

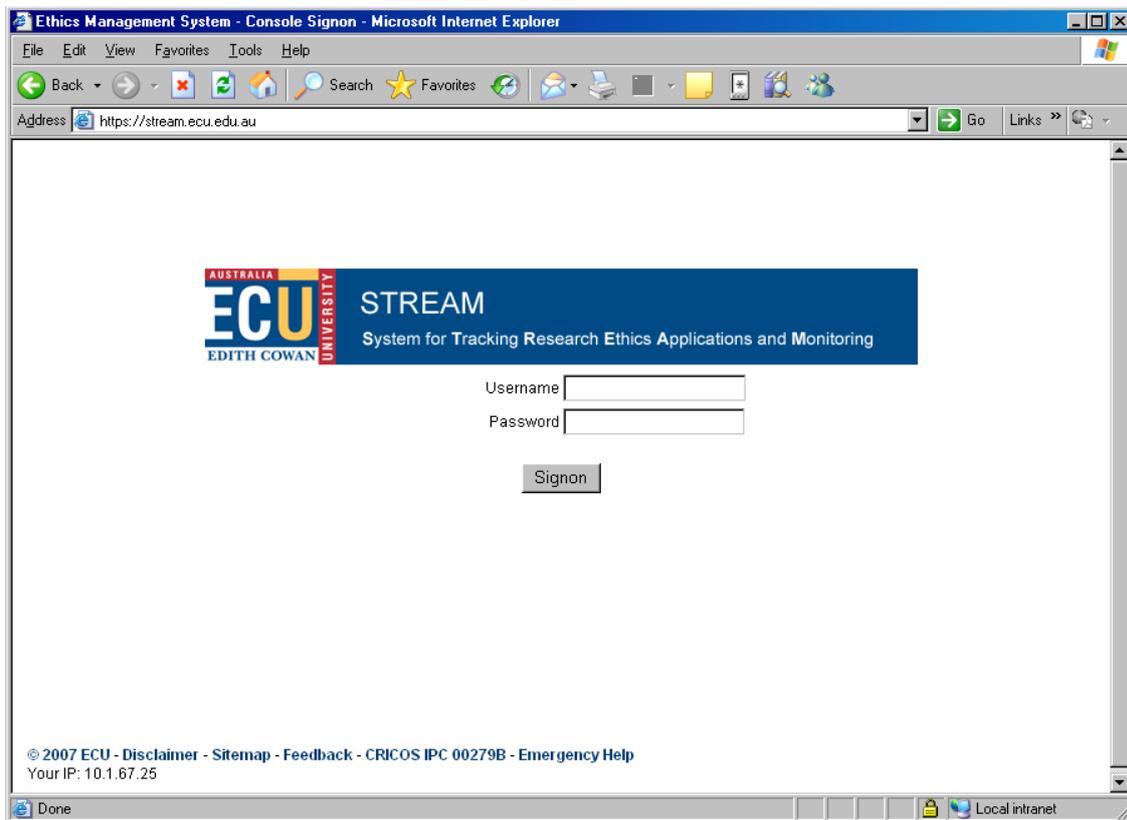


Getting Started Guide

- Accessing [STREAM](#)
- Finding your way around the Ethics Console
- New application
- Animal Ethics application
- YOUR application
- Project worklist
- Project security
- Adding attachments
- Submitting your application
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Accessing [STREAM](https://stream.ecu.edu.au)

[STREAM](https://stream.ecu.edu.au) can be accessed by [clicking here](https://stream.ecu.edu.au)

