



MASSEY UNIVERSITY

**USER GUIDE
HUMAN RESEARCH ETHICS APPLICATION AND REVIEW
SYSTEM**

Supervisor Guide

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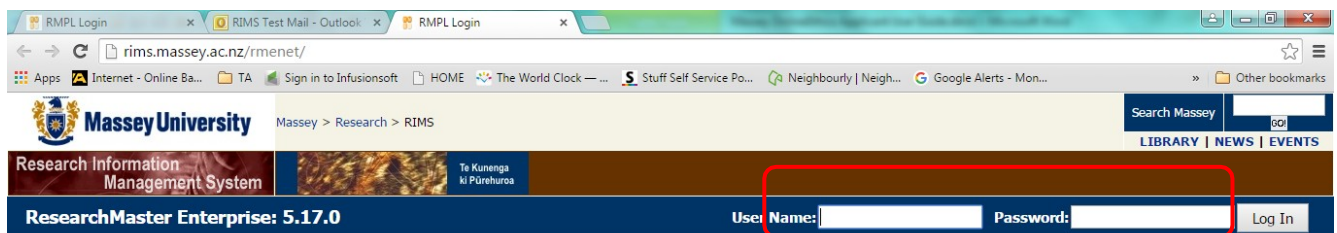
GETTING STARTED

The supervisor is responsible overall for ensuring that the applicant has provided enough detail for the committee to consider the application. Please ensure before approval that your student has completed all sections and answered all questions. Dependent on the information that has been supplied by the applicant, the documentation section will show a minimum list of documents that are required due to the answers that have been supplied.

STEP 1: Logging in

Navigation:

<http://rims.massey.ac.nz>



Welcome to RMENET at ResearchMaster

Welcome to the Research Information Management System (RIMS) for tracking, processing and administering research at Massey University.

Massey Staff

To login, enter your username and password in the fields provided and then click the Log In button. This will then take you to your home page.

Massey Doctoral Students

To login, enter your Student ID and your pin number in the fields provided and then click the Log In button. This will then take you to your home page.

Noticeboard

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HOM001N

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Action: Enter your Massey network user name and password and click the login button.

Result: User is logged into the system and the home page is displayed

STEP 2: Applications for Review

Navigation:

Ethics Tab → Applications

ResearchMaster Enterprise: 5.17.0

Home | Contracts | **Ethics** | GRS | Personnel | Proposals & Projects | Reporting | Help

Applications

Create Application

For Review

For Assessment Review

All Applications

Application ID	Application Title	Status	Primary Investigator	Process Stage	Stage Due Date	Template Name	Date Created
No records to display.							

Action: Click on **My Applications** or **All Applications**.

Result: Applications available for review are displayed

Applications

Create Application

My Applications

Approved

For Review

For Assessment Review

All Applications

STEP 3: Accessing Application/s

Action: Click on the application title to open the application

Result: Applications available are displayed

Note: Applications are grouped according to their status.

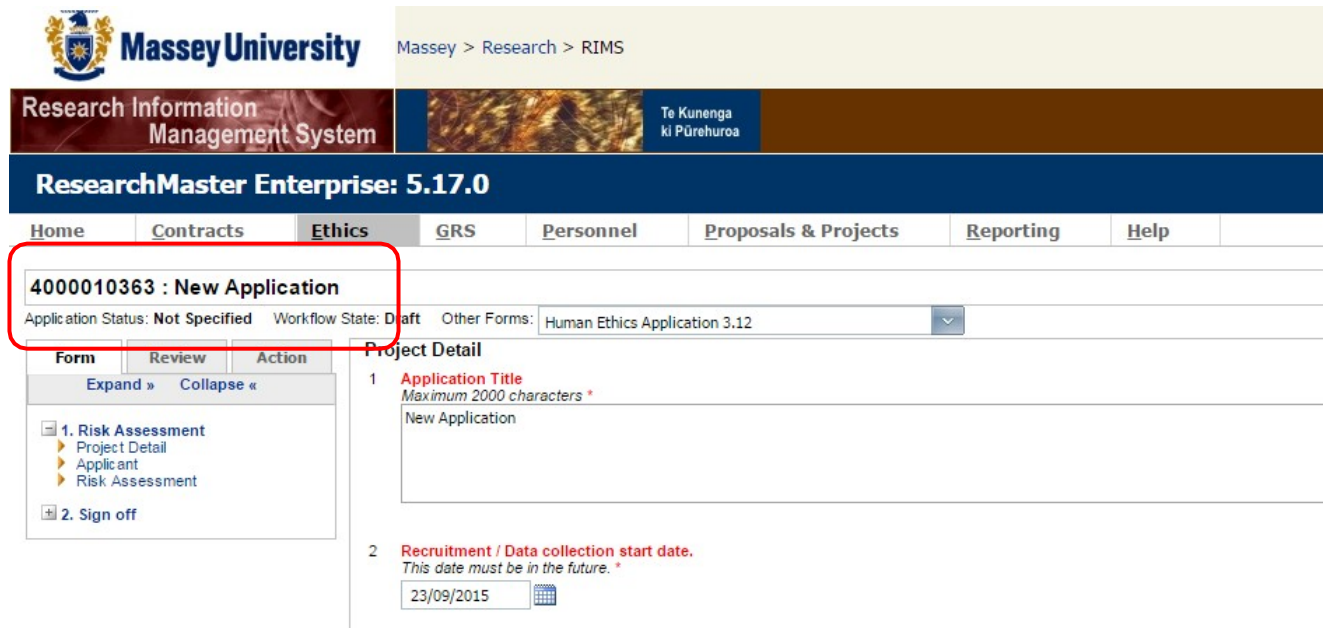
Should there be more than one supervisor whoever is first on the list should review the application. Sometimes one supervisor is designated 'first supervisor' in this instance it should be that person that reviews the application

