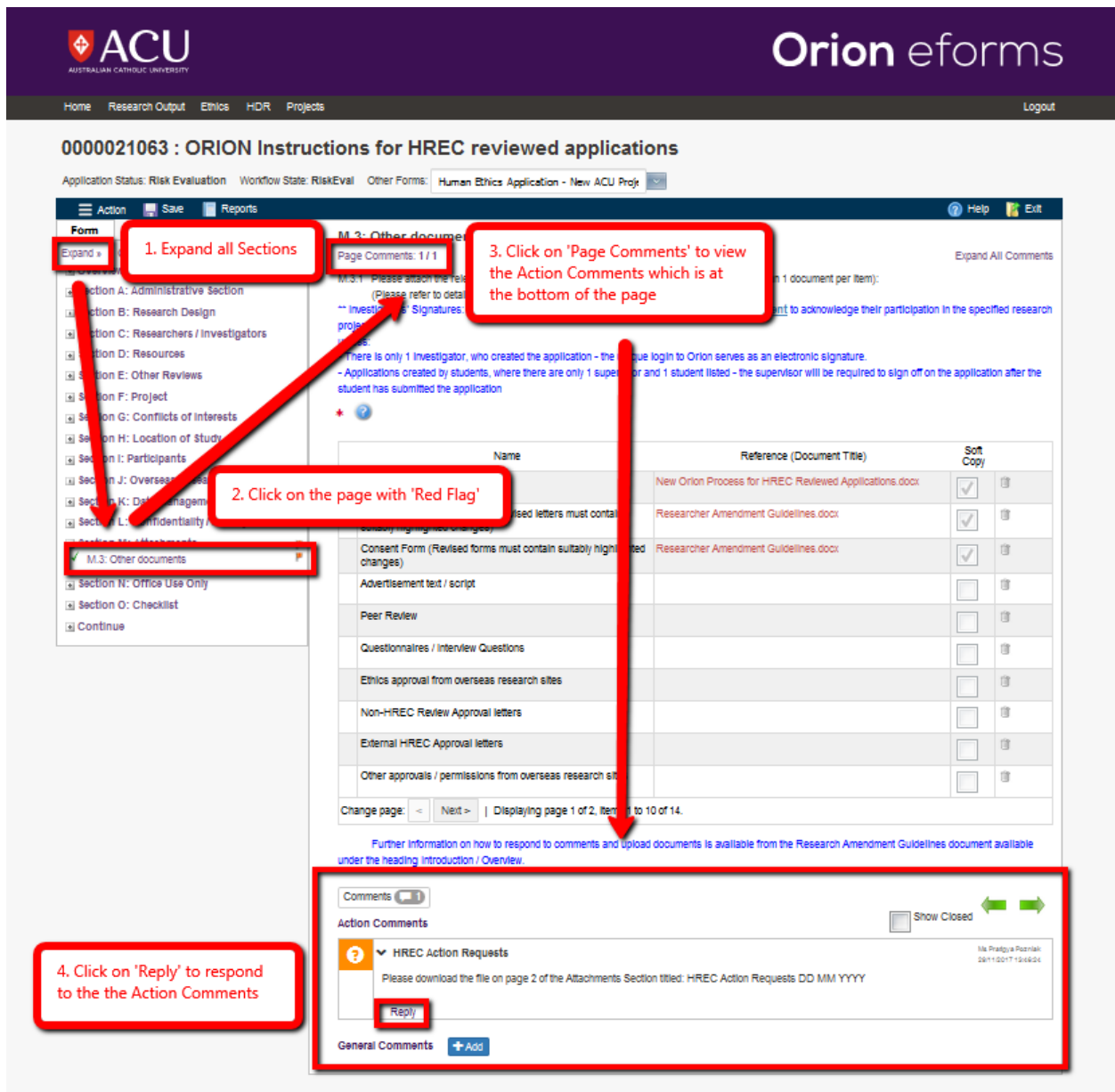


ORION Instructions for HREC reviewed applications

These instructions are designed to assist researchers view and respond the 'Action requests' once the application has been reviewed by the HREC. 'Action requests' are the queries from the HREC that the researchers are required to address.

