

The **Animal Ethics Home Page - Research Worklist** screen in Themis allows you to view all animal ethics applications you have created as well as those where you have been nominated as a participant. In addition, it allows you to access your application records to view a summary of an application, update/modify or sign-off on an application, as required.

## To access the Animal Ethics Home Page

- 1 Log on to Themis using the **UOM Research Self Service** responsibility.  
**Note:** research students should log on using the **UOM Research Student Self Service** responsibility.
- 2 Select the **Animal Ethics Workbench** function listed under the Ethics section.  
The Animal Ethics Home Page will display.

**Animal Ethics Home Page - Researcher Worklist**

**Create New Documents**

Ethics Application:

Request For Amendment:

**ITEMS REQUIRING ACTION**

Items below are awaiting action before they can be approved. If you will not be actioning the item, ensure you ask the relevant researcher (who must be named against the ethics application to have access) to do so. Whilst they will not see the item in the 'Items Requiring Action' section of their worklist, they will be able to access the relevant application from their 'Current Applications' section.

**Sign-off Required**

Ethics Id	Document Type	Application Type	Project Supervisor	Title	Update
0600109.1	Ethics Application	Research	Bone, Prof Nora	Can you teach old dogs new tricks	

**Rejected By Signatory**

Ethics Id	Document Type	Application Type	Project Supervisor	Title	Rejected By	Update
0600101.1	Ethics Application	Research	Fantz, Dr Ally	Is it true that elephants remember everything	HODGKIN, MS REBECCA	

**Revisions Required**

Ethics Id	Document Type	Application Type	Project Supervisor	Title	Update
No items					

**Draft Items Not Yet Submitted**

Ethics Id	Document Type	Application Type	Project Supervisor	Title	Delete	Update
0600110.1	Ethics Application	Teaching	Bacon, Dr Chris P	Can pigs fly?		

**CURRENT APPLICATIONS**

Ethics applications below are those on which you are named as a contributing researcher. Applications included are those that have been submitted for review, currently under review, or have been approved (and still current). If you wish to view any applications which have not yet been submitted (and which are not included in the above section) or which are inactive, you can locate these via the search option.

[▶ Refine Search](#)

Ethics Id	Application Type	Project Supervisor	Title	Status	View
0600101.1	Research	Fantz, Dr Ally	Is it true that elephants remember everything	Rejected by Signatory	
0600109.1	Research	Bone, Prof Nora	Can you teach old dogs new tricks	Lodged	

## ITEMS REQUIRING ACTION

### Sign-off Required

This section will display any animal ethics applications that you are required to sign-off on as a named investigator, animal facility manager (or alternate) or head of department (or alternate). **Note:** you will receive an email alert advising that you need to access Themis to sign-off an application.

### Rejected By Signatory

This section will display any animal ethics applications, on which you are named as the primary contact, that have been rejected by any named signatory after lodgement. The primary contact of the application will be able to access the application to edit and resubmit via this section. **Note:** where an application has been rejected by a signatory the Primary Contact and all who have already signed off on the application will receive an email alert advising them of this.

## Revisions Required

This section displays any applications where an AEC administrator has advised that revisions are required to an ethics application before it can be approved and where the Administrator has changed the application status to **Revisions Required**. Either the Primary Contact or Project Supervisor will be able to access the application to make the amendments required via this section. Any other named investigator will be able to search for and view the application via the Current Applications section.

## Draft Items Not Yet Submitted

Any animal ethics application that has been **Saved as Draft** but not yet submitted will display in this section. The Primary Contact, Project Supervisor or creator of the application will be able to access the application to continue to work on it and lodge it. Any other named investigator will be able to search for and view the application via the Current Applications section.

## CURRENT APPLICATIONS

This section displays all current application on which you have been named, including applications that have not yet be lodged. If you wish to locate inactive projects (i.e.: completed or withdrawn) you may search for them via the **Refine Search** function.

## To view application details

- 1 Locate the appropriate ethics record and click on the associated **View** icon

For details on how to search for an ethics application not displayed, refer to the **Searching for an Application in the Animal Ethics Workbench** information sheet.

An overview of the ethics record will display. **Note:** If your ethics application record has had multiple versions, you will be able to access these past versions from this overview screen.

