:



Find your protocol

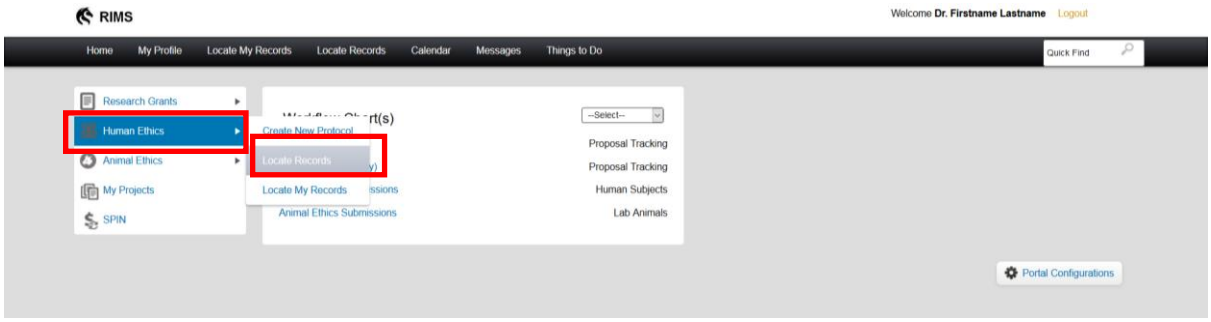
1. **Personnel other than CI:**

Type the protocol number in the quick find box



OR

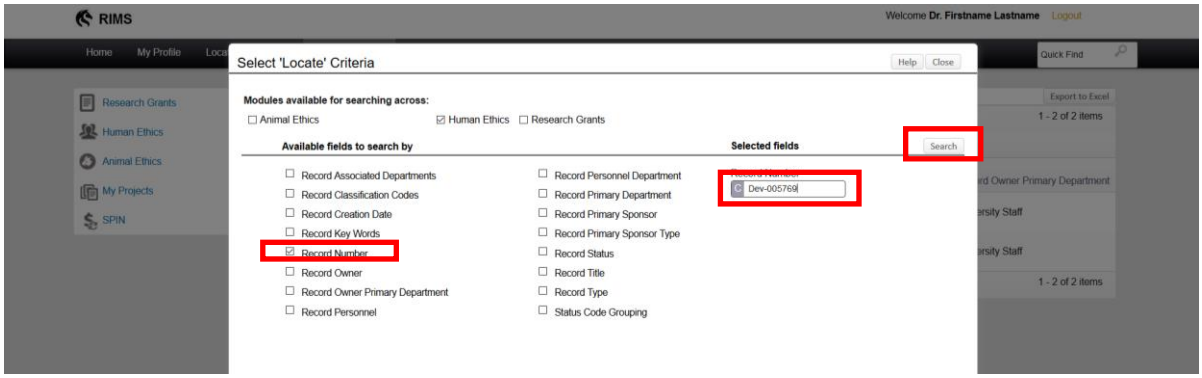
Hover over **Human Ethics** and select **Locate Records**.



