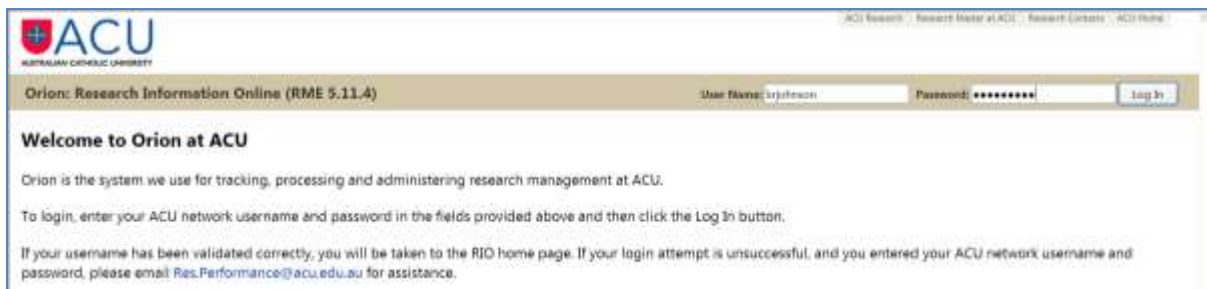


### 1: Log in

Log in to Orion using your Network User Name and password (students can log in using their student number and password). <https://orion.acu.edu.au/>

Please [res.performance@acu.edu.au](mailto:res.performance@acu.edu.au) if unable to log in.



### 2: Access Ethics Menu: Applications

Hover over the 'Ethics' menu and click on 'Applications'.

Please inform [res.performance@acu.edu.au](mailto:res.performance@acu.edu.au) if you do not have the Ethics menu on your menu selection after logging in as it will need to be activated.



### 3. Access Application Forms

Click on 'Create Application'

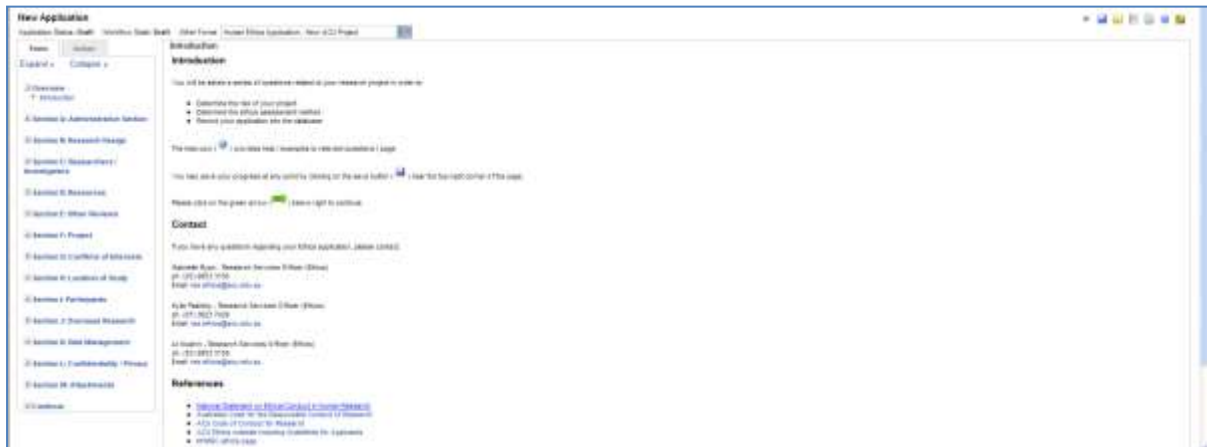


Select 'Human Ethics Application – New ACU Project'



Applications	Title	Description	Type	Date Created
HEApp-01000000-0	Human Ethics Application - Registration of External Approval-0		Human	03/03/2012
HEApp-00000000-0	Human Ethics Application - New ACU Project	Human Ethics Application - New ACU Project	Human	03/03/2012
WTF-001-1	Workflow Test Form-1		Human	03/03/2012
WTF-001-2	Workflow Test Form-2		Human	03/03/2012

4. Look for Links to references on the first page ('Introduction') and click on one of the links



**New Application**


Introduction


**Introduction**

You will be asked a series of questions related to your research project in order to:

- Determine the risk of your project
- Determine the ethical assessment needed
- Record your application via the application

The responses to these questions will be used to determine if you are eligible to apply.

You may wish to print a copy of any section by clicking on the word button . A bar for the right corner of the page.

Make sure you are logged in  before you can continue.