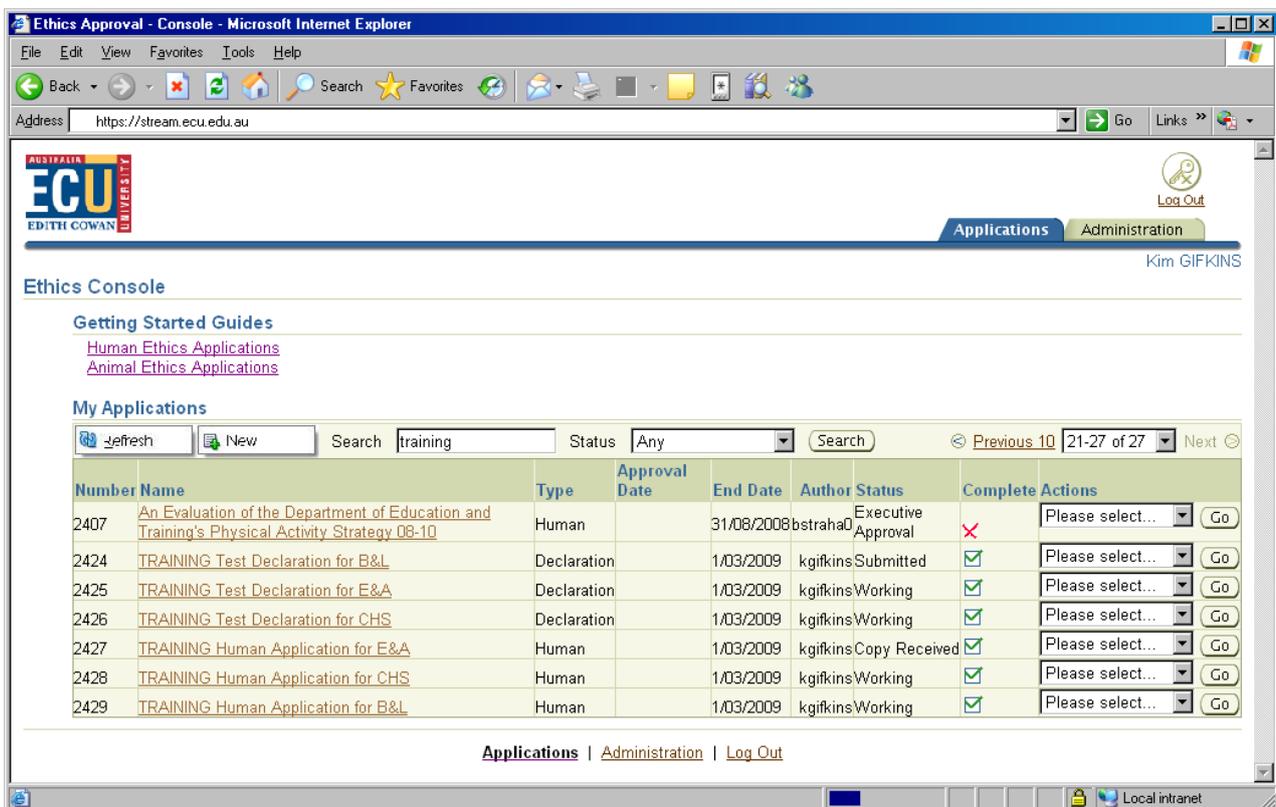


Logging In

Logging into [STREAM](https://stream.ecu.edu.au) 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.