Tick Record Number

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

Select **Search**

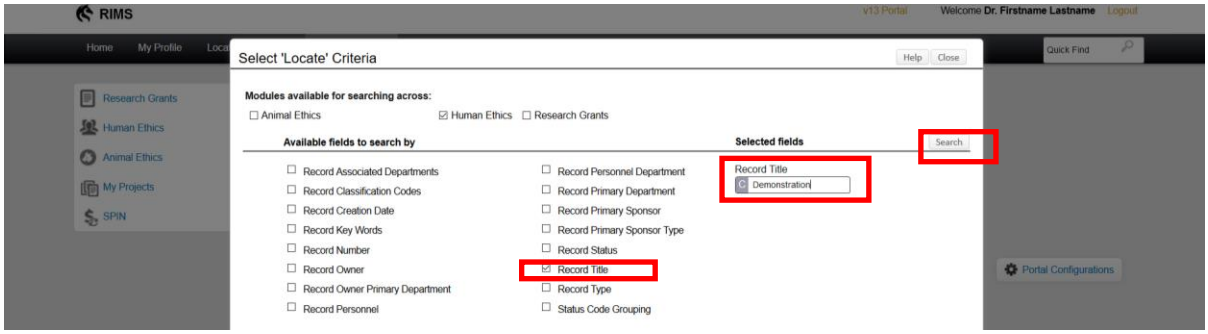


OR

Tick Record Title

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

Select **Search**

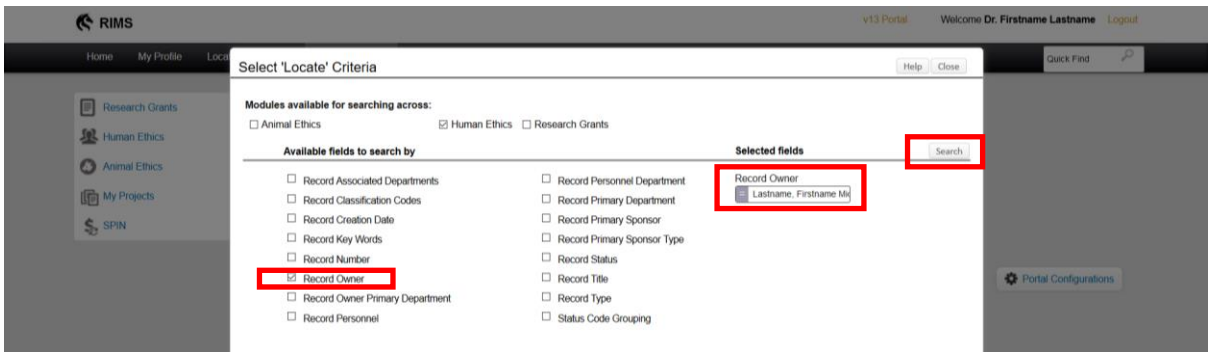


OR

Tick Record Owner

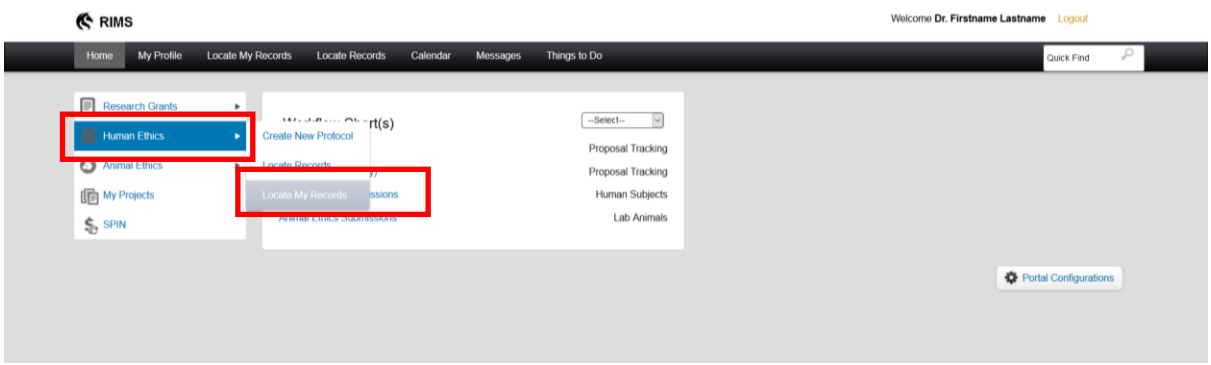
Type start typing the **last name of the CI** in the **Record Owner box**

