STREAM
System for Tracking Research Ethics Applications and Monitoring

Getting Started Guide

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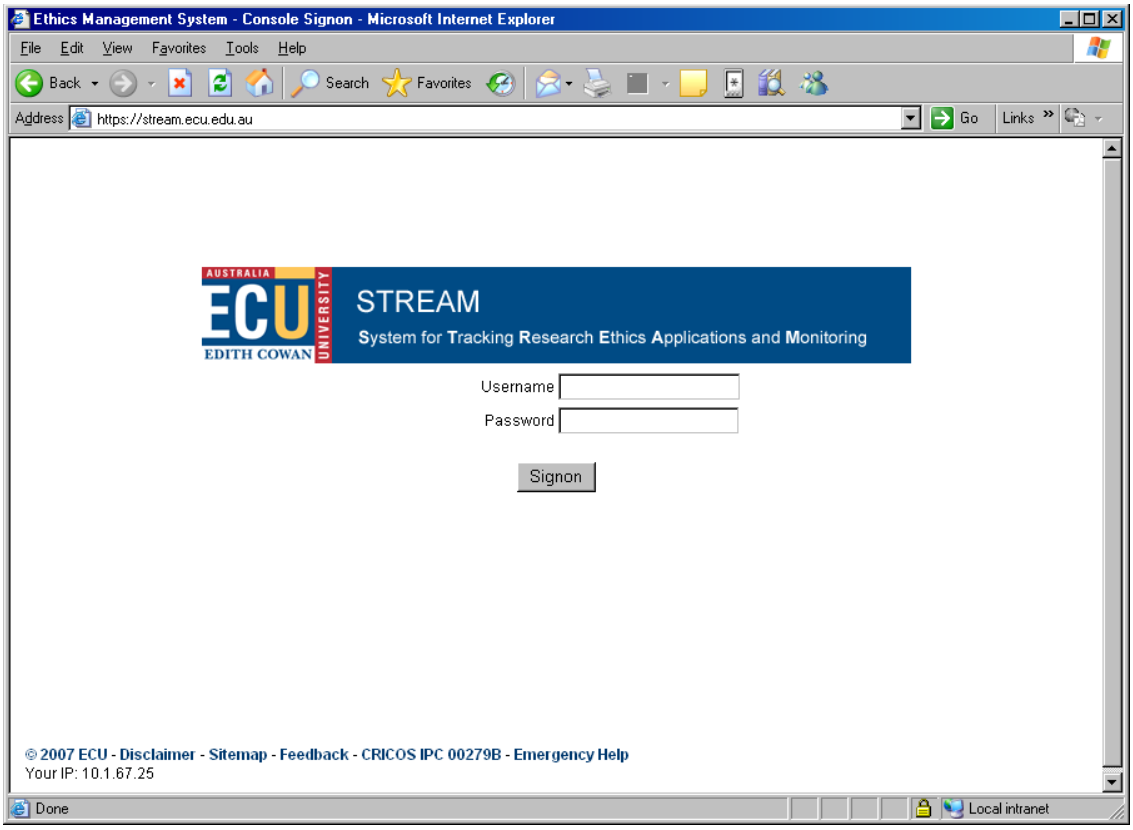
- Animal Ethics application
- YOUR application
- Project worklist
- Project security
- Adding attachments
- Submitting your application
- Printing your application