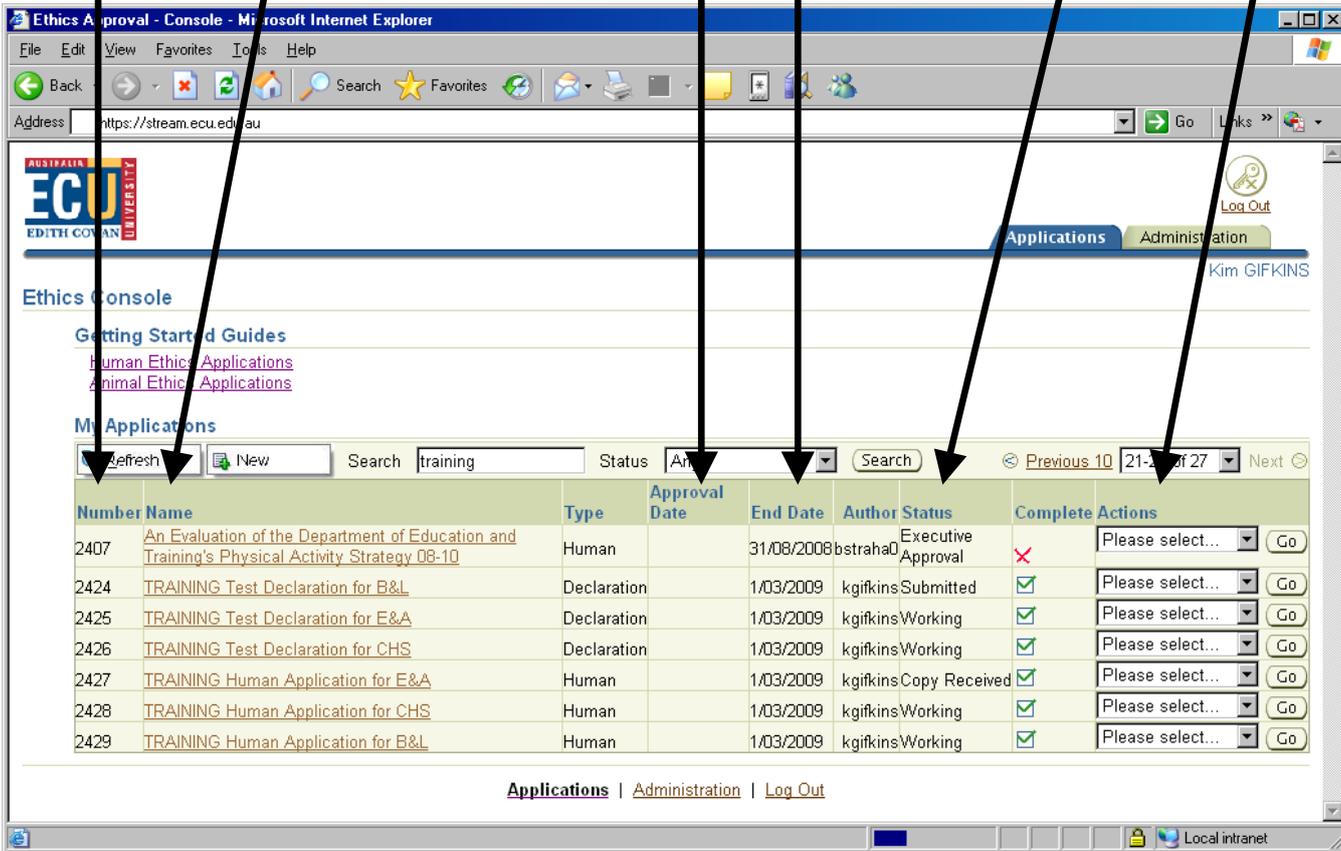
Ethics Console

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



Finding Your Way Around the Ethics Console

Project Number	Name of project	Approval Date	End Date	Status of Project	Actions
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The screenshot shows the 'My Applications' section of the Ethics Console. It features a search bar with 'training' entered and a status dropdown set to 'All'. Below the search bar is a table with the following data:

Number	Name	Type	Approval Date	End Date	Author	Status	Complete	Actions
2407	An Evaluation of the Department of Education and Training's Physical Activity Strategy 08-10	Human		31/08/2008	bstraha0	Executive Approval	✗	Please select... Go
2424	TRAINING Test Declaration for B&L	Declaration		1/03/2009	kgifkins	Submitted	✓	Please select... Go
2425	TRAINING Test Declaration for E&A	Declaration		1/03/2009	kgifkins	Working	✓	Please select... Go
2426	TRAINING Test Declaration for CHS	Declaration		1/03/2009	kgifkins	Working	✓	Please select... Go
2427	TRAINING Human Application for E&A	Human		1/03/2009	kgifkins	Copy Received	✓	Please select... Go
2428	TRAINING Human Application for CHS	Human		1/03/2009	kgifkins	Working	✓	Please select... Go
2429	TRAINING Human Application for B&L	Human		1/03/2009	kgifkins	Working	✓	Please select... Go

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  button will take you to the following screen.



New Animal Ethics Application

 **TIP** Continuing past this point will create an Animal Ethics Application. If this is what you need to do click 'Next' below. If you wish to create a Human Ethics application or test to see whether your project falls outside of the scope of ECU's research ethics arrangements please navigate to the REMS Proportional Checklist [here](#).



Animal Ethics Application

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

[Back to Worklist](#)

1 Project Details

1.1 Title

* Project Name
Enter the name of the Research Project

Short Name
Enter shortened name of the project (less than 30 Characters)

1.2 Duration

* Start Date 
Enter the commencement date of the project

* End Date 
Enter the project completion date

1.3 Project Application Type

Multicentre Project
(Multiple institutions are involved with this project)

Permits required to conduct this project

This project is observation only

This project involves teaching

This project involves field-based research

This project involves laboratory-based research

Other types of research

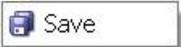
Mandatory information

Navigation and Saving Information

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.

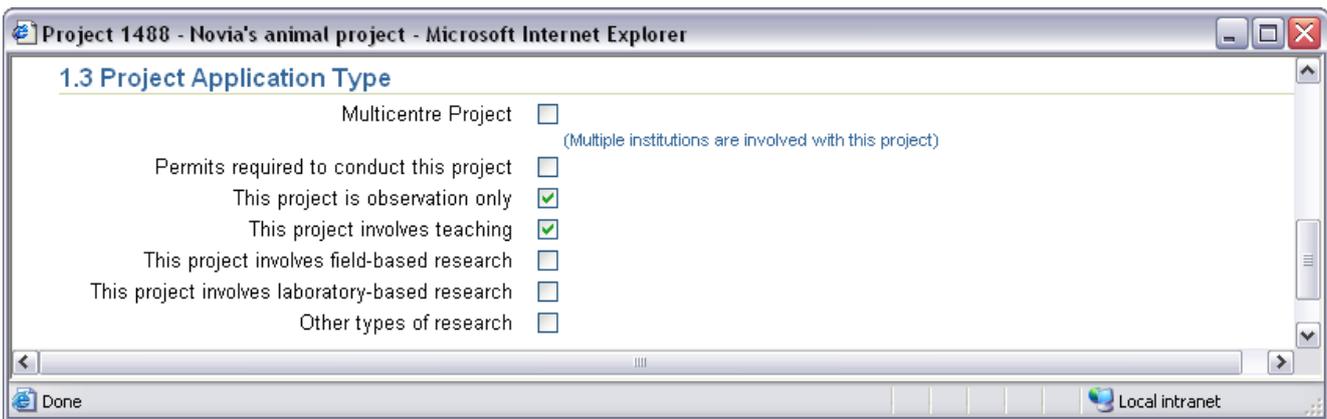
Sections can be completed in any order, in any number of sessions, and by any person on the project team (as long as their details have been entered and access provided)

