

The approval process for an animal ethics application is entirely online with sign-off by a number of parties required before the application will be referred to the appropriate Animal Ethics committee. **Important:** you should review an ethics application before you sign-off on it.

The application sign-off process should be completed in the following order:


- 1 Project Supervisor signs-off application
- 2 All named investigators sign-off application
- 3 Animal Facilities Manager (or Alternate) signs-off application
- 4 Head of Department (or Alternate) signs-off application
- 5 Primary Contact submits required copies of application to Research Office

**Note:** if, at any time during the sign-off process, a party indicates they are not prepared to sign-off the application, it will revert back to the Primary Contact for amendment and resubmission and must then progress through the full sign-off process again.

## Project Supervisor

Once the animal ethics application has been submitted Themis will generate an email notification to the Project Supervisor advising that the application is awaiting review and sign-off.

### To sign-off the application

- 1 Log in to Themis using the **UOM Research Self Service** responsibility and navigate to the Animal Ethics Workbench.
- 2 Locate the appropriate ethics record in the Sign-off Required table and click on the **Update** icon .  
The Project Supervisor Declaration screen for the selected application will display.
- 3 Indicate if you perceive any conflict of interest for investigators within this project.  
**Note:** if you select **Yes** you will need to complete additional information that will display below.
- 4 Indicate whether you are willing to sign-off the application.
- 5 Click on the **Submit** button.


Refer to the **Project Supervisor – Animal Ethics application sign-off** information sheet for further details.

## Named Investigators

Once the animal ethics application has been submitted Themis will generate an email notification to all internal named investigators (i.e.: any investigator that is a staff member at the University) advising that the application is awaiting review and sign-off.

**Important:** external investigators do not have access to Themis, and as such will not be able to sign-off online. The project supervisor should ensure all external investigators are sent a pdf version of the application to review and request that they email or fax a statement advising they have read and approve the content. This statement should then be attached to the application. For further details on printing an application refer to the **Printing and PDF versions of an animal ethics application** information sheet.

### To sign-off the application

- 1 Log in to Themis using the **UOM Research Self Service** responsibility and navigate to the Animal Ethics Workbench.
- 2 Locate the appropriate ethics record in the Sign-off Required table and click on the **Update** icon .  
The Investigator Declaration screen for the selected application will display.
- 3 Indicate if you perceive any conflict of interest for investigators within this project.  
**Note:** if you select **Yes** you will need to complete additional information that will display below.
- 4 Indicate whether you are willing to sign-off the application.
- 5 Click on the **Submit** button.


The application will now display in the Current Applications table with a status of **Signed by Investigator/s**.

Refer to the **Named Investigators – Animal Ethics application sign-off** information sheet for further details.

## Animal Facilities Manager

Once the animal ethics application has been submitted Themis will generate an email notification to the animal facilities manager(s) (or alternative) advising that the application is awaiting review and sign-off.

### To sign-off the application

- 1 Log in to Themis using the **UOM Research Self Service** responsibility and navigate to the Animal Ethics Workbench.
- 2 Locate the appropriate ethics record in the Sign-off Required table and click on the **Update** icon  .  
The Animal Facilities Manager Declaration screen for the selected application will display.
- 3 Indicate if you perceive any conflict of interest for investigators within this project.  
**Note:** if you select **Yes** you will need to complete additional information that will display below.
- 4 Indicate whether you are willing to sign-off the application.
- 5 Click on the **Submit** button.


The application will now display in the Current Applications table with a status of **Signed by Animal Facility Manager**.

Refer to the **Animal Facilities Manager – Animal Ethics application sign-off** information sheet for further details.

## Head of Department

Once an animal ethics application has been lodged and signed-off by all named investigator(s) and animal facilities manager(s), Themis will generate an overnight email notification to the Head of Department (or alternative) advising that there are items requiring approval in Themis.

### To sign-off on an application

- 1 Log in to Themis using the **UOM Research Self Service** responsibility and navigate to the Animal Ethics Workbench.
- 2 Locate the appropriate ethics record in the Sign-off Required table and click on the **Update** icon  .  
The Head of Department Declaration screen for the selected application will display.
- 3 Indicate if you perceive any conflict of interest for investigators within this project.  
**Note:** if you select **Yes** you will need to complete additional information that will display below.
- 4 Indicate whether you are willing to sign-off the application.
- 5 Click on the **Submit** button.

The application will now display in the Current Applications table with a status of **Submitted**.

## Submission of copies to Research Office

Once an animal ethics application has been signed-off by all required parties, a confirmation email will be sent to the primary contact named on the project to advise the status of the application and the documentation they will need to submit to the Research Office.

|   |                             |
|---|-----------------------------|
| From: themis-dbaquery@unimelb.edu.au                  | Sent: Sat 3/03/2007 2:04 PM |
| To: Manney Scales                                     |                             |
| Subject: Action Required - Ethics Application 0701180 |                             |

The following ethics application has now been signed off by all identified people, including the Head of Department.