THE ETHICS APPLICATION

STEP 4: Navigating the Application

There are **four components** to the application.

1. **Information area:** located at the top of the screen, the information area displays the application title, status and current workflow state.



Massey University
Research Information Management System
Te Kunenga ki Pūrehuroa

Massey > Research > RIMS

ResearchMaster Enterprise: 5.17.0

Home | Contracts | **Ethics** | GRS | Personnel | Proposals & Projects | Reporting | Help

4000010363 : New Application
Application Status: Not Specified | Workflow State: Draft | Other Forms: Human Ethics Application 3.12

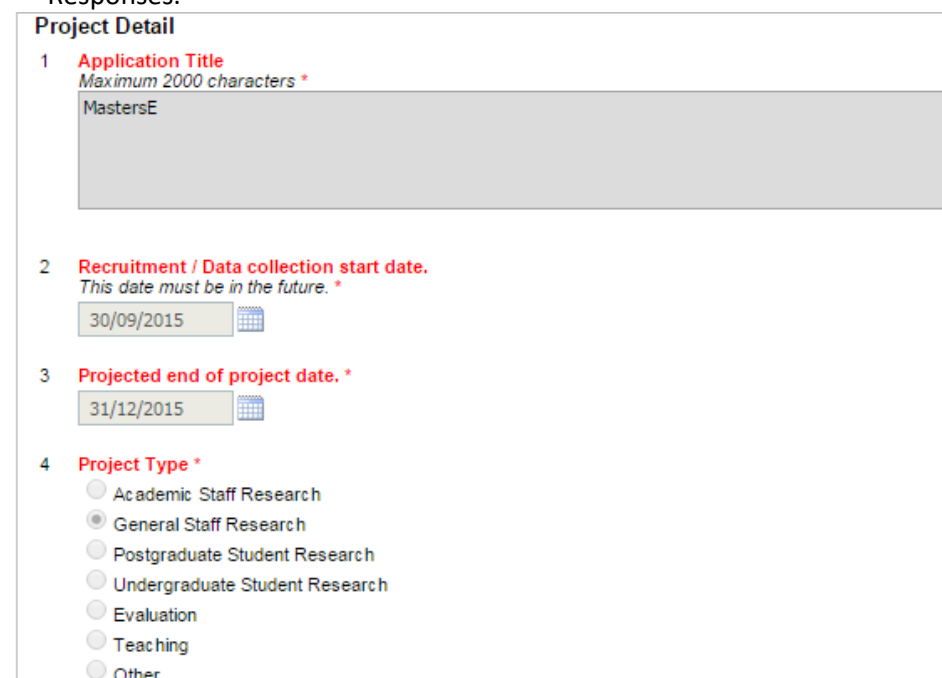
Project Detail

- 1 **Application Title**
Maximum 2000 characters *
New Application
- 2 **Recruitment / Data collection start date.**
This date must be in the future. *
23/09/2015

2. **Toolbar:** Located at the top right hand corner of the application, the toolbar provides actions available to view and comment on the application. Icon descriptions can be found in the [toolbar table](#) (appendix).



3. **Application Content:** The Main Section Of The Screen, Displays The Application Questions And Responses.



