

# RESEARCH INFORMATION MANAGEMENT SYSTEM (RIMS)

Animal Research Ethics Application Process—  
Quick reference guide

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The Griffith University Animal Research Ethics Review process is web based. This means that academic staff complete the '*Animal Ethics Committee Application*' by logging onto the Griffith Portal, and electronically submitting the completed application to the Office for Research. This document explains how to enter data and submit the application.

A Microsoft Word version of the questions that are part of the application process can be accessed at <https://www.griffith.edu.au/research/research-services/research-ethics-integrity/animal/animal-ethics-applications> to assist you with preparing your submission. Please note, all submissions must be lodged via RIMS.

The '*Animal Ethics Committee Application*' is made up of five (5) Tabs: Coversheet, Questionnaire, Animal Usage, Documents and Status History. Within the 'Questionnaire Tab' each question is presented in turn and only those questions that relate to previous answers will be presented. The same questionnaire may result in one researcher answering many questions and another only a few. The information gathered in these tabs will allow the Animal Ethics Committee to assess your application.

You may be advised by the system that animal ethics approval is not required (**Outside of Scope**). If this is the case, you do not need to proceed with completing an application. Please contact [animal-ethics@griffith.edu.au](mailto:animal-ethics@griffith.edu.au) if you require further clarification regarding your proposed project or if you would like to request an exemption notification.

**1.0 Access to RIMS is via the Animal Ethics Website:** <https://www.griffith.edu.au/research/research-services/research-ethics-integrity/animal/animal-ethics-applications>

After opening the URL above, click on the button.



A screenshot of the Griffith University RIMS website. The header includes the Griffith University logo and navigation links: Future students, Current students, International, Staff, About Griffith, Research, Alumni, myGriffith, Staff portal, Contact us. The main heading is "Applications and forms". Below it is a search bar and social media icons. A sidebar on the left lists categories like Human research ethics, Animal ethics, Applications and forms, Standard Operating Procedures, External Resources, Biosafety, Research integrity, and Resources. The main content area has two "ACCESS RIMS" buttons. The top one is labeled "TEST RIMS Training version only" and the bottom one is labeled "ACCESS RIMS Research Information Management System". The bottom button is highlighted with a red box. Text next to the bottom button says: "This access button takes you to the LIVE version of RIMS where you will submit your new application and it will be accessed and reviewed by the Office for Research." Below this is a list of links and a section titled "1.0 Applying for animal ethics approval" with sub-points 1.1 to 1.5.

### 1.1 Logging in for the first time? Don't have a IRMA/RIMS account?

If you see this screen you will need to enter your 's' number (without the 's') in the field at "Griffith University Username" and press the 'Submit' button.

This will automatically create your IRMA / RIMS account.

A screenshot of the "IRMA Production @ Griffith" login screen. It features the Griffith University logo and the title "IRMA Production @ Griffith". The main text reads: "Your staff number in SSO is [redacted] but you don't have an IRMA account. Please enter your network username and click Submit to create an IRMA account, alternatively please contact the Research Office and they will create an account for you." Below this text is a "Submit" button and a text input field labeled "Griffith University Username:". At the bottom, there is a footer with links for Disclaimer, Privacy, and CRICOS Provider - 602236.

This screen may come up also, click on "Please click this link to login" under the padlock.

Sorry, your IRMA Production @ Griffith session has expired




[Please click this link to login.](#)

To access the Animal Ethics module select the '**Animal Ethics**' Tab from the '**Researcher Profile**' landing page in RIMS

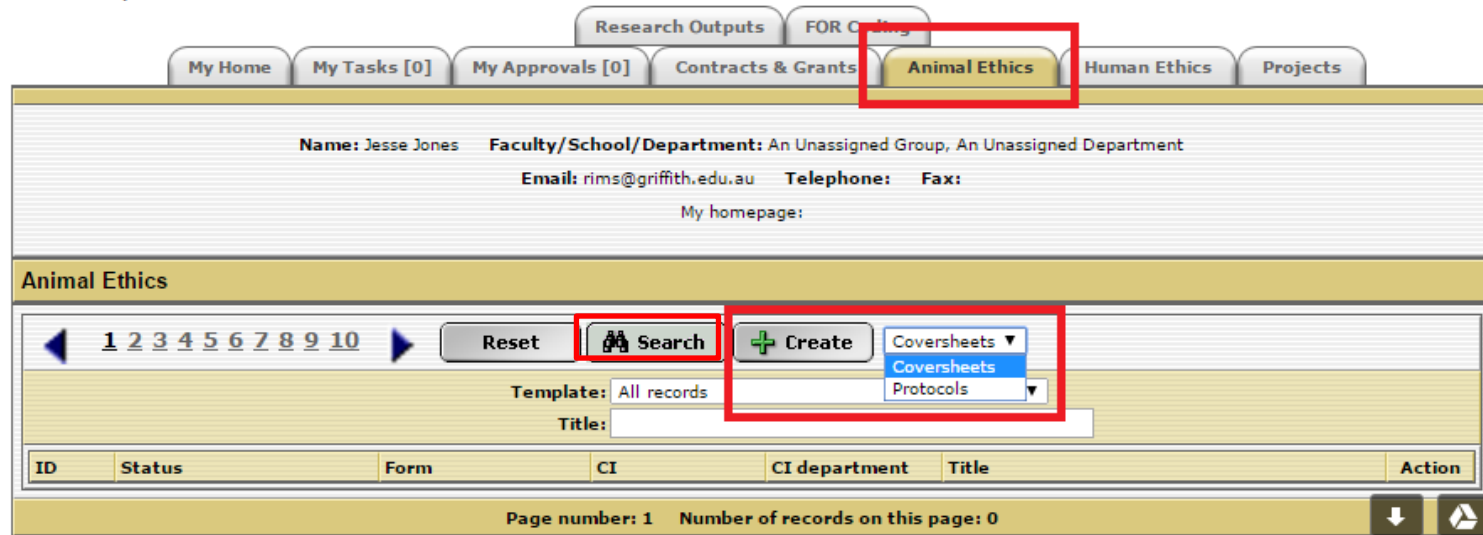
Events   Research Outputs   FOR Coding   My Competencies

My Home   My Tasks [0]   My Approvals [0]   Online Forms   Contracts & Grants   **Animal Ethics**   Human Ethics

## A) NEW APPLICATION

Begin an application by selecting 'Coversheets' in the in the Picklist and clicking on the  button.

Regardless of whether you are submitting a new application, a variation or a report these all start the same way.





Research Outputs FOR C...

My Home My Tasks [0] My Approvals [0] Contracts & Grants **Animal Ethics** Human Ethics Projects

Name: Jesse Jones Faculty/School/Department: An Unassigned Group, An Unassigned Department  
Email: rims@griffith.edu.au Telephone: Fax:  
My homepage:

Animal Ethics

◀ 1 2 3 4 5 6 7 8 9 10 ▶ Reset  Search  Create Coversheets ▼  
Coversheets  
Protocols ▼


Template: All records  
Title:

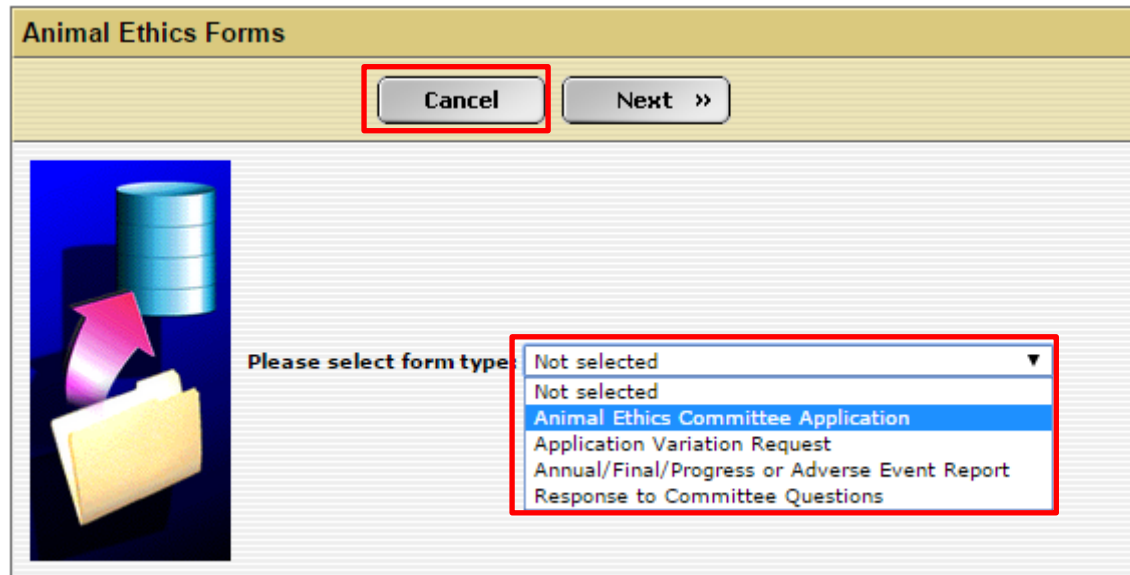
ID	Status	Form	CI	CI department	Title	Action
----	--------	------	----	---------------	-------	--------

Page number: 1 Number of records on this page: 0

Select the required form type.  
**New Application** = "Animal Ethics Committee Application"  
**Variation** = "Application Variation Request"  
**Report** = "Annual/Final/Progress or Adverse Event Report"  
**Response to Committee Questions** = "Response to Committee Questions"


In this case, select "Animal Ethics Committee Application" from the drop down box.

Then click on the  button



Animal Ethics Forms

Cancel Next >>

 Please select form type:

Not selected ▼  
Not selected  
**Animal Ethics Committee Application**  
Application Variation Request  
Annual/Final/Progress or Adverse Event Report  
Response to Committee Questions

## 2.0 COVERSHEET TAB

Coversheets are comprised of a set of code blocks, each of which collects related pieces of data. This section details how to complete each code block that may appear on a coversheet.

**NOTE: BY CLICKING 'SAVE' YOU WILL EXIT THE COVERSHEET AND RETURN TO THE 'ANIMAL ETHICS' LIST SCREEN (shown below).**

Coversheet Questionnaire Documents Status History

### Proportional Review Application Form

Last auto-saved at 10:51:25 - This page will automatically save every 5 minutes


Griffith University has expedited proportional ethical review arrangements where the application and review processes are proportional to the risks and sensitivities of a project.

Cancel **Save** Submit Print Form

Protocol Title ⓘ

Protocol title: How to submit a Research Ethics Application

Chief investigator instructions

CLICK ON THE PENCIL  IN THE RIGHT HAND COLUMN NEXT TO THE CURRENT APPLICATION TO RETURN TO IT.

Centres Contract Management  
Events Research Outputs FDR Coding My Competencies





My Home My Tasks [0] My Approvals [1] Contracts & Grants **Animal Ethics** Human Ethics Projects

Name: Jesse Jones Faculty/School/Department: Science, Environment, Engineering and Technology Group, School of Information and Communication Technology  
Email: jesse.jones@griffith.edu.au Telephone: 123456 Fax:  
My homepage:

### Animal Ethics

1 2 3 4 5 6 7 8 9 10 Reset Search Create View forms


Template: Animal Ethics Committee Application  
Title:

ID	Status	Form	CI	CI department	Title	Action
2	New	Animal Ethics Committee Application			How to submit an animal ethical clearance application.	 
1	Submitted	Animal Ethics Committee Application	Jones, Jesse	School of Information and Communication Technology	How to submit an application for Ethical Approval of Animal Research.	 