Accessing STREAM

STREAM can be accessed by clicking here

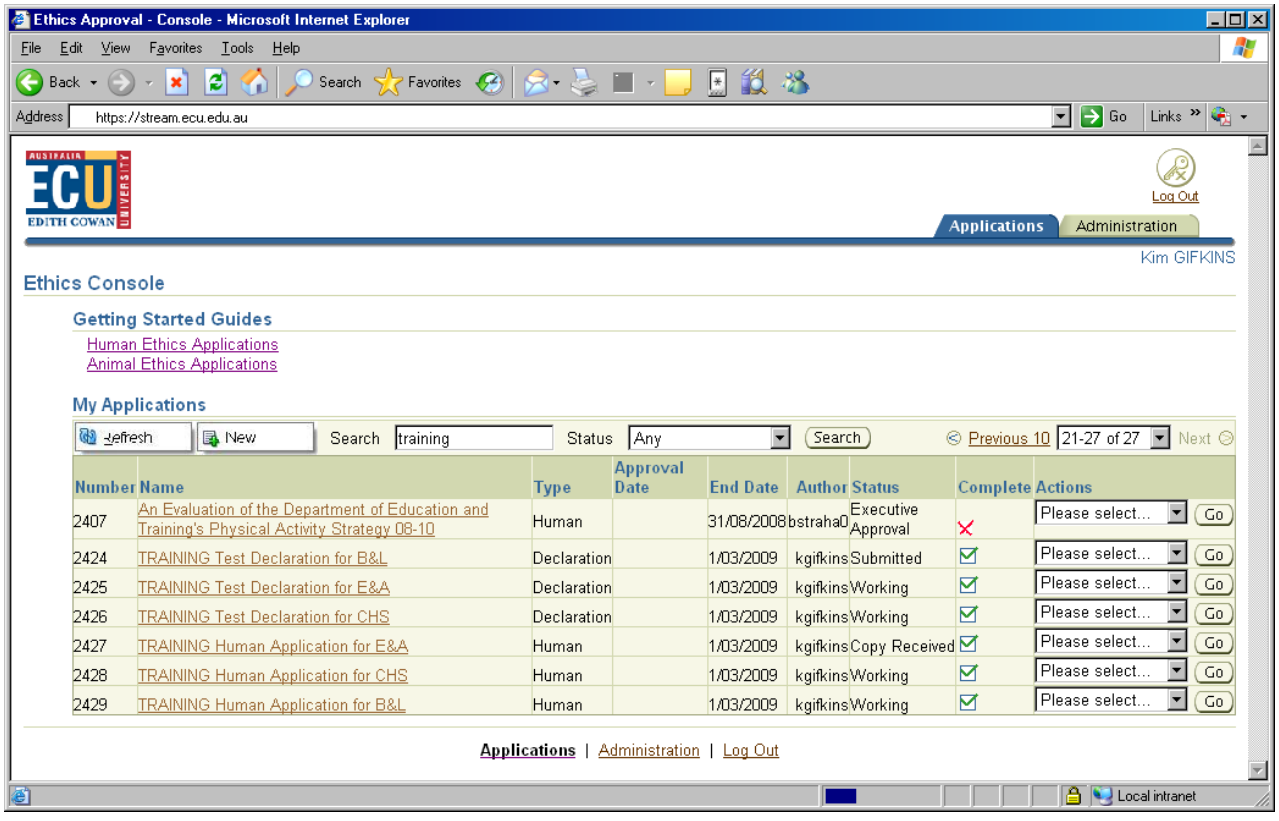


Logging In

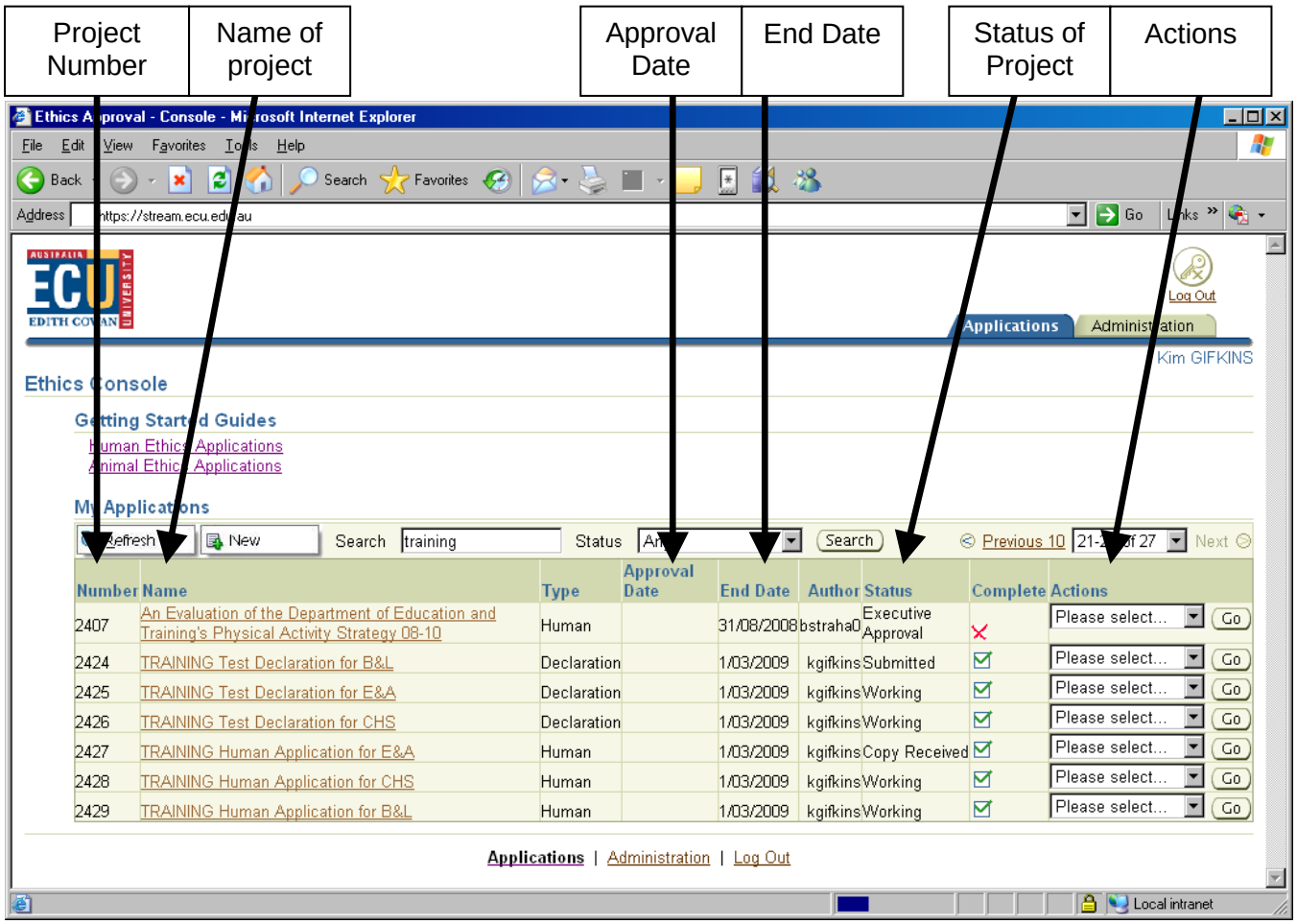
Logging into STREAM requires a valid ECU Username and Password. Staff should enter their normal ADS Username and Password - the same as the ones used to access your computer. Students should enter their ECU student Username and Password.

Ethics Console

After you enter your Username and Password, you will be taken to the Ethics Console.



Finding Your Way Around the Ethics Console



Project Number and Name

STREAM will give your project a project number. The name of the project is also listed. You will be able to see all projects where you are the author – and all projects where you are an investigator (and the author has indicated that you have read and/or edit access). This will enable the ethics application to be completed collaboratively by a research team, or for a supervisor to work with a student.

Approval Date and End Date

The ethics console lists the approval date for your project and the end date. This will enable you to keep track of the ethics approval period and remember when reports are due (STREAM will also remind you).