**Contact**

For any questions regarding your ethics application, please contact:

Support Desk - Research Services (Ethics Office)  
ph: 0121 3592 7000  
ph: 0121 3592 7100  
Email: [ethics@acu.ac.uk](mailto:ethics@acu.ac.uk)

Academic Support - Research Services (Ethics Office)  
ph: 0121 3592 7000  
ph: 0121 3592 7100  
Email: [ethics@acu.ac.uk](mailto:ethics@acu.ac.uk)

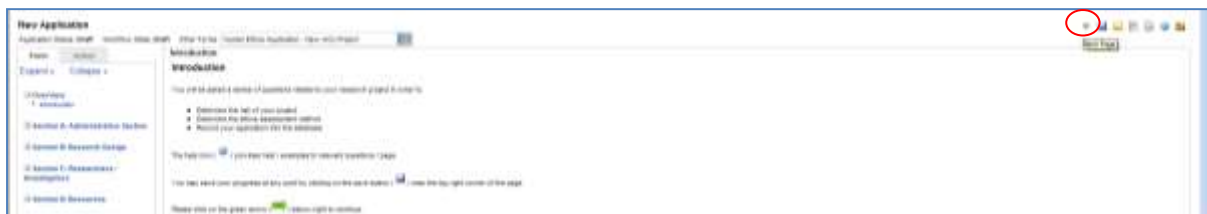
Academic Support - Research Services (Ethics Office)  
ph: 0121 3592 7000  
ph: 0121 3592 7100  
Email: [ethics@acu.ac.uk](mailto:ethics@acu.ac.uk)

**References**

- [Human Subjects in Research \(ACU\) - Human Subjects](#)
- [Introduction to the Declaration of Helsinki](#)
- [ACU Code of Conduct for Research](#)
- [ACU Ethics website including guidelines for applications](#)
- [ethics@acu.ac.uk](#)

Please ensure you have pop-ups enabled.

5. Click on the 'Next Page' Arrow at the top of the screen



**New Application**


Introduction


**Introduction**

You will be asked a series of questions related to your research project in order to:

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- [ACU Ethics website including guidelines for applications](#)
- [ethics@acu.ac.uk](#)

**Next Page** 

## 6. Click on the 'Next Page' arrow at the bottom of the screen

You may need to scroll down slightly to find the arrow.




## 7. Look for page indicators next to the pages under the form section of the screen

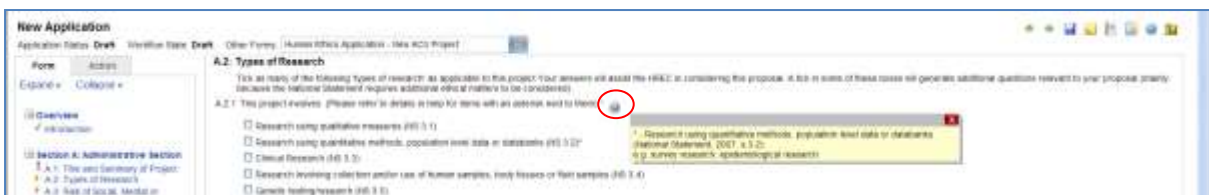
The page indicators show you whether the page has all mandatory questions answered.

- ✓ = Complete page
- ! = Incomplete page
- ▶ = Page not yet accessed



## 8. Look for help...

Help files are located throughout the application form and are indicated by . To access the help, click on the help icon



## 9. Enter and edit a researcher

Click on [Section C: Researchers/Investigators](#), then [C.1: Researcher Details](#)

**New Application**  
Application Status: **Draft** | Workflow State: **Draft** | Other Pages: Human Ethics Application - New AOU Project

**Form** | **Actions**  
Expand > | Collapse <

**Section C: Researchers / Investigators**  
C.1: Researcher Details

C.1.1 Is this a student application?  
 Yes  No

**Researcher(s)**  
- Exactly 1 Chief (Primary) Investigator is present  
- That Investigator is an AOU staff member  
- The Chief Investigator is selected as 'Primary'  
- Required details of the research / Investigator are filled in (click on their name to bring up their details)  
- Position of investigator  
- Qualifications  
- Expertise relevant to the project

C.1.2 Researchers / Investigators \*

Search NameID:

Full Name	Primary?	AOU	Managing Unit	Position
Kristy Johnson	No	8200	6008	Not Specified

### (a) Edit an existing investigator (add qualifications)

Click on the existing investigator's name

**C.2: Certification of Researchers**

Section D: Resources  
Section E: Other Reviews  
Section F: Project  
Section G: Conflicts of Interests  
Section H: Location of Study  
Section I: Participants  
Section J: Overseas Research  
Section K: Data Management  
Section L: Confidentiality / Privacy  
Section M: Attachments  
Continue

Full Name	Primary?	AOU	Managing Unit	Position
Kristy Johnson	No	8200	6008	Not Specified

**Title**

**Given Name \***

**Surname \***

**Full Name \***

**Gender**  
 Male  Female

**Work Number**

**Mobile Number**

**Home Number**

**Email Address**

**School**  
 Research Services

**Faculty**

**Organisation**

Organisation name (Enter the organisation name here if you cannot find it above)

