



# **Research Information Management System (RIMS)**

**Human Research Ethics (HRE) Module**

**Head of Unit Endorsement User Guide**

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# Human Research Ethics (HRE)


## Head of Unit Endorsement

### 1. What is RIMS?

Applications for human research ethics approval are processed through USQ's online application and approval system titled Research Information Management System (RIMS).

The RIMS system includes a very flexible eForm especially designed for completion by the HRE applicant. The system also includes a workflow system to allow the Research Integrity and Ethics office to electronically manage the endorsement / approval, review and reporting processes for all HRE applications.

RIMS provides assessors and committee members online access to request amendments, make comments, check related documents, and provide electronic sign offs. The RIMS system has visibility conditions so applicants only see relevant questions and information.

There is also online assistance and reference data for specific questions marked with the  symbol.

A summary of the RIMS features include the ability to:

- access the online forms from anywhere at anytime
- add comments at any stage of the review process
- record outcomes and conditions of approval
- print reports on application content, comments and document summaries
- track applications at all stages of the review process
- allow applicants to submit amendments and renewals for existing applications
- structure questions to allow risk assessment of protocols prior to submission
- create conditional workflow branching based on whether the applicant's answers determine the application to be low or high risk

The Office of Research will be able to:

- set up committee meetings and expedited review processes
- allocate applications to Committee meetings, panels and individual reviewers online
- facilitate pre-meeting committee reviews online

## 2. Accessing RIMS

### 2.1 Accessing RIMS

Open an Internet browser (Google Chrome is recommended for use with this system) and select one of the options listed below to access the RIMS login page:

#### Option 1 – For USQ Staff

Click on **UConnect | UWork | Track It | RIMS**

#### Option 2 – For USQ Staff and Students

USQ Research Website: <https://www.usq.edu.au/research/>

Click on **RIMS Login** link (*under Research support and development*)

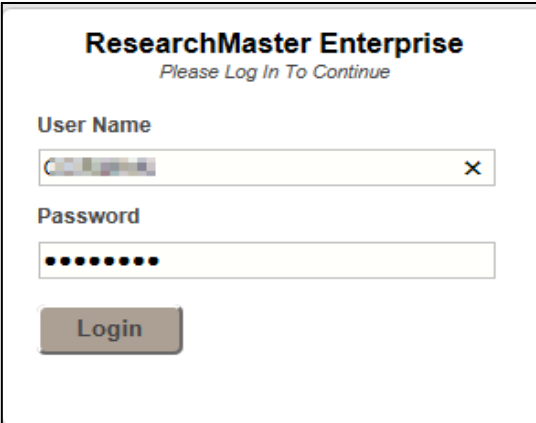
#### Option 3 – For USQ Staff and Students

Direct URL: <https://orims.usq.edu.au/RME/Login.aspx?ReturnUrl=%2frme%2f>

### 2.2 Logging in to RIMS

At the ResearchMaster Log In pop up window:

- Enter your UConnect User Name and Password.
- Click on the Login button.



**ResearchMaster Enterprise**  
*Please Log In To Continue*

User Name

Password

Login

## 3. Head of Unit Endorsement Introduction

### 3.1 Why am I being asked to endorse an ethics application?

Heads of Unit are now involved within the USQ HRE Review processes to assist with judging that research conducted within their purview has research merit as they are normally the best placed person to make this judgement. Heads of Unit are also responsible for management decisions that involve the allocation of resourcing, including staffing and financial. By involving Heads of Unit in this process, they will be in a better position to make informed and effective decisions into the future.

In accordance with the [National Statement on Ethical Conduct in Human Research, 2007](#), where prior peer review of a project has judged that a project has research merit, this will no longer be subject to the judgement of those ethically reviewing the research.

Research that has merit is:

- justifiable by its potential benefit, including contribution to knowledge and understanding, improved social welfare and/or individual wellbeing, and skill and expertise of researchers;
- designed and developed using appropriate methods for achieving the aims of the proposal;
- based on a thorough study of the literature;
- designed to ensure respect for participants is not compromised by the aims of the research or the way it is carried out; and
- conducted using facilities and resources appropriate for the research.

