

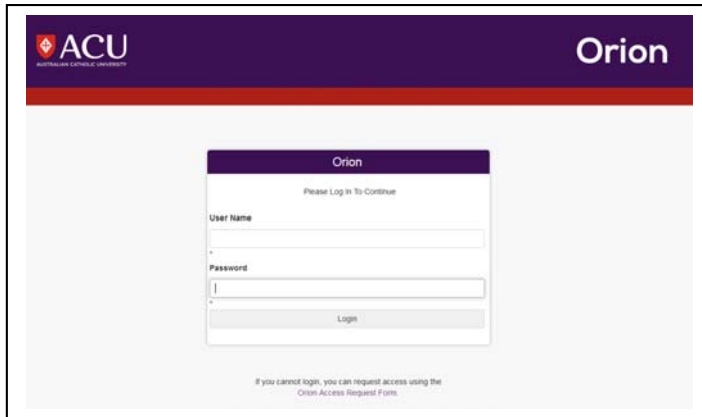
# ORION: Online Ethics Applications

## Cheat Sheet

### 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/>

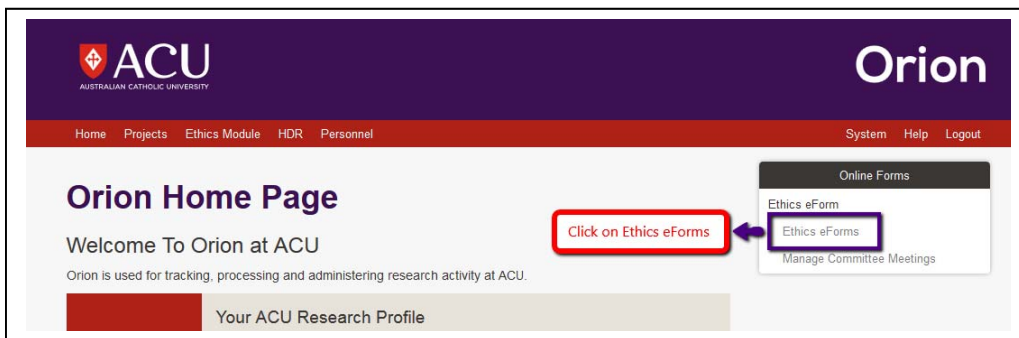
Please email [res.systems@acu.edu.au](mailto:res.systems@acu.edu.au) if you are unable to log in.



### Access Ethics Menu: Applications

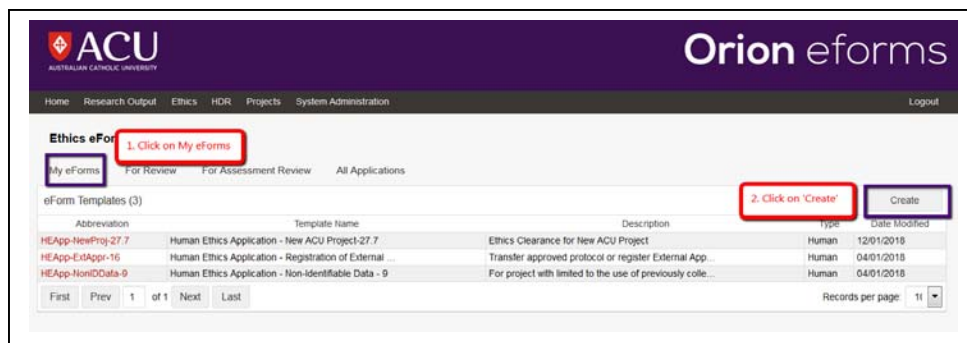
Click on 'Ethics eForms' on the right hand menu under Online Forms.

Please inform [res.systems@acu.edu.au](mailto:res.systems@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.



### Access Application Forms

Click on 'Create'



# ORION: Online Ethics Applications

## Cheat Sheet- Application

	Next Page
	Previous Page
	Help <ul style="list-style-type: none"> <li>- available for a selection of pages (located at the top of the page)</li> <li>- available for a selection of specific questions (located next to the questions)</li> </ul>
	Save
	Required field (**Please note: you can only submit the application if all mandatory questions have been completed)

Indicates section is incomplete- mandatory questions need to be completed before submission

Indicates section is complete

Indicates section is yet to be completed

To expand all sections, click on 'Expand'  
To collapse all sections, click on 'Collapse'

