

If you are named on an animal ethics project you may print or save (as PDF or RTF) a copy of the application at any stage during the process.

## Printing an animal ethics application

- 1 Log on to Themis using the UOM Research Self Service responsibility.
- 2 Select the **Animal Ethics Workbench** function listed under the Ethics section.  
The Animal Ethics Workbench screen will display.
- 3 Scroll to the **Current Applications** section of your Workbench and click on the **View** icon for the appropriate record.

CURRENT APPLICATIONS					
Ethics Id	Application Type	Project Supervisor	Title	Status	View
0701180	Research	Scales, Prof Manney	Dragons, snakes, lizards and other scaley critters	Draft	

Alternatively, you may perform a search for the required application record (refer to the **Searching for Applications in the Animal Ethics Workbench** information sheet for further information).

**Note:** the Current Applications table will display up to 10 records. To view additional records, click on the [Next 10](#) link to navigate through the additional records.

- 4 In the Ethics Overview screen locate the appropriate application version and click on the **View** icon.  
The Application Summary screen will display.

Application Summary													
<b>Project Details</b> <ul style="list-style-type: none"> <li><a href="#">Application Summary</a></li> <li><a href="#">Full Application Details</a></li> <li><a href="#">Animal Usage</a></li> </ul>	<table border="1"> <thead> <tr> <th>Ethics Application ID</th> <th>Document Type</th> </tr> </thead> <tbody> <tr> <td>0701180.1</td> <td>Ethics Application</td> </tr> <tr> <td><b>Title:</b></td> <td>Dragons, snakes, lizards and other scaley critters</td> </tr> <tr> <td><b>Application Type:</b></td> <td>Research</td> </tr> <tr> <td><b>AEC:</b></td> <td>Pathology, Anatomy &amp; Cell Biology, Microbiology &amp; Immunology and D</td> </tr> <tr> <td><b>SPPL Name:</b></td> <td>Microbiology &amp; Immunology</td> </tr> </tbody> </table>	Ethics Application ID	Document Type	0701180.1	Ethics Application	<b>Title:</b>	Dragons, snakes, lizards and other scaley critters	<b>Application Type:</b>	Research	<b>AEC:</b>	Pathology, Anatomy & Cell Biology, Microbiology & Immunology and D	<b>SPPL Name:</b>	Microbiology & Immunology
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- 5 Click on the **Full Application Details** hyperlink in the Available Pages menu on the top left of the screen.  
A PDF version of the application will display.

RTF Version of Application


**Project Details**


- [Application Summary](#)
- [Full Application Details](#)
- [Animal Usage](#)

**Application Management**

- [Document Review](#)
- [Status History](#)
- [Sign-off Summary](#)
- [Correspondence](#)

[Return to Ethics Record](#)





**THE UNIVERSITY OF MELBOURNE  
ANIMAL ETHICS COMMITTEE**

**APPLICATION FOR APPROVAL TO USE ANIMALS  
IN A RESEARCH PROJECT**

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**1. ADMINISTRATION DETAILS**

SPPL:	Microbiology & Immunology (033)	ETHICS ID:	0701180.1
AEC:	Pathology, Anatomy & Cell Biology, Microbiology & Immunology and Dental Science		
PROJECT SUPERVISOR & DEPARTMENT:	Prof Manney Scales University Systems Project	PRIMARY CONTACT & DEPARTMENT:	Prof Manney Scales University Systems Project
TITLE:	Dragons, snakes, lizards and other scaley critters		
PROPOSED COMMENCEMENT DATE:	01 June 2007		

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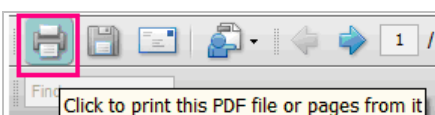
**2. PROJECT SUMMARY**

BACKGROUND, AIMS AND OUTLINE

## To print the PDF version of the application

**Important:** if you are printing the final version of your application to submit to the AEC, please ensure you print your attachments separately and copy them with your application.

- 6 Click on the **Print** icon located on the top left of the PDF document pane.



**Note:** do not use the print commands for your web browser as this will print the full screen (including the tabs, buttons and menu).

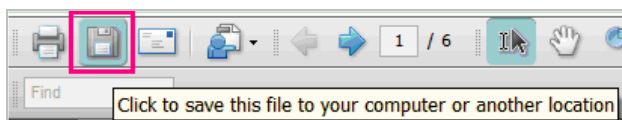
Get the most out of Themis - check out [Themis reference cards](#)

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## To save the PDF version of the application

- Click on the **Save** icon located on the top left of the PDF document pane.



The Save dialog box will display.

- Enter an appropriate name and location for the file and click on the **Save** button.

## To generate and save a RTF version of the application

**Important:** any changes made to the RTF document will not be reflected in the Themis record. The status of your Themis application record will determine the steps you must follow when making changes.

**Draft application** – the creator, primary contact and project supervisor may update the application while other named investigators may advise these parties of changes required.

**Lodged application** – parties cannot change the application, but may contact the Animal Ethics office and request the application be returned to Draft so changes can be made.

**Approved application** – you must submit a Request for Amendment.

- Click on the **RTF Version of Application** button.

A File Download dialog will display.

- Click on the **Save** button.

The Save dialog box will display.

- Enter an appropriate name and location for the file and click on the **Save** button.


The RTF version of the application will be saved to the location you have specified. You will now be able to open and modify this document as desired.

UOM\_RMS\_AE\_FULL\_APP\_REPORT-1164644511\_out[1].rtf.rtf - Microsoft Word

File Edit View Insert Format Tools Table Window Help Adobe PDF Acrobat Comments

100% Read

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

 <p>THE UNIVERSITY OF MELBOURNE</p>	<p><b>THE UNIVERSITY OF MELBOURNE ANIMAL ETHICS COMMITTEE</b></p>		
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TITLE:	Dragons, snakes, lizards and other scaly critters		
PROPOSED COMMENCEMENT DATE:	01 June 2007		

**2. PROJECT SUMMARY**

**BACKGROUND, AIMS AND OUTLINE**

**2.1 Provide a brief discussion of the background of the project.  
If applicable, describe how this project relates to any previously approved projects.**

really, I just want an excuse to study dragons....