Project Detail

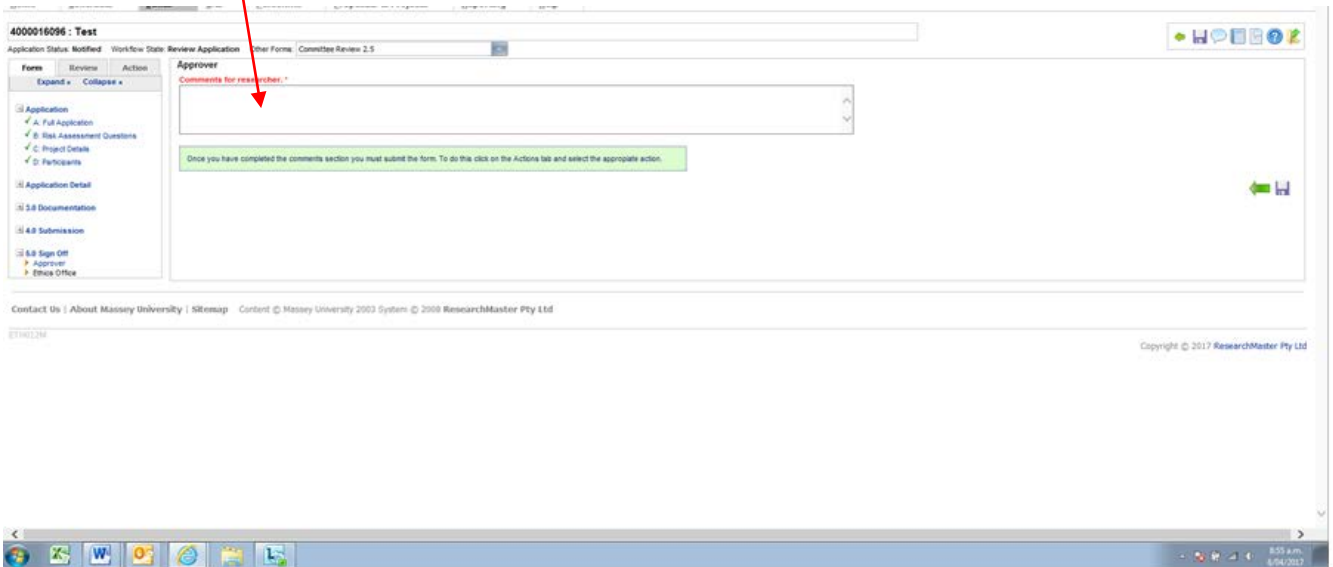
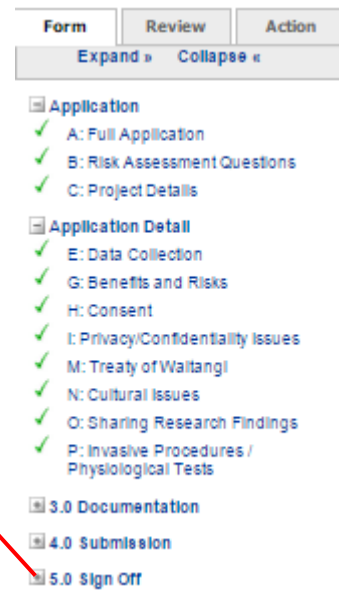
- 1 **Application Title**
Maximum 2000 characters *
MastersE
- 2 **Recruitment / Data collection start date.**
This date must be in the future. *
30/09/2015
- 3 **Projected end of project date. ***
31/12/2015
- 4 **Project Type ***
 - Academic Staff Research
 - General Staff Research
 - Postgraduate Student Research
 - Undergraduate Student Research
 - Evaluation
 - Teaching
 - Other

4. **Navigation Panel:** located on the left hand side of the application, the navigation section provides access to sections within the application (**Form** tab), and available actions (**Action** tab). The form tab shows the section headings and pages. The expand and collapse links can be used to view the whole form. The **Action** tab lists the action(s) available (e.g. submit, withdraw).

Work through page by page to review the application.

Section 5 opens out to show an Approver option.

This will open a page with a field to write comments to the applicant. This field **must** have some content even if it is a simple o.k. Should the field be left empty the review process may break down. Then the supervisor can use the action tab to either approve or return to the applicant for further revisions



Advice and Assistance:

- The research ethics team can assist with system troubleshooting and general ethics enquiries:
Email: humanethics@massey.ac.nz **Contact Phone:** +64 6 350 5573 or X 83840 (internal) or 43276 (internal)

Saving the Responses:

- The application can also be saved at any time by clicking on the ‘save’ icon in the toolbar: 


STEP 5: Viewing Documents

The documents section allows students to upload documents to support their application.

