

REMS Review Information Sheet

1. Accessing applications that have been assigned to you for review

As a reviewer, when you enter the REMS portal make sure you select "Reviewer" to display the applications assigned to you for review.

Click on the "REMS No" to review the application.

REMS No	Project Title	Review Due	Review Received	Lead	Project Status	Review Status
2018-00454-DOETST	Effects of Autism	15/07/2019	08/07/2019	Yes	Approved	Status 1 - Approved
2018-00453-WATERSTST	NR check	14/10/2019			Returned to Researcher	
2018-00300-MERCURY	Is this the real life? Is this just fantasy? caught in a landslide, no escape from reality. Open your eyes, look up to the sky and see... I'm just a poor boy, I need no sympathy...	18/07/2019	14/10/2019		Under Review	

2. Reviewing the application

Information about reviewing this application

Please navigate through each of the tabs and where you have a comment or question for the research team please click on the plus button next to the box in which your comment or question relates as indicated below.

Please use the comment boxes to record any notes relating to the project including specific feedback on the strengths and weakness of the application that you would like a response to (if any) and approval or monitoring conditions required. You are not required to provide comments for every text box. Please note your feedback will be provided directly to the research team. Therefore, please ensure your feedback is clear, consistent with the National Statement, constructive and in line with the recommendation you have made for its approval or further review.

Upon completing your review please indicate the review status you would like to allocate to this application. Please note your review will not be submitted until you have updated your status.

The four review statuses available to you as a reviewer are:

- Status 1: Approved
- Status 2: Minor amendments
- Status 3: Major amendments
- Status 4: Not approved

Project Status: Under Review

Here you will see the names of all reviewers. Please contact the other reviewer if you wish to discuss the application to ensure a consistent response to the researcher.

If you are the lead reviewer, you will have an "*" next to your name.

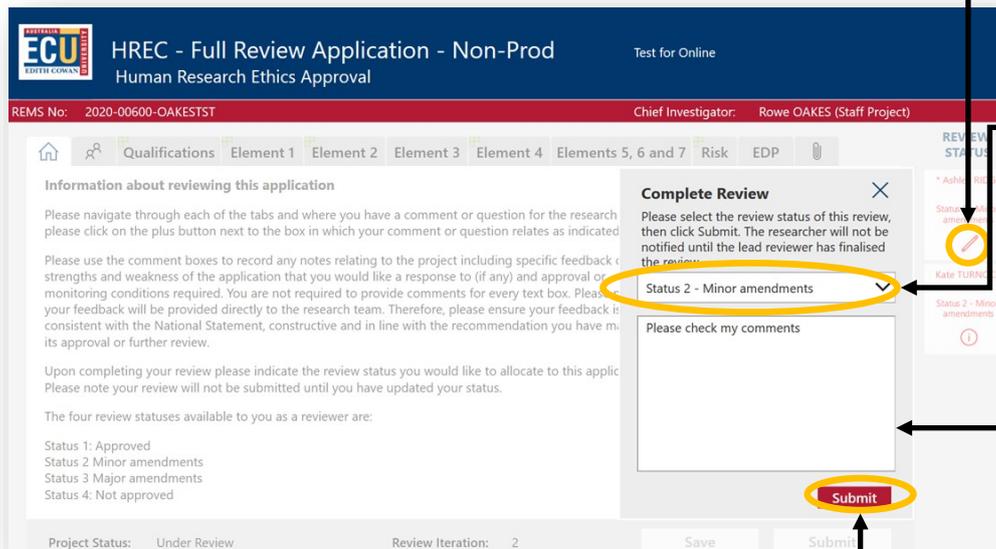
3. Adding comments

To add a comment, click on the "+" symbol and the comment box will appear.

Once you start typing into the comment box the "save" button will appear, you'll need to click "save" to save your comment.

Upon the re-review, where a researcher has made changes or responded to comments, a green symbol will appear on the relevant tab, and the comment icon will be green.

4. Selecting a status for the review



1. Click on the 'pencil' icon to open the pop-up box that allows you to select your status for this review.

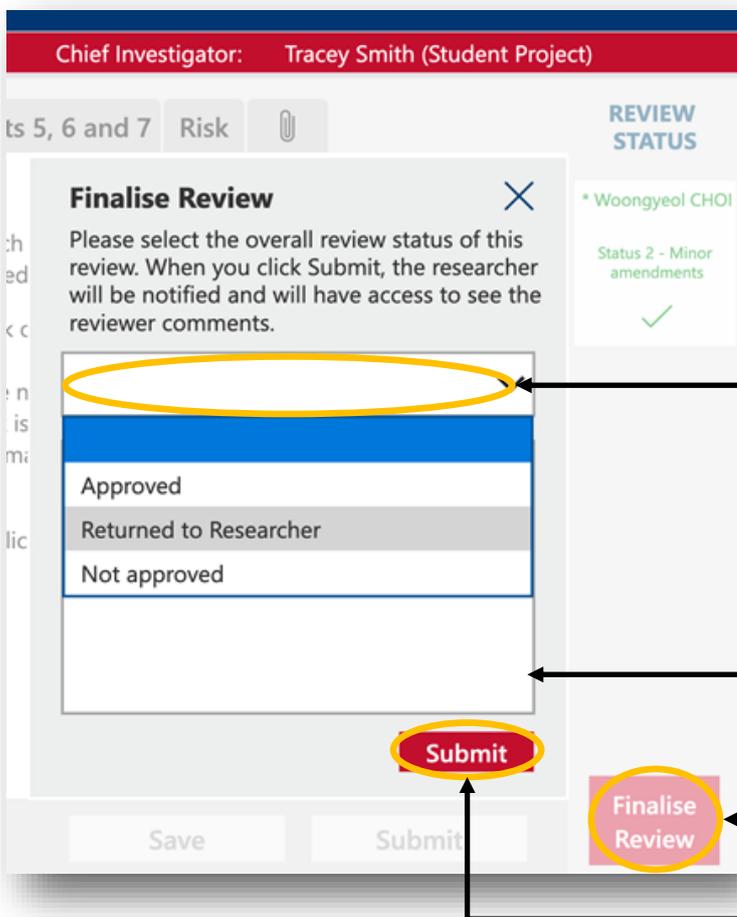
2. Select the status you wish to assign.

3. Please put any conditions of approval here. Please note these are only visible to the other reviewer and NOT the researchers.

4. Click submit to send your review.

5. Lead reviewer to finalise the review

Once both reviews are completed, as the lead reviewer, you will need to select an overall status.



1. Click on the dropdown list and select one of the three statuses.

2. Please add any overall comments you would like to be addressed or noted by the researcher.

3. Click on submit to close the pop up box, then select 'finalise review' to conclude the review process.

**Any questions, please contact the Research Ethics Team:
research.ethics@ecu.edu.au or call on 08 6304 2170**