Page number: 1 Number of records on this page: 2

Green rows have been submitted, white rows have not been submitted.

The application will auto save every 5 minutes.

The  symbol contains helpful information for this field as per the example, hover your mouse cursor over this symbol to reveal the help text.

Coversheet Questionnaire Animal Usage Documents Status History

### Animal Ethics Committee Application

Last auto-saved at 10:51:38 - This page will automatically save every 5 minutes

#### Animal Ethics Committee Application Coversheet

Cancel Save Submit Print Form

#### Animal Ethics Application Application Coversheet

Please note when adding the specific animal data in the Animal Usage tab, note the meaning of the following fields:  
1) **Number of Animals Requested** is the total number of animals requested over entire study.  
2) **Anticipated re-use** is the number of animals (if any) you anticipate to re-use during this study from this or other approved protocols.

Nominate Head of Element approver ⓘ

Nominate Head of Element approver:

Protocol Title

Protocol title:

Chief Investigator Details ⓘ

First Named Chief Investigator Name: Add

First Named Chief Investigator ID: Staff ID hidden

School/Centre: Atmospheric Environment Research Centre

Role: 1. Investigator

Internal Investigators

Other Internal Investigators Involved?: No

Number of Internal Investigators (including Chief Investigator): 0

External Investigators

Other External Investigators Involved?: No

Number of External Investigators: 0

Start and End dates ⓘ

Start date:\*

End date:\*

Guidance regarding Start and End dates

Enter your PROPOSED start and end date for your ethics approval. Please use the following format DD/MM/YYYY. Note, 3 years is the maximum length of approval.

Standard Operating Procedures

Add

Revision number SOP name Action

Code blocks

### Animal Ethics Application Application Coversheet

Please note when adding the specific animal data in the Animal Usage tab, note the meaning of the following fields:  
1) **Number of Animals Requested** is the total number of animals requested over entire study.  
2) **Anticipated re-use** is the number of animals (if any) you anticipate to re-use during this study from this or other approved protocols.

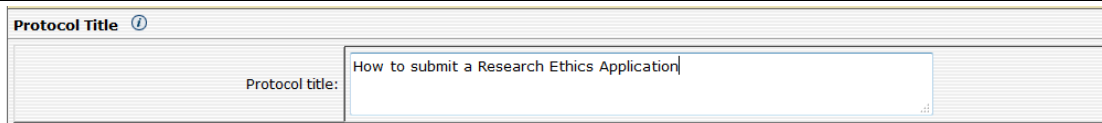
Nominate Head of Element approver ⓘ

Nominate Head of Element approver:

Please nominate the Head of School/Deputy Head of School/Centre Director/Institute Director (or acting Head of School/Deputy Head of School/Centre Director/Institute Director) who will provide final sign off for your application before it is reviewed and considered by the Office for Research and the Animal Ethics Committee.

## 2.1 Protocol Title

The **Protocol Title** is a mandatory field and will accept a maximum of 995 characters including spaces. Where possible use “plain English”. However, a more technically-phrased title that matches the title of a grant application is also acceptable. Ensure that the title is not identical to other projects, unless the application is replacing a previous approval with the same title.



The screenshot shows a form titled "Protocol Title" with a help icon. Below the title is a text input field labeled "Protocol title:" containing the text "How to submit a Research Ethics Application".

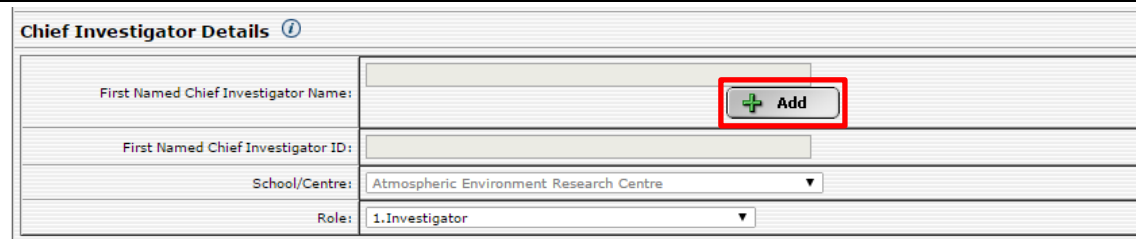
## 2.2 Chief investigator

In addition to recording the **Chief investigator's** details, this code block is also used to determine the department to be used for some approvals and the primary department of the protocol.

**Note:** HDR students cannot be listed as the Chief Investigator.

You will need to contact [animal-ethics@griffith.edu.au](mailto:animal-ethics@griffith.edu.au) if this is incorrect.

**Note:** The department of the CI cannot be overridden.



The screenshot shows the "Chief Investigator Details" form. It includes fields for "First Named Chief Investigator Name:", "First Named Chief Investigator ID:", "School/Centre:" (set to "Atmospheric Environment Research Centre"), and "Role:" (set to "1. Investigator"). A red box highlights a "+ Add" button next to the name field.

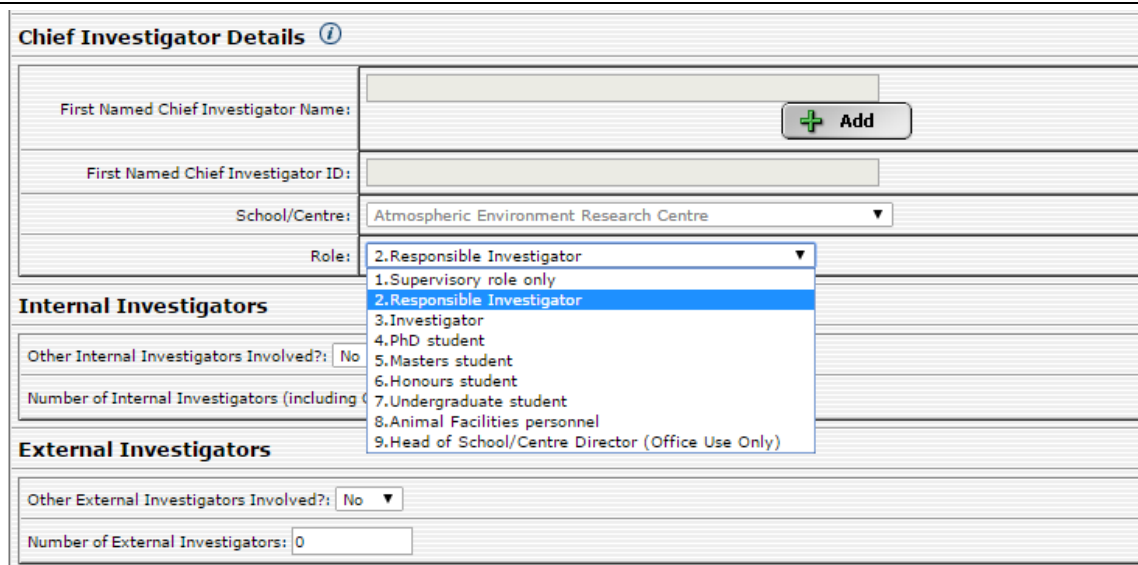
## 2.3 Selecting a Responsible Investigator

One of the Internal Investigators must be identified as the Responsible Investigator. This can be selected at the role drop down box at the Chief Investigator section of the Coversheet or at the Internal Investigators section.

The Responsible Investigator (RI) must be an employee of Griffith University and preferably a person with an academic appointment.

The Responsible Investigator is the person with ultimate responsibility for the care and use of animals in the project (see 2.4.5 of the [Code](#))

Ordinarily, the RI is closely involved with a project, and there is no doubt about that person's responsibility. Where students are using animals in a teaching and/or research program, the RI has responsibility to ensure that students carry out procedures and conduct themselves in an ethical manner.



The screenshot shows the "Chief Investigator Details" form with the "Role:" dropdown menu open. The menu lists the following options: "2. Responsible Investigator", "1. Supervisory role only", "3. Investigator", "4. PhD student", "5. Masters student", "6. Honours student", "7. Undergraduate student", "8. Animal Facilities personnel", and "9. Head of School/Centre Director (Office Use Only)". The "2. Responsible Investigator" option is highlighted. Below the form, there are sections for "Internal Investigators" and "External Investigators", each with a dropdown for "Other [Internal/External] Investigators Involved?" and a text field for "Number of [Internal/External] Investigators".



Acceptance of this responsibility is implicit when the application is signed and submitted.

Enter the Chief Investigator's **last name only** if you don't have their Staff Number and need to look them up.

If you know the CI's **Staff Number**, enter this into the field and the name will be automatically filled. If the Staff Number has less than 7 digits, add zeros (0) to make up the 7 digits, e.g. 9191 should be entered as 0009191.

Investigator Search

Cancel Search

Surname or Staff ID: lawson

Search options: Contains

Then click on the 'Link' button to the right of their name to add them to the Coversheet.

Investigator Search Results

« Back

Staff number	Name	Status	Department - Group Name - Institution	Action
Staff ID hidden	Lawson, Amy Ms	Research staff	Griffith School of Environment, Science, Environment, Engineering and Technology Group, Griffith University	
Staff ID hidden	Lawson, Ben Dr	Research staff	Griffith School of Environment, Science, Environment, Engineering and Technology Group, Griffith University	
Staff ID hidden	Lawson, Charles Prof	Research staff	School of Law, Arts Education and Law Group, Griffith University	
Staff ID hidden	Lawson, Marnie	Administrative user	Office for Research, Office of the Vice Chancellor, Griffith University	
Staff ID hidden	Lawson, Suzanne Ms	Research staff	Griffith School of Environment, Science, Environment, Engineering and Technology Group, Griffith University	
Staff ID hidden	Lawson, Sylvia Ms	Research staff	Unassigned Department, Unassigned Group, Griffith University	
Staff ID hidden	Lawson, Walter Mr	Research staff	Unassigned Department, Unassigned Group, Griffith University	

## 2.4 Internal Investigators

The Internal investigators code block records all investigators except the CI.

To add an internal investigator:

- Select 'Yes' beside "Other Internal Investigators Involved", a new code block will display which allows adding and editing internal investigators
- Click **Add** in the Internal Investigators section
- Enter a staff ID or surname. This can be a partial surname, **do not** enter an initial
- Click **Search**
- If a valid staff ID was entered this step will be skipped, otherwise a list of internal staff members matching the search term will be displayed

Internal Investigators

Other Internal Investigators Involved? **Yes** ▼

Number of Internal Investigators (including Chief Investigator): 0

**Add**


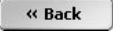
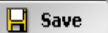
Staff ID	Internal Investigator Name	Faculty/School/Centre	Role	Action
	(Auto-populated)			

Investigator Search

Cancel Search

Surname or Staff ID:

Search options: Contains

- click **Link**  beside the correct staff member or click **Back**  to enter a new search term
  - Select this person's role from the Picklist
  - Click '**Save**' 
  - Continue adding researchers until the entire team is listed.
  - Ensure you enter the total number of Griffith investigators (including the CI) in the '*Number of Internal Investigators (Including Chief Investigator)*'.
- Don't forget to add yourself as an investigator.