Document Description	Reference (Document Title)	Soft Copy	Hard Copy	
Information Sheet				
Consent form				
Research Procedure flowchart				
Advertising				
Letter requesting access to an institution				
Questionnaire				
Transcriber Confidentiality Agreement				
Focus Group Schedule				
Focus Group Confidentiality Agreement				
Confidentiality Agreement				
Interview Schedule Document				
Authority for Release of Tape Transcripts				
Evidence of Consultation				
Draft Database Access Letter				
Translated Document				
Health Screening Document				
Invasive Procedure Supporting Documents				
Massey Licensee Contact Document				
Donors Permission Document				
Letter requesting approval for use of database				
Permission to Use				
Permission to Import				





















Navigation:

Select the **documents** page under the **Documentation** section

Action: click the  icon next to the document type you would like to read.

Result: Document will open as read only. To edit any of the forms for the study, download the document, select, or add wording to suit the research, then rename and upload the document using the facility at the end of the application form.

Form	Review	Action
Expand » Collapse «		
Application		
✓ Full Application		
✓ Risk Assessment Questions		
▶ Project Details		
2.0 Data Collection		
3.0 Documentation		
▶ Documents		
4.0 Submission		
5.0 Sign Off		

Document Description	Reference (Document Title)	Soft Copy	Hard Copy	
Information Sheet			<input type="checkbox"/>	
Consent Form Document			<input type="checkbox"/>	
Research Procedure Flowchart			<input type="checkbox"/>	
Advertising Document			<input type="checkbox"/>	
Draft Request Letter - Enter Institution			<input type="checkbox"/>	
Questionnaire Document			<input type="checkbox"/>	
Focus Group Guide Document			<input type="checkbox"/>	
Focus Group Confidentiality Agreement Document			<input type="checkbox"/>	
Interview Guide Document			<input type="checkbox"/>	
Maori Consultation Document			<input type="checkbox"/>	

Change page: < 1 2 > | Displaying page 1 of 2, items 1 to 10 of 18.

Change page: Go Page size: Change

STEP 6: Options for a Supervisor to View a Student's Application Prior to Submission for Supervisor Approval

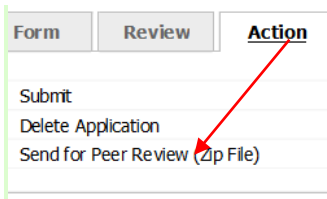
PEER REVIEW (How to send for peer review before submission)

Before your student submits for your approval submit there is an **option** for them to send their application for peer review (this is **NOT** part of the approval process and the application is sent to you for peer review as a pdf of the application via email). You can discuss the application with the student and they have the ability to make changes before they then submit to you for approval

Applicant Information- PEER REVIEW (How to send for peer review before submission)

Prior to submitting your application for approval, there is an option for you to have your application peer reviewed. (This could be a supervisor if you are a student, or a colleague in the case of academic research). The process is as follows:

- Click on the Action Tab
- Click on the 'Send for peer review' action
- Follow the instructions given.



Note: This process will send an email to your peer reviewer which contains a pdf of the application.

The peer reviewer comments by email outside of the RIMS process.

This **IS NOT** part of the approval process.

Following comment (if any) from your peer reviewer, you must **STILL** submit the final application through the action tab

View the draft of the application on-line BEFORE the student submits to you for approval.

Once a student has added a supervisor name to the review group and it is still in draft form, the application can be viewed by the supervisor when they logon to RIMS. This enables supervisors to see the application. The student will still need to submit the application before the supervisor can approve it but the supervisor can see input to date and assess what stage the application is at.

