

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 (🚩) 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:

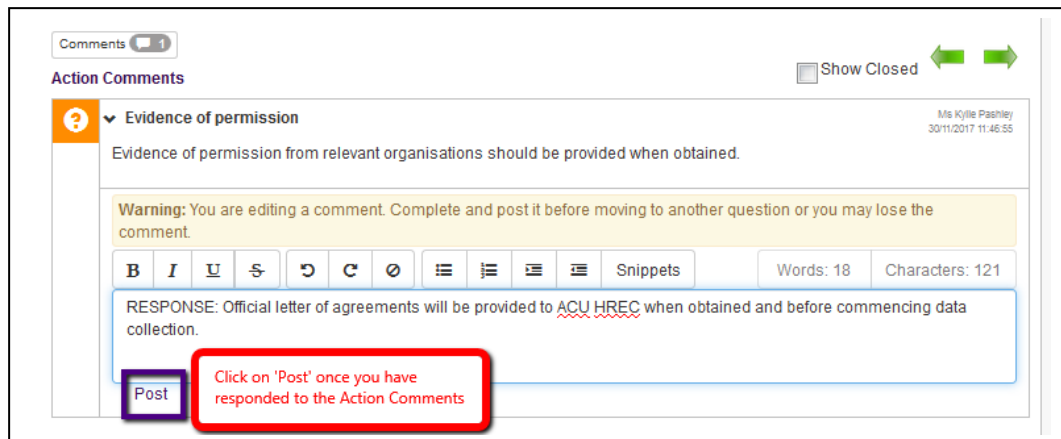
ACTION COMMENT: Evidence of permission from relevant organisations should be provided when obtained.

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

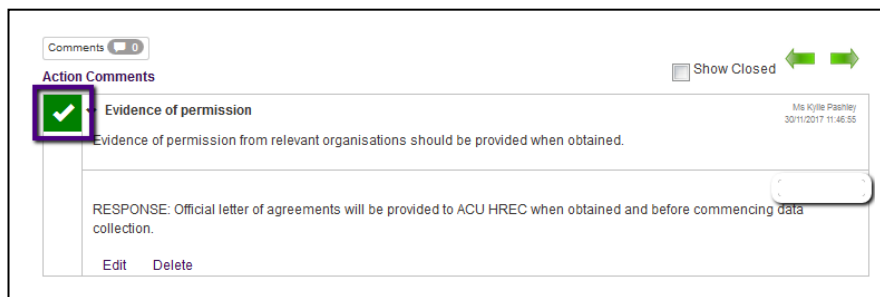
ACTION COMMENT: The Participant Information Letter should explain what would happen to data collected prior to withdrawal.

RESPONSE: The participant information letter now contains a paragraph explaining what would happen to data collected prior to withdrawal. The updated participant information

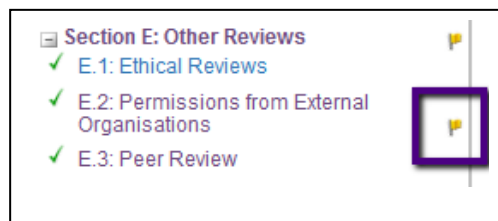
letter with track changes is attached in Section M- Attachments.



- 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/revise 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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0000021063 : ORION Instructions for HREC reviewed applications

Application Status: Revision required for assessment Workflow State: InitialReviewApplicantAmend Other Forms: Human Ethics Application - New ACU P...

Action Save Reports 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
- Section H: Location of Study
- Section I: Participants
- Section J: Overseas Research
- Section K: Data Management
- Section L: Confidentiality
- Section M: Attachments**
- Section N: Checklist
- Continue

M.3: Other documents

Page Comments: 1 / 1 Expand All Comments

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	Add New Document
	New Orion Process for HREC Reviewed Applications.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			
Peer Review			
Questionnaires / Interview Questions			
Ethics approval from overseas research sites			
Non-HREC Review Approval letters			
External HREC Approval letters			
Other approvals / permissions from overseas research sites			

Change page: < Next > 4.

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

- 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'

Name	Reference (Document Title)	Soft Copy	Add New Document
Investigators' Signatures**		<input checked="" type="checkbox"/>	
Proforma for gaining the consent of the person responsible for the research		<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"/>	
Participant Information Letter v2	Participant Information Letter - 30 Nov 2017 .docx	<input checked="" type="checkbox"/>	

Change page: < Prev > | Displaying page 2 of 2, items 11 to 15 of 15.