Project title: Dragons, snakes, lizards and other scaley critters  
 Investigators: Professor Manney Scales  
 Ethics ID: 0701200  
 Application Type: Teaching

The application has been forwarded to the Research Office. However, before the Faculties of Science and Land & Food Resources Animal Ethics Committee can commence a review of the proposal, it is essential that you provide the necessary number of copies to the Research Office as soon as possible, including copies of:

- a printed report of the of the application as saved in Themis;
- any documents which were attached via Themis; and
- any documents which it was indicated would only be provided in hard copy.

You need to provided 15 double-sided copies

## Monitoring application sign-off

At any point following submission, any party named on the animal ethics application will be able to view the progress of the sign-off process.

To view the sign-off progress

- 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 Locate the application in the **Current Applications** section or perform a search for a current application.  
Refer to the **Searching for Applications in the Animal Ethics Workbench** information sheet for further information.
- 4 Navigate to the Application Summary screen.
  - From your Workbench, click on the **View** icon for the appropriate ethics record. The Ethics Overview screen will display.
  - From the Ethics Overview screen, click on the **View** icon for the appropriate record version. 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> <b>Application Management</b> <ul style="list-style-type: none"> <li>• <a href="#">Document Review</a></li> <li>• <a href="#">Status History</a></li> <li>• <a href="#">Sign-off Summary</a></li> <li>• <a href="#">Correspondence</a></li> </ul> | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><b>Ethics Application ID</b></td> <td style="width: 30%;"><b>Document Type</b></td> <td style="width: 40%;"><b>Status</b></td> </tr> <tr> <td>0701180.1</td> <td>Ethics Application</td> <td>Lodged</td> </tr> <tr> <td colspan="3"><b>Title:</b> Dragons, snakes, lizards and other scaly critters</td> </tr> <tr> <td colspan="3"><b>Application Type:</b> Research</td> </tr> <tr> <td colspan="3"><b>AEC:</b> Pathology, Anatomy &amp; Cell Biology, Microbiology &amp; Immunology and Dental Science</td> </tr> <tr> <td colspan="3"><b>SPPL Name:</b> Microbiology &amp; Immunology</td> </tr> <tr> <td colspan="3"><b>License Number:</b> 033</td> </tr> <tr> <td colspan="3"><b>Proposed Commencement Date:</b> 01-Jun-2007</td> </tr> <tr> <td colspan="3"><b>Associated Personnel</b></td> </tr> <tr> <td><b>Name</b></td> <td><b>Role</b></td> <td><b>Type</b></td> </tr> <tr> <td>Scales, Prof Manney</td> <td>Project Supervisor</td> <td>Staff</td> </tr> <tr> <td></td> <td><b>Department/Organisation</b></td> <td><b>Primary Contact</b></td> </tr> <tr> <td></td> <td>University Systems Project</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table> | <b>Ethics Application ID</b>        | <b>Document Type</b> | <b>Status</b> | 0701180.1 | Ethics Application | Lodged | <b>Title:</b> Dragons, snakes, lizards and other scaly critters |  |  | <b>Application Type:</b> Research |  |  | <b>AEC:</b> Pathology, Anatomy & Cell Biology, Microbiology & Immunology and Dental Science |  |  | <b>SPPL Name:</b> Microbiology & Immunology |  |  | <b>License Number:</b> 033 |  |  | <b>Proposed Commencement Date:</b> 01-Jun-2007 |  |  | <b>Associated Personnel</b> |  |  | <b>Name</b> | <b>Role</b> | <b>Type</b> | Scales, Prof Manney | Project Supervisor | Staff |  | <b>Department/Organisation</b> | <b>Primary Contact</b> |  | University Systems Project | <input checked="" type="checkbox"/> |
| <b>Ethics Application ID</b>   | <b>Document Type</b>   | <b>Status</b>                       |                      |               |           |                    |        |   |  |  |                                   |  |  |   |  |  |   |  |  |                            |  |  |  |  |  |                             |  |  |             |             |             |                     |                    |       |  |                                |                        |  |                            |                                     |
| 0701180.1  | Ethics Application   | Lodged                              |                      |               |           |                    |        |   |  |  |                                   |  |  |   |  |  |   |  |  |                            |  |  |  |  |  |                             |  |  |             |             |             |                     |                    |       |  |                                |                        |  |                            |                                     |
| <b>Title:</b> Dragons, snakes, lizards and other scaly critters  |  |                                     |                      |               |           |                    |        |   |  |  |                                   |  |  |   |  |  |   |  |  |                            |  |  |  |  |  |                             |  |  |             |             |             |                     |                    |       |  |                                |                        |  |                            |                                     |
| <b>Application Type:</b> Research  |  |                                     |                      |               |           |                    |        |   |  |  |                                   |  |  |   |  |  |   |  |  |                            |  |  |  |  |  |                             |  |  |             |             |             |                     |                    |       |  |                                |                        |  |                            |                                     |
| <b>AEC:</b> Pathology, Anatomy & Cell Biology, Microbiology & Immunology and Dental Science  |  |                                     |                      |               |           |                    |        |   |  |  |                                   |  |  |   |  |  |   |  |  |                            |  |  |  |  |  |                             |  |  |             |             |             |                     |                    |       |  |                                |                        |  |                            |                                     |
| <b>SPPL Name:</b> Microbiology & Immunology  |  |                                     |                      |               |           |                    |        |   |  |  |                                   |  |  |   |  |  |   |  |  |                            |  |  |  |  |  |                             |  |  |             |             |             |                     |                    |       |  |                                |                        |  |                            |                                     |
| <b>License Number:</b> 033   |  |                                     |                      |               |           |                    |        |   |  |  |                                   |  |  |   |  |  |   |  |  |                            |  |  |  |  |  |                             |  |  |             |             |             |                     |                    |       |  |                                |                        |  |                            |                                     |
| <b>Proposed Commencement Date:</b> 01-Jun-2007   |  |                                     |                      |               |           |                    |        |   |  |  |                                   |  |  |   |  |  |   |  |  |                            |  |  |  |  |  |                             |  |  |             |             |             |                     |                    |       |  |                                |                        |  |                            |                                     |
| <b>Associated Personnel</b>  |  |                                     |                      |               |           |                    |        |   |  |  |                                   |  |  |   |  |  |   |  |  |                            |  |  |  |  |  |                             |  |  |             |             |             |                     |                    |       |  |                                |                        |  |                            |                                     |
| <b>Name</b>  | <b>Role</b>  | <b>Type</b>                         |                      |               |           |                    |        |   |  |  |                                   |  |  |   |  |  |   |  |  |                            |  |  |  |  |  |                             |  |  |             |             |             |                     |                    |       |  |                                |                        |  |                            |                                     |
| Scales, Prof Manney  | Project Supervisor   | Staff                               |                      |               |           |                    |        |   |  |  |                                   |  |  |   |  |  |   |  |  |                            |  |  |  |  |  |                             |  |  |             |             |             |                     |                    |       |  |                                |                        |  |                            |                                     |
|  | <b>Department/Organisation</b>   | <b>Primary Contact</b>              |                      |               |           |                    |        |   |  |  |                                   |  |  |   |  |  |   |  |  |                            |  |  |  |  |  |                             |  |  |             |             |             |                     |                    |       |  |                                |                        |  |                            |                                     |
|  | University Systems Project   | <input checked="" type="checkbox"/> |                      |               |           |                    |        |   |  |  |                                   |  |  |   |  |  |   |  |  |                            |  |  |  |  |  |                             |  |  |             |             |             |                     |                    |       |  |                                |                        |  |                            |                                     |