**Coversheet - Investigator**

Cancel Save


Investigator name: Jones, Jesse

Role: 1. Investigator

- 1. Investigator
- 2. Honours student
- 3. Masters student
- 4. PhD student
- 5. Undergraduate student
- 6. Animal Facilities personnel
- 7. Head of School/Centre Director (Office Use Only)

## 2.5 External Investigators


Similar to the above, to add an external investigator:

In the External investigators section, click **Add** 


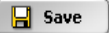
Enter a surname, this can be a partial surname

Click **Search** 

A list of externals matching the search term will be displayed

Click **Link**  beside the correct external or click **Back** to enter a new search term

To set an external investigators role:

- Click the edit icon  beside the relevant investigator
- update the role
- Click **Save** 



NOTE: Although external investigators are unable to access RIMS, they are still required to sign off on a project they are named on. This can be done by completing the External Researchers Declaration form available at <https://www.griffith.edu.au/research/research-services/research-ethics-integrity/animal/animal-ethics-applications> and uploading the completed form to the 'Documents' tab of your application in RIMS prior to submission.

**External Investigators**

Other External Investigators Involved? Yes

Number of External Investigators: 0

+ Add

External Investigator Name	Country	Institution	Role	Action
A Smith, J.	Not known		Co-investigator	 

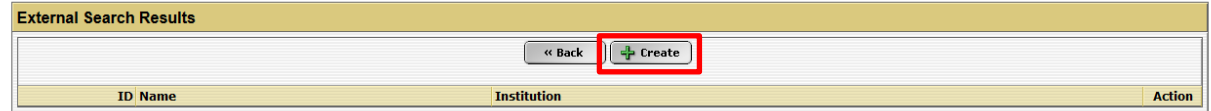
**Coversheet - Investigator**

Cancel Save

Investigator name: A Smith, J.

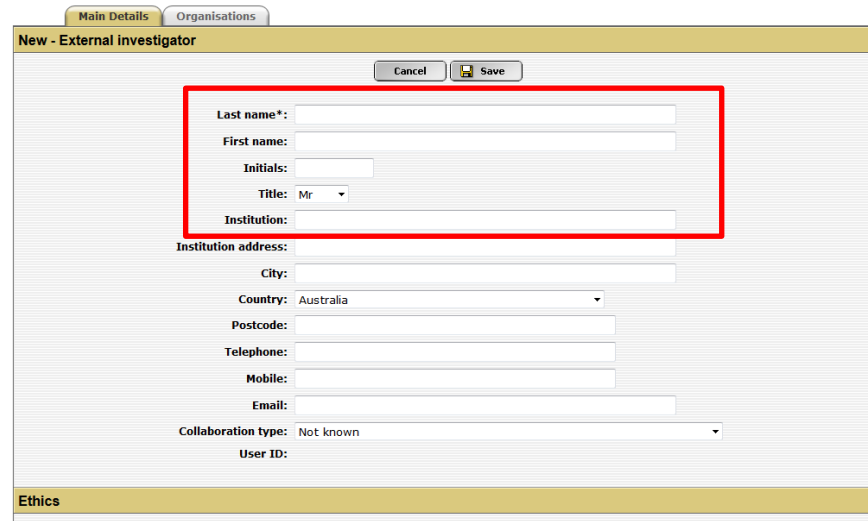
Role: Co-investigator

If your team member is not shown click 'Create'



You can enter as much information as you like but please enter at least the person's **full name** and their **Institution**.

Click **Save**  Save



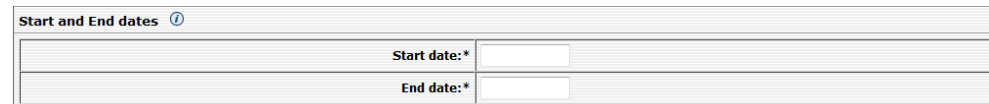
## 2.6 Start and End dates

Enter the requested start and end dates. These are both mandatory fields. The start date cannot predate the submission of the application. Please submit your application more than a month (preferably two months) before your planned starting date. Submission deadlines are available at <https://www.griffith.edu.au/research/research-services/research-ethics-integrity/animal/animal-ethics-applications>

Please note, no animal use may occur until approval has been granted by the Animal Ethics Committee and all animal use must be finished by the end date.

Date format is dd/mm/yyyy. However d/m/yy is accepted also.

Projects can be approved for a maximum period of three years. An extension can be granted for one further year upon request. Further approvals require the submission of a new application.



## 2.7 Standard Operating Procedures

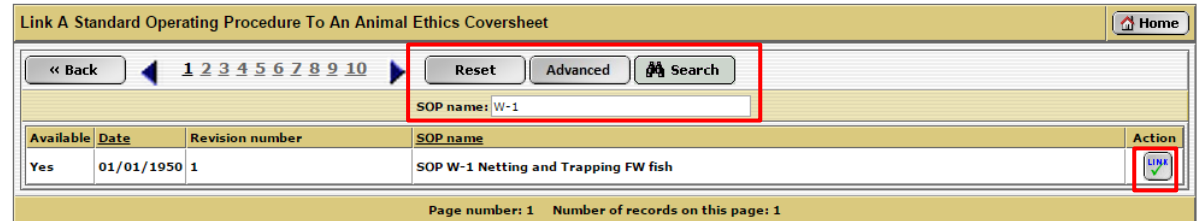
Click Add 


The full list of SOPs will be returned. Find the SOP you wish to add to your application and press Link .

Repeat this process until the correct set of SOPs have been added to your application.

If the SOP you would like to add is not there, you can create your own and upload it to the Document's tab.

Further information about Standard Operating Procedures can be found here: <https://www.griffith.edu.au/research/research-services/research-ethics-integrity/animal/animal-ethics-applications/standard-operating-procedures>






Available	Date	Revision number	SOP name	Action
Yes	01/01/1950	1	SOP W-1 Netting and Trapping FW fish	

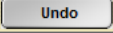
## 3.0 QUESTIONNAIRE TAB

Answer each question in order until the message "Questionnaire has been completed" displays. The questions presented will depend on the answers to previous questions. Answers can be revised at any time, until the application is submitted using the controls described below.


The three icons on the right of the questions do the following:

-  - View the full question and answer
-  - View question and change the answer to this question
-  - Delete this answer

**PLEASE NOTE: If you CHANGE or DELETE an answer you will be taken back to that point of the questionnaire and will lose all answers that you had previously entered after that question.**

 clicking this button will undo just your last answer and you will be asked that question again.



Ref	Question	Answer	Action
1.0	Welcome to Griffith University's	Continue...	  

Select your answer to the question from the Picklist then click 'Next'.

Coversheet Questionnaire Animal Usage Documents Status History Administration

Application Coversheet Questionnaire 1% complete for published version 19

Undo **Next >>** Preview

Does the proposed activity only include the use of animal tissues from a dead animal (e.g. cadavers, tissue samples, bones, fluids, excreta) where the animal was not killed for the collection of these tissues?

Yes  
No  
**Yes**

Answers

Ref	Question	Answer	Action
3.0	Effective alternatives to using live animals must	Proceed to questionnaire	Q P D
2.0	Before completing the Animal Ethics Questionnaire	Continue	Q P D
1.0	Welcome to Griffith University's	Continue...	Q P D

If you press 'Next' without answering a question, the system will require you to provide a response before you may move onto the next question. Go to the picklist and select an answer or type an answer if you are presented with a free text box.

Coversheet Questionnaire Animal Usage Documents Status History Administration

Application Coversheet Questionnaire 1% complete for published version 19

You did not enter a value for Yes / No Answer.

Undo Next >> Preview

Does the proposed activity only include the use of animal tissues from a dead animal (e.g. cadavers, tissue samples, bones, fluids, excreta) where the animal was not killed for the collection of these tissues?

▼

Answers

Ref	Question	Answer	Action
3.0	Effective alternatives to using live animals must	Proceed to questionnaire	Q P D
2.0	Before completing the Animal Ethics Questionnaire	Continue	Q P D
1.0	Welcome to Griffith University's	Continue...	Q P D

#### 4.0 ANIMAL USAGE TAB

Use this tab to specify the type and number of animals requested in the application

- In the **Animal Usage Tab** of an Animal Ethics Application, click


Add  Add

- Select and add values to the fields.

- Click **Save**  Save

Coversheet Questionnaire **Animal Usage** Documents Status History Administration

Animal Usage

 Add

Country	State / Province	Invasiveness	Location	Classification one	Classification two	Common / strain name	Number of animals requested	Anticipated re-use	Action
Australia	Queensland	1. Observation Involving Minor Interference		Birds	Exotic wild	Paradisaeidae, Manucodia	50	0	P D

- Repeat the above steps until all the animals for your application are defined.

Confused about the 'Invasiveness' categories? Refer to the Guidelines for completing an application form available at:

<https://www.griffith.edu.au/research/research-services/research-ethics-integrity/animal/animal-ethics-applications>

Note: 'Death As An Endpoint' only applies in those rare cases where the death of the animal is a planned part of the experimental procedures. **Not** when animals will be humanely killed at the end of a project.

If animals will be housed or used inside a Griffith Animal Facility please specify the location on the **Locations Tab**.

## 5.0 DOCUMENTS TAB

To attach a document to an application

- In the Documents Tab of an Animal Ethics Application, click **Add**
- Add a 'Document description'
- Select a 'Type of document'
- Click **Browse**
- Locate and select a file and click **Open**, this screen will vary depending on the operating system used
- If the file type is not supported an error will be displayed, otherwise click **Upload**

The types of documents that can be uploaded are listed across the top of the code block:




msg, pdf, doc, wav, mp3, xls, tif, tiff, jpg, jpeg, mov, wma, docx, xlsx, rtf file types




**You are required to provide copies of the following documents for review where applicable:**

- Team Member Table
- External Researchers Declaration
- Copies of permits
- Copies of associated UBC /HREC applications and approval notifications
- Any essential papers for reading by the Committee
- A welfare assessment score and judgement sheet tailored appropriately for use during the project if animals are to be held for any period. An example of a laboratory animal monitoring template is available at <https://www.griffith.edu.au/research/research-services/research-ethics-integrity/animal/animal-ethics-applications>. Information regarding how the wellbeing of animals will be monitored and assessed throughout the project, the frequency of monitoring and assessment, the actions to be taken if problems are identified, and the criteria for intervention points and humane endpoints must be included.
- Any Standard Operating Procedures
- Where a Prior Review Application is being submitted, a copy of the full application submitted to the other institution's AEC and the approval issued.

**Please do not provide CVs, grant applications or approvals, PhD proposals or confirmation documents unless requested.**

The three icons on the right of the uploads do the following:

-  - View question and change the answer to this question
-  - View the document that has been uploaded (this will take you to a screen where you can download the document)
-  - Delete this document

Date	Type	Document	File Size	File	Action
17/08/2015	Other	Info sheet	223973	pdf	  

## 6.0 STATUS HISTORY TAB

You are not required to do anything in this tab. This tab allows you to monitor the progress of your application.

**'New'** – Application is in the process of being completed

**'Submitted'** – Application has been submitted but not yet viewed by the Office for Research

**'To be Considered'** – Application will be considered by the Animal Ethics Committee

**'Considered by the AEC'** – Application has been converted to a Protocol and therefore has received at least Provisional Approval. Please note, if provisional approval has been issued you CANNOT commence animal work until a response to the matters communicated with you in the outcome letter have been addressed and you have been issued with an official approval notification that you may commence the protocol.