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

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

0000021063 : ORION Instructions for HREC reviewed applications

Application Status: Revision required for assessment | Workflow State: InitialReviewApplicantAmend | Other Forms: Human Ethics Application - New ACU Ph

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

1. Click on the page with 'Red Flag'- Section M.3

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

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

Name	Reference (Document Title)	Soft Copy
Researcher Amendment Guidelines.docx	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"/>
Participant Information Letter v2	Participant Information Letter - 30 Nov 2017 .docx	<input checked="" type="checkbox"/>

Change page: < Prev > | Displaying page 2 of 2, items 11 to 15 of 15.

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: 0

Action Comments Show Closed

Participant Information Letter
Ms Kylie Paschley 30/11/2017 11:49:15

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

Reply

General Comments + Add

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

Comments: 0

Action Comments Show Closed

Participant Information Letter
Ms Kylie Paschley 30/11/2017 11:49:15

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

Warning: You are editing a comment. Complete and post it before moving to another question or you may lose the comment.

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.

Post

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

Comments: 0

Action Comments Show Closed

Participant Information Letter
Ms Kylie Paschley 30/11/2017 11:49:15

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

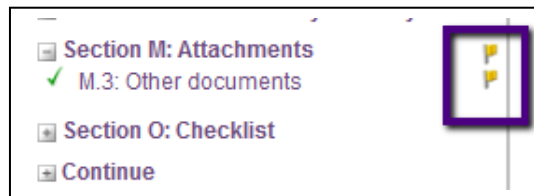
RESPONSE: The participant information letter now contains a paragraph explaining what would happen to data collected prior to withdrawal. The updated participant information letter with track changes is attached in Section M- Attachments.

Edit Delete

IMPORTANT NOTE:

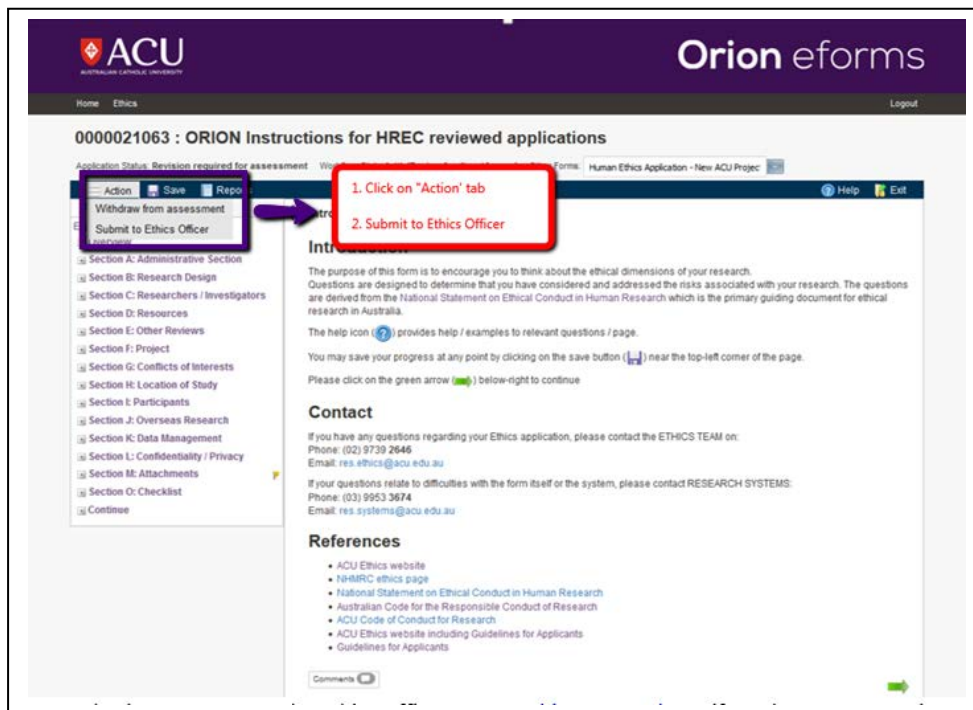
You will **NOT** be able to make a change or upload documents after you have posted your response comments on a given page- **THE PAGE IS NOW LOCKED.**

- 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