

Sometimes an application may require updating after it has been submitted (e.g.: updates to the registry information for clinical trials, updating additional ethics or non-ethics clearances, and location of research). The Human Ethics Workbench allows a researcher access to these screens in order to update details where required.


To update application details

- 1 Log on to Themis using the **UOM Research Self Service** responsibility.
- 2 Select the **Human Ethics Workbench** function listed under the Ethics section.
The Human Ethics Home Page will display. **Note:** once you submit your application, it will no longer display in the Items Requiring Action section, but will display in the Current Applications section. If the application you require does not display, you may retrieve it using the Search function (for details on how to search for an application, refer to the **Searching for an Application in the Human Ethics Workbench** information sheet).
- 3 Locate the appropriate ethics application and click on the associated **View** icon.

Ethics Id	Application Type	Responsible Researcher	Title	Status	View
0600180.1	Project Application	HODGKIN, MS REBECCA ANNE	Beer Goggles	Draft	

The Ethics Record Overview screen for the selected record will display. **Note:** if your ethics application record has multiple versions, you will be able to access these past versions from this overview page.

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

Application Versions							
Version Name	System Status	Operational Status	Status Set By	Last Update	Last Updated By	View	Update
0600180.1	Initiated	Draft	Drink, Ms Anita	21-JUL-2006	Drink, Ms Anita		

A summary of the selected ethics application will display.

- 5 Use the links in the **Available Pages** menu on the left of the screen to access the Additional Question screen. You will be able to update the **Clinical Trials**, **Location of Research**, **Other Approvals** and/or **Ethics Clearance** screens.

Updating the Clinical Trials information

- 1 Click on the **Clinical Trials** hyper link in the Available Pages menu.
The Clinical Trials screen will display. **Note:** any information you entered during the application submission will display.
- 2 Update the information as required.
For further details regarding this screen refer to the **Completing the Clinical Trials Screen** information sheet.
- 3 Click on the **Save** button.
A message advising that the changes have been saved will display.

Updating the Research Location information

- 1 Click on the **Location of Research** hyper link in the Available Pages menu.
The Research Location screen will display. **Note:** any information you entered during the application submission will display.
- 2 Update the information as required.
For further details regarding this screen refer to the **Completing the Location of Research Screen** information sheet.
- 3 Click on the **Save** button.
A message advising that the changes have been saved will display.

Updating the Ethics Clearance information

- 1 Click on the **Ethics Clearances** hyper link in the Available Pages menu.
The Ethics Clearances screen will display. **Note:** any information you entered during the application submission will display.
- 2 Update the information as required.
For further details regarding this screen refer to the **Completing the Other Ethics Clearance Screen** information sheet.
- 3 Click on the **Save** button.
A message advising that the changes have been saved will display.

Updating the Other (Non-Ethics) Approvals information

- 1 Click on the **Other Approvals** hyper link in the Available Pages menu.
The Other Approvals screen will display. **Note:** any information you entered during the application submission will display.
- 2 Update the information as required.
For further details regarding this screen refer to the **Completing the Other (Non-Ethics) Approvals Screen** information sheet.
- 3 Click on the **Save** button.
A message advising that the changes have been saved will display.