Date	Time	Status	Created by
03/08/2015	12:06:25	New	Lawson, Marnie

Date	Time	Status	Created by
This coversheet has been submitted			
29/07/2015	13:55:32	Considered - create/update protocol	Lawson, Marnie
29/07/2015	13:02:55	To be Considered	Lawson, Marnie
28/07/2015	15:00:45	Submitted	Clapton, Jayne
28/07/2015	14:49:18	New	Clapton, Jayne

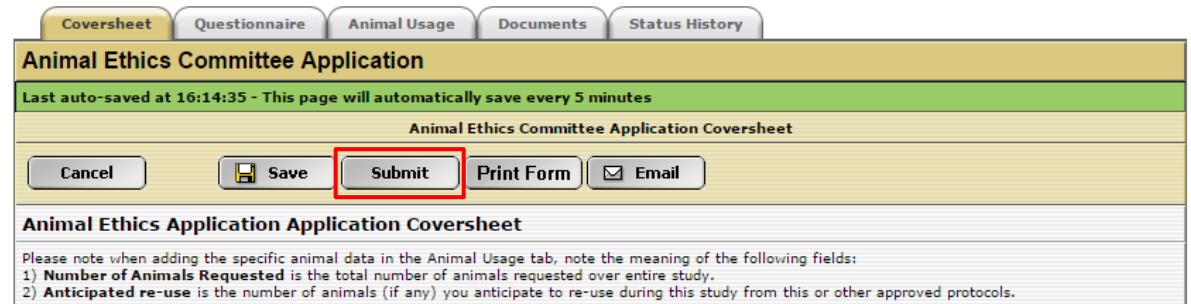
## 7.0 SUBMIT APPLICATION

In order to submit your application, return to the 'Coversheet' Tab

To submit the completed application;

Click the  button

The database will send an email to the listed internal investigators (including the Chief Investigator) to confirm the application has been submitted.



The screenshot shows the 'Animal Ethics Committee Application' interface. At the top, there are tabs for 'Coversheet', 'Questionnaire', 'Animal Usage', 'Documents', and 'Status History'. Below the tabs, the title 'Animal Ethics Committee Application' is displayed. A green bar indicates 'Last auto-saved at 16:14:35 - This page will automatically save every 5 minutes'. Below this, the title 'Animal Ethics Committee Application Coversheet' is shown. A row of buttons includes 'Cancel', 'Save', 'Submit', 'Print Form', and 'Email'. The 'Submit' button is highlighted with a red box. Below the buttons, the title 'Animal Ethics Application Application Coversheet' is displayed. A note states: 'Please note when adding the specific animal data in the Animal Usage tab, note the meaning of the following fields: 1) **Number of Animals Requested** is the total number of animals requested over entire study. 2) **Anticipated re-use** is the number of animals (if any) you anticipate to re-use during this study from this or other approved protocols.'

After an application has been submitted, all listed Internal Investigators will then need to go to their 'My Approvals' Tab on their 'RIMS Researcher Profile' page to approve the submission of the application. (The sign off for any external investigators should have been uploaded to the Documents tab using the **External Researchers Declaration** form available at <https://www.griffith.edu.au/research/research-services/research-ethics-integrity/animal/animal-ethics-applications> prior to the application's submission)

Instructions for how to do this are located in **Section F** of this document.

Once all the listed investigators have approved the application, the Office for Research will assess the nominated **Head of School / Centre Director** and add them to the approver process to also verify the application. Once they have also approved the application it will be forwarded to the Animal Ethics Committee for consideration.

However, if you are aware that the HoS is on leave and/or a Centre Director (not a HoS) or a Deputy Head / Acting Head needs to approve the application submission please contact the Office for Research (373 52069 or [animal-ethics@griffith.edu.au](mailto:animal-ethics@griffith.edu.au)) and advise the name of the alternate approver. The ethics officers will be able to replace the absent staff member with the person acting in the role.

If you have any questions please contact the  
Animal Ethics staff:  
Ph: 373 52069  
[animal-ethics@griffith.edu.au](mailto:animal-ethics@griffith.edu.au)



## Print Coversheet and Questionnaire

As the signing of ethics applications is now conducted via an online workflow, the Office for Research does not require an additional hard copy or pdf version. However if you would like a printed / pdf copy for your own records follow these steps:

- Return to the **Coversheet** Tab
- Click **Print Form**

Coversheet Questionnaire Documents Status History

### Proportional Review Application Form

Last auto-saved at 14:07:39 - This page will automatically save every 5 minutes

Griffith University has expedited proportional ethical review arrangements where the application and review processes are proportional to the risks and sensitivities of a project.

Cancel Save Submit **Print Form**


Protocol Title ⓘ

Protocol title: How to submit a Research Ethics Application

**Chief investigator instructions**






HDR students cannot be the chief investigator

Chief Investigator Details

- Click on the magnifying glass 

Templates

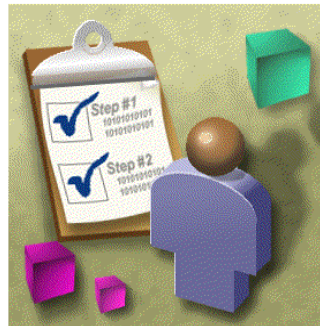
Continue

Report name	External reporting services	Action
Animal Ethics External Researchers Approval Form	No	
Application Coversheet Form	No	
Report Coversheet Form	No	
Response Coversheet Form	No	
Variation Coversheet Form	No	

- Click (1), this will download the document to your default download location e.g. a Download folder on your computer, or your desktop. We cannot help you find this document but it will be named "TMP....." and several digits e.g. TMP621247102015724141141.doc
- Click (2) to return to the 'Coversheet' tab

The document will look like the image on the far right.

[\(1\) Click this link to open your document](#)  
[You may also right click and Save target to your hard drive](#)



[\(2\) Click this link to return to your coversheet](#)

**GRIFFITH UNIVERSITY**  
**ANIMAL ETHICS COMMITTEE APPLICATION**

**Project Title:** Testing of Animal Ethics

**Element:** School of Humanities, Arts, Education & Law Group

**Chief Investigator:** Mr Jesse Jones

**Investigators:** Jones Jesse; Kaur Jassie;

**Email:** jesse.jones@griffith.edu.au; j.kaur@griffith.edu.au;

**Duration of project / animal use**

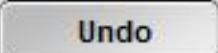

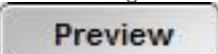
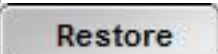

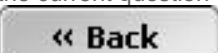
**Date From:** 01/01/0000 **Date to:** 01/01/0000

**Attached Documents:** 03/09/2015 Licence Test Document Title




## 8.0 OTHER INFORMATION – RIMS FUNCTIONS

### 8.1 Common controls

The following navigation controls are available when answering the questionnaire:

- : deletes the last answer and presents the question before that with the answer removed
- : move to the next answer, the current question must be answered or an error message will display
- : open a new screen which displays the questions in the order they were presented and with no truncation of questions or answers
- : restore a previously deleted answer to the current question. This button is only displayed where an answer to the current question has been deleted
- : Displayed when viewing a question answer, clicking returns the user to the current question
- : Return to the coversheet from Preview mode

The following controls are available beside each question answer:

- : view questions, opens the question and answer in the current question pane with neither question nor answer truncated. The answer cannot be changed on this screen
- : edit the question. Edit the answer to the relevant question. Depending on the question type and new answer the question logic may result in some questions being re-presented or a new set of questions being presented. The user is warned that this will happen but the deleted answers are available through the restore functionality
- : Delete the answer to the relevant question. Depending on the question type and new answer the question logic may result in some questions being re-presented or a new set of questions being presented. The user is warned that this will happen but the deleted answers are available through the restore functionality

### 8.2 Question types - There are three question types displayed when answering a questionnaire:

**Memo:** free text is used to answer the question, text must be entered before moving to the next question

Undo Next » Preview

Please state the scientific or educational aims clearly and if appropriate, include an outline of how the project relates to an overall program of work. Avoid the use of technical language (to assist the comprehension of our expert but lay members). Please limit your response to 250 words. Include any essential reference citations here. Remember to upload all essential papers to the Documents tab for reading by the Committee.

**Picklist:** A drop down box with a set of possible values, only one of which can be selected. Not selected is the default answer and must be updated before moving to the next question

Undo Next » Preview

What type of application is this? If multiple apply, please contact [animal-ethics@griffith.edu.au](mailto:animal-ethics@griffith.edu.au) ⓘ

Experimental (lab based) (research or teaching) ▼

**Yes / No:** the value Yes or No must be selected. Not selected is the default answer, Yes or No must be selected to proceed

Undo

Next »

Preview

Does the proposed activity only include the use of animal tissues from a dead animal (e.g. cadavers, tissue samples, bones, fluids, excreta) where the animal was not killed for the collection of these tissues?

No ▼

### 8.3 Preview mode

To preview the questionnaire answers click

Preview

Preview, this button can be clicked at any time.

Preview mode will display only the questions currently displayed in the main questionnaire screen, i.e. not questions not yet answered or deleted

Preview

« Back

1 -

Welcome to Griffith University's Animal Ethics Application Questionnaire. In this questionnaire, you will be guided through a series of questions to allow the Animal Ethics Committee to assess your application.

Please note that there is a limit of 15 minutes to complete each question. If this time is exceeded your answer may not be saved by the system. It is recommended that you prepare long answers outside of RIMS and paste your responses into the questionnaire.

If you choose to edit your response to a previous question, please note that your responses to subsequent questions will be deleted. The restore button can be used to bring back your subsequent answers if this occurs, however only your first answer submitted for each question will be preserved. To ensure that your most recent responses are available to you, use the 'print form' button on the coversheet tab to produce a word document containing all information entered into the application. Save this file as a reference each time you change your responses.

For further information regarding application submissions, please consult the [animal ethics website](#) or contact the ethics team.

If you experience any technical difficulties, please contact the INS RIMS support team at: [eisassist@griffith.edu.au](mailto:eisassist@griffith.edu.au) or 07 373 55444.

Continue...

2 - Before completing the Animal Ethics Questionnaire please refer to the Australian code for the care and use of animals for scientific purposes ([Code](#)) and all other Acts and Guidelines applicable to your proposed research, such as:

Animal Care and Protection Act (2001)(QLD)

[NHMRC Guidelines](#)

The University is registered to use live animals for scientific purposes including teaching. If a project is conducted by Griffith University staff or students at another institution independent approvals from each AEC must be obtained. AEC approved Standard Operating Procedures are available [here](#)

Continue

## 9.0 ACCESSING PREVIOUS SUBMISSIONS

### 9.1 Current Coversheets:

When you first submit an application it is entered as a 'Coversheet'. The screen pictured on the right lists each Coversheet you have created. If the Coversheet is highlighted in green it has been submitted. If the listed Coversheet is white it is still 'New' and must be submitted for the Office for Research for the review process to commence.

Once a Coversheet is highlighted in green, it cannot be added to or modified.



To view any of your Coversheets (submitted and new)

- Click on 'Researcher Profile' in the red banner at the top of the screen.
- Click the 'Animal Ethics' Tab

ID	Status	Template	Title	Action
RAD01x953	Considered by the AEC	Main Migration	...	[Pencil icon]
RAD01x952	Considered by the AEC	Main Migration	...	[Pencil icon]
RAD01x951	Considered by the AEC	Main Migration	...	[Pencil icon]
RAD01x950	Considered by the AEC	Main Migration	...	[Pencil icon]
RAD01x949	Considered by the AEC	Main Migration	...	[Pencil icon]
RAD01x948	Considered by the AEC	Main Migration	...	[Pencil icon]
RAD01x947	Considered by the AEC	Main Migration	...	[Pencil icon]
RAD01x946	Considered by the AEC	Main Migration	...	[Pencil icon]
RAD01x945	Considered by the AEC	Main Migration	...	[Pencil icon]
RAD01x944	Considered by the AEC	Main Migration	...	[Pencil icon]
RAD01x943	Considered by the AEC	Main Migration	...	[Pencil icon]
RAD01x942	Considered by the AEC	Main Migration	...	[Pencil icon]
RAD01x941	Considered by the AEC	Main Migration	...	[Pencil icon]

### 9.2 Current Protocols:

Once the AEC has considered an application, if an approval status of either Full Approval, Conditional Approval or Provisional Approval is issued, the Coversheet will then become a 'Protocol' and can be found on the screen pictured on the right:

- Click on 'Researcher Profile' in the red banner at the top of the screen.
- Click on the 'Animal Ethics' Tab.
- Change the dropdown to 'protocols'
- Press the **Search** button 
- By clicking on the  in the right hand column you can re view the Protocol.