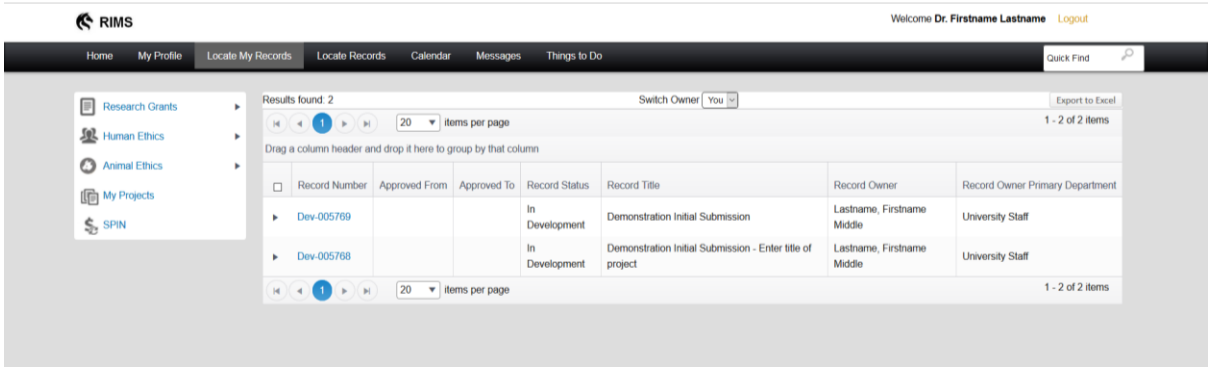
Select **Search**



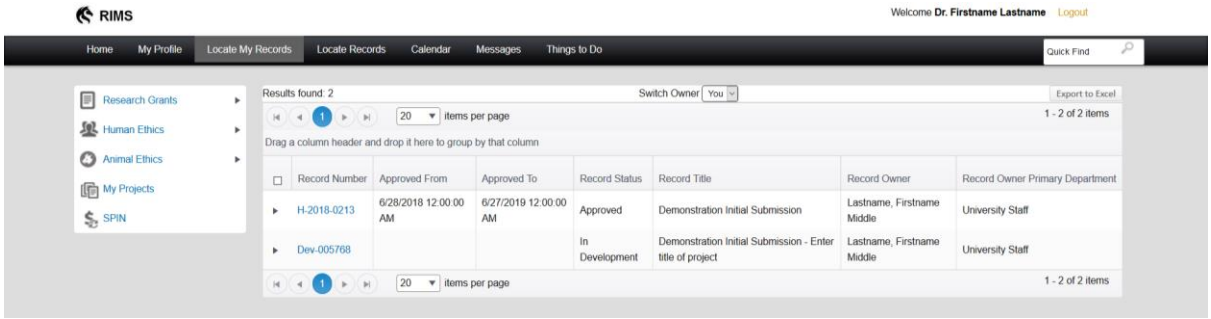
OR

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

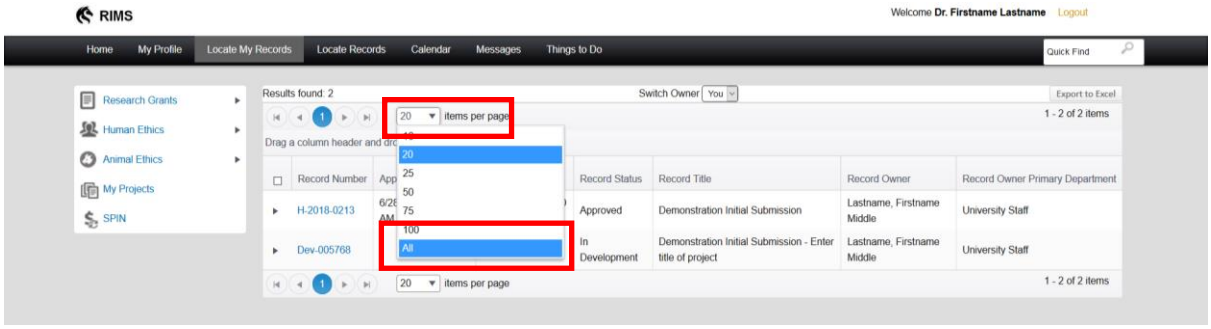




The screen defaults to showing 20 protocols per page.