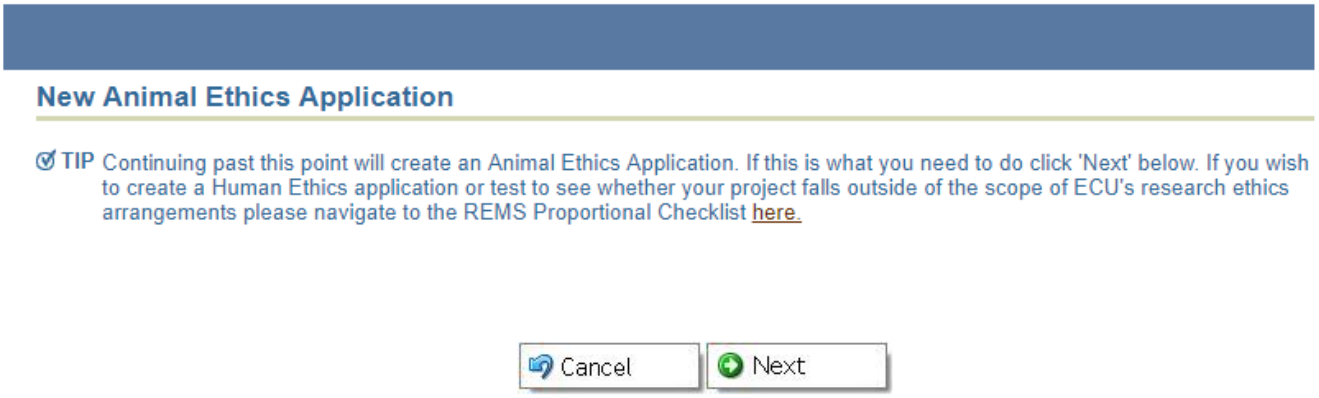
Status and Actions

This will enable you to check the status of your project – from the time that you first start working on an application, through the review process, to the end of the project. Some status changes can be made by you, e.g. changing a "Working" application to a "Submitted" application. The "Actions" menu will enable you to do this – and also to download your application or delete your application.

Some changes to status will be made by the ethics review body throughout the review process. You will be able to check the progress of your application at any time.

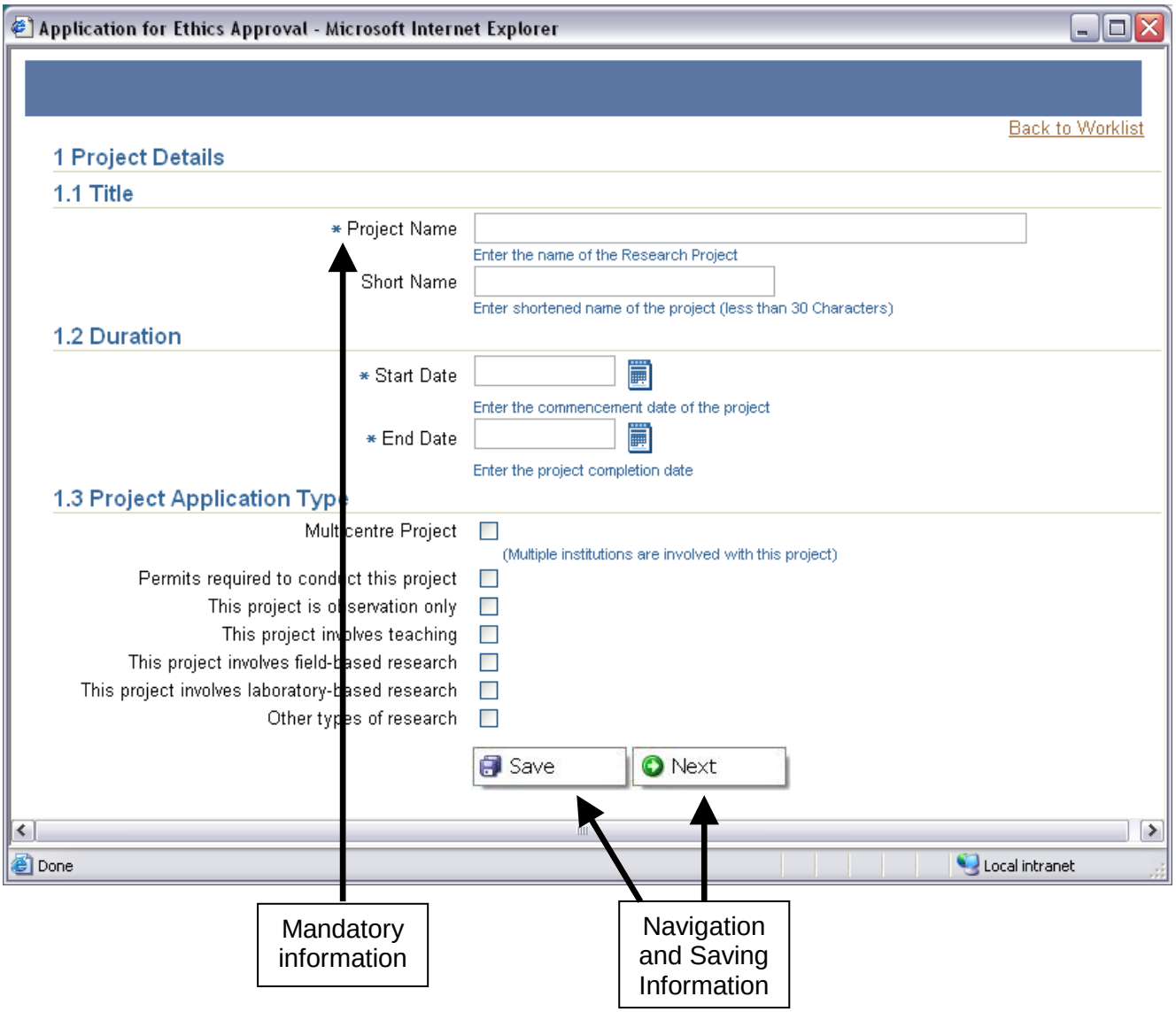
New application

Clicking the New button will take you to the following screen.