Protocol Number	Type	Title	First-named Investigator	Action
Not selected	Expedited Ethical Review	How to submit an application for Ethical Approval of Animal Research.		[Pencil icon]

Click through each Tab to review the protocol, to return to the search screen go back to the 'Main Details' Tab and click 'Cancel' to return to the list page.

If the application was not approved by the AEC and a resubmission is required, your application will be set at 'New' status and will be available to the applicants for further editing.

The 'Coversheet' Tab lists which Coversheets have been submitted - i.e. the original application, any Variation Requests, Annual or Final Reports.

Template	Type	Status	Created	Action
Animal Ethics Committee Application		Considered by the AEC	13/08/2015	


## B) RESUBMIT APPLICATION/VARIATION/REPORT REQUEST

If an application/variation/report you're listed on as an investigator has been considered and you've been asked to resubmit, the application's/variation's/Report's status will change to **Resubmit**. Your submission is now unlocked for you to edit and submit again.

Any questions/comments from the Committee will be communicated via email to the listed investigators at the same time as the record is unlocked. Please upload a cover letter to the Documents Tab describing the changes you have made to the resubmitted application/variation/report.

To find the unlocked coversheet log into RIMS, click on the **Researcher Profile** link in the top right corner of the page.



Then click on the **Animal Ethics** tab.



To edit the unlocked coversheet, click on the  button.  
 Note: If the coversheet is recommended for resubmission by the AEC, the status will be 'Resubmit'. If the coversheet is 'New' instead the submission has been unsubmitted by the Office for Research

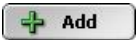

ID	Status	Form	CI	CI department	Title	Action
3	Resubmit	Animal Ethics Committee Application	Jones, Jesse	Information Services	-Protocol Title-	

On the **Coversheet** tab edit the following fields as necessary:



**Protocol Title** – Edit the text here only if requested by the Committee.

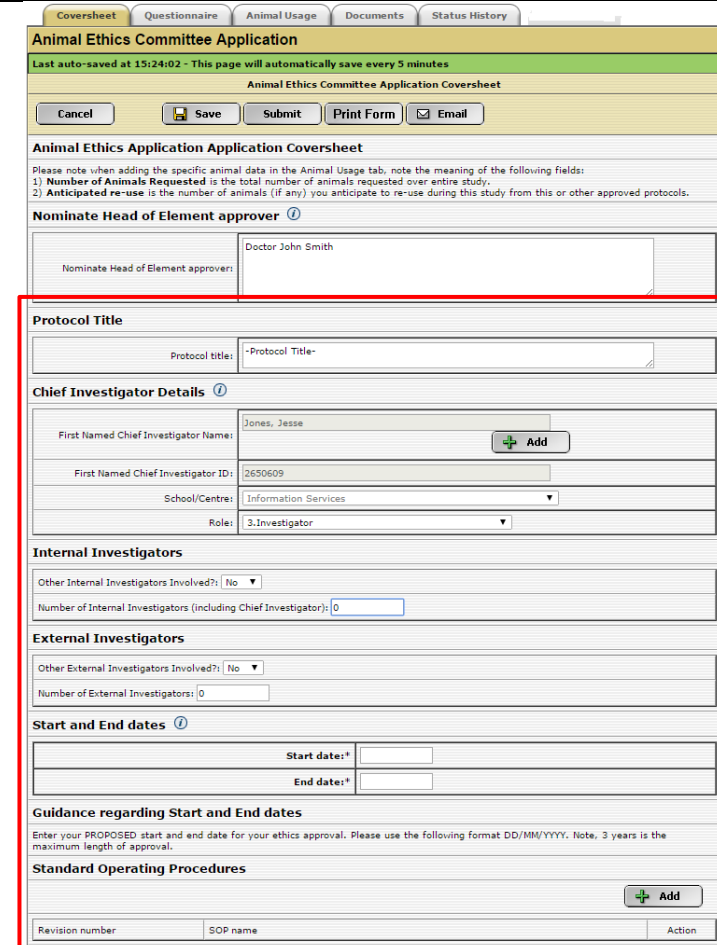
**Chief Investigator Details** – Click the  button, search by surname or staff/student number without the 's' (i.e. 0123456) . Link the person in your search result by press  button. Then select the role of the Chief Investigator from the dropdown.

**Internal Investigators** – If the 'Other Internal Investigators Involved' dropdown is selected 'No', change it to 'Yes' and press the  button that then displays. Search by surname or staff/student number without the 's' (i.e. 0123456) . Link the person in your search result by press  button. Then select the role of the internal investigator from the dropdown. Ensure that either the Chief Investigator or one of the Internal Investigators has the role of 'Responsible Investigator' selected from the drop down box.

**External Investigators** – If the 'Other External Investigators Involved' dropdown is selected 'No', change it to 'Yes' and press the  button that then displays. Search by surname and link the person in your search result by press  button. Then select the role of the external investigator from the dropdown.

**Start and End dates** – Edit the dates as necessary with the format dd/mm/yyyy.

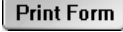
**Standard Operating Procedures** – Click the  button and then press the  button of the SOP you wish to add. If your SOP is not there, you can create your own and submit it for review at the same time you lodge your application.



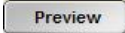



The screenshot shows the 'Animal Ethics Committee Application' coversheet. At the top, there are tabs for 'Coversheet', 'Questionnaire', 'Animal Usage', 'Documents', and 'Status History'. Below the tabs, the title 'Animal Ethics Committee Application' is displayed, followed by a green bar indicating 'Last auto-saved at 15:24:02 - This page will automatically save every 5 minutes'. The main heading is 'Animal Ethics Committee Application Coversheet'. There are buttons for 'Cancel', 'Save', 'Submit', 'Print Form', and 'Email'. Below this, there is a section for 'Animal Ethics Application Application Coversheet' with a note about adding animal data and a 'Nominate Head of Element approver' field with 'Doctor John Smith' entered. The red box highlights the following sections: 'Protocol Title' (with a dropdown for 'Protocol title'), 'Chief Investigator Details' (with fields for 'First Named Chief Investigator Name' (Jones, Jesse), 'First Named Chief Investigator ID' (2650609), 'School/Centre' (Information Services), and 'Role' (2. Investigator)), 'Internal Investigators' (with 'Other Internal Investigators Involved?' set to 'No' and 'Number of Internal Investigators' set to 0), 'External Investigators' (with 'Other External Investigators Involved?' set to 'No' and 'Number of External Investigators' set to 0), and 'Start and End dates' (with 'Start date:' and 'End date:' fields). Below these is a 'Guidance regarding Start and End dates' section and a 'Standard Operating Procedures' section with an 'Add' button and a table with columns for 'Revision number', 'SOP name', and 'Action'.




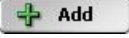


**Important:** It is highly recommended that before you edit any information in the Questionnaire Tab that you first click on the

**Coversheet** Tab, press the  button and download a copy of the form that corresponds with the type of coversheet you are editing. This will preserve a copy of your questions and answers. Editing questions can result in subsequent questions being deleted. Having a saved copy of your earlier responses in the Questionnaire Tab can improve the process of resubmitting the Coversheet with a completed questionnaire.

To edit the questionnaire use the following actions.

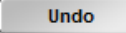
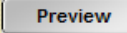
- To view all the questions and answers in full, press the  button.
- To view an individual question and answer, press the  button.
- To edit an answer, press the  button. **Note:** that editing an answer to a question that is not a textbox may remove subsequent questions and answers, as your new answer may alter the future questions that will be asked in the questionnaire.
- To delete an answer, press the  button. **Note:** All subsequent questions and answers after the deleted question will also be deleted.

Click on the **Animal Usage** Tab.

- To add additional animals, click on the  button and fill out all the listed fields. If the animals are to be used in Laboratory research, then click on the **Locations** Tab, press the  button and press the  button on one of the listed Griffith Animal Facilities.
- To edit already added animals, click on the  button and edit the listed information accordingly.
















**Coversheet** **Questionnaire** **Animal Usage** **Documents** **Status History** **Administration**

**Application Coversheet Questionnaire for published version 18**

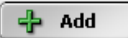
**Questionnaire has been completed**



**Answers**

Ref	Question	Answer	Action
6.0	No animal ethics application is currently required	Continue...	  
4.0	1- Does the proposed activity <u>only</u> include	Yes	  
3.0	Please note, effective alternatives to using live	Proceed to questionnaire	  
2.0	Before completing the Animal Ethics Questionnaire	Continue	  
1.0	Welcome to Griffith University's	Continue...	  

**Coversheet** **Questionnaire** **Animal Usage** **Documents** **Status History** **Administration**


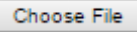



**Animal Usage**

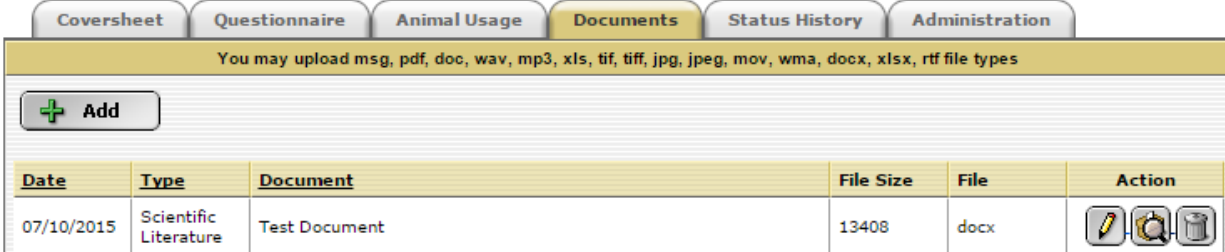





Country	State / Province	Invasiveness	Location	Classification one	Classification two	Common/strain name	Number of animals requested	Anticipated re-use	Action
Australia	Queensland	1. Observation Involving Minor Interference		Aquatic animals	Fish	yellow yellow	100	0	 

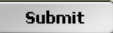


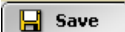
Click on the **Documents** Tab.

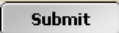
- To add a new document, click on the  button.
  - Describe the document in the **Document description** field.
  - Click the  button to find a file to upload.
  - Select a value in **Type of document** dropdown.
- To view an already uploaded document, click the  button and press the text '(1) Click this link to open your document'
- To delete an attached document, press the  button and click the  button when prompted.