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

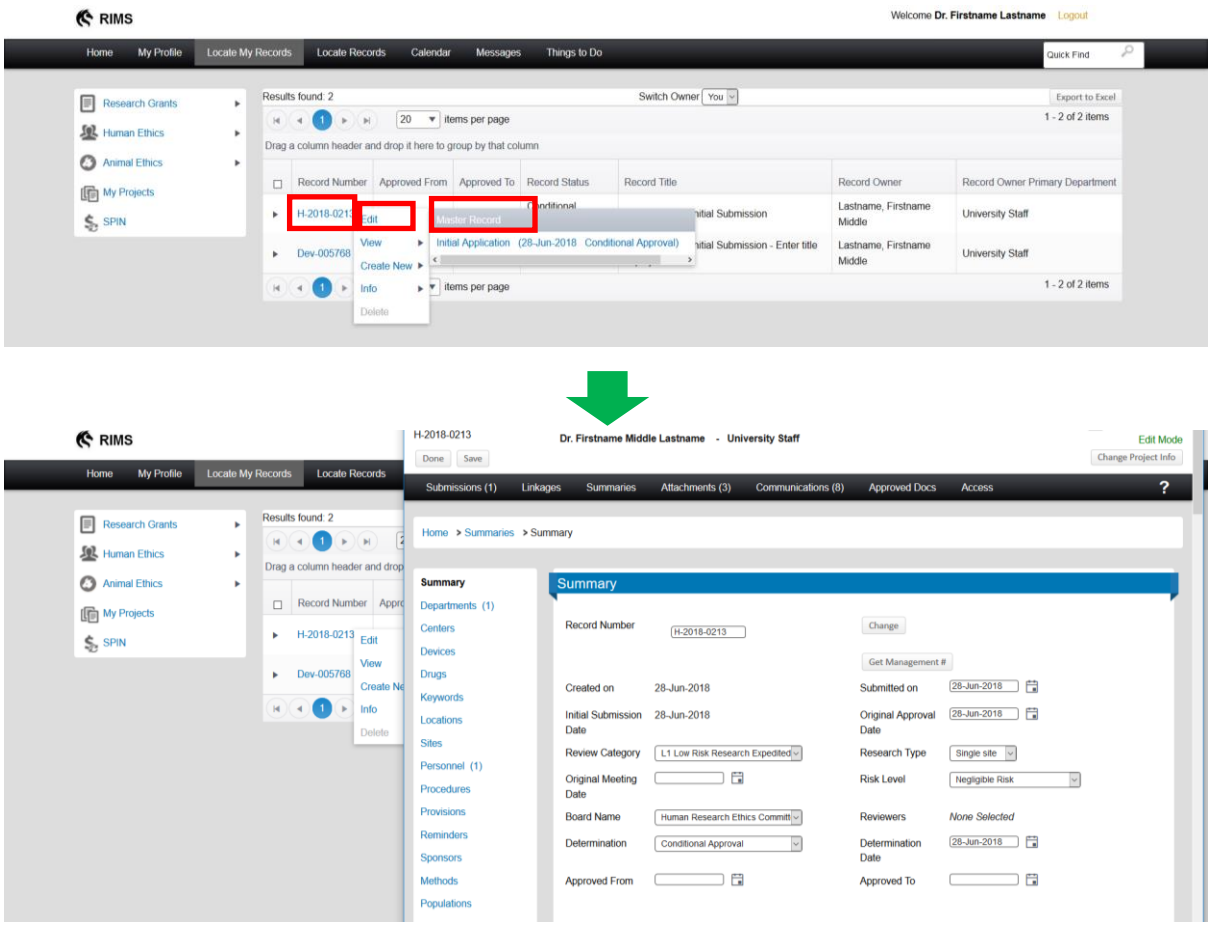


How to Create a Response Submission

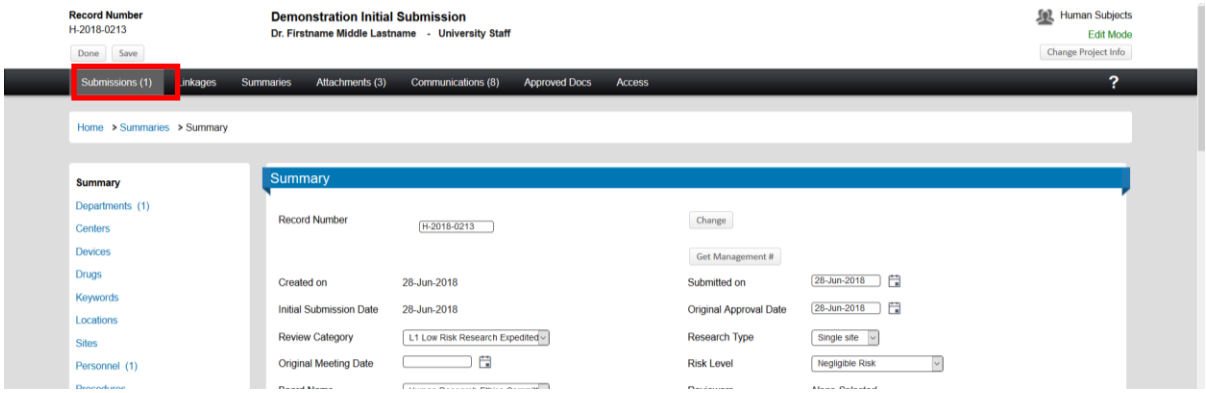
Step 1 Find your protocol

See page 10 for more details.

- Hover over desired protocol
- Hover over Edit
- Click on Master Record

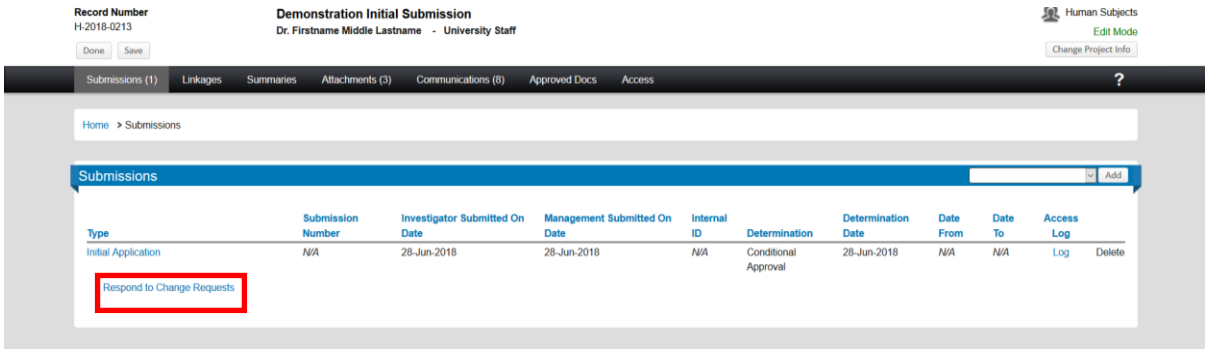


Your protocol will open on the Summary page. Select **Submission** top left corner

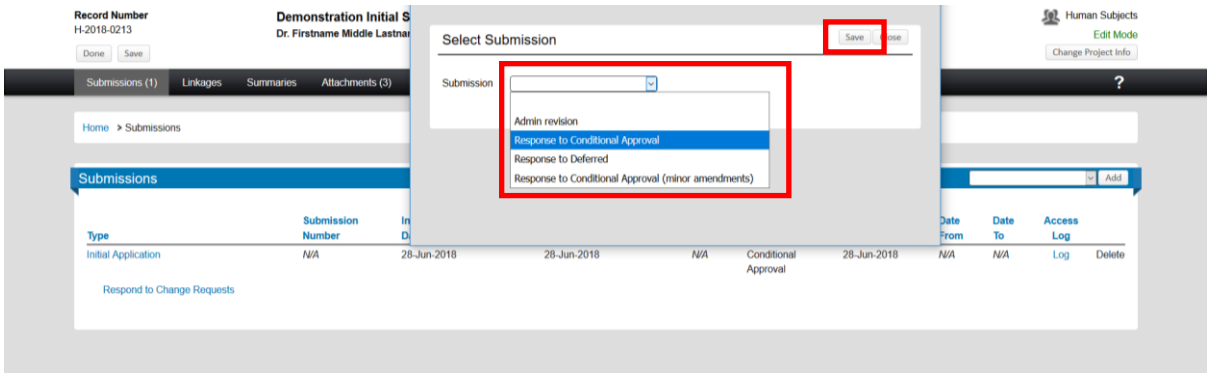


Step 2 Select the appropriate response submission

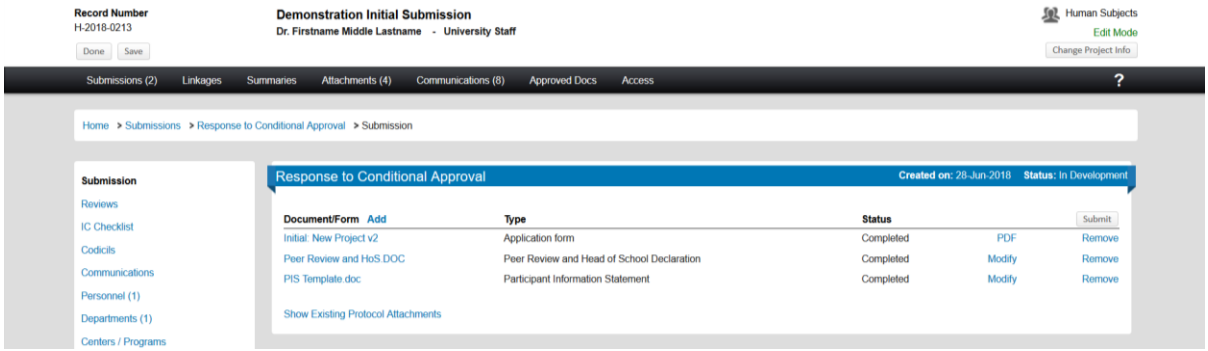
Select **Response to Change Requests**



A popup screen will ask you to select the type of Response submission. **Select** the submission that matches the **Determination** of your application, e.g. Conditional Approval, and **Save**.