To expand single section, click on +  
To collapse a single section, click on -

Drop Down Box: Click on the arrow to display a list of choices for selection

Search Box: Enter code (if known) or full/partial key word to search

Free Text Box: Enter free text descriptions in response to the question

Date Box: Enter the date of click on the calendar to select a date

**A.4: Vulnerable Groups**

A.4.1 Does your research involve access to any of the following groups: (Please refer to details in help for items with an asterisk next to them)\*

- Anyone vulnerable
- People in vulnerable circumstances
- Elderly people who may be vulnerable or unable to give fully informed consent
- People who may be vulnerable or unable to give fully informed consent
- Welfare recipients who may be vulnerable
- Anyone at risk of criminal/civil liability, damage to financial/social standing
- Minors (anyone under the age of 18, eg students or children)
- Other
- None of the above

A.4.3 Please provide details / additional comments on how each of the selected vulnerable group(s) will be involved.\*

Please note more specific information will be requested about the vulnerable groups selected above.

**Submit**

1. To submit, click on the 'Action' tab  
2. Click on 'Submit to Ethics Officer'



Please ensure all mandatory fields (indicated by \*) have been completed as applications cannot be submitted unless these are complete

**Comment Flags**

Flag	Description	Priority
Red	A reviewer has entered an action comment on a page	1- Highest
Amber	The applicant has responded to the action comment	2
Green	The reviewer has resolved the action comment that the applicant has responded to	3
Blue	There is a general note on the page- no action is required	4- Lowest

- A red flag (🚩) next to Sections (e.g. Section E) indicates that you need to respond to one or more Action Comments.

0000021063 : ORION Instructions for HREC reviewed applications

Application Status: Revision required for assessment    Workflow State: InitialReviewApplicantAmend    Other Forms: Human Ethics Application - New ACU Project

Expand    1. Expand all Sections    E.2: Permissions from External Organisations    Page Comments: 1 / 1    3. Click on 'Page Comments' to view the Action Comments which is at the bottom of the page

E.2.1 Do you require any other approvals?    Yes    No

E.2.2 Please provide details of other approvals \*

Please note approvals / permissions not available at the time of submission must be forwarded to ACU HREC on receipt

Comments    Show Closed

Action Comments

🚩 Evidence of permission    Ms Kylie Pashley 30/11/2017 11:46:55

Evidence of permission from relevant organisations should be provided when obtained.

Reply    4. Click on 'Reply' to respond to the Action Comments

General Comments    + Add

- Click on 'Reply' to respond to our comments

Comments    1    Show Closed

Action Comments

🚩 Evidence of permission    Ms Kylie Pashley 30/11/2017 11:46:55

Evidence of permission from relevant organisations should be provided when obtained.

Reply    Click on 'Reply' to put a response comment

Comments    1    Show Closed

Action Comments

🚩 Evidence of permission    Ms Kylie Pashley 30/11/2017 11:46:55

Evidence of permission from relevant organisations should be provided when obtained.

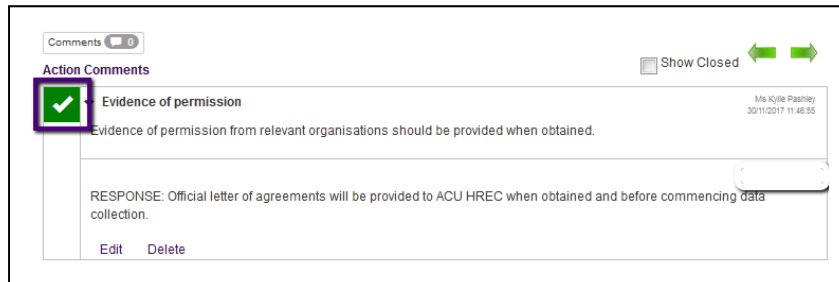
Warning: You are editing a comment. Complete and post it before moving to another question or you may lose the comment.

B I U    Undo    Bold    Snippets    Words: 18    Characters: 121

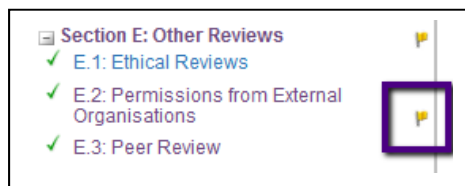
RESPONSE: Official letter of agreements will be provided to ACU HREC when obtained and before commencing data collection.

Post    Click on 'Post' once you have responded to the Action Comments

- Once the response comment is posted, green tick will appear under the Action Comments



- Once you have posted your response comments on a given page, the flag will change from red to yellow- **THE PAGE IS NOW LOCKED**. You will **NOT** be able to make a change.



- To upload the document containing your responses or any relevant document, click on the 'Add New Document'