1. **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.
2. **How do I access these 'Action requests'?**



000021063 : ORION Instructions for HREC reviewed applications

Application Status: Risk Evaluation Workflow State: RiskEval Other Forms: Human Ethics Application - New ACU Proj

1. Expand all Sections

2. Click on the page with 'Red Flag'

3. Click on 'Page Comments' to view the Action Comments which is at the bottom of the page

Name	Reference (Document Title)	Soft Copy
	New Orion Process for HREC Reviewed Applications.docx	<input checked="" type="checkbox"/>
	Researcher Amendment Guidelines.docx	<input checked="" type="checkbox"/>
	Researcher Amendment Guidelines.docx	<input checked="" type="checkbox"/>
	Consent Form (Revised forms must contain suitably highlighted changes)	<input type="checkbox"/>
	Advertisement text / script	<input type="checkbox"/>
	Peer Review	<input type="checkbox"/>
	Questionnaires / Interview Questions	<input type="checkbox"/>
	Ethics approval from overseas research sites	<input type="checkbox"/>
	Non-HREC Review Approval letters	<input type="checkbox"/>
	External HREC Approval letters	<input type="checkbox"/>
	Other approvals / permissions from overseas research sites	<input type="checkbox"/>

Change page: < Next > | Displaying page 1 of 2, items 1 to 10 of 14.

Further information on how to respond to comments and upload documents is available from the Research Amendment Guidelines document available under the heading Introduction / Overview.

4. Click on 'Reply' to respond to the the Action Comments

Comments Show Closed

Action Comments

🚩 HREC Action Requests

Please download the file on page 2 of the Attachments Section titled: HREC Action Requests DD MM YYYY

Ma Pragna Pooniala 28/11/2017 13:44:24

Reply

General Comments

3. How do I answer the 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*, usually located on page 2. Download the most recent document titled: "HREC Action Requests dd/mm/yy" from the Orion application *Section M – Attachments*, usually located on 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 the document to page 2 of Section M – Attachments on Orion for HREC to review the responses.

000021063 : ORION Instructions for HREC reviewed applications

Application Status: Risk Evaluation Workflow State: RiskEval Other Forms: Human Ethics Application - New ACU Project

M.3: Other documents
Page Comments: 1 / 1

M.3.1 Please attach the relevant documents listed below (please use ZIP file if there are more than 1 document per item):
(Please refer to details in help for items with an asterisk next to them)
**** Investigators' Signatures: All investigators in section C.1.3 MUST sign the [signature document](#) to acknowledge their participation in the specified research project, unless:**
- There is only 1 investigator, who created the application - the unique login to Orion serves as an electronic signature.
- Applications created by students, where there are only 1 supervisor and 1 student listed - the supervisor will be required to sign off on the application after the student has submitted the application

Name	Reference (Document Title)	Soft Copy
Investigators' Signatures**	Researcher Amendment Guidelines.docx	<input checked="" type="checkbox"/>
Proforma for gaining the consent of the person responsible*	Researcher Amendment Guidelines.docx	<input checked="" type="checkbox"/>
HREC Action Requests 02 05 2017	HREC Action Request 2 05 2017 .docx	<input checked="" type="checkbox"/>
HREC Responses 3 05 2017	HREC Responses 3 05 2017 .docx	<input checked="" type="checkbox"/>

Change page: < Prev > | Displaying page 2 of 2, items 11 to 14 of 14.

Further information on how to respond to comments and upload documents is available from the [Guidelines document](#) available under the heading [Introduction / Overview](#).