A **Response to (the type you selected)** screen will then open showing your Initial application eform, or in the case of it being a Response to a Variation submission, your Variation application eform. It will also show any Supporting Documents that you uploaded with your Initial application or Variation application.



Step 3 Uploading Supporting Documents

See page 7 for more details.

Step 4 Submit

See page 8 for more details.

Step 5 Exit and Close

See page 9 for more details.

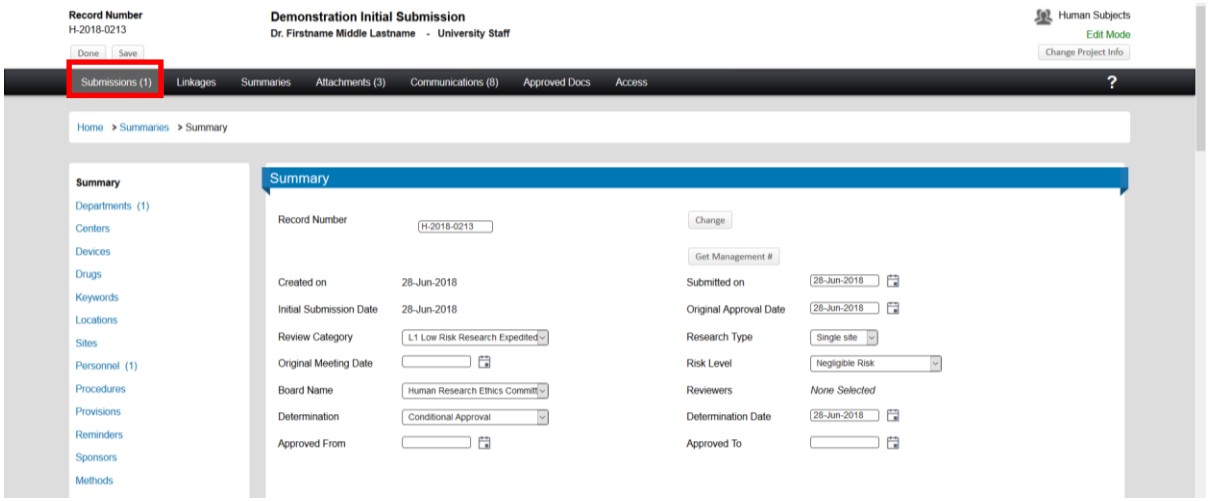
How to Create a Variation, Adverse Event and Progress Report

Step 1 Find your Protocol

See page 10 for more details.

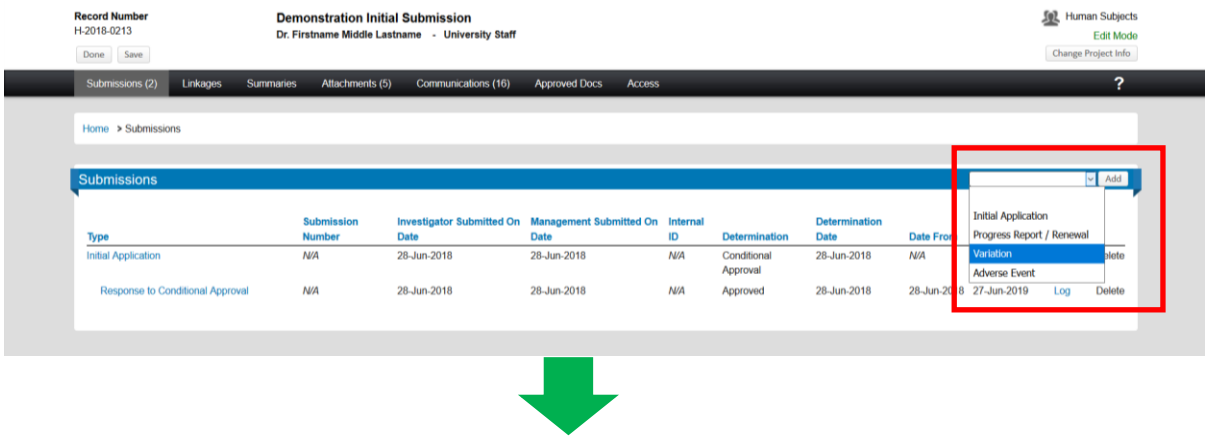
Step 2 Load the eform (Variation, Progress Report or Adverse Event)