### 3.2 Nomination of a Head of Unit

Heads of Unit are nominated by a Principal Investigator as part of the application process. The Head of Unit role will normally be undertaken by a Head of School, Executive Dean, Centre Director, or Executive Director of an Institute. However, the role may also be performed by a USQ Staff member delegated by these roles, provided there is appropriate justification can be provided (upon request) that the delegated USQ Staff member has appropriate qualifications and relevant experience to review and endorse that a proposal under consideration has research merit (as outlined in section 3.1).

The decision of how a Head of Unit delegates responsibility to a USQ Staff member for the purposes of HRE Application endorsement is operationalised within each work area at their discretion.

## 4. Head of Unit Endorsement Process

### 4.2.1 Undertake review of project research merit

Heads of Unit will be sent a system generated email when a new human research application has been referred to them in the RIMS HRE Module for consideration and endorsement. The HREC reference number and project title will be included in the email for reference.

1. Log in to RIMS
2. From the "Welcome to RIMS Web" page:  
Click on **Online Forms | Ethics Applications | Applications**
3. From the "Applications" page:

Click on **All Applications** | Click on the Application Title of the application to be reviewed


4. Undertake your research merit review of the application.
  - **To review the application in print medium**, refer to [Ethics Application Report](#) to print a full copy of the application. Note, you will still be required to access any uploaded documents electronically, refer [Navigating RIMS e-forms](#) for further information.
  - **To review the application with RIMS**, navigate within the application using either the forward and back arrows at the bottom of each page, or by clicking directly on a page link from in the left-hand menu.

Note: Do not use the browser to navigate or close the application. Use the RIMS navigational tools and Exit button only.
5. Add feedback (if and as required) via Page Comments. Refer to [Page Comments](#) section for further instructions.
6. Consider your recommendation on endorsement and if you wish to review an applicant's response to feedback.
  - If you wish to review an applicant's revised application before their submission for ethical review, choose the "Return to applicant with comments" option.
  - If you are satisfied that the proposal has research merit and do not wish to review it further, choose the "Endorsed" option.
7. Enter your endorsement outcome  
Select **Action**  
Click on the appropriate endorsement outcome

The applicant will receive a system generated email confirming that the human research application has been referred back to them for progressing for ethical review.

## 5. Page Comments

In undertaking the independent ethical review of a HRE Application or HRE Amendment Application, reviewers will include their feedback for the applicant to address and/or defend via the Page Comments function.

A blue flag  is added to the end of the page heading, and to the section heading (within the left-hand menu) to denote a Page Comment has been added and is available for viewing.



## 5.1 Adding a Page Comment

All Page Comments added as part of the independent ethical review process must remain confidential.


- Navigate to the page you wish to add the Page Comment to
- Click on the **Page Comment** link

- Click on the **New Comment** link
- Enter the question number that the feedback refers to, followed by the feedback. For e.g., 3.5. Please elaborate on your response in this section to identify the method of participant recruitment.
- Click the **OK** button.
- Add a separate New Comment for each section on this e-form page.
- Once all comments have been added, click on the **Save & Close** button

## 5.2 Viewing a Page Comment

- Navigate to the page (to which the Page Comment is attached)
- Click on the **Page Comment** link
- Click on the link of the comment you wish to view
- Click on **Save & Close** button

## 5.3 Deleting a Page Comment

- Navigate to the page (to which the Page Comment is attached)
- Click on the **Page Comment** link
- Click the  rubbish bin icon at the end of the comment row you wish to delete.
- Click on **Save & Close** button

## 6. RIMS Reporting



If your reports are not opening in PDF, check there is not a Pop-Up Blocker on your browser that is preventing them. You may need to “allow” pages from the ORIMS website for the reports to generate correctly.

### 6.1 Ethics Application Report

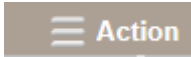


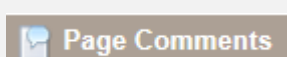
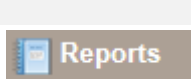
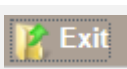
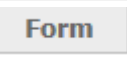
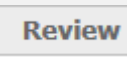







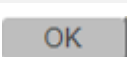
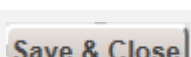





- Open the desired application
- **Reports | Print View** (tab)

The screenshot shows a dialog box titled "Printer Friendly Version". It has two tabs: "Print View" (which is active) and "Snapshot". Under the "Print View" tab, there are two dropdown menus. The first is labeled "Document" and is set to "Ethics Application". The second is labeled "Option" and is set to "PDF". At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

- From **Document** dropdown menu, choose **Ethics Application**.
- From **Options** dropdown menu, choose **PDF**.
- Click on the **OK** button
- The report will may take a few seconds to generate in a new browser window.