YOUR application

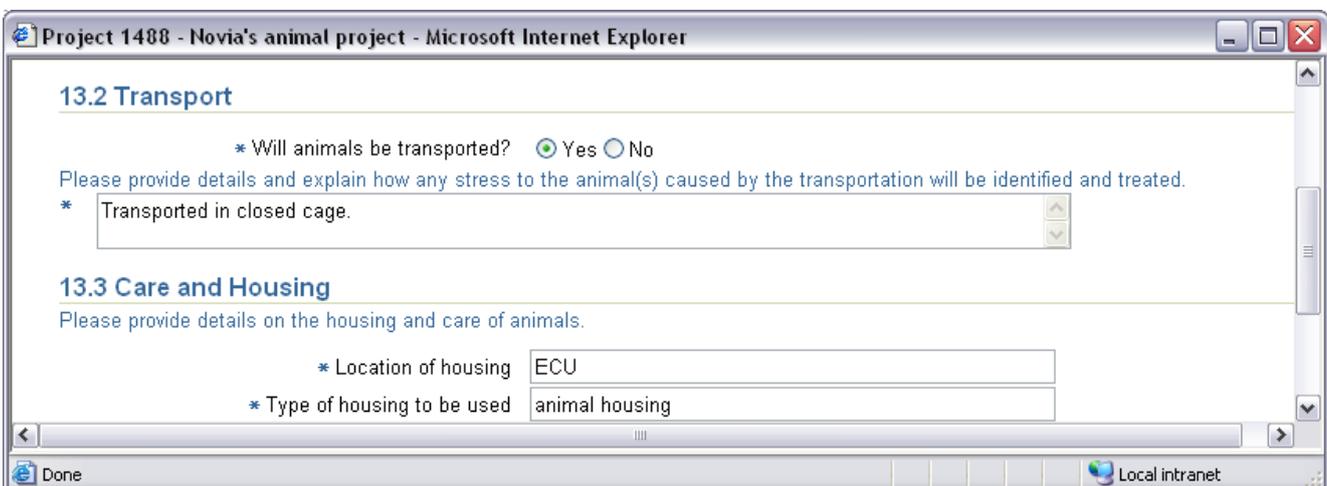
The ethics application will be “customised” according to your type of project and the information that you provide.

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.



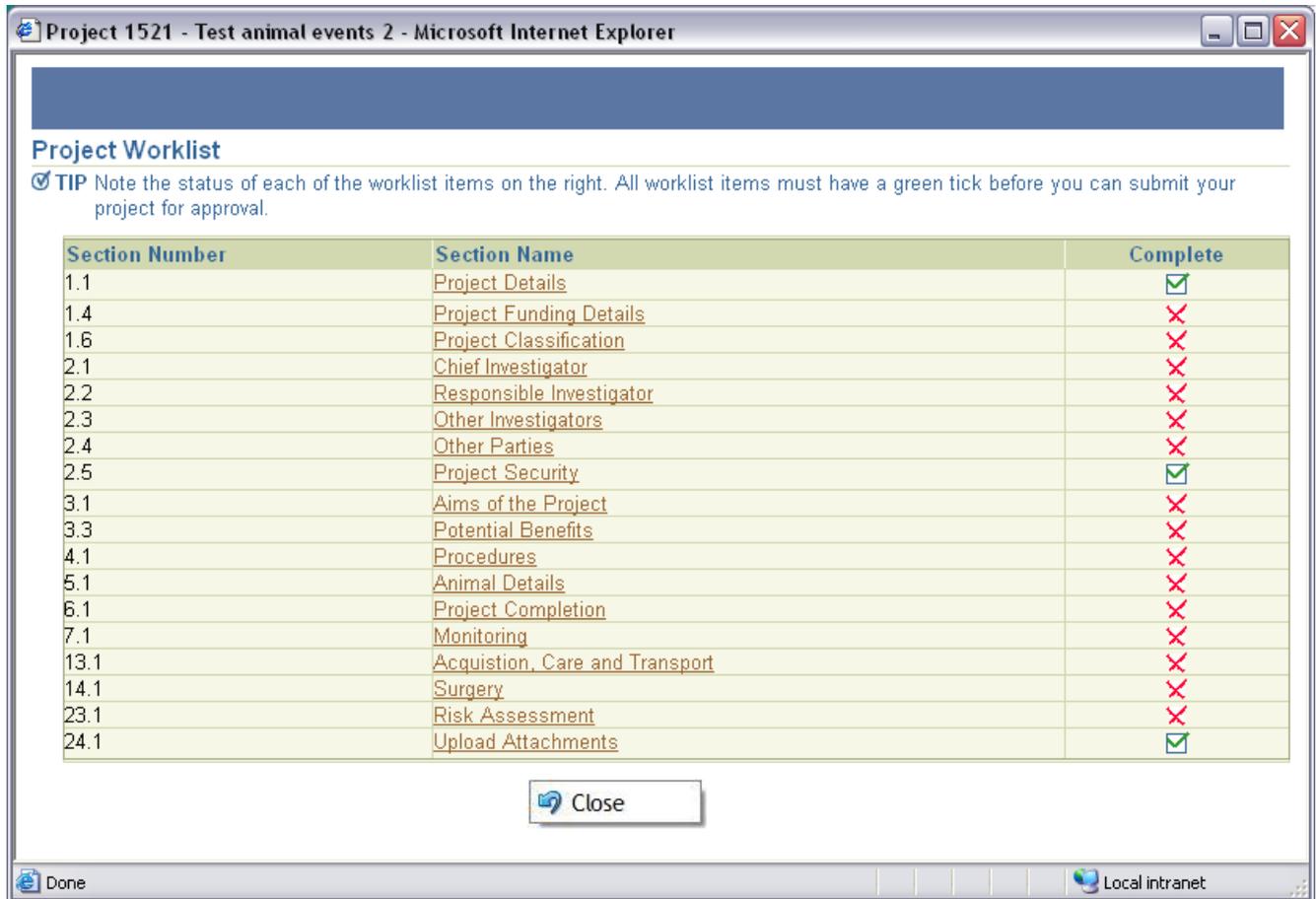
Within each section, your answers to questions and information provided will also shape the application. The example below illustrates this - if 13.2 is answered Yes, [STREAM](#) will prompt for more information. However, if the answer is No, no prompt appears.