Comments: 1

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

Name	Reference (Document Title)	Soft Copy
* Research Proposal	Researcher Amendment Guidelines.docx	<input checked="" type="checkbox"/>
* Participant Information Letter (Revised letters must contain suitably highlighted changes)	Researcher Amendment Guidelines.docx	<input checked="" type="checkbox"/>
Consent Form (Revised forms must contain suitably highlighted changes)	Researcher Amendment Guidelines.docx	<input checked="" type="checkbox"/>
Advertisement text / script		<input type="checkbox"/>
Peer Review		<input type="checkbox"/>
Questionnaires / Interview Questions		<input type="checkbox"/>
Ethics approval from overseas research sites		<input type="checkbox"/>
Non-HREC Review Approval letters		<input type="checkbox"/>
External HREC Approval letters		<input type="checkbox"/>
Other approvals / permissions from overseas research sites		<input type="checkbox"/>

Change page: < Next > | Displaying page 1 of 2, items 1 to 10 of 14.

Further information on how to respond to comments and upload documents is available from the [Research Amendment Guidelines document](#) available under the heading [Introduction / Overview](#).

Comments: 1

4. What do I need to do after I upload the responses and other related documents (e.g Information letter, Consent forms, approval letters etc)?

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



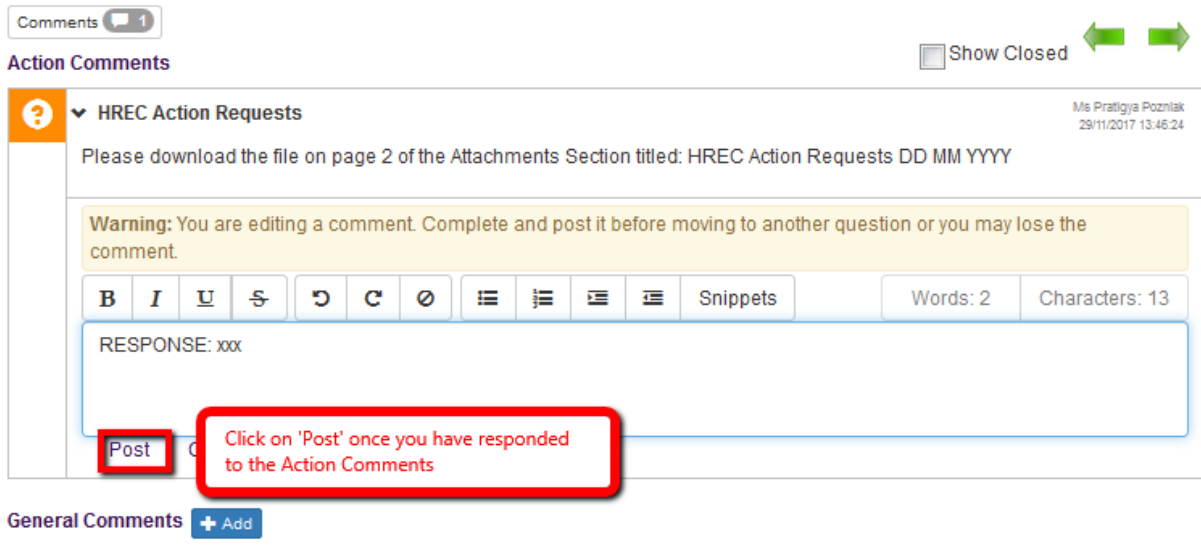
- To improve readability we ask you to start the paragraph with the word "RESPONSE", just like the example below:

(a) Evidence of permission from relevant organisations should be provided when obtained.

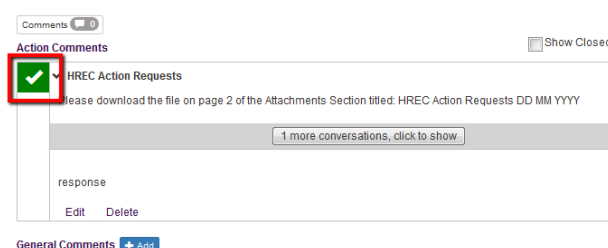
RESPONSE: Official letters of agreements will be provided to ACU HREC when obtained and before commencing data collection.