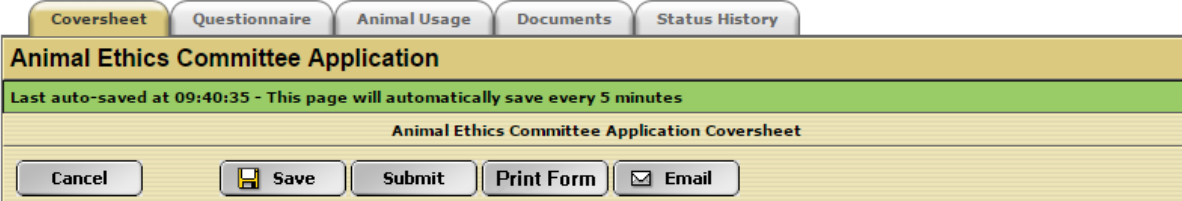


Date	Type	Document	File Size	File	Action
07/10/2015	Scientific Literature	Test Document	13408	docx	  

Once you've made all the necessary changes to your coversheet, click on the **Coversheet** tab and press the  button.

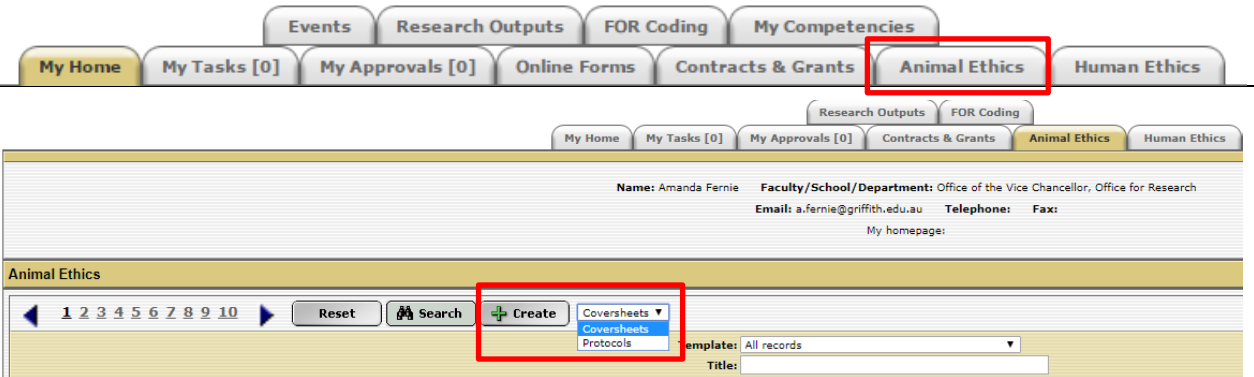
Alternatively, if you wish to save your changes without submitting, you can press the  button at any time and come back to your coversheet later.

Once the  button has been pressed, the Chief Investigator will be prompted by email to review and approve the submission (if it is an application), then all other internal investigators listed on the Coversheet will be also prompted to review and approve the submission. Once all team members have approved the submission a request will go to the Head of School/Centre Director.



## C) VARIATION REQUEST

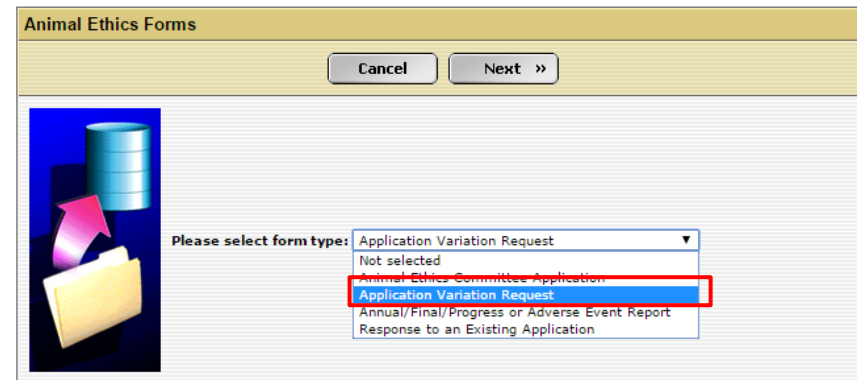
To access the Animal Ethics module select the Animal Ethics Tab from the Researcher Profile landing page in RIMS



Begin a variation request by selecting 'Coversheets' in the in the Picklist and clicking on the **Create**  button.

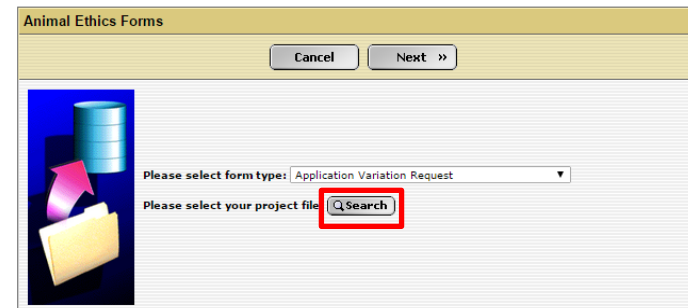
Select "**Application Variation Request**" from the picklist.

Then, click on the **Next >>** button



You will then need to select the approved protocol you wish to make the variation/amendment to:

Click **Search** 



Enter the protocol details into the search fields and click 'Search'

Click the **Link**  button to choose the protocol


Link A Coversheet To An Animal Ethics Protocol Home

ID	Protocol number	Type	Protocol status	Title	Chief Investigator	CI's Department	Action
954		Animal expedited review	New	How to submit an application for Ethical Approval of Animal Research.			<input type="button" value="Link"/>

Page number: 1 Number of records on this page: 1

Then click on the **Next**  button

Animal Ethics Forms



Please select form type:

Please select your project file:

How to submit an application for Ethical Approval of Animal Research.

### Coversheet Tab

Note the form name is 'Application Variation Request', and there is a note 'This coversheet is a modification to protocol number 954'. Hence, you are creating a new Variation 'Coversheet', not making changes to the protocol itself. The changes will be made to the protocol by the ethics reviewers once the variation is approved.

Changes can be made to any of the fields in the 'Coversheet' Tab.

Refer to **Section 1** instructions in this document if you wish to amend / add any details to the Coversheet Tab.

**Application Variation Request**

Last auto-saved at 16:55:22 - This page will automatically save every 5 minutes

Use this Variation Coversheet and associated tabs to request minor changes to methods or types of animals specified in your approved project, to request an extension or to add or remove project team members.

This coversheet is a modification to protocol number 954

**When not to use this application coversheet?**

Variations that will involve significant changes to protocols, an increase in animal numbers or are a request to extend a project for more than one year must be submitted as a new application.

**Note:**

Please modify the automatically generated coversheet fields below to reflect any requested changes. Please amend animal details on the Animal Usage tab as appropriate and complete the questionnaire before hitting submit.

**Nominate Head of Element approver**

Nominate Head of Element approver:

**Chief Investigator Details**

### Questionnaire Tab

Then click on the 'Questionnaire' Tab to provide details of the variation request:

Answer the questions in the fields provided, if the answer is no, enter 'No' into the free text box then click 'Next'.  
Once all questions are answered you will see the message "Questionnaire has been completed"

Even if you have made changes in the Coversheet e.g. addition or removal of team members, extension, please ensure you describe all the change/s made in the questionnaire also.

### Animal Usage Tab

Go to the 'Animal Usage' Tab and edit any animals that you have added or Add new animals.

Country	State / Province	Invasiveness	Location	Classification one	Classification two	Common/strain name	Number of animals requested	Anticipated re-use	Action
Australia	Queensland	1. Observation Involving Minor Interference		Birds	Native wild	Yellow Tail	50	0	

### Documents Tab

Go to the 'Documents' Tab and upload any documents that have been changed because of the variation, e.g. the recruitment script, Information Sheet, Consent Form, Questionnaire. **Do not** upload documents if they have not been changed.

The process to add documents is the same as submitting the original 'Coversheet', refer to 4.0 above.

### Print Form

Once again, if you wish to print a copy of your Variation Coversheet Go to the 'Coversheet' Tab, Click **Print**,  
on the 'Templates' page click on the magnifying glass next to 'Variation Coversheet Form'

Report name	External reporting services	Action
Animal Ethics External Researchers Approval Form	No	
Application Coversheet Form	No	
Report Coversheet Form	No	
Response Coversheet Form	No	
Variation Coversheet Form	No	

### Submit Variation


Return to the 'Coversheet' Tab  
Click 'Submit'

Coversheet Questionnaire Animal Usage Documents Status History

### Application Variation Request

Last auto-saved at 17:16:27 - This page will automatically save every 5 minutes

Use this Variation Coversheet and associated tabs to request minor changes to methods or types of animals specified in your approved project, to request an extension or to add or remove project team members.

This coversheet is a modification to protocol number 954 

#### When not to use this application coversheet?

Variations that will involve significant changes to protocols, an increase in animal numbers or are a request to extend a project for more than one year must be submitted as a new application.

**Note:**

Please modify the automatically generated coversheet fields below to reflect any requested changes. Please amend animal details on the Animal Usage tab as appropriate and complete the questionnaire before hitting submit.

#### Nominate Head of Element approver

Nominate Head of Element approver:	<input type="text"/>
------------------------------------	----------------------

## D) ANNUAL / FINAL REPORT / PROGRESS OR ADVERSE EVENT FORM

To access the Animal Ethics module select the **Animal Ethics** Tab from the Researcher Profile landing page in RIMS

The screenshot shows the RIMS Researcher Profile landing page. The 'Animal Ethics' tab is highlighted with a red box. Below the navigation tabs, the user's profile information is displayed: Name: Jesse Jones, Faculty/School/Department: An Unassigned Group, An Unassigned Department, Email: rims@griffith.edu.au, Telephone: , Fax: , My homepage: . Below this, the 'Animal Ethics' section is visible, featuring a '+ Create' button and a dropdown menu with 'Coversheets' and 'Protocols' options. The '+ Create' button and the dropdown menu are also highlighted with a red box. Below the dropdown menu, there is a 'Template: All records' field and a 'Title:' field. At the bottom, there is a table with columns: ID, Status, Form, CI, CI department, Title, and Action. The page number is 1 and the number of records on this page is 0.

Begin a report by selecting '**Coversheets**' in the in the Picklist and clicking on the **Create**  button.


Select "**Annual/Final/ Progress or Adverse Event Report**" from the picklist.

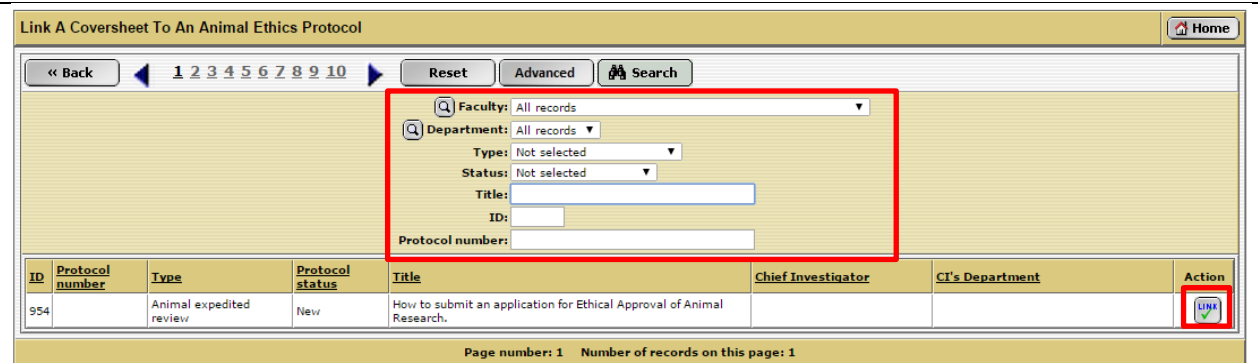
Then click on the **Next**  button


The screenshot shows the 'Animal Ethics Forms' selection screen. At the top, there are 'Cancel' and 'Next >>' buttons. Below this, there is a graphic of a folder and a database cylinder. The main area contains the text 'Please select form type:' followed by a dropdown menu. The dropdown menu is open, showing the following options: 'Annual/Final/Progress or Adverse Event Report', 'Not selected', 'Animal Ethics Committee Application', 'Application Variation Request', 'Annual/Final/Progress or Adverse Event Report', and 'Response to an Existing Application'. The 'Annual/Final/Progress or Adverse Event Report' option is highlighted with a red box.