Animal Ethics Application

Entering a new animal ethics application by clicking 'next' will take you to the project details screen.

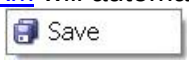


Mandatory information

Sections of the application marked with a * are mandatory – information must be provided.

Navigation and saving information

You will be able to navigate to the next page(or the previous page) of the form by using the navigation buttons

STREAM will automatically save the information as you move from one page to another – or you can use the 

button.

Once you have completed the project details screen, your project will be automatically recorded in STREAM. You will then be able to enter further information.

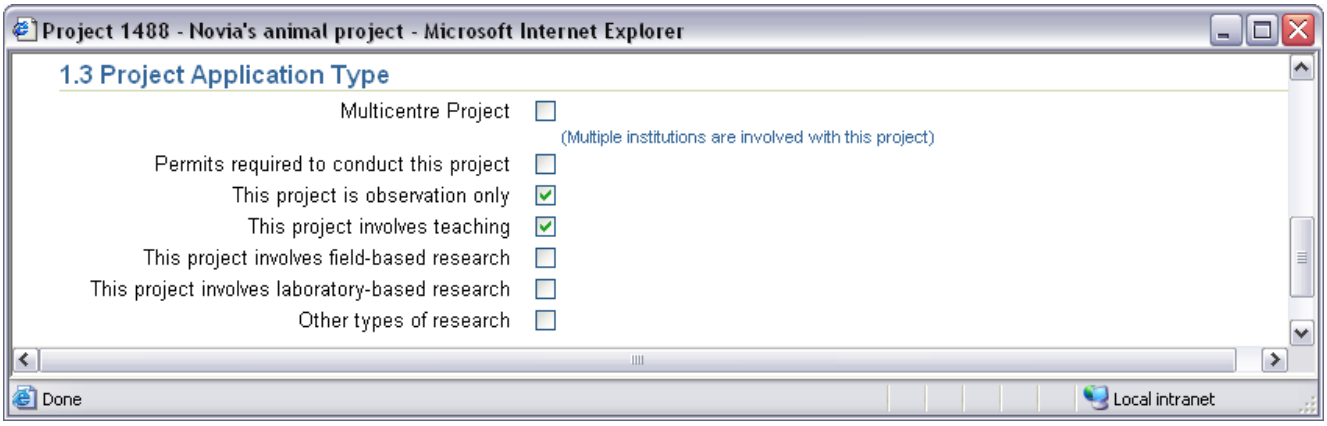
Sections can be completed in any order, in any number of sessions, and by any person on the project team (as long as their details have been entered and access provided)

YOUR application

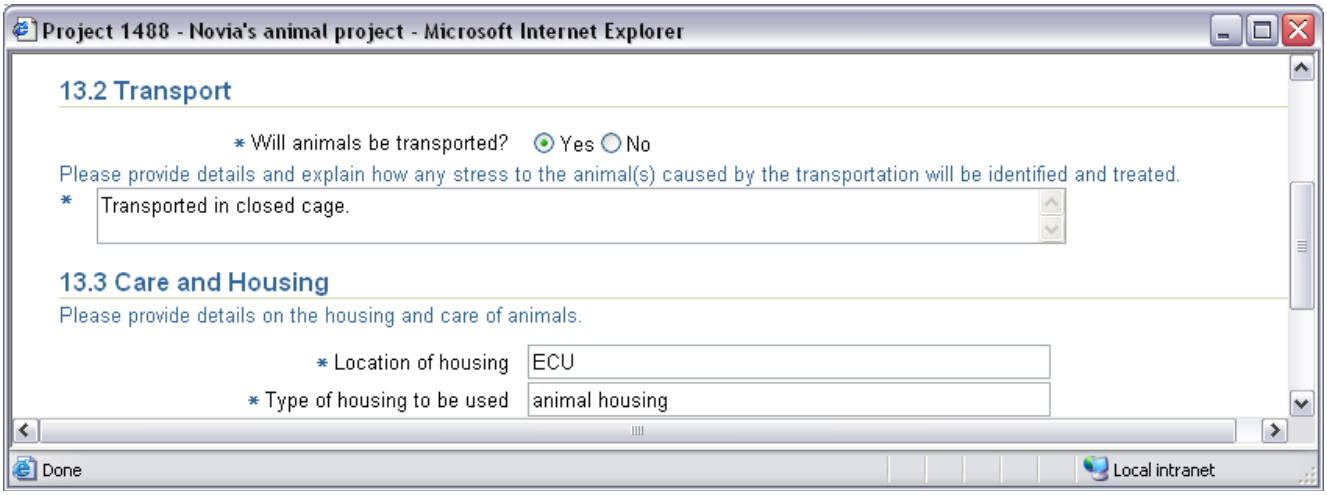
The ethics application will be "customised" according to your type of project and the information that you provide.

The information you provide will shape the application. You will not see – or need to complete – sections that are not relevant to your project.

There are a number of sections that will form part of every application, but there are other sections that will depend on the type of project your are conducting and the information you provide e.g. if you are entering an observation only teaching project and tick this on the page, STREAM will automatically add the sections requesting information relating to observation and teaching.



