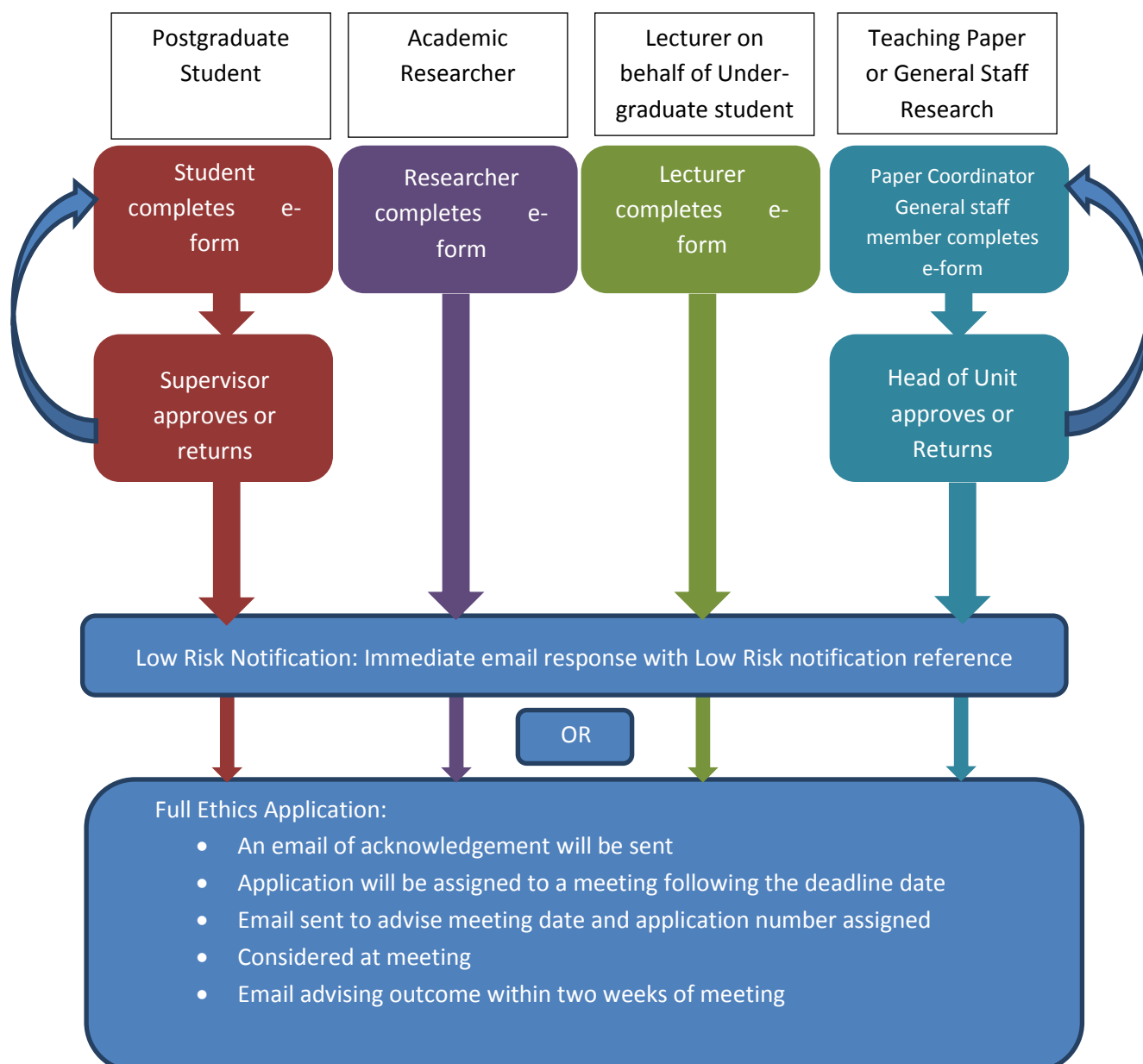


Quick Guide to Human Ethics e-forms

Note: This is a guide for completing the e-form only. It does not contain any information about ethical considerations. You should refer to <http://humanethics.massey.ac.nz> for access to the Ethics Code and complete a peer review of your project before completing the e-form process.



Create an application e-form

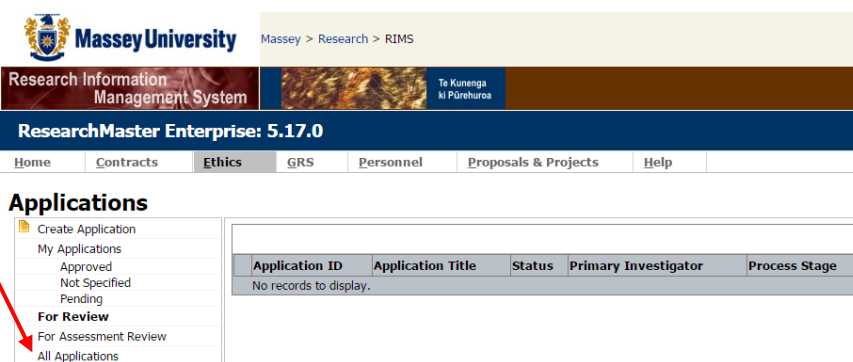
Go to <http://rims.massey.ac.nz>

Log in with your student id or staff network log-in as the **User Name** and your **password**.