As with the Variation Request you must link the report to the appropriate approved protocol.

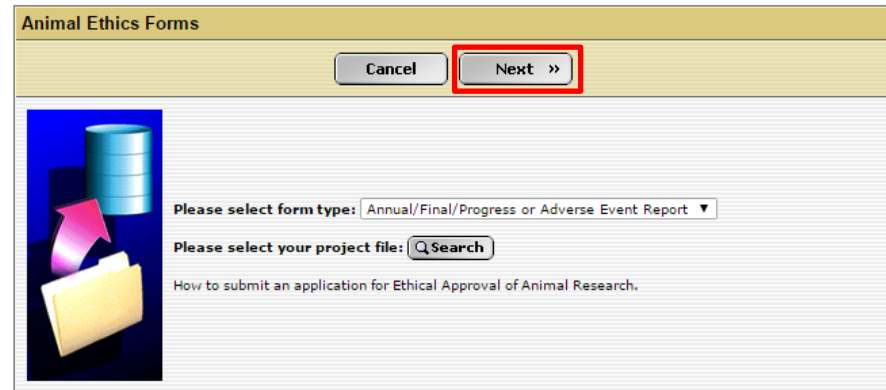
Search for and choose the protocol you wish to submit the report for by entering the protocol details into the search fields and click 'Search'

Click the  button to choose the protocol





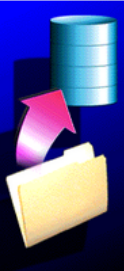

ID	Protocol number	Type	Protocol status	Title	Chief Investigator	CI's Department	Action
954		Animal expedited review	New	How to submit an application for Ethical Approval of Animal Research.			

Click **Next** 



**Animal Ethics Forms**

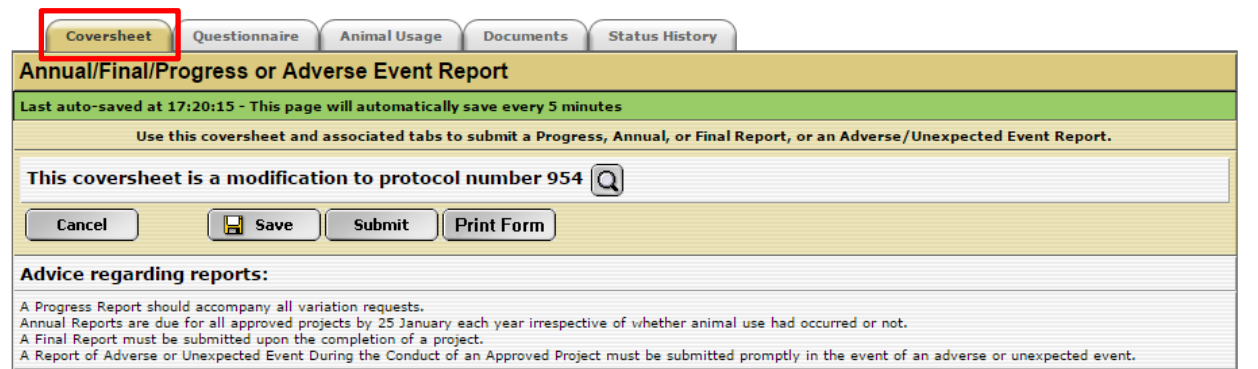
Please select form type:

Please select your project file:

How to submit an application for Ethical Approval of Animal Research.

**Coversheet Tab**

Nothing is required in the Coversheet Tab, however there is a section of text on this Tab which provides advice on the use of the form.



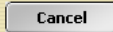
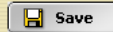
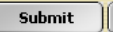
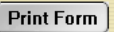
**Coversheet** Questionnaire Animal Usage Documents Status History

**Annual/Final/Progress or Adverse Event Report**

Last auto-saved at 17:20:15 - This page will automatically save every 5 minutes

Use this coversheet and associated tabs to submit a Progress, Annual, or Final Report, or an Adverse/Unexpected Event Report.

This coversheet is a modification to protocol number 954

**Advice regarding reports:**

A Progress Report should accompany all variation requests.  
 Annual Reports are due for all approved projects by 25 January each year irrespective of whether animal use had occurred or not.  
 A Final Report must be submitted upon the completion of a project.  
 A Report of Adverse or Unexpected Event During the Conduct of an Approved Project must be submitted promptly in the event of an adverse or unexpected event.

**Questionnaire Tab**

Enter your response to the questions in the free text field provided.

Click 'Next' to continue to the next question.

Coversheet **Questionnaire** Animal Usage Documents Status History

Monitoring Coversheet Questionnaire 0% complete for published version 7

Undo Next >> Preview

Please specify the type of report you wish to submit

Not selected  
 Not selected  
 Progress, Annual or Final Report  
 Adverse or Unexpected Event

Answers

Ref	Question	Answer	Action
-----	----------	--------	--------

### Animal Usage Tab

Please complete the Animal Usage – Years details within the Animal Usage tab following the guidance provided below carefully:

- In the 'Year' field, please enter the year for the reporting period (For example, if completing an annual report for 2016 in January 2017, please enter 2016 here).
- In the 'Date' field, please enter today's date in the format of dd/mm/yyyy.
- At 'Report Type' Please select the type of report you are submitting
- At 'Animals used and to be used the following year' Please specify the number of animals that were used in the calendar year for which you are reporting that will also be used in the following year (for example, if your experiment with 5 mice runs from 15 November 2015 to 15 January 2016, '5' should be entered here)
- At 'Total used this year' Please specify the total number of animals used in the calendar year for which you are reporting. If no animal use occurred '0' (zero) must be entered here to allow accurate reporting to the state government. Ensure to also include the animals counted in the box above in your count.

Coversheet Questionnaire **Animal Usage** Documents Status History

**Animal Usage**

Country	Jurisdiction	Invasiveness	Classification one	Classification two	Common/strain name	Approved	Animals used and to be used the following year	Total used this year	Action
Australia	Queensland	1. Observation Involving Minor Interference	Birds	Native wild	Yellow Tail	0	0	0	

Country: Australia Jurisdiction: Queensland Invasiveness: 1. Observation Involving Minor Interference  
 Classification one: Birds Classification two: Native wild Classification three: Adult  
 Common/strain name: Yellow Tail

**Animal Usage - Years**

Cancel Save

Year:

Date:

Report type: Not Specified

Animals used and to be used the following year:

Total used this year:

**Animal Usage History**

Year	Report	Date	Animals used and to be used the following year	Total used this year	Submit date	Person
------	--------	------	--	----------------------	-------------	--------



### Documents Tab

If you would like to attach any additional documentation, such as a summary of research results or papers that are outcomes of this approval or provide samples of completed animal monitoring records, please upload these within the Documents Tab.

The screenshot shows a web interface for uploading a new document. At the top, there is a yellow header bar with the text "New - Document". Below this is another yellow bar with a warning: "Please note that uploading large documents e.g. > 8mb will take between 5 and 10 minutes". The main area contains a "Cancel" button and an "Upload" button with a document icon. Below these are three input fields: "Document description\*" with a text box, "File to upload (.pdf .doc)\*:" with a "Choose File" button and the text "No file chosen", and "Type of document\*:" with a dropdown menu currently set to "Not selected".

Return to the 'Coversheet' Tab and click 'Submit'.

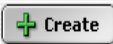
The screenshot shows a web interface for submitting a report. At the top, there are five tabs: "Coversheet", "Questionnaire", "Animal Usage", "Documents", and "Status History". The "Coversheet" tab is active. Below the tabs is a yellow header bar with the title "Annual/Final/Progress or Adverse Event Report". A green bar below the header contains the text "Last auto-saved at 17:25:08 - This page will automatically save every 5 minutes". Below this is a yellow bar with the instruction: "Use this coversheet and associated tabs to submit a Progress, Annual, or Final Report, or an Adverse/Unexpected Event Report." A text box below contains the text "This coversheet is a modification to protocol number 954" followed by a magnifying glass icon. Below the text box are four buttons: "Cancel", "Save" (with a document icon), "Submit" (highlighted with a red box), and "Print Form". At the bottom, there is a section titled "Advice regarding reports:" with the following text: "A Progress Report should accompany all variation requests. Annual Reports are due for all approved projects by 25 January each year irrespective of whether animal use had occurred or not. A Final Report must be submitted upon the completion of a project. A Report of Adverse or Unexpected Event During the Conduct of an Approved Project must be submitted promptly in the event of an adverse or unexpected event."

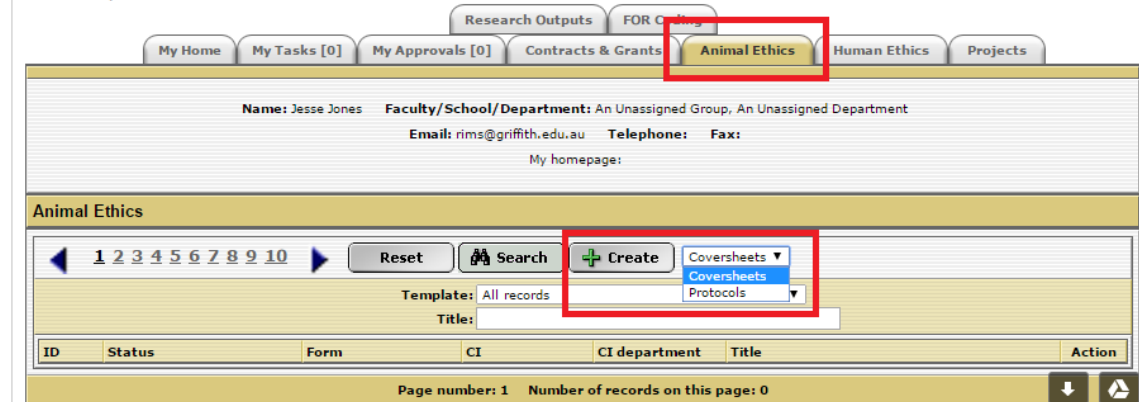
## E) RESPONSE TO COMMITTEE QUESTIONS

In cases where the Animal Ethics Committee have requested further information regarding an application or variation, applicants use the Response Coversheet to submit responses to the Committee.

To access the Animal Ethics module select the **Animal Ethics** Tab from the Researcher Profile landing page in RIMS

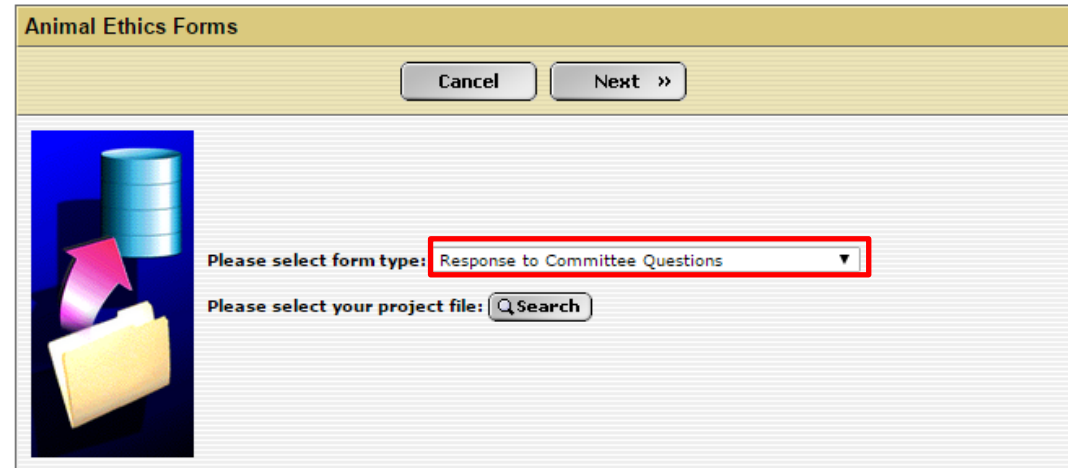


Begin a Response to Committee Questions by selecting 'Coversheets' in the in the Picklist and clicking on the **Create**  button.




