**ORION: Online Ethics Applications**

**Cheat Sheet**

**Log in**

Log in to Orion using your Network User Name and password (students can log in using their student number and password). [https://orion.acu.edu.au/](https://orion.acu.edu.au/)

Please email res.systems@acu.edu.au if you are unable to log in.

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**Access Ethics Menu: Applications**

Click on ‘Ethics eForms’ on the right hand menu under Online Forms.

Please inform res.systems@acu.edu.au if you do not have the Ethics menu on your menu selection after logging in as it will need to be activated.

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**Access Application Forms**

Click on ‘Create’
ORION: Online Ethics Applications

Cheat Sheet - Application

- Next Page
- Previous Page
- Help (available for a selection of pages located at the top of the page)
- Save (available for a selection of specific questions located next to the questions)

* Required field (**Please note: you can only submit the application if all mandatory questions have been completed)

Form elements:
- Expand/Collapse
- Section indicators (complete, incomplete, to be completed)

Drop Down Box: Click on the arrow to display a list of choices for selection.

Search Box: Enter code (if known) or full/partial key word to search.

Free Text Box: Enter free text descriptions in response to the question.

Date Box: Enter the date of click on the calendar to select a date.

Sections:
- Section A: Summary
- Section B: Research Design
- Section C: Researchers / Investigators
- Section D: Resources
  - D.1: Project Funding / Support
Submit

Please ensure all mandatory fields (indicated by *) have been completed as applications cannot be submitted unless these are complete.

Comment Flags

<table>
<thead>
<tr>
<th>Flag</th>
<th>Description</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red</td>
<td>A reviewer has entered an action comment on a page</td>
<td>1- Highest</td>
</tr>
<tr>
<td>Amber</td>
<td>The applicant has responded to the action comment</td>
<td>2</td>
</tr>
<tr>
<td>Green</td>
<td>The reviewer has resolved the action comment that the applicant has responded to</td>
<td>3</td>
</tr>
<tr>
<td>Blue</td>
<td>There is a general note on the page- no action is required</td>
<td>4- Lowest</td>
</tr>
</tbody>
</table>
- A red flag (❗️) next to Sections (e.g. Section E) indicates that you need to respond to one or more Action Comments.

- Click on ‘Reply’ to respond to our comments

- Click on ‘Post’ once you have responded to the Action Comments
Once the response comment is posted, green tick will appear under the Action Comments.

Once you have posted your response comments on a given page, the flag will change from red to yellow - **THE PAGE IS NOW LOCKED.** You will **NOT** be able to make a change.

To upload the document containing your responses or any relevant document, click on the ‘Add New Document’.