Welcome back, this is the second of two video's on creating a new application in the online human research ethics system IRMA.

In the last session, we created and saved a coversheet for your application, now we will complete the questionnaire (step 2), upload the required documents (step 3) and submit the final application

Completing the questionnaire is simple:

Navigate to the human ethics tab, select your coversheet from the list below and click to edit the draft.

Now choose the questionnaire tab

Read the information on the first page then select continue from the drop down box here before choosing next.

In fact, if you come across any part that does not seem like a question per se, but has a drop down box, you need to choose continue before you press next. This is so we know you read that page!

Now you can answer the questions as required, using the next, undo, restore and preview buttons at the tops if you need to *(keep answering questions as you explain this then you will be finished by the time you finish talking).*

Undo will take you back one page in the questionnaire. While restore will reinstate the answers you had before choosing undo.

Some of the later questions are based on what choice you make earlier, therefore if you have to go back and change an earlier answer, you may have to answer all the subsequent questions again.

As you answer the questions, you can see your answer tree here (indicate where).

These questions cover the requirements for government reporting, they are not the complete application questionnaire. This must be done as a separate document and uploaded in the next step (see the templates video or the ethics web page for more information).

On the last page, you will need to select "complete the questionnaire" and

choose next.

Next (step 3) is to upload the documents you ticked off on the checklist.

If you would rather upload the documents before completing the questionnaire that is fine, step 2 and 3 can be completed in any order, this is just the order of the tabs.

Go to the documents tab when you are ready to upload (for details of exactly what documents you need, see the ethics web page and the templates video). A few to note however include:

1) Your attachment list/ checklist detailing all of the documents you will upload for this application. You can find a template for this through the coversheet here or on the ethics web site.

2) Your UOW application form, protocol template or ISLHD protocol application template (plus your NEAF or LNR form for ISLHD projects)

You can see here the list of file types that are acceptable which is quite broad, just press add.

The document description should be the file name and should follow the naming conventions explained in the template video and detailed on the ethics web site.

Just briefly this requires a descriptive document name, Version number, date(DDMMYYYY). (type in ResearcherPIS_v1_01/01/2016)

Then choose your file as you would in any other upload (say while choosing a file), select the type of information in the file (show the drop down box) and 'upload'.

Repeat for all files you need to add.

Once you have added a file, you can edit the file name or type here (hover over pen) or download the document here (hover over next one) and of course delete an uploaded file here (hover over bin).

Once you are happy that you have answered all the online questionnaire

questions accurately and you have uploaded all you need, you are ready to submit the application.

A note about submitted applications

A submitted coversheet cannot be edited or un-submitted by YOU, it will need administrator assistance or else it will live forever in your list of applications and it will send requests for sign off to other investigators!! If you submit before you have all the right info and documents, you will need to contact the ethics office for assistance.

Don't forget to double check the school or centre of the CI listed if they have both UOW and ISLHD appointments to make sure that this application will head off on the RIGHT automated sign off process.

Remember, you can save, logout and re-enter the draft as many times as you need to complete and check it, so better to be sure than submit it half complete.

When you are ready return to the coversheet, double check your information and press the submit button!

The automated electronic sign off process will begin.

What happens and what you need to do when you get an email requesting your approval, as well as how you can check where the process is up to is covered in the video on application sign offs.

The IRMA user guide on the ethics web site covers all the information discussed here in a written format if you want to have it beside you as you create your application.

You can also visit the ethics web page, or call the ethics team should you need further assistance or training. Thank you