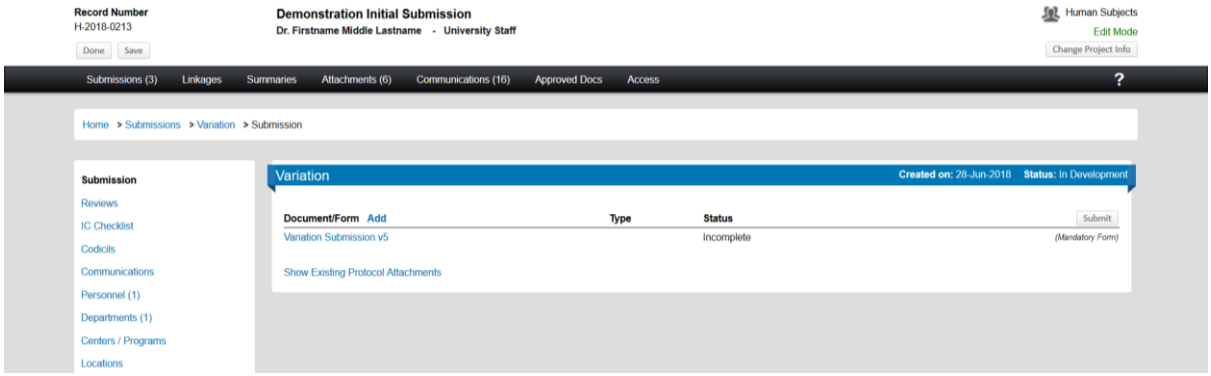
Your protocol will open on the Summary page. Select **Submission** top left corner.



On the **right side of the screen** select the **drop down arrow** and select the **appropriate type of submission** i.e Variation, Progress Report, Adverse Event.

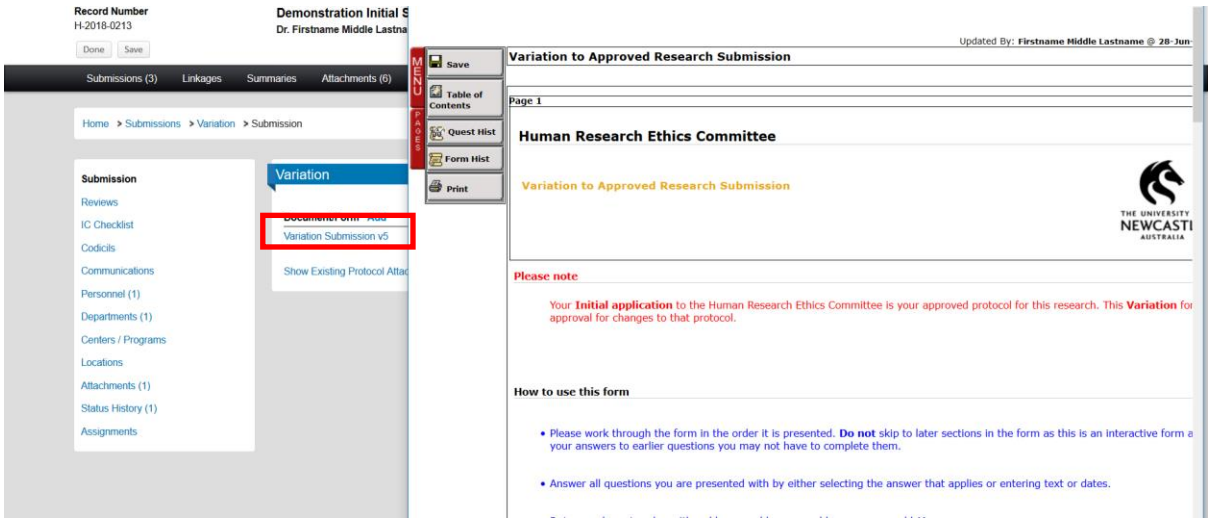
Select **Add.**





Step 3 Edit the eform

Edit the **eform** (in this example Variation Submission v5) by selecting the Variation Submssion v5



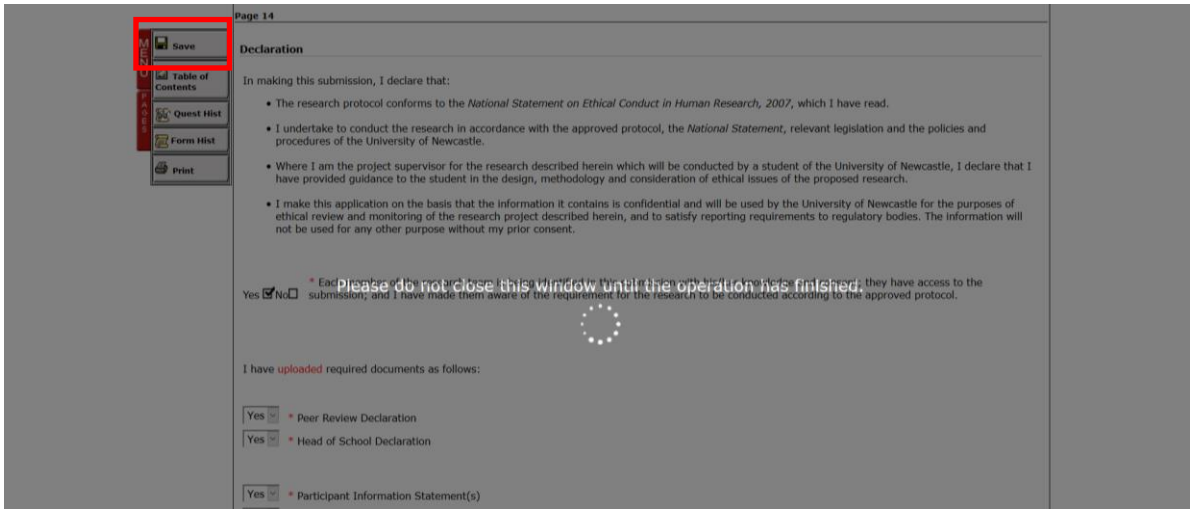
Work through the eform following the prompts and answering each question in turn.