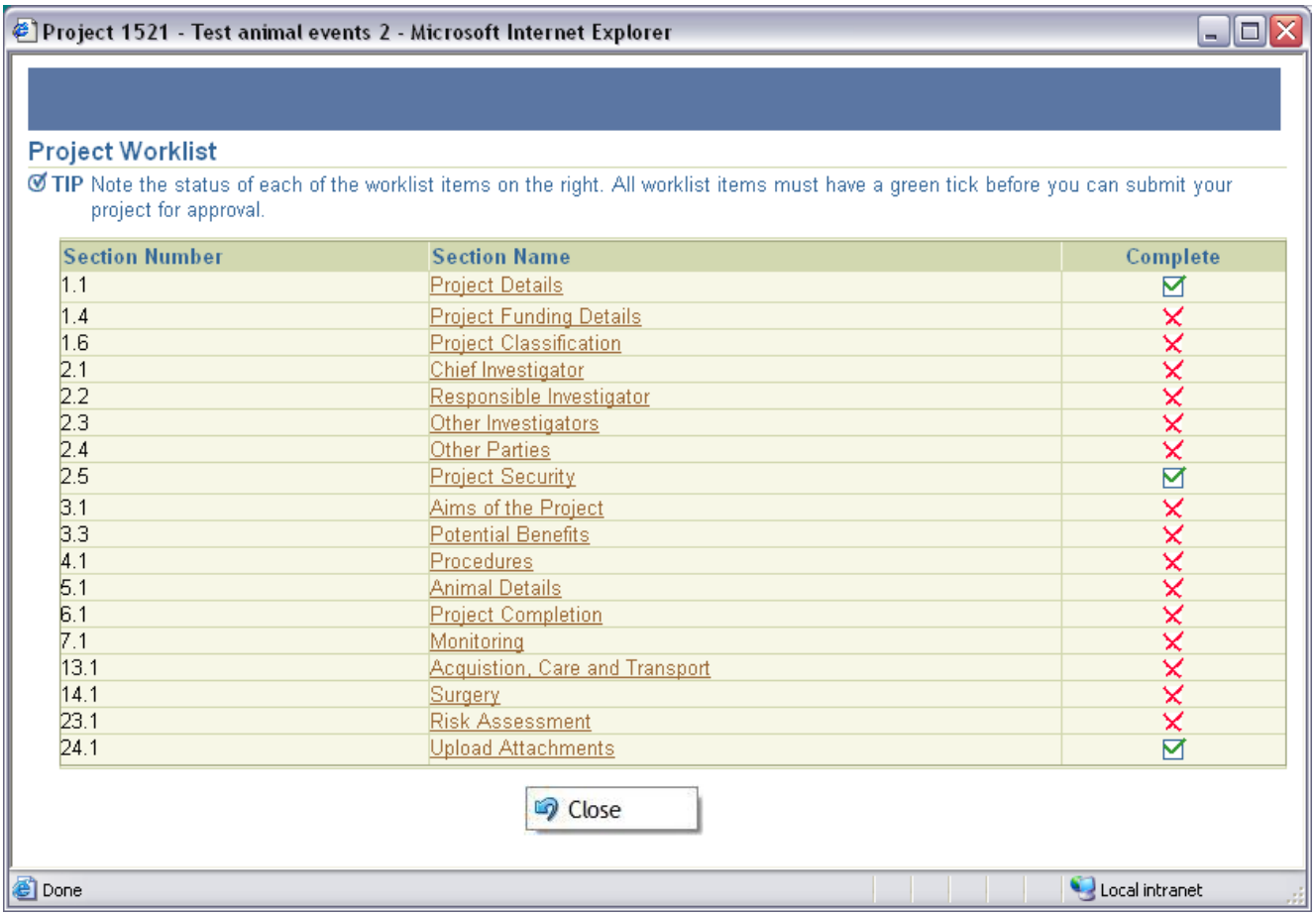
Within each section, your answers to questions and information provided will also shape the application. The example below illustrates this - if 13.2 is answered Yes, STREAM will prompt for more information. However, if the answer is No, no prompt appears.



Project Worklist

The project worklist outlines the number of sections that need to be completed before the application can be submitted.

Some of the sections will appear in every project worklist e.g. Procedures, and some will only appear if needed, e.g. the section on Surgery will only appear if you indicate this will occur.

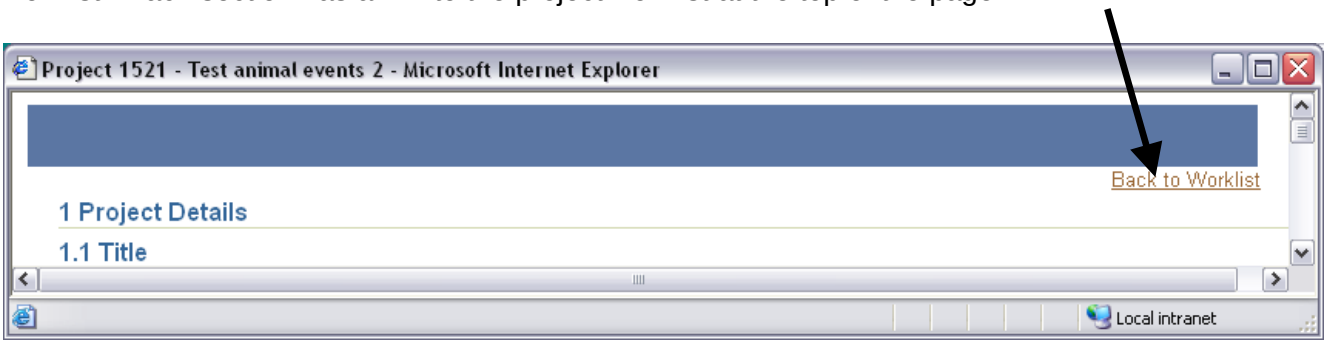


Section Number	Section Name	Complete
1.1	Project Details	☑
1.4	Project Funding Details	✗
1.6	Project Classification	✗
2.1	Chief Investigator	✗
2.2	Responsible Investigator	✗
2.3	Other Investigators	✗
2.4	Other Parties	✗
2.5	Project Security	☑
3.1	Aims of the Project	✗
3.3	Potential Benefits	✗
4.1	Procedures	✗
5.1	Animal Details	✗
6.1	Project Completion	✗
7.1	Monitoring	✗
13.1	Acquistion, Care and Transport	✗
14.1	Surgery	✗
23.1	Risk Assessment	✗
24.1	Upload Attachments	☑

Each section will need to be completed – as marked by a green tick ☑ – before you will be able to submit your application.