**Primary?**  
 Yes  No

**Position of Investigator \***

**Qualifications \***

**Expertise relevant to the project \***

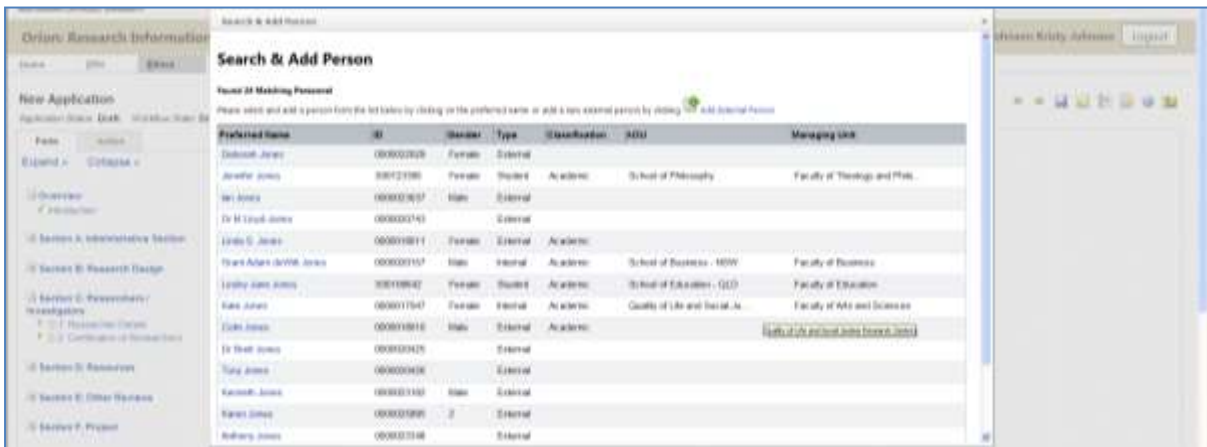
- The fields in the blue box indicates information that defaults automatically from the student/staff directory
- The 4 fields in the red box needs to be manually entered by the user- each of these 4 fields are **mandatory** and must be completed for each researcher before the application can be submitted
  - The primary and chief investigator **must** be the supervisor in student applications

- The primary and chief investigator **must** be an ACU staff member
- Click on the green tick to save (the record will not save if you use the save icon [floppy disk])

**(b) Enter a new investigator**



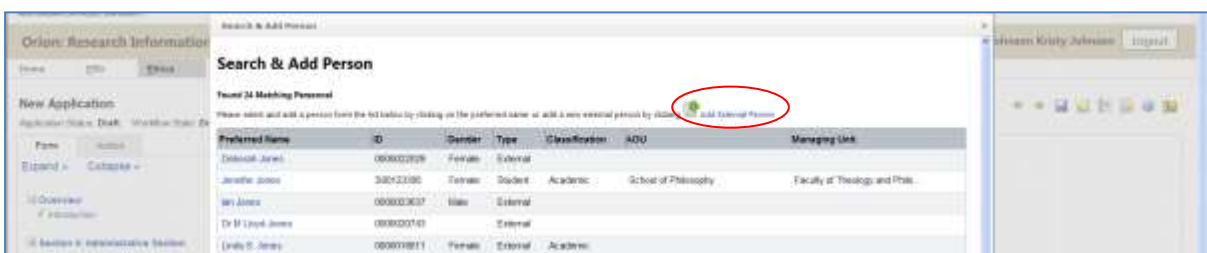
- Only enter the person's first or second names- the system may not find the researcher if both names are entered. Click on the magnifying glass to search
- If you are having trouble finding the person, click on 'More Criteria'



- Select the person by clicking on their name

**(c) Add an external person**

- Search as per instructions above
- If the external person does not appear in the list, click on 'Add External Person' and complete each of the fields in the form that appears



## 10. Adding and removing an attachment

Click on [Section M: Attachments](#), then [M.3: Other Attachments](#)



Create a word document and save it on the desktop.

Click on the Soft copy icon to browse for your document



Click on the file name of the document to open

Click on the tick box to re-attach (by browsing again).