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.



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:

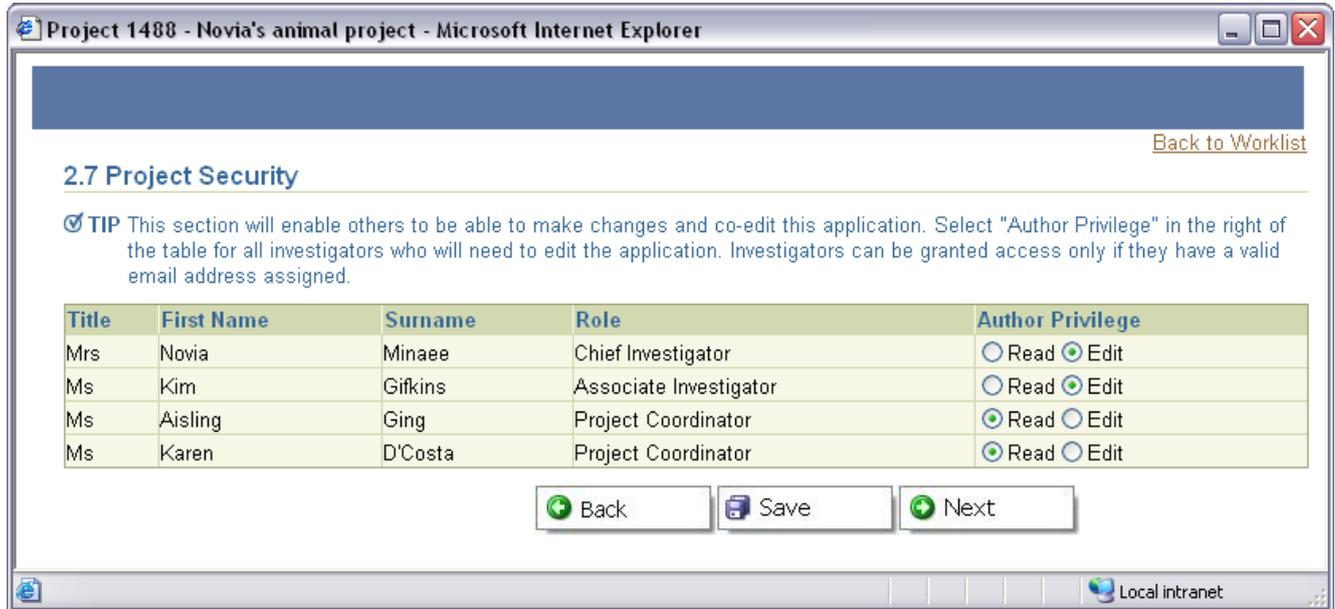


Project security

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](#).