The project worklist also enables you to navigate between sections – if you click on a particular section, STREAM will take you to that section. The sections can be completed in any order.

You will be able to check the progress on completing an application by referring to the project worklist. Each section has a link to the project worklist at the top of the page:

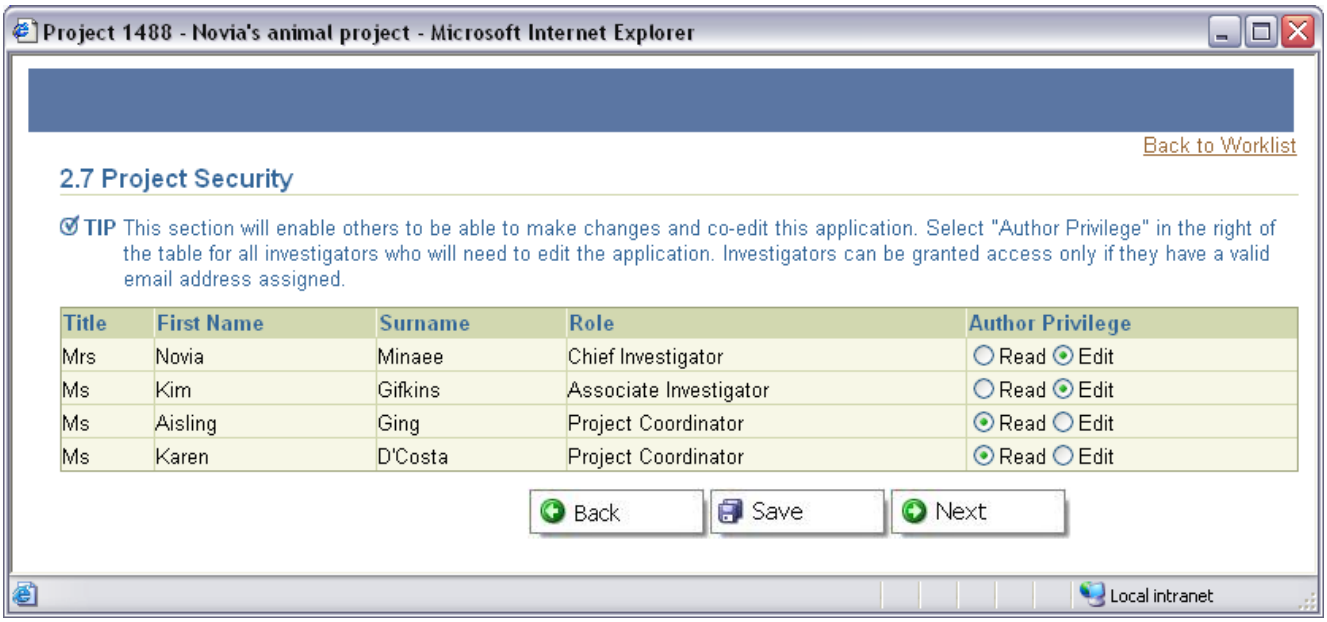


Project security

This section allows you to set the security for this project. STREAM will automatically add all the investigators listed previously in the application. You will be able to indicate whether the other investigators will be able to read or edit the application.

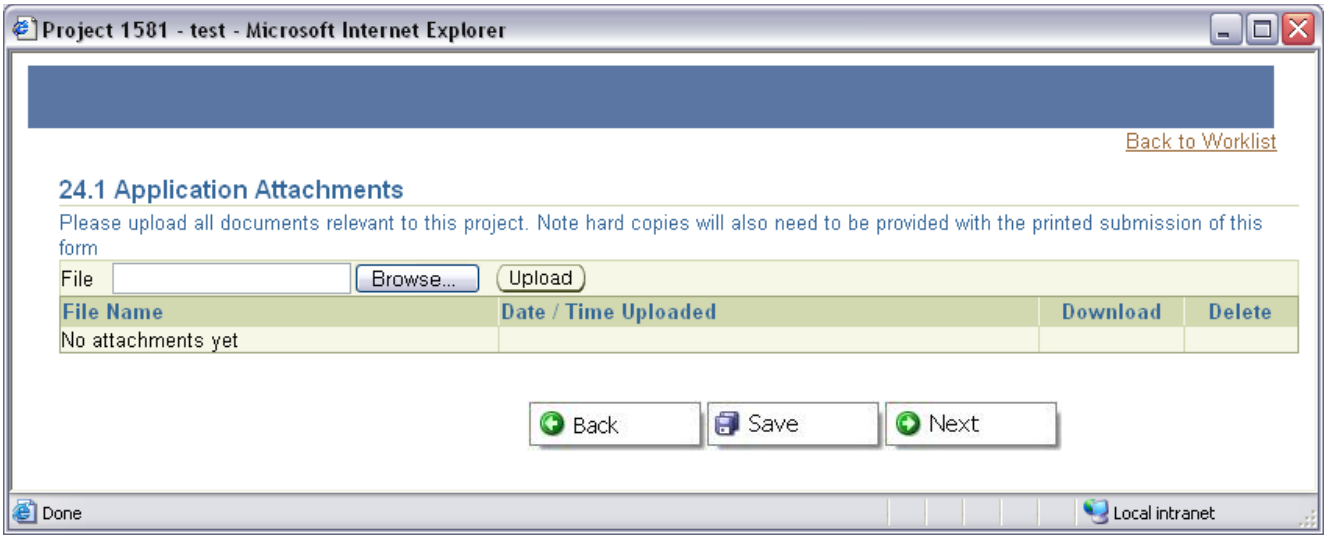
This will be useful where the application is completed by more than one person – e.g. several members of the project team, or a supervisor and a student.

