Frequently Asked Questions?

Online Human Research Ethics Application - Frequently Answered Questions (FAQ)

If your question is not answered here, there is a user guide for applicants and one for supervisors (refer to the MUHEC web-site page/on-line application procedures Step 4) or call Patsy Broad (extn 83840) or Alice Lindsay (extn 43276) for assistance.

I am unable to login to the Online Ethics system using my Massey username and password.

If you have difficulty accessing the Online Ethics system, please email the RIMS helpline on rimshelpdesk@massey.ac.nz

Page won't move on

There are too many characters in the text box. Look for an error message in red under the text box. Edit the text to fit the maximum number of characters allowed.

Will my application be automatically saved?

As a page is completed and moved onto the next page work will be saved. If stopping part way through a page use the manual save option.

Can I revise before I submit?

Yes, as long as the application is in draft form you can make revisions.

How will my supervisor approve my application?

Supervisors will get an auto-generated email informing them there is an application to review. They will be directed to the application through RIMS. (Remember to select the supervisor in the Review Group by searching on the surname and clicking on the entry that has the six-digit number beside it).
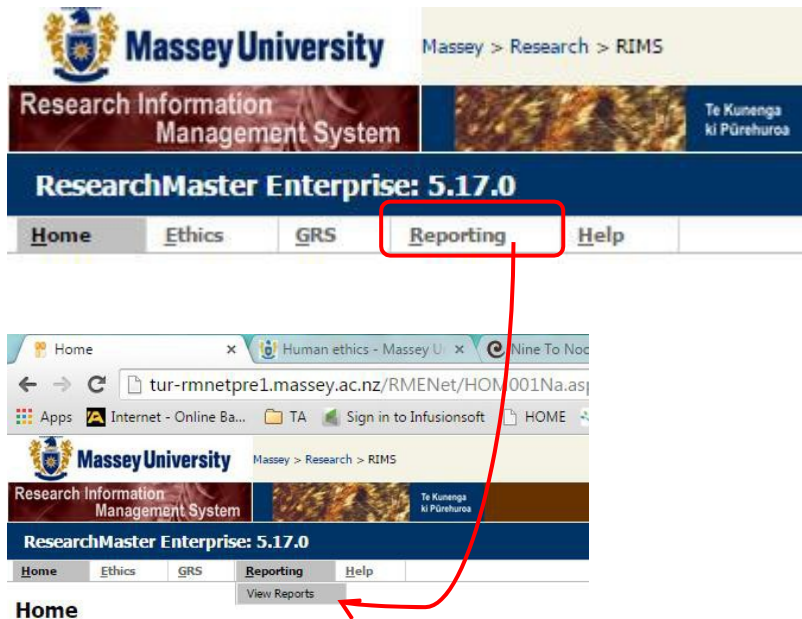
I am an undergraduate student and can't access the system

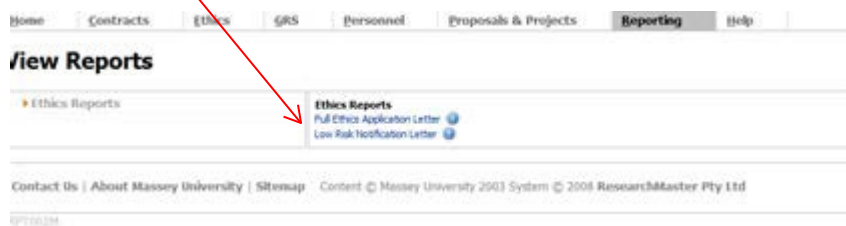Undergraduate students require the application to be completed by a teaching staff member.

Why won't the PDF's open?

How do I print my letter of approval?

To print a letter of approval log in to RIMS Go to the Reporting tab and view reports.

Select the type of approval letter and enter the application number

There doesn't appear to be an Action Tab and I am in draft and want to submit my application? (Note: The same may apply for a supervisor who is reviewing an application and does not have an Action Tab to approve the application)

There may be an issue with your browser. Save your application, log out and try using a different browser (e.g. if you are using Firefox or Mozilla) try saving, closing the application, logging out and open again using Chrome or Internet explorer).

Can I send my application to my supervisor or to other colleagues for peer review before I submit?

Yes, full instructions are given on p7 of the User guide (Note: this is a separate process from sending for approval).