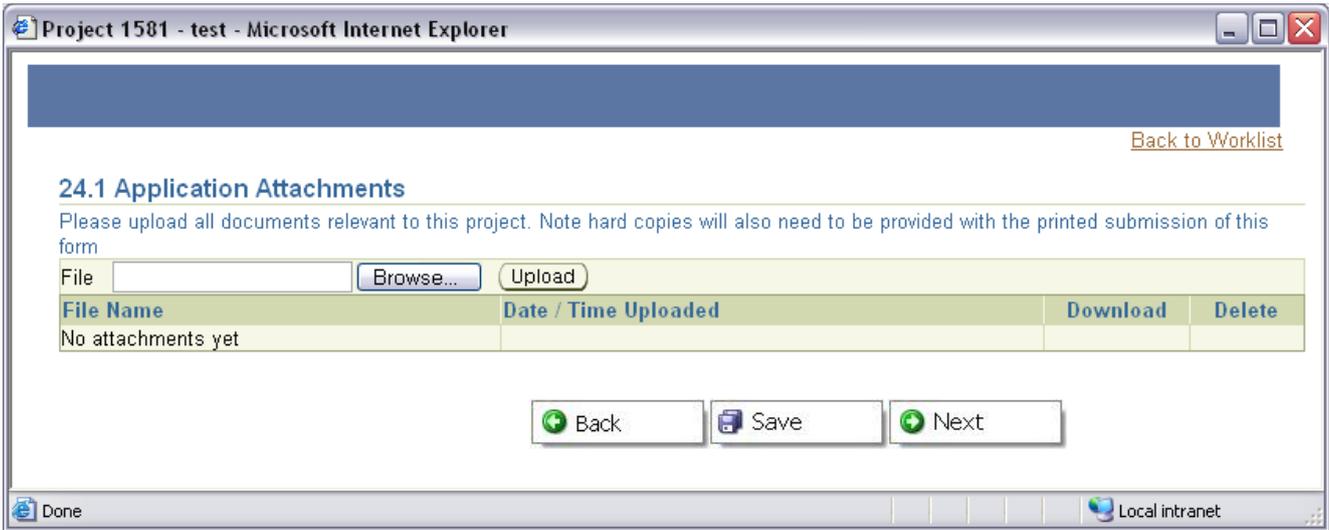
The screenshot shows a Microsoft Internet Explorer window titled "Project 1488 - Novia's animal project - Microsoft Internet Explorer". The page content includes a "Back to Worklist" link, a section header "2.7 Project Security", and a tip: "TIP This section will enable others to be able to make changes and co-edit this application. Select 'Author Privilege' in the right of the table for all investigators who will need to edit the application. Investigators can be granted access only if they have a valid email address assigned." Below the tip is a table with the following data:

Title	First Name	Surname	Role	Author Privilege
Mrs	Novia	Minaee	Chief Investigator	<input type="radio"/> Read <input checked="" type="radio"/> Edit
Ms	Kim	Gifkins	Associate Investigator	<input type="radio"/> Read <input checked="" type="radio"/> Edit
Ms	Aisling	Ging	Project Coordinator	<input checked="" type="radio"/> Read <input type="radio"/> Edit
Ms	Karen	D'Costa	Project Coordinator	<input checked="" type="radio"/> Read <input type="radio"/> Edit

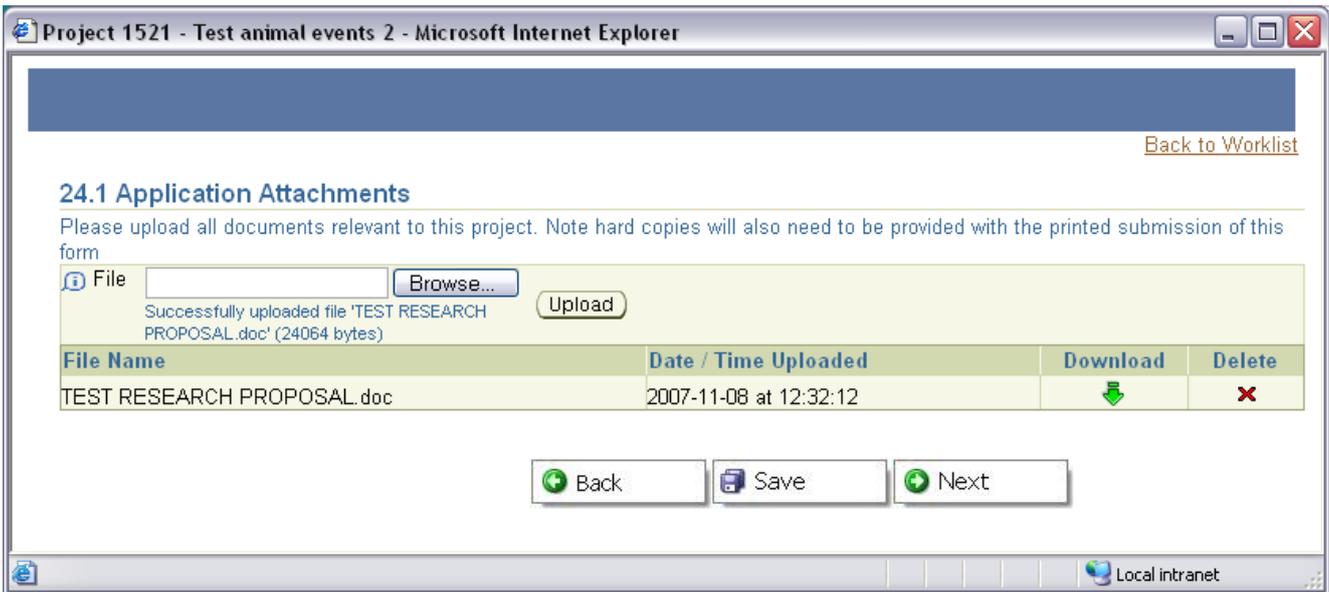
Below the table are three buttons: "Back", "Save", and "Next". The browser's status bar at the bottom indicates "Local intranet".