Note that only investigators with a valid ECU email address (staff or student) can be granted access to STREAM.

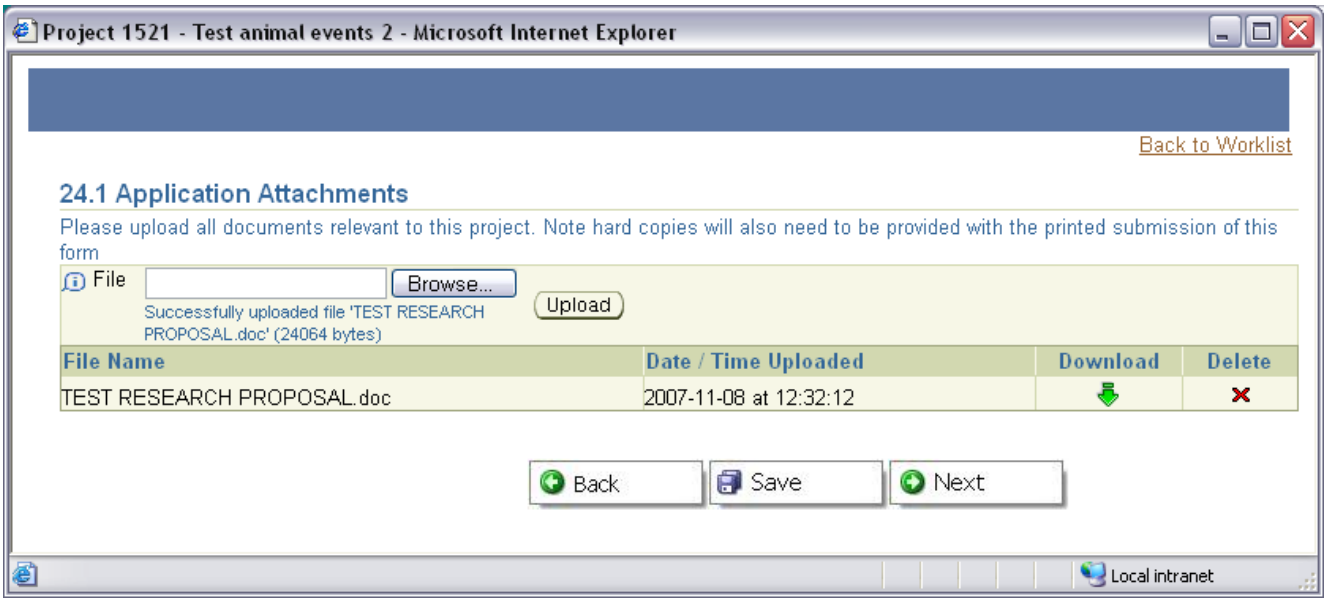


Adding attachments

This section will allow you to add attachments to your ethics application, e.g. research proposal, information letter and consent form, questionnaires, etc.



To add an attachment to your application, enter the file name in the box or click on Browse... to search for the file that you want to attach. Click on Upload and wait for the file to upload – you'll see the attachment appear in the list when it has uploaded.



Submitting your application

You must complete each section on the project worklist before you will be able to submit your application. Each section will have a green tick ☑ and the **Complete** section on the Ethics Console will also be ticked.

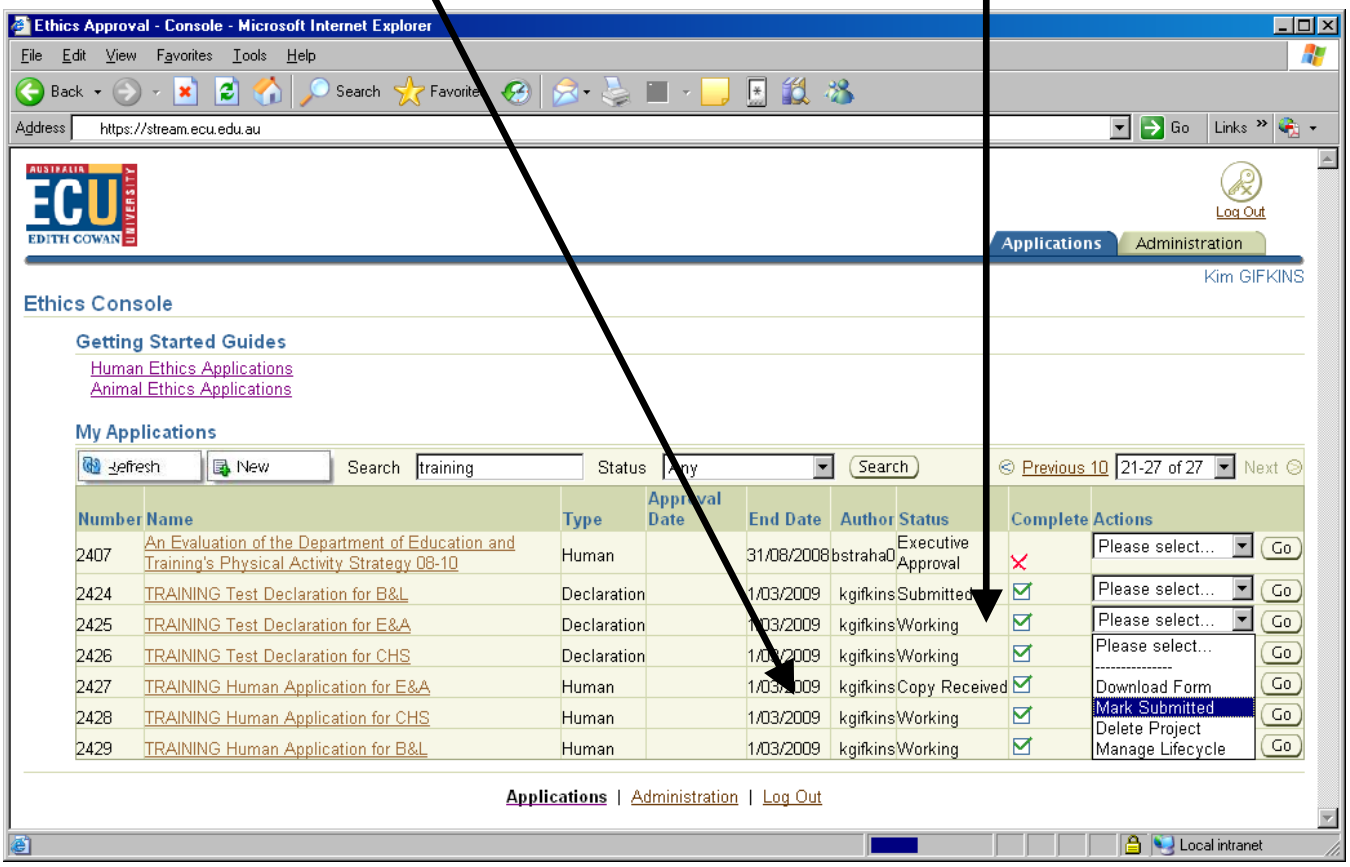
You will need to close the project worklist and return to the ethics console to submit an application. Submitting a project will 'lock' the application, i.e. no further editing of the application can occur.

