

Managing your research on the REMS Portal

The Research Ethics Management System has been upgraded to allow you to manage your approved ethics application online. This means that you will no longer need to complete the HREC Ethics Report Form. Below is some information to assist you with navigating the REMS Portal for managing your approved ethics application online.

1. To access the REMS portal, login into REMS via the staff portal or the following link: [REMS Portal](#)
2. To manage an approved application, click the file icon with a “+” symbol.

Research Ethics Management System - Non-Prod
Human Research Ethics Approval v 2.0

Start Ethics Application Process This will launch the Proportional Review Checklist which will determine whether you need to submit an ethics application.

Resources This will open the web site that provides information about completing your application.

Report on an approved project

Researcher Reviewer All

REMS No	Project Title	Role in Project	Application Pathway	Project Status
2020-00591-GUPTATST	Testing 2	Chief Investigator	Negligible Risk Review	Under Review
2020-00590-GUPTATST	Testing 2	Investigator	Low Risk Review	Approved
2019-00567-STAFFELLTST	Smile	Responsible Investigator	Negligible Risk Review	Approved

Manage approved project

3. Once in the monitoring portal, you can submit:
 - A report (annual or final which will be calculated automatically)
 - An extension request
 - An amendment request
 - An adverse event

- From the home page, click on the relevant box which will open a new tab for you to complete.

The screenshot shows a web application titled "Monitoring Approved Research Projects - TST" under the heading "Human Research Ethics Approval". The interface includes a header with the ECU logo, a navigation bar with a home icon, a clock icon, and tabs for "Amendment" and "Extension". A red banner at the top displays "Request No: 2019-00574-RIDGETST" and "Chief Investigator: (Staff Project)". Below the navigation, there is a section titled "Monitoring Approved Research Projects" with the instruction "Please select the type of activity you want to submit:". This section contains four checkboxes: "Report", "Extension" (checked), "Amendment" (checked), and "Adverse Event". To the right of these checkboxes is a text box containing information about the National Statement on Ethical Conduct in Human Research and a list of activities facilitated by the portal: 1. Annual progress report, 2. Final project report, 3. Request for amendments to any aspect of an approved project, 4. Request for an extension to an approved project, and 5. Reporting adverse events that may occur within the conduct of an approved project. At the bottom of the page, there are two red buttons labeled "Save All" and "Submit All". A red box with white text states: "Note that you can only save ALL or submit ALL activities at once." The "Project Status" is shown as "Approved".

Once submitted, you can find history here.

When a box is ticked a tab will appear here.

You can tick multiple boxes to work on multiple submissions at once.

Note that you can only save ALL or submit ALL activities at once.

Save if it's not ready to submit, you can come back to make changes.

- Once you have submitted the report, amendment, extension or adverse event, the Research Ethics Team will be automatically notified and will commence processing your request.
- Once processed, you will receive a confirmation email.
- There are two ways that you can view a history of your previously submitted reports, amendments, extensions or adverse events by clicking on the clock tab.

1. From the approved application portal below:

ECU
Negligible Risk Review Application - Non-Prod
Human Research Ethics Approval

REMS No: 2019-00567-STAFFELLTST Chief Investigator: Sam PROSSER (Staff Project)

Qualifications Element 1 Element 2 Element 3 Element 4 Elements 5, 6 and 7 Risk

Report Event History

All

Type	Status	Modified	Detail
Annual Report	Submitted	15/04/2020	Annual Report-2019-00567-STAFFELLTST-20200415-1155.pdf
Final Report	Submitted	15/04/2020	Final Report-2019-00567-STAFFELLTST-20200415-1154.pdf
Extension	Submitted	10/03/2020	Extension-2019-00567-STAFFELLTST-20200310-0800.pdf
Adverse Event	Submitted	10/03/2020	Adverse Event-2019-00567-STAFFELLTST-20200310-0742.pdf
Adverse Event	Submitted	10/03/2020	Adverse Event-2019-00567-STAFFELLTST-20200310-0738.pdf
Extension	Submitted	05/03/2020	Extension-2019-00567-STAFFELLTST-20200305-0441.pdf

2. From the monitoring approved application portal below:

ECU
Monitoring Approved Research Projects - TST
Human Research Ethics Approval

REMS No: 2019-00574-RIDGETST Chief Investigator: (Staff Project)

Amendment Extension View application details in new tab

Monitoring Approved Research Projects

Please select the type of activity you want to submit:

Report

Extension

Amendment

Adverse Event

The National Statement on Ethical Conduct in Human Research indicates that institutions are responsible for ensuring that research approved by a Human Research Ethics Committee is reliably monitored. Monitoring of approved projects is important for ECU to establish that a research project is being, or has been, conducted in the manner approved by the Ethics Committee and is a condition of your approval.

This online portal facilitates all aspects of approved research monitoring including:

1. Annual progress report
2. Final project report
3. Request for amendments to any aspect of an approved project
4. Request for an extension to an approved project
5. Reporting adverse events that may occur within the conduct of an approved project

Project Status: Approved Save All Submit All

If you have any questions, please contact the Research Ethics Team by phone 08 6304 2170 or email research.ethics@ecu.edu.au.