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.

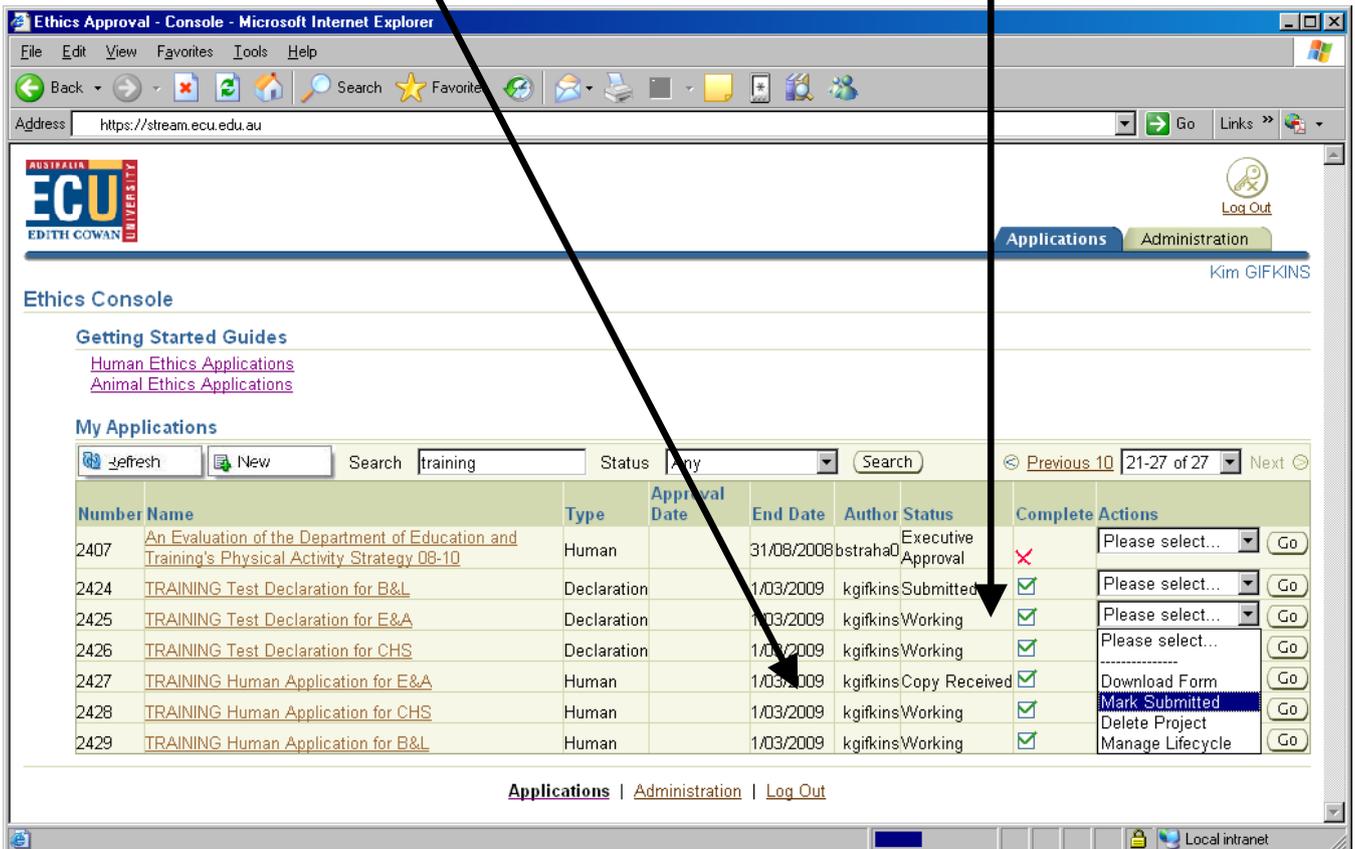
You will need to close the project worklist and return to the ethics console to submit an application. Submitting a project will 'lock' the application, i.e. no further editing of the application can occur.