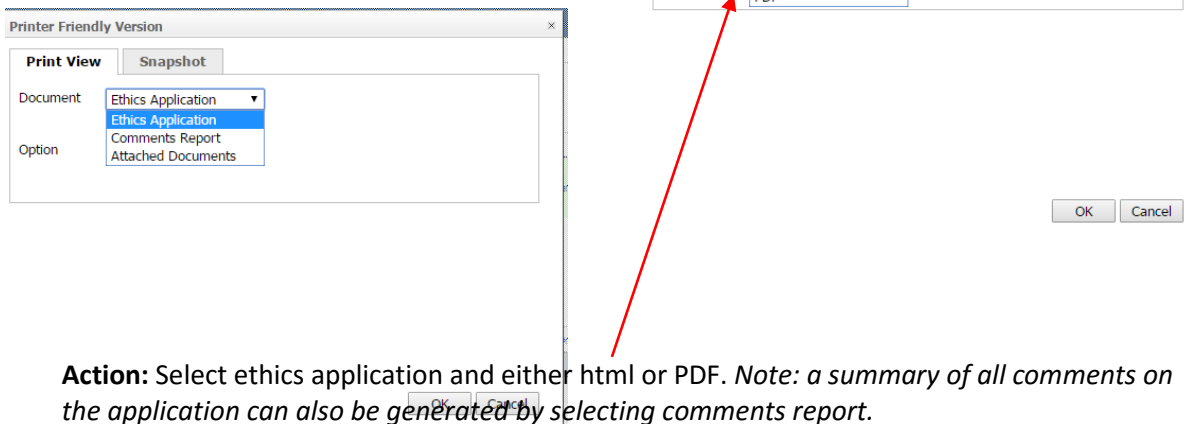
Viewing a PDF copy of the Application

This function allows the reviewer to generate a PDF or html copy of the application, enabling them to view all of the answers in a single document and print or save a copy

Note: Attachments are not included in the pdf and must be opened separately

Navigation:

Click The  Icon On The Toolbar.
The Following Screen Will Open:



Action: Select ethics application and either html or PDF. *Note: a summary of all comments on the application can also be generated by selecting comments report.*

Click OK.

Result: Document will display in a new screen.

Note: if the window does not open, check your browser settings to ensure that 'pop ups' are enabled

Action Document Can Be Printed Or Saved

STEP 7: To approve, or return an Application Action:

Select Action tab and choose the relevant option

Result: Researcher will be notified of your decision.



EMAIL NOTIFICATIONS

Emails will be sent to all the applicants, principal supervisor (if applicable) and applicants listed on the application whenever the status of the application changes. Emails are also sent to the ethics committee administrator and the Chair when their action is required.

The applicant cannot commence their research until they receive an email notifying them that final approval has been granted.

TROUBLESHOOTING

If you are having trouble logging into the system or completing the form please contact the research ethics team:

Email: humanethics@massey.ac.nz **Contact Phone:** +64 6 350 5573 or X 83840 (internal)

If you require ethics advice or guidance, please contact the relevant research ethics advisor:









Albany: Alice Lindsay A.Lindsay@massey.ac.nz Extn 43276

Wellington & Palmerston North: Patsy Broad P.L.Broad@massey.ac.nz Extn 83840

Low Risk: Miralie Thomas Vincent M.E.Thomas@massey.ac.nz Extn 83841 or Alice Lindsay A.Lindsay@massey.ac.nz Extn 43276

APPENDIX

Application status	
Term	Definition
Approved	<p>Either with or without comments.</p> <p>The committee has reviewed the application and is satisfied that the project meets the requirements of the Code of Ethical Conduct for Research, Teaching and Evaluations involving human participants. The applicant is free to commence the research as outlined in the application.</p>
Provisional Approval	<p>The application has been reviewed by a committee and returned to the applicant with the review outcome “Provisionally Approved”. The applicant is required to make changes to the application before resubmitting it for review by the Committee Chair.</p>
Deferral	<p>The committee has reviewed the application and is not satisfied that the project meets the requirements of the Code of Ethical Conduct for Research, Teaching and Evaluations involving human participants. However, it could meet requirements pending substantial revision of the application and/or satisfactory answers to questions from the committee.</p> <p>The review outcome is “Deferred”. The applicant is required to make significant changes to the application before resubmitting it for review by the full committee.</p>
Declined	<p>The committee has reviewed the application and is not satisfied that the project meets the requirements of the Code of Ethical Conduct for Research, Teaching and Evaluations involving human participants, nor that it can meet the requirements of the Code if changes are made. The application is “Declined” and cannot be resubmitted. The reasons for declining the application will be sent to the Applicant. The applicant may wish to consider submitting a new application to the committee which has been substantially revised.</p>
Withdrawn	<p>The ethics administrator has marked the application as withdrawn because the applicant has advised them that the research will not proceed, or the application has been inactive for more than 6 months. It is not possible to ‘re-activate’ a withdrawn application.</p>

TOOLBAR		
Icon	Name	Description
	Next Page	Go to the next page in the application
	Previous Page	Go to the previous page in the application
	Save	Save the application
	Application Comments	Not activated – this function cannot be used at this stage
	Reports	Reports menu to select and run a report, reports include the ability to print the whole application, application comments, attached documents and review outcomes
	Page Comment	Not activated – this function cannot be used at this stage
	Help	Help for the page for the questions
	Exit	Exit the application and return to the applications home page