Click on the tick box then the floppy disk to remove/delete the document

- Please use dates and version numbers as you will not be able to upload the same document twice
- If you are required to make amendments to your documents (e.g. consent form), please use tracked changes (i.e. in Word)

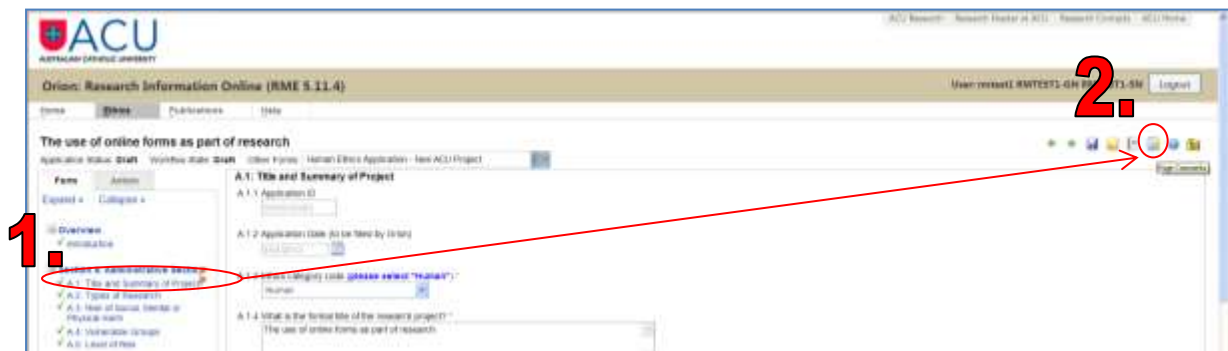
## 11. Submitting the application

Click on 'Action' and then submit. Unless all sections are completed, the system will not allow you to submit the application to the Ethics Officers

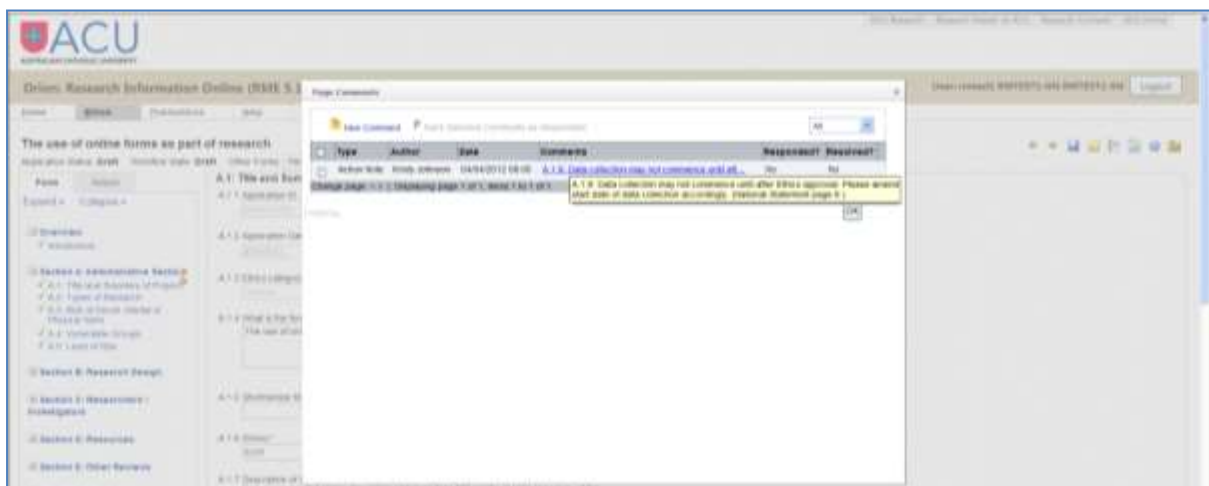


## 12. Respond to an amendment

Comments are how the reviewers communicate their requests for amendments, which are indicated by red flags next to the page the amendment relates to. There will be a red flag next to the section and also the page where the comment is located.



Click on the page, then the 'Page Comments' icon to access the comment



Hover over the comment to view a full description of the comment.

- Comments from reviewers will generally relate to a particular question, which is specified by the question number, then amendment request.
- If the amendment request relates to a text box, respond to the amendment by creating a New Comment



- Respond to amendment by specifying the question number it relates to, then your response.
- If the amendment relates to a tick box or date field, change the field on the form, then confirm you have done by creating a new comment.
- **Please ensure you click the green tick to save your comment. Clicking OK will not save your comment**
- Comments can also be used by researchers to communicate with each other prior to submission or communicate with the reviewers.



Confirm that you have responded to the amendment request (Action Note) by clicking on tick box next the Action Note (comment that was created by the reviewer) and then clicking on 'Mark Selected Comments as Responded'

The comment flag will change from red to yellow, indicating you have responded.

### 13. Print your application (to screen...)

Click on the Reports icon to print a copy of your application. Select PDF to print/save a copy.





### 13. Withdraw your application

---

You can withdraw your application only when your application is in draft. By selecting and confirming this function, you will delete the application. If you have submitted your application and would like to withdraw, please inform your Ethics Officer. To withdraw, click on the action tab and select Withdraw.

If you are planning to use this training application as an actual application that will be submitted, please do not withdraw.



### 14. Training Finished!

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