Ethics Record					
Ethics ID	Last Date Record Updated	Last Update By	Status	Status Reason	Status Date
0600109	29-Nov-2006	Person, Mr Rious	Active	New	29-Nov-2006

<b>AEC</b>	Faculty of Veterinary Science	<b>Approval Date</b>	
<b>SPPL</b>	Veterinary Science	<b>Maximum Expiry Date</b>	
<b>Application Type</b>	Research	<b>Involves Fieldwork</b>	<input type="checkbox"/>
<b>Special Conditions of Approval</b>	<input type="checkbox"/>	<b>Administering Centre (if applicable)</b>	
<b>Administering Department</b>	University Systems Project		

Related Documents							
Application Versions							
Version Name	Document Type	Operational Status	Status Set By	Last Update	Last Updated By	View	Update
0600109.1	Ethics Application	Lodged	Person, Mr Rious	29-Nov-2006	Person, Mr Rious		

- 2 Locate the application version you wish to access and click on the **View** icon.

A summary of the selected ethics application 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>																				
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<p><b>Title:</b> Can you teach old dogs new tricks</p> <p><b>Application Type:</b> Research</p> <p><b>AEC:</b> Faculty of Veterinary Science</p> <p><b>SPPL Name:</b> Veterinary Science</p> <p><b>License Number:</b> 045</p> <p><b>Proposed Commencement Date:</b> 01-Feb-2007</p>																				
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3 Use the links in the menu located on the left of the screen to access other functions.

- **Application Summary:** displays a summary of the selected application.
- **Full Application Details:** displays the full ethics application in PDF format (suitable to print or save to your computer if required).
- **Animal Usage:** displays details of the animals requested and their usage by year (e.g.: type/species/breed of animals, number of animals requested, source and housing arrangements, etc). **Note:** the details of usage are updated based on the submission of the annual report.
- **Document Review:** displays a history of the review process for the selected application (i.e.: committee review and outcomes).
- **Status History:** displays a history of the application status and identifies any tracking steps that have been allocated.
- **Sign-off Summary:** displays a list of the people required to sign-off the selected application, their role and details of the sign-off (including: the sign-off status, whether the person is signing on behalf of another, and the date of sign-off).
- **Correspondence:** displays a history of the system generated correspondence associated with the selected application (e.g.: lodgment acknowledgement email, committee review response, etc). Any researcher named on the application can view the text of the correspondence via this screen.
- **Return to Ethics Record:** returns you to the Ethics Record Overview screen.

### To update application details

If you are the named Primary Contact or Project Supervisor for an application in Draft or Rejected by Signatory status, you may update the application details and submit it for review.

1 Locate the appropriate ethics record in the Rejected by Signatory or Draft Items Not Yet Submitted sections.

2 Click on the associated **Update** icon .

For details on how to search for an ethics application not displayed, refer to the **Searching for an Application in the Animal Ethics Workbench** information sheet.

The Application Type screen for the selected application will display.



3 Progress through the application and update details as required.

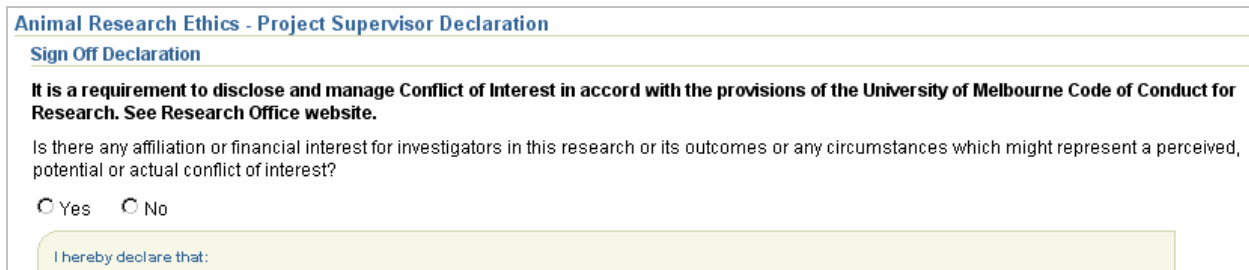
Refer to the **Creating an Animal Ethics Application** information sheet for further details.

### To sign-off on an application

If you are a named investigator, animal facility manager (or alternate) or head of department (or alternate), on an animal ethics application, you may access the sign-off screen via the Animal Ethics Workbench.

1 Locate the appropriate ethics record in the Sign-off Required section and click on the associated **Update** icon .

The Sign Off Declaration screen for the selected application will display.



2 Complete the sign off declaration and click on the **Submit** button.

Refer to the **Signing-off on Animal Ethics Applications** information sheet for further details on the sign-off process.