Select "**Response to Committee Questions**" from the picklist.

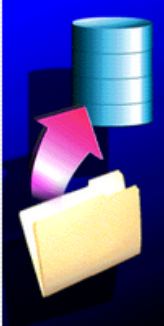
Then click on the **Next**  button



As with the Variation Request, you must link the Response to Committee Questions coversheet to the appropriate protocol.


Search for and choose the protocol you wish to submit the response coversheet for by clicking **Search**,  then entering the protocol details into the search fields and click 'Search'

**Animal Ethics Forms**



Please select form type:

Please select your project file:

Click the **Link**  button to choose the protocol

**Link A Coversheet To An Animal Ethics Protocol**

Faculty:

Department:

Type:

Status:

Title:

ID:


Protocol number:

ID	Protocol number	Type	Protocol status	Title	Chief Investigator	CI's Department	Action
954		Animal expedited review	New	How to submit an application for Ethical Approval of Animal Research.			<input type="button" value="Link"/>

Page number: 1 Number of records on this page: 1

Click **Next**

**Animal Ethics Forms**



Please select form type:

Please select your project file:

How to submit an application for Ethical Approval of Animal Research

**Coversheet Tab**

Copy the conditions and questions that were emailed to you by the Office for Research on behalf of the Animal Ethics Committee, into the 'Responses to the AEC's questions and comments' field.

**Documents Tab**

You can upload any amended methods or procedures or any supporting documentation to the Documents Tab.

Return to the 'Coversheet' Tab and click 'Submit'.

The screenshot shows the 'Response to Committee Questions' form. At the top, there are four tabs: 'Coversheet', 'Documents', 'Status History', and 'Administration'. The 'Coversheet' tab is highlighted with a red box. Below the tabs, the form title is 'Response to Committee Questions'. A green banner indicates 'Last auto-saved at 11:18:23 - This page will automatically save every 5 minutes'. A yellow banner says 'Please use this form to respond to committee comments and requirements.' Below this is a text input field containing 'This coversheet is a modification to protocol number 957' with a search icon. A row of buttons includes 'Cancel', 'Save', 'Submit', 'Print Form', and 'Email'. The 'Submit' button is highlighted with a red box. Below the buttons, the section 'Response to Existing Application' contains a paragraph of instructions. The section 'Responses to the AEC's questions and comments:' features a large text area with the placeholder text 'Responses to the AEC's questions and comments:'. Below this is a 'New - Document' section with a yellow banner: 'Please note that uploading large documents e.g. > 8mb will take between 5 and 10 minutes'. It includes 'Cancel' and 'Upload' buttons, a 'Document description\*' field, a 'File to upload (.pdf .doc)\*:' field with a 'Choose File' button and 'No file chosen' text, and a 'Type of document\*' dropdown menu set to 'Not selected'.

## F) INTERNAL INVESTIGATOR / HEAD OF SCHOOL REVIEW OF ETHICS APPLICATION

Every ethics Application must be approved by all Internal Investigators listed on the application **and** the relevant Head of School or Centre Director in RIMS. However, Variations, Reports and Response Coversheets do not go through this approval process.

To review a submitted ethics application:  
Click on 'Researcher Profile' in the red banner.  
Click on 'My Approvals'

Source	ID	Status	Template	Type	Title	Action
Grant	22	Submitted	OR- Research Grant Application Coversheet	On-line form	approval path test 2	
Grant	1	Submitted	OR- Research Grant Application Coversheet	On-line form	coversheet submit email test	
Animal	1	Considered by the AEC	Animal Ethics Committee Application	On-line form	How to submit an application for Ethical Approval of Animal Research.	

**Note:** This tab may have a number in its description (e.g. [1]) which is indicative of the amount of outstanding approvals in your queue.

Above the list of outstanding approvals are four filters (Total, Animal, Human, and Grants). Because this document is exclusively handling Animal approvals, click on the **Animal** filter.

Click on the **Pencil** button to open an approval task.

Source	ID	Status	Template	Type	Title	Action
Animal	1	Considered by the AEC	Animal Ethics Committee Application	On-line form	How to submit an application for Ethical Approval of Animal Research.	

Approval **Coversheet** Questionnaire Animal Usage Documents Status History

### Animal Ethics Committee Application

This coversheet has been submitted

Animal Ethics Committee Application Coversheet

This coversheet is a modification to protocol number 954

#### Animal Ethics Application Application Coversheet

Please note when adding the specific animal data in the Animal Usage tab, note the meaning of the following fields:  
 1) **Number of Animals Requested** is the total number of animals requested over entire study.  
 2) **Anticipated re-use** is the number of animals (if any) you anticipate to re-use during this study from this or other approved protocols.

**Nominate Head of Element approver**

Nominate Head of Element approver:

Approval Coversheet **Questionnaire** Animal Usage Documents Status History

Application Coversheet Questionnaire 100% complete for published version 19

This tab is read-only

Questionnaire has been completed

Answers

Ref	Question	Answer	Action
6.0	No animal ethics application is currently required	Continue...	
4.0	Does the proposed activity <u>only</u> include the	Yes	
3.0	Effective alternatives to using live animals must	Proceed to questionnaire	
2.0	Before completing the Animal Ethics Questionnaire	Continue	
1.0	Welcome to Griffith University's	Continue...	

**Preview**

This coversheet has been submitted

1 -  
 Welcome to Griffith University's Animal Ethics Application Questionnaire. In this questionnaire, you will be guided through a series of questions to allow the Animal Ethics Committee to assess your application.

Please note that there is a limit of 15 minutes to complete each question. If this time is exceeded your answer may not be saved by the system. It is recommended that you prepare long answers outside of RIMS and paste your responses into the questionnaire.

If you choose to edit your response to a previous question, please note that your responses to subsequent questions will be deleted. The restore button can be used to bring back your subsequent answers if this occurs, however only your first answer submitted for each question will be preserved. To ensure that your most recent responses are available to you, use the 'print form' button on the coversheet tab to produce a word document containing all information entered into the application. Save this file as a reference each time you change your responses.

For further information regarding application submissions, please consult the [animal ethics website](#) or contact the ethics team.  
 If you experience any technical difficulties, please contact the INS RIMS support team at: eisassist@griffith.edu.au or 07 373 55444.

Continue...

2 - Before completing the Animal Ethics Questionnaire please refer to the Australian code for the care and use of animals for scientific purposes ([Code](#)) and all other Acts and Guidelines applicable to your proposed research, such as:

**Animal Care and Protection Act (2001)(QLD)**  
[NHMRC Guidelines](#)

## Reviewing an application

Review the submitted application by clicking on any of the tabs:

- **Coversheet** – On this tab you will be able to view the research Title, all listed Investigators, the proposed Start and End Date, External Approvals etc.

Note: Clicking **Continue** will take you back to the 'My Approvals' list.

## Questionnaire

You will be able to view all the questions and answers.

Once on the Questionnaire Tab,

Click on the **Preview**  button to clearly view all the information.

Click on **Back**  to return to the tabs screen

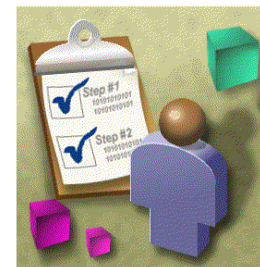
## Documents

This tab will allow you to view and download any of the documents attached to application.

- Click (1), this will download the document to your default download location e.g. a Download folder on your computer, or your desktop. We cannot help you find this document but it will be named "TMP....." and several digits e.g. TMP621247102015724141141.doc
- Click (2) to return to the 'Coversheet' tab

You may upload msg, pdf, doc, wav, mp3, xls, tif, tiff, jpg, jpeg, mov, wma, docx, xlsx, rtf file types					
This coversheet has been submitted					
Date	Type	Document	File Size	File	Action
14/08/2015	Protocol	Supporting Document	74783	pdf	

(1) Click this link to open your document  
You may also right click and Save target to your hard drive



(2) Click this link to return to your coversheet

## Status History

This tab will show you the history of the application, including the name of the original submitter.

Status History			
This coversheet has been submitted			
Date	Time	Status	Created by
17/08/2015	16:40:55	Considered by the AEC	Jones, Jesse
14/08/2015	08:11:10	Submitted	Jones, Jesse
13/08/2015	11:20:01	New	Jones, Jesse

After carefully considering the information in the application, please determine whether you approve or reject the application.

- To **approve** the application, press the **approve** **Approve** button. This will complete the approval process.
- To **reject** the application you should first provide justification for it in the 'Reason' textbox, before pressing the **Reject** **Reject** button.

**Note:** If an application is rejected by either the Chief Investigator or the Head of School / Centre Director an email will be sent to the listed investigators e.g:

*'Dear Jesse Jones,  
Unfortunately your application or variation requested for your protocol titled "How to submit an application for Ethical Approval of Animal Research." cannot be considered by the Animal Ethics Committee as the*

Approval of Coversheet					
As an investigator on this protocol, I assure the AEC that:					
<ul style="list-style-type: none"> <li>• Plain English has been used throughout the application to allow all AEC members to be provided with sufficient information to participate effectively in the assessment of the application.</li> <li>• Adequate resources will be available to undertake the project.</li> <li>• I and all others involved in the project are familiar and will comply with the requirements of the <a href="#">Code</a>.</li> <li>• I and all others involved in the project will adhere to all requirements of the AEC including the provision of reports, notices and advices.</li> </ul>					
<input type="button" value="Cancel"/> <input type="button" value="Approve"/> <input type="button" value="Reject"/>					
Reason:					

<p><i>listed approver Dr John Smith has not approved it for review at this time.</i></p> <p><i>Please contact <a href="mailto:animal-ethics@griffith.edu.au">animal-ethics@griffith.edu.au</a> for clarification of this matter.'</i></p>	
<p>The text that the <b>Head of School / Centre Director</b> is agreeing to is below:</p> <p>"I have considered the details, values and the risks of this research and recommend it for ethical review. I confirm that the qualifications and experience of all investigators are appropriate to the study to be undertaken, and the necessary resources are available for this research to be conducted."</p>	<p>The text that the <b>Chief Investigator</b> and <b>Investigator(s)</b> are agreeing to is below:</p> <p>"As an investigator on this protocol, I assure the AEC that:</p> <ul style="list-style-type: none"> <li>• Plain English has been used throughout the application to allow all AEC members to be provided with sufficient information to participate effectively in the assessment of the application.</li> <li>• Adequate resources will be available to undertake the project.</li> <li>• I and all others involved in the project are familiar and will comply with the requirements of the Code.</li> <li>• I and all others involved in the project will adhere to all requirements of the AEC including the provision of reports, notices and advices."</li> </ul>