How do I check my applications? Can I do this even if I didn't enter it into the system?

There are a number of different ways to find your existing applications (whether in draft, submitted or approved format).

The first place you can see basic information relating to any coversheets you are listed on as an investigator is here on the human ethics tab.

For more detail on each of your existing applications you can change this dropdown option to A new protocol.

A protocol is the record of an approved application and all associated information belonging to that research project such as amendments, reports, committee correspondence etc.

This will display read only copies of all the applications you are listed on.

You can use these tabs across the top to access more details on each protocol which you can explore on your own, or see the IRMA user guide section on "Accessing your protocols" for full details of what you will find under each tab.

The desktop, accessed from here (click it) provides an alternate way for you to access your human ethics information.

Selecting the coversheet option from the Desktop menu will give you a list of all coversheets that you have created or have been listed on as an investigator.

From this screen you can edit applications that are in draft, and view submitted ones.

To find things more easily, various search filters are provided and you can use a single search filter or multiple filters to narrow down your list.

The following search filters are available in this view:

Status - (e.g. if you wanted only approved protocols).

Template – this if for the type of coversheet that has been created and/or submitted (e.g. new application, amendment, progress/renewal report etc.).

Type - this option is not available to filter coversheets.

Once you have selected or entered your required search filters, press the (search) button. If you select multiple filters they will be applied together.

The (reset) button will reset all search filters that have been applied,

The export button allows you to export the displayed search results into a PDF

You can also sort the coversheets using the column headings (except the project title). Just click on the heading and the coversheets listed will be sorted in ascending or alphabetical order.

Selecting the Protocols option from the desktop lets you view all protocols that you are included on as a researcher and that have been processed

This display also includes records of all applications that were submitted prior to IRMA being introduced, although no documents are attached to these records.

You can also search the protocols using a number of filters.

Once again you can use a single filter or multiple filters

Here you can filter by a few extra items:

Faculty – note: ISLHD and non-academic units of UOW are treated as faculties within the system.

Department (or schools).

Type - based on the risk type (e.g. low or negligible).

Title –using words from the title.

ID - this refers to the internal ID used in IRMA.

Protocol Number (formally the HE number) - this is the ID number that is stated on email correspondence from the ethics department or committee, if you know it.

Chief Investigator - type in the surname and first initial (if known) of the investigator and press the magnifying glass to bring up a list of available investigators. Choose link next to the investigator you want. For this search option only - the bin will remove the Chief Investigator search filter.

Once you have selected or entered your required search filters, press search. Again multiple filters will be applied together.

Reset and export work the same as they did for coversheet searches, and you sort the results in the same way.

The IRMA user guide on the ethics web site covers all the information discussed here.

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