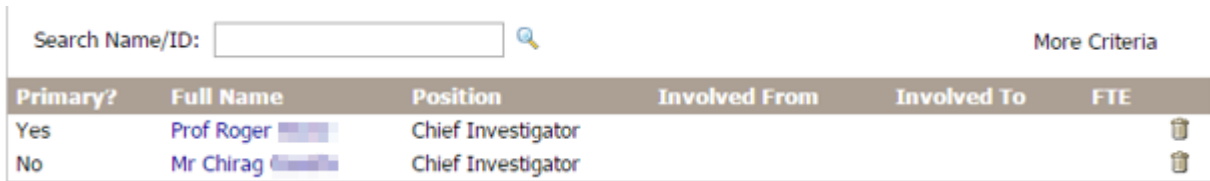
## Appendix A - Navigating RIMS e-forms

| Symbol   | Description   | Use it To.... |
|--|---|---------------|
|  Action         | Action Link is used to undertake actions, such as submit e-form   |               |
|  Save           | Save Link is used to save an e-form   |               |
|  Form Comments  | Form Comments are <b>NOT USED AT USQ</b>  |               |
|  Page Comments  | Page Comments Link is used to access the dialog box to add, view and delete comments. Note: You must be on the correct page within the application to view the page comments.   |               |
|  Reports        | Reports Link is used to access the reporting functions dialog box.  |               |
|  Exit           | Exit button is used to close an e-form and return to the Applications page.   |               |
|  Form           | Form Tab is used to view the HRE application form   |               |
|  Review         | Review Tab is used for nominating reviews and identifying application outcome   |               |
|  Action        | Action Tab is used to action the workflow of an application   |               |
|  Help         | Page Help Link is <b>NOT CURRENTLY USED AT USQ</b>  |               |
|               | Exit button is used to save and close the e-form.   |               |
|               | Red asterisk denotes a mandatory question   |               |
|               | Help button is located at the end of questions. This will provide further details about the information required for each specific question. Click on  at top right corner of box to close Help feature.   |               |
|               | Search Icon   |               |
|  OK           | OK button is used to commit your changes made to a sub-form grid items. Also used to commit new items to the grid.  |               |
|  Save & Close | Save & Close button is used to save your work and close the text box.   |               |
|  Cancel       | Cancel button is used to cancel changes to a sub-form grid item. Can also be used to cancel the action of adding an item to the grid. Note: once an item has been committed to the grid, the Delete button  must be used to remove the item from the grid. |               |
|               | Date Selector used to select a date rather than typing it in  |               |
|               | Deletes selected record   |               |
|               | Previous Page and Next Page buttons. Used to navigate between the pages of an e-form  |               |

# Appendix B - RIMS Definitions

## Grid

Any RIMS information presented in tabular format is referred to as a grid.




The screenshot shows a search interface with a text box for 'Search Name/ID:' and a magnifying glass icon. To the right is a link for 'More Criteria'. Below is a table with columns: Primary?, Full Name, Position, Involved From, Involved To, and FTE. Two rows are visible: one for 'Prof Roger' (Primary: Yes) and one for 'Mr Chirag' (Primary: No). Both are 'Chief Investigator'. There are trash icons in the FTE column for both rows.

| Primary? | Full Name  | Position           | Involved From | Involved To | FTE |
|----------|------------|--------------------|---------------|-------------|-----|
| Yes      | Prof Roger | Chief Investigator |               |             |     |
| No       | Mr Chirag  | Chief Investigator |               |             |     |

## Grid Item

Each individual item within a GRID is referred to as a Grid Item. In the image displayed above, each investigator is a grid item in the Investigators grid.

## Sub-form

Adding a new item to a grid causes a sub-form to automatically open up for data entry. The sub-form also opens up when you select an individual grid item (coloured in blue). For example, clicking on Prof Roger's name in the Investigators grid will cause the Investigator sub-form to appear so that you may key in information specific to that investigator. Any modification made in the sub-form must be committed to the grid by clicking on the  button.