Can more than one person input information on to an application form?

If you are a supervisor or co-applicant named in an application, you will be able to view an application in draft form (even if you are not the person filling in and submitting, so you can see the status of the application). In the low risk section of an application you can also fill in sections of a form (but only one person at a time can be logged in and inputting). In the full application, only the creator of the form can input and submit the form but others named can view input.

How will I know if my application has been approved?

If your application was low risk and your supervisor has approved it in the on-line system, you will receive an email from humanethics@massey.ac.nz. It will confirm that the project has been recorded has been assessed as low risk and recorded in the system. **Only when** you have received that notification (copied to your supervisor if you are a student), your ethics application is finalised.

If you are an academic you will receive the notification when you submit.

For full applications, once your application has gone through the committee processes you will receive notification from RIMS as to the status of your application. Your ethics application process is finalised only when you have received final approval and notification through RIMS (this may be after a series of required revisions).

What do the following terms mean?

	Application ID	Application Title	Status ▲	Primary Investigator	Workflow State ▲	No. Days	Stage Due Date	Template Name ▲	Meeting	Date Applied

Application ID

This number is automatically generated by the RIMS system as soon as you create an application. If it is a full application, the ethics committee will change the ID to a committee specific ID for the application e.g NOR 17/99. This number is used to identify your research.

Application Title

This is the title given to the project by the applicant when the application is first created.

Status

Draft	The application is in draft form (with the applicant)
Pending	The application is awaiting action (any stage of the process)
To Amend	The application has been returned to the applicant for revision
Approved	Either with or without comments. The committee has reviewed the application and is satisfied that the project meets the requirements of the Code of Ethical Conduct for Research, Teaching and Evaluations involving human participants. The applicant is free to commence the research as outlined in the application.
Rework required-provisional	The application has been reviewed by a committee and returned to the applicant with the review outcome "Provisionally Approved". The applicant is required to make changes to the application before resubmitting it for review by the Committee Chair.
Rework required-deferred	The committee has reviewed the application and is not satisfied that the project meets the requirements of the Code of Ethical Conduct for Research, Teaching and Evaluations involving human participants. However, it could meet requirements pending substantial revision of the application and/or satisfactory answers to questions submitted to the Applicant. The review outcome is "Deferred". The applicant is required to make significant changes to the application before resubmitting it for review by the full committee.

Rejected	The committee has reviewed the application and is not satisfied that the project meets the requirements of the Code of Ethical Conduct for Research, Teaching and Evaluations involving human participants, nor that it can meet the requirements of the Code if changes are made. The application is "Declined" and cannot be resubmitted. The reasons for declining the application will be sent to the Applicant. The applicant may wish to consider submitting a new application to the committee which has been substantially revised.
Notified	The supervisor has been notified that the application requires their consideration for approval.

Workflow State

Complete	The full application has been completed and approved.
Draft	The application is in draft form and can be amended.
In committee	The full ethics application has been submitted to the ethics office for processing.
Review Application	The full application has been sent to the supervisor for review.
Rework Required-deferred	The committee has reviewed the application and is not satisfied that the project meets the requirements of the Code of Ethical Conduct for Research, Teaching and Evaluations involving human participants. However, it could meet requirements pending substantial revision of the application and/or satisfactory answers to questions from the committee. The review outcome is "Deferred". The applicant is required to make significant changes to the application before resubmitting it for review by the full committee.
Rework Required-Provisional	The application has been reviewed by a committee and returned to the applicant with the review outcome "Provisionally Approved". The applicant is required to make changes to the application before resubmitting it for review by the Committee Chair.
Application Review	The low risk application has been sent to the supervisor for review.
Complete HDEC	The applicant has indicated an application to a Health & Disability Ethics Committee is required. Please refer to the HDEC website http://ethics.health.govt.nz/ and the Massey University Sponsor Authorisation

	[Protocol](#).
Complete LR	The low risk application is complete and has been submitted successfully to the Research Ethics Office.

Primary Investigator

This is the name of the Primary Investigator for the project.

Meeting

This indicates the committee and month/year the application has been assigned to.

Date Applied

Indicates the date of initial creation of the application.

No Days

This is the number of days it has been sitting in the current workflow state.

Stage Due date

Admin only.