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.

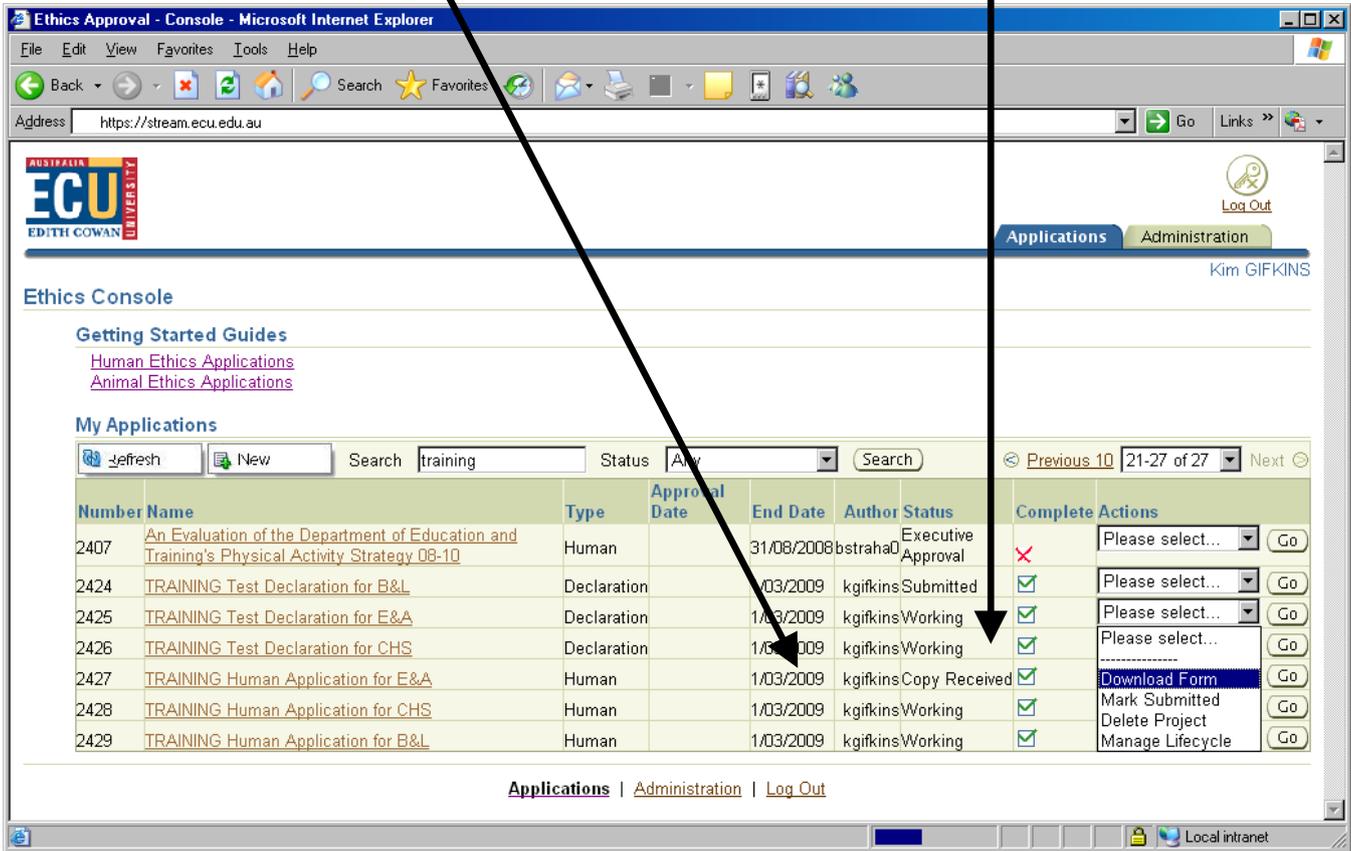
Printing your application

In order to print your application:

return to the
Ethics Console

choose "Download Form"
from the **Actions** menu

click on
GO



Ethics Console

Getting Started Guides
[Human Ethics Applications](#)
[Animal Ethics Applications](#)

My Applications

Refresh New Search training Status Any Search Previous 10 21-27 of 27 Next

Number	Name	Type	Approval Date	End Date	Author	Status	Complete	Actions
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2427	TRAINING Human Application for E&A	Human		1/03/2009	kgifkins	Copy Received	✓	Download Form Go
2428	TRAINING Human Application for CHS	Human		1/03/2009	kgifkins	Working	✓	Mark Submitted Go
2429	TRAINING Human Application for B&L	Human		1/03/2009	kgifkins	Working	✓	Delete Project Go
								Manage Lifecycle Go

Applications | Administration | Log Out

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.