

The Current Applications section of the Animal Ethics Home Page - Research Worklist screen in Themis will display a list of all animal ethics applications on which you have been named. If an application does not display in the Workbench (i.e.: the project is no longer active) you may retrieve it using the search function in the Current Applications section.



To search for current applications

- 1 Click on the [Refine Search](#) link located in the Current Applications section to display the search fields.
- 2 Enter one or more criteria on which to search.

Field	Action	Comment
Ethics ID	Enter the full or partial ID number of the ethics application record	
Title	Enter the full or partial title of the ethics record	Note: use the % wildcard to widen your search (e.g.: entering %protein% will retrieve all records with this word anywhere in the title).
Researcher Name	Enter the full or partial name of the researcher	Note: use the % wildcard to widen your search (e.g.: entering Free% will retrieve all records with researchers whose name begins with Free).
Status	Select the appropriate ethics application status from the drop-down list	

- 3 Click on the **Search** button to perform the search.

The results will display in a table below the search criteria.

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	

Note: the results table will only display 10 records. If your search retrieves more than 10 records, click on the **Next 10** link to view additional records.



Click on the [Close Refine Search](#) link to hide the search criteria when you have finished your search.

To view application details

- 1 Locate the application record you wish to view and click on the associated **View** icon .

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

An overview of the ethics record will display.

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

From the Application Summary screen you will be able to access the full application details, update the application if required (and if the status allows update), as well as check the status and/or sign-off history and any related correspondence.