- 5 Click on the **Sign-off Summary** hyperlink in the Available Pages menu on the top left of the screen.  
The Personnel Sign-off screen will display. The University staff required to sign-off the application and the status of their sign-off will display in the Personnel Sign-off Summary table.

### Personnel Sign-off

| <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> <b>Application Management</b> <ul style="list-style-type: none"> <li>• <a href="#">Document Review</a></li> <li>• <a href="#">Status History</a></li> <li>• <a href="#">Sign-off Summary</a></li> <li>• <a href="#">Correspondence</a></li> </ul> <a href="#">Return to Ethics Record</a> | <h4 style="margin: 0;">Personnel Sign-off Summary</h4> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Details</th> <th style="width: 45%;">Name</th> <th style="width: 30%;">Sign off Role</th> <th style="width: 20%;">Has Already Signed Off</th> </tr> </thead> <tbody> <tr> <td><a href="#">Show</a></td> <td>Scales, Prof Manney</td> <td>Project Supervisor</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td><a href="#">Show</a></td> <td>Mal, Dr Annie</td> <td>Animal Facility Manager</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td><a href="#">Show</a></td> <td>Hird, Prof Liz</td> <td>Alternative Head of Department</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table> | Details                        | Name                                | Sign off Role | Has Already Signed Off | <a href="#">Show</a> | Scales, Prof Manney | Project Supervisor | <input checked="" type="checkbox"/> | <a href="#">Show</a> | Mal, Dr Annie | Animal Facility Manager | <input checked="" type="checkbox"/> | <a href="#">Show</a> | Hird, Prof Liz | Alternative Head of Department | <input type="checkbox"/> |
|--|--|--------------------------------|-------------------------------------|---------------|------------------------|----------------------|---------------------|--------------------|-------------------------------------|----------------------|---------------|-------------------------|-------------------------------------|----------------------|----------------|--------------------------------|--------------------------|
| Details  | Name   | Sign off Role                  | Has Already Signed Off              |               |                        |                      |                     |                    |                                     |                      |               |                         |                                     |                      |                |                                |                          |
| <a href="#">Show</a>   | Scales, Prof Manney  | Project Supervisor             | <input checked="" type="checkbox"/> |               |                        |                      |                     |                    |                                     |                      |               |                         |                                     |                      |                |                                |                          |
| <a href="#">Show</a>   | Mal, Dr Annie  | Animal Facility Manager        | <input checked="" type="checkbox"/> |               |                        |                      |                     |                    |                                     |                      |               |                         |                                     |                      |                |                                |                          |
| <a href="#">Show</a>   | Hird, Prof Liz   | Alternative Head of Department | <input type="checkbox"/>            |               |                        |                      |                     |                    |                                     |                      |               |                         |                                     |                      |                |                                |                          |

