ORION Instructions for EXPEDITED reviewed applications

These instructions are designed to assist researchers view and respond the ‘Action Comments’ once the application has been reviewed by the Review Panel. ‘Action Comments’ are the queries from the reviewers that the researchers are required to address.

1. **How do I know that I have pending ‘Action Comments’?**
   A red flag (マーク) next to Sections (e.g. Section E) indicates that you need to respond to one or more Action Comments.

2. **How do I answer these ‘Action Comments’?**

   - Click on ‘Reply’ to respond to our comments
   - To improve readability we ask you to start the paragraph with the word “RESPONSE”, just like the example below:

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ACTION COMMENT: Evidence of permission from relevant organisations should be provided when obtained.

RESPONSE: Official letters of agreements will be provided to ACU HREC when obtained and before commencing data collection.

ACTION COMMENT: The Participant Information Letter should explain what would happen to data collected prior to withdrawal.

RESPONSE: The participant information letter now contains a paragraph explaining what would happen to data collected prior to withdrawal. The updated participant information letter with track changes is attached in Section M-Attachments.
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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.

3. Changes to Attachments (Section M) and how to upload relevant documents e.g Information letter, Consent forms, approval letters etc

- Changes to letters etc must be made using tracked changes (or highlighting) within Word so that reviewers can easily identify what has been changed.
- The new documents must be re-attached using a different file name otherwise Orion reverts back to the original document.
- You can upload new/revised attachments on page 2 of Section M – Attachments. When editing documents you need to use track changes and rename the documents to indicate the new version eg: Consent letter v2.doc (alternatively use the date format eg: consent letter dd/mm/yy).
To upload the document containing your responses or any relevant document, click on the ‘Add New Document’

To upload new/revised documents, click on ‘Add New Document’ and name it for e.g. as ‘Participant Information Letter v2’ or ‘Participant Information Letter 30 Nov 2017’

After uploading the responses and new/revised documents on Section M-Attachments, please reply to the Action Comments by clicking on ‘Reply’
To improve readability we ask you to start the paragraph with the word “RESPONSE”, just like the example below:

Once the response comment is posted, green tick will appear under the Action Comments.
IMPORTANT NOTE:
You will NOT be able to make a change or upload documents after you have posted your response comments on a given page - THE PAGE IS NOW LOCKED.

- The flag will change from red to yellow

4. How do I submit the application back to the Ethics Secretariat?

Once all flags are changed to yellow you can now submit the application back to the Ethics Officer. Please click on the Action Tab and Select 'Submit to Ethics Officer'.

Do not hesitate to contact the Ethics Officer or Res.ethics@acu.edu.au if you have any questions or would like to share your feedback on these instructions.