(b) 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.



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



IMPORTANT NOTE:

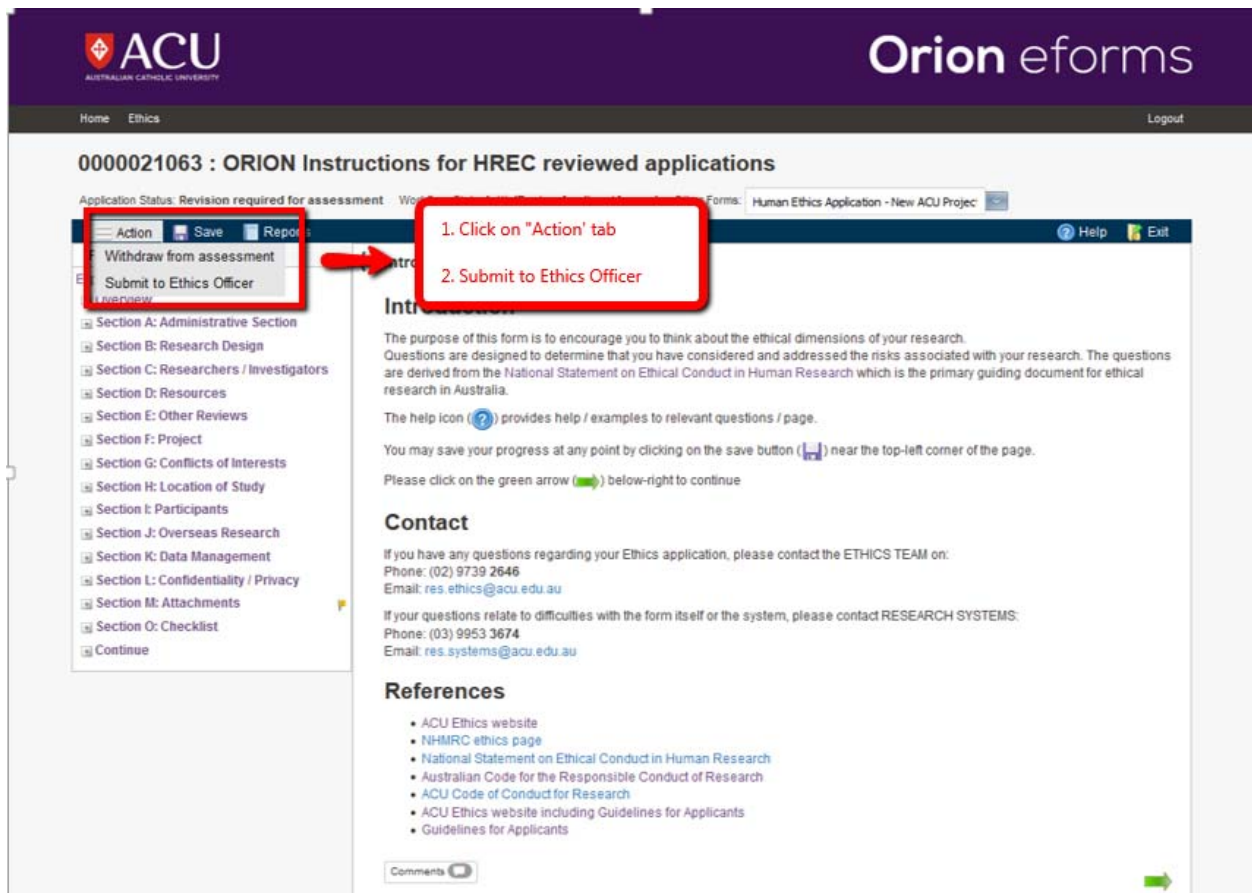
You will **NOT** be able to make a change or upload documents after you have posted your response comments on a given page- **THE PAGE IS NOW LOCKED.**

- The flag will change from red to yellow.



5. 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.