- 6 Click on the [Show](#) hyperlink to view further sign-off details for a particular staff member.

### Personnel Sign-off

| <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> <b>Application Management</b> <ul style="list-style-type: none"> <li>• <a href="#">Document Review</a></li> <li>• <a href="#">Status History</a></li> <li>• <a href="#">Sign-off Summary</a></li> <li>• <a href="#">Correspondence</a></li> </ul> <a href="#">Return to Ethics Record</a> | <h4 style="margin: 0;">Personnel Sign-off Summary</h4> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Details</th> <th style="width: 45%;">Name</th> <th style="width: 30%;">Sign off Role</th> <th style="width: 20%;">Has Already Signed Off</th> </tr> </thead> <tbody> <tr> <td><a href="#">Hide</a></td> <td>Scales, Prof Manney</td> <td>Project Supervisor</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td colspan="4">           Is there a conflict of interest: No<br/>           Conflict of interest details (if applicable):<br/>           Sign off on behalf of person: Yes<br/>           Sign off date: 03-Mar-2007<br/>           Sign off person: Manney Scales         </td> </tr> <tr> <td><a href="#">Show</a></td> <td>Mal, Dr Annie</td> <td>Animal Facility Manager</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td><a href="#">Show</a></td> <td>Hird, Prof Liz</td> <td>Alternative Head of Department</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table> | Details                        | Name                                | Sign off Role | Has Already Signed Off | <a href="#">Hide</a> | Scales, Prof Manney | Project Supervisor | <input checked="" type="checkbox"/> | Is there a conflict of interest: No<br>Conflict of interest details (if applicable):<br>Sign off on behalf of person: Yes<br>Sign off date: 03-Mar-2007<br>Sign off person: Manney Scales |  |  |  | <a href="#">Show</a> | Mal, Dr Annie | Animal Facility Manager | <input checked="" type="checkbox"/> | <a href="#">Show</a> | Hird, Prof Liz | Alternative Head of Department | <input type="checkbox"/> |
|--|--|--------------------------------|-------------------------------------|---------------|------------------------|----------------------|---------------------|--------------------|-------------------------------------|---|--|--|--|----------------------|---------------|-------------------------|-------------------------------------|----------------------|----------------|--------------------------------|--------------------------|
| Details  | Name   | Sign off Role                  | Has Already Signed Off              |               |                        |                      |                     |                    |                                     |   |  |  |  |                      |               |                         |                                     |                      |                |                                |                          |
| <a href="#">Hide</a>   | Scales, Prof Manney  | Project Supervisor             | <input checked="" type="checkbox"/> |               |                        |                      |                     |                    |                                     |   |  |  |  |                      |               |                         |                                     |                      |                |                                |                          |
| Is there a conflict of interest: No<br>Conflict of interest details (if applicable):<br>Sign off on behalf of person: Yes<br>Sign off date: 03-Mar-2007<br>Sign off person: Manney Scales  |  |                                |                                     |               |                        |                      |                     |                    |                                     |   |  |  |  |                      |               |                         |                                     |                      |                |                                |                          |
| <a href="#">Show</a>   | Mal, Dr Annie  | Animal Facility Manager        | <input checked="" type="checkbox"/> |               |                        |                      |                     |                    |                                     |   |  |  |  |                      |               |                         |                                     |                      |                |                                |                          |
| <a href="#">Show</a>   | Hird, Prof Liz   | Alternative Head of Department | <input type="checkbox"/>            |               |                        |                      |                     |                    |                                     |   |  |  |  |                      |               |                         |                                     |                      |                |                                |                          |