**Orion process for applications which have been referred to the full HREC for review/consideration.**

## How do I know that I have pending Action requests?

A red flag next to Section M indicates that you need to respond to one or more Action Requests.

All requests for actions are listed in the document titled: “HREC Action Requests dd/mm/yy” downloadable from the Orion application *Section M – Attachments*, page 2.

## How do I answer the Action Requests?

Download the most recent document titled: “HREC Action Requests dd/mm/yy” from the Orion application *Section M – Attachments*, page 2.

This file is a password protected Word document and cannot be amended. To allow changes to this document you will need to save it to your desktop as “HREC Responses dd/mm/yy” and once all comments are addressed, upload it to Orion for HREC to review the responses.

We recommend adding a new paragraph directly under the Action Request you are addressing.

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

|  |
| --- |
| 1. *Please review question A.5.2 as the answer here should be 'NO'.*

*RESPONSE: I have changed the answer to ‘No’.*  |

Once all comments have been addressed, you should save the document as “HREC Responses dd/mm/yy” using the current date and upload the document to page 2 of Section M – Attachments.

You can now proceed with returning the application back to the Ethics Office by using the Action tab. Please ensure that all attachments have been uploaded prior to marking this comment as responded. Marking the comment as responded automatically locks the page for further editing.

## How do I upload new/revised attachments supporting my application?

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 e.g. *Consent letter v2.doc (alternatively use the date format eg. Consent letter dd/mm/yy)*

When uploading new versions of already uploaded documents you need to rename the documents (as noted above) otherwise Orion reverts back to the original document.

## What if the HREC panel needs further clarifications?

A red flag next to Section M remains indicates that you need to respond to one or more further Action Requests.

All requests for actions are listed in the document titled: “HREC Action Requests dd/mm/yy” downloadable from the Orion application *Section M – Attachments*, page 2.

Answer these comments the same as indicated in point 2.

Do not hesitate contacting your Ethics Officer or Res.ethics@acu.edu.au if you have any questions or would like to share your feedback on this new process.