In order to submit your project for review:

return to the Ethics Console

choose "Mark Submitted" from the **Actions** menu

click on GO



The project status will then show "Submitted".

The ethics review body will then manage the review and approval of your application. Changes to the status of your project will show in the **Status** section of the Ethics Console. You will be able to check the progress of your application at any time.

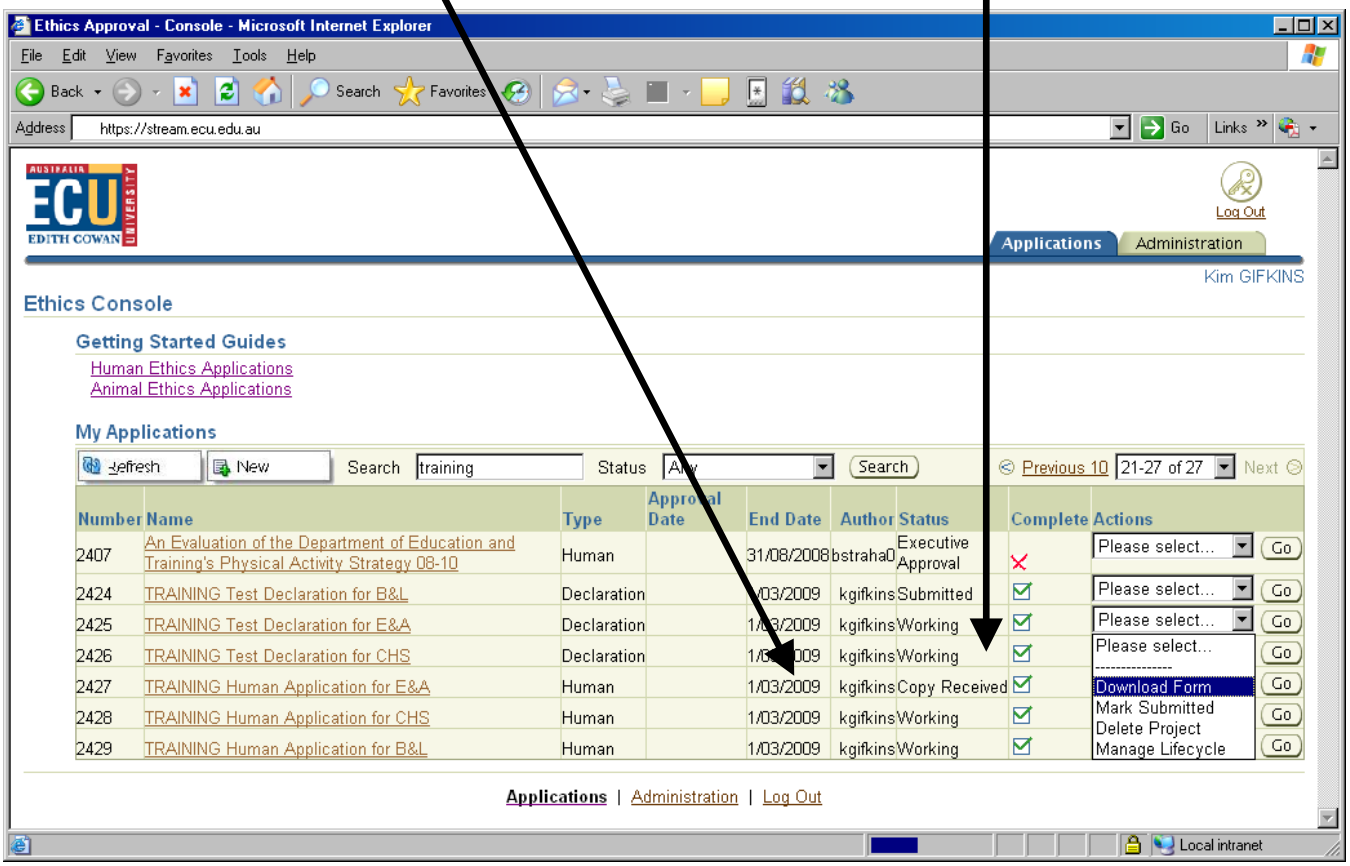
Printing your application

In order to print your application:

return to the Ethics Console

choose “Download Form” from the **Actions** menu

click on GO



The application form will be downloaded as a PDF document. You will then be able to either save the document and/or print the document.

If you are sending a hard copy of your application – don’t forget to also send the attachments.