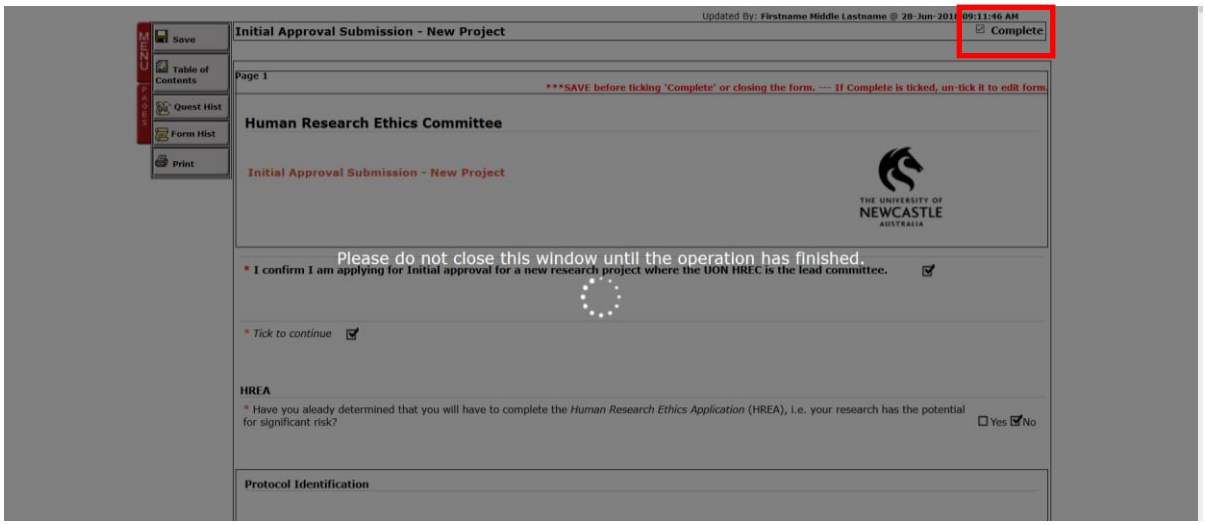
It is recommended that you **Save** regularly (top left hand menu item). Always **Save** before closing the form.

When you have completed all questions, and the Declaration:

• Click **Save** in the top left of the form.
• Click the **Complete** check box in the top right corner of the eform. Ensure that you have clicked **Save** first, otherwise, you may lose data. The form will then close. Please note, this process may take a minute.

When you **Save** and **Complete** you should see these screens:





The Completed Eform will automatically close and take you back to the Submission Screen i.e Variation, Adverse Event or Progress Report. Notice the Status of the eform.

Step 4 Upload Supporting Documents

See page 7 for more details.

Step 4 Submit

See page 8 for more details.

Step 5 Exit and Close

See page 9 for more details.

