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 (F) 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'?

		Orion eforms
Home Research Output Ethics HDR Proje	cts	Logout
0000021063 : ORION Instr	uctions for HREC reviewed applications	
Application Status: Revision required for assess	ment Workflow State: InitialReviewApplicantAmend Other Forms: Human Ethics	Application - New ACU Project
🚍 Action 🛛 🔚 Save 📗 Reports		🕜 Help 📑 Exit
Form Expand L Expand all Sections Curvervew Section A: Administrative Section Section B: Research Design Section D: Re ources Section D: Re ources Section D: Other Sevice	E.2: Permissions from Page Comments: 1 / 1 E.21 Do you require any o	
 E.1: Ethical Reviews E.2: Permissions from External Organisations E.3. Peer Review 	2. Click on the page with 'Red Flag'	
section F: Project	Please note approvals / permissions not available at the time of subr	mission must be forwarded to ACU HREC on receipt
Section G: Conflicts of Interests Section H: Location of Study Section I: Participants	Comments Case	Show Closed
Section C. Click on 'Reply' to respond to the Action Comments Section II: Attachments Section O: Checklist Continue	Evidence of permission Evidence of permission from relevant organisations should be prov Reply General Comments	Na Koja Paniny 3011/2017 11.46.55

Click on 'Reply' to respond to our comments

			Show Closed
? ▼ E	vidence o	of permission	Ms Kylle Pashle 30/11/2017 11:46:5
Evi	dence of p	permission from relevant organisations should be provided when obtained	I.

To improve readability we ask you to start the paragraph with the word "RESPONSE", just like the example below:

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.

Evidence of permission from relevant organisations should be provided when obtained. Warning: You are editing a comment. Complete and post it before moving to another question or you may lose the comment.	? 🗸 Evi	dence	of pe	rmissi	on										Ms Kylle Pashi 30/11/2017 11:45:5
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RESPONSE: Official letter of agreements will be provided to ACU HREC when obtained and before commencing data collection.	RE	SPON		fficial le	etter of	agree	ements	s will be	e provi	ded to	ACU	IREC when a	btained	and before com	mencing data

> Once the response comment is posted, green tick will appear under the Action Comments

Comments	Show Closed 🦛 🛋
 Evidence of permission Evidence of permission from relevant organisations 	Mis Kylle Pashle 3011:2017 11:465 s should be provided when obtained.
RESPONSE: Official letter of agreements will be pro	vided to ACU HREC when obtained and before commencing data

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).

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Home Research Output Ethics HDR	Projects		Logout
	uctions for HREC reviewed applica		🕜 Help 👔 Exit
Form Action Expand » Collapse « © Overview Section A: Administrative Section © Section B: Research Design Section C: Researchers / Investigators © Section D: Resources Section E: Other Reviews © Section F: Project © Section G: Conflicts of Interests	 M.3: Other documents Page Comments: 1/1 M.3.1 Please attach the relevant documents listed below (Please refer to details in help for items with an aste * Investigators Signatures: All investigators in section C.1 the specified research project, unless: - There is only 1 investigator, who created the application - Applications created by students, where there are only 1 the application after the student has submitted the applicat * ② 	wisk next to them) .3 MUST sign the <u>signature document</u> to advnowled - the unique login to Orion serves as an electronic s supervisor and 1 student listed - the supervisor will b	dge their participation in
Section H: Location of Study Section I: Participants Section J: Overseas Research	Name	Reference (Document Title)	Add New Document Soft Copy
Section K: Data Manage Section L: Confidential	page with 'Red Flag' - Section M.3	New Orion Process for HREC Reviewed Applications.docx	
M.3: Other documents	 Participant Information Letter (Revised letters must contain suitably highlighted changes) 	Researcher Amendment Guidelines.docx	
Section O: Checklist	Consent Form (Revised forms must contain suitably highlighted changes)	Researcher Amendment Guidelines.docx	1
- Continue	Advertisement text / script		()
	Peer Review		a 1
	Questionnaires / Interview Questions		A
	Ethics approval from overseas research sites		1
	Non-HREC Review Approval letters		1
	External HREC Approval letters		(1)
	Other approvals / permissions from overseas research sites Change page: < Next > 1 Further information on how Guidelines document available under the heading Introd	chments	arch Amendment
	Comments		(m) (m)

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	Add Ne	w Docum		
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Investigators' Signatures**	'Participant Information Letter 30 Nov 2017'		0		
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	page 2 of 2, items 11 to 15 of 15. pond to comments and upload documents is available from the Reserve te heading Introduction / Overview.	arch Amendm	ent		

After uploading the responses and new/revised documents on Section M-Attachments, please reply to the Action Comments by clicking on 'Reply'

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Section B: Research Design Section C: Researchers / Investigators	the specified research project,		and the signature document to addrowledge	alen partit	apation in
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To improve readability we ask you to start the paragraph with the word "RESPONSE", just like the example below:

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> Once the response comment is posted, green tick will appear under the Action Comments

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withdrawal.
Prof Herb Marsh 30111/2017 14:05:51 Id happen to data collected prior
tion M- Attachments.

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 <u>Res.ethics@acu.edu.au</u> if you have any questions or would like to share your feedback on these instructions