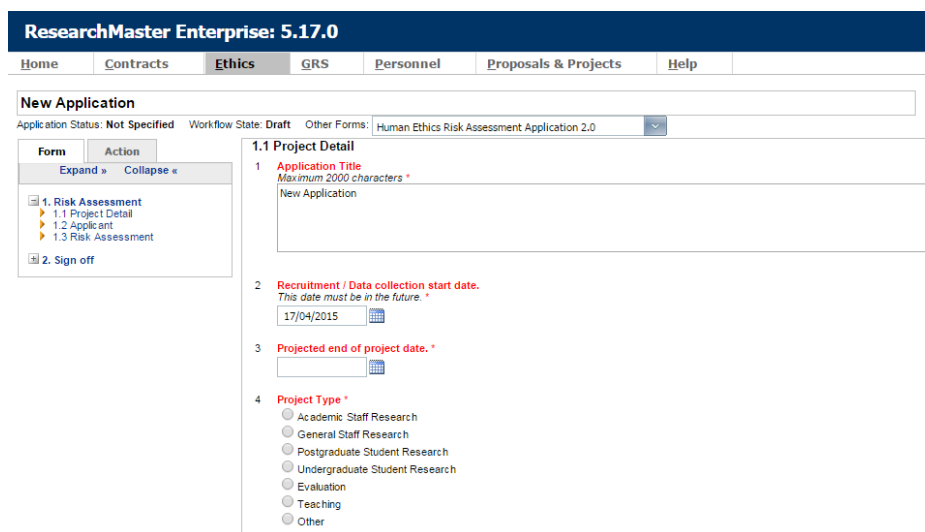
This will take you to the home screen. Your screen may have different headings depending on your access. Click on the **Ethics** heading, and choose **Applications**.



If you have applications already, they will appear in the list. The navigation on the left assists you to find the type of applications you are trying to find, as the list will contain any application you make from now. If you cannot find an application in the selection you are looking for (e.g. **Pending**), select **All Applications** and you will see them all.



Click on **Create Application**



Completing the form

Follow the instructions to complete your form.

The instructions written in **green** boxes will guide you through. **Please follow them!** Questions in **red** are compulsory.

There are two parts to an e-form

- the **Form Tab** contains the detail
- the **Action Tab** shows the actions you can do with the form (Submit, Delete, Return etc).

Students:

- To add a supervisor go to the **Review Tab** and add to **Reviewer Group**
- To submit go to **Action Tab**. Once submitted the form will go to the nominated supervisor before being approved
- **Staff will have a six (6) digit code next to their name.** Do not choose a name that has a code longer than six (6) digits

Below the tabs, on the left hand side of the form is the **navigation tree**.

It shows you:

- Which page you are up to in the form
- Gives page status
 - **green** tick all is OK
 - **red !** means there is a compulsory question missing
 - **orange** triangle means it hasn't been answered yet

The e-form itself is in two parts

- **Everyone** must complete the first part
- Those that need to go to the Committee will get a subsequent e-form (as part of the process) to complete the additional details.

Navigation

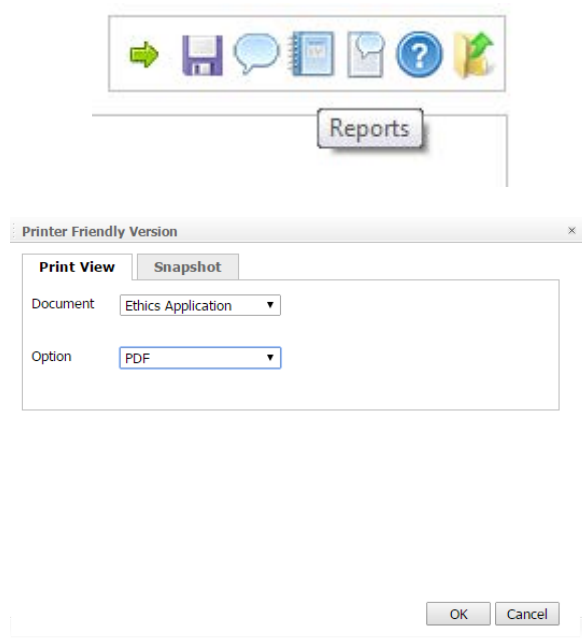


To move around the form, look to the top right for the navigation bar.

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

Reports

If you click on the **book** icon, you will get the form reports pop-up.



Choose the document and whether you want pdf or html output. Note that you need to allow pop-ups in your browser and have a pdf reader (like Adobe) loaded to use this feature

correctly. You can also click on the Snapshot tab, and it will give you a list of all the answers you gave each time you submitted the application (handy for resubmits).

Printing Official Letters

You will receive an email with your notification or approval. If you wish to print a version on Massey Letterhead:

Go to Reports and pick.

Getting Help

If you need additional instructions, there is a full guide available on the Ethics Website.