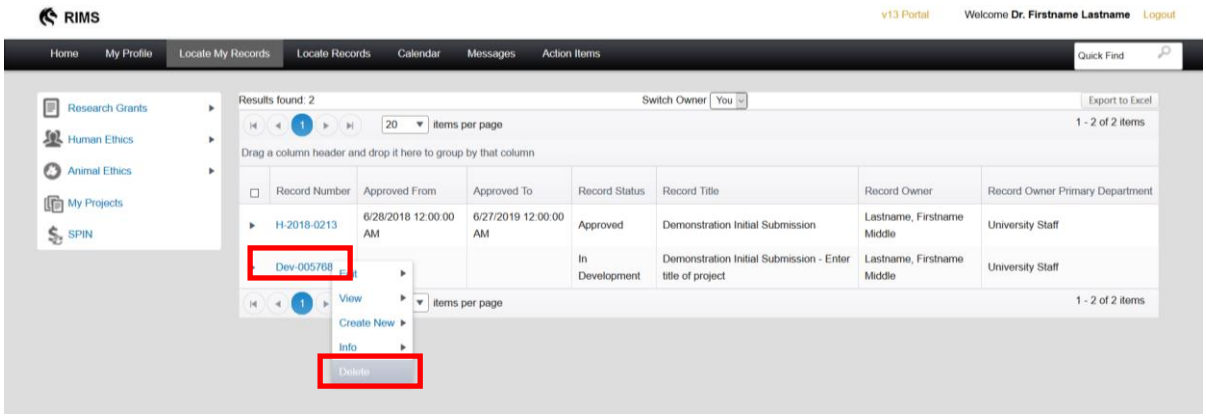
How to delete a protocol

Step 1 Find your Protocol

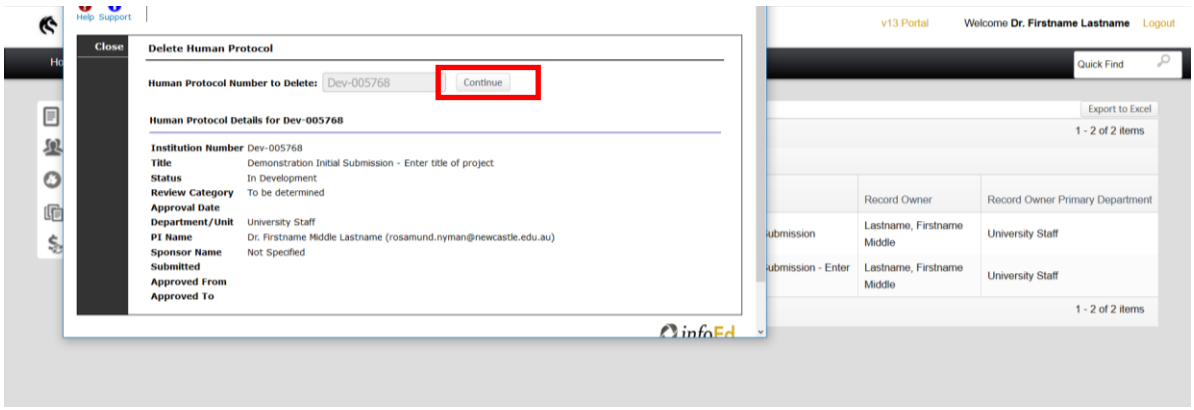
See page 10 for more details

Step 2 Delete the protocol

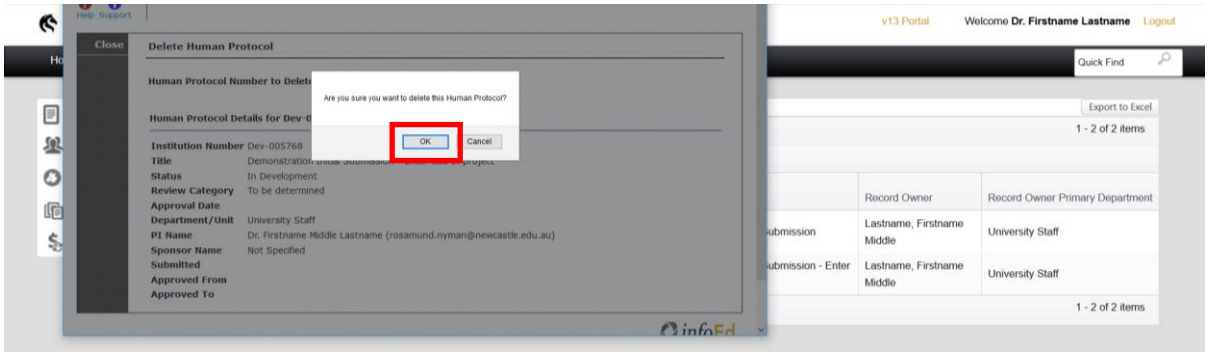
- Hover over desired protocol
- Select delete



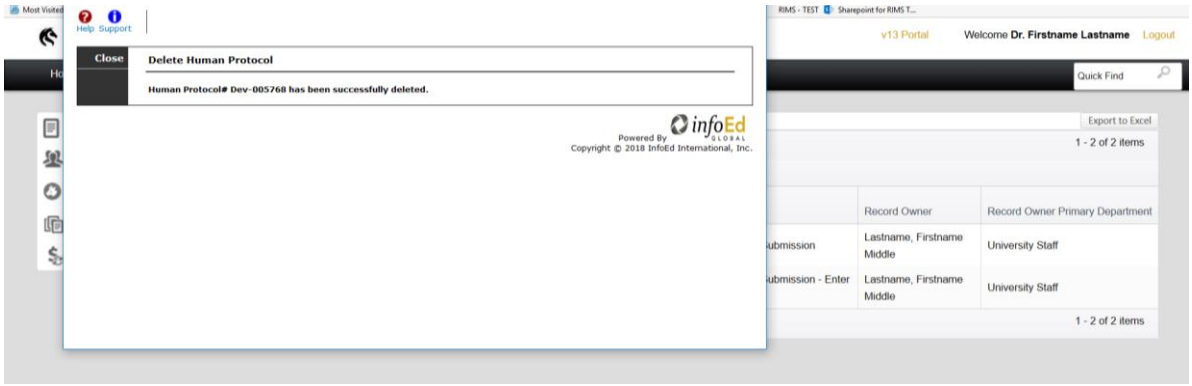
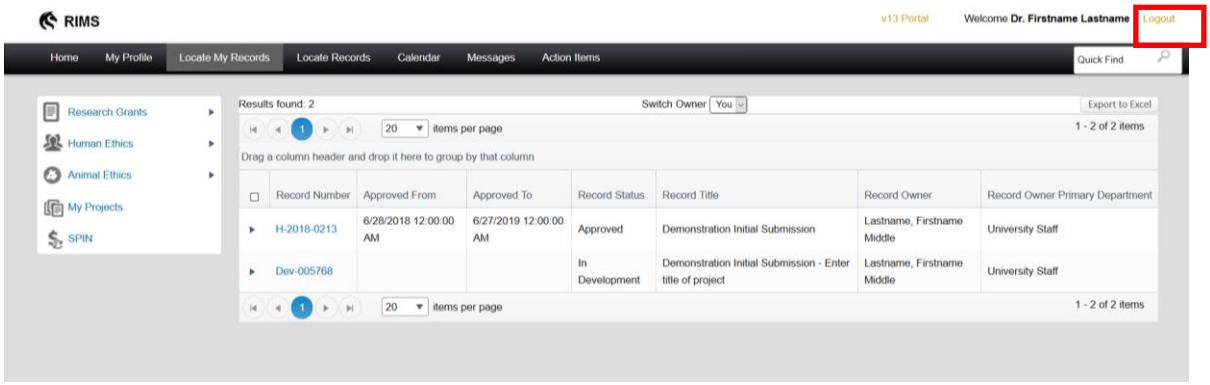
On the pop up screen click continue



Click ok



The next screen indicates the protocol has been deleted



Close the window and logout out of RIMS