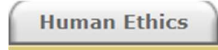


## Instructions – How to Submit an Application on IRMA (APPENDIX C.i)

**Step 1** to starting an application would be to ensure you have IRMA access. This can be gained through IT services. Once that is acquired you can start the application process.

**Step 2** ensure you can see the Human Ethics tab in IRMA. If you cannot see the human ethics tab contact [human.ethics@murdoch.edu.au](mailto:human.ethics@murdoch.edu.au).



**Step 3** Start your ethics application.

1. Select your 'Researcher Profile'.



2. Select the 'Human Ethics' tab.




3. Ensure that 'view forms' is displayed in the dropdown, then select '+ Create'.



4. Select the relevant application type and click 'Next'.
  - Select 'New Project Application' for Full Ethics Applications.
  - Select 'Reciprocal Application' for Reciprocal Applications.
  - Select 'Exemption Application' for Exemption Applications.

A screenshot of the "Human Ethics Forms" selection screen. At the top, there are "Cancel" and "Next >>" buttons. Below them is a graphic of a folder and a database cylinder. The text "Please select form type:" is followed by a dropdown menu. The dropdown menu is open, showing the following options: "Not selected", "Not selected", "Adverse Event Report", "Amendments (including Change of Investigators)", "Exemption Application" (circled in red), "New Project Application", and "Reciprocal Application".

- Fill in information on the 'Coversheet' tab. (Chief Investigator, Start and end dates, project roles, list of all internal and external investigators, Project title etc.,)

Select  if you have any questions about coversheet sections.

Coversheet
Questionnaire
Documents
Status History
Administration

**New Project Application**

Last auto-saved at 09:58:43 - This page will automatically save every 5 minutes

Cancel Save Submit Print Form Email

**Protocol Title** ?

Protocol title:

**Lay Summary** ?

Lay Summary:

**Chief Investigator Details**

First Named Chief Investigator Name:  + Add

First Named Chief Investigator ID:

School/Centre: ABLSS Acad & Prof Ops (Admin)

Role: Chief Investigator

**Internal Investigators and Students** ?

Other Internal Investigators and Students Involved?: No

Number of Internal Investigators and Students (including Chief Investigator):

**Start and End dates** ?

Start date: \*

End date: \*

**External Investigators** ?

Other External Investigators Involved?: No

Number of External Investigators:

**Project Roles** ?

Project Roles:

**External Ethics Approval** ?

+ Add

Responsible	Current state	HREC name	Action

**Contracts and Grants** ?

- Answer the Questions under the 'Questionnaire' tab. The questionnaire works with drops down features. Make sure you answer truthfully as the questions change depending on previous answers.
- Upload relevant Documents into the 'Documents' tab.
- You are ready to submit. Return to the 'Coversheet' tab, save one last time and select 'Submit'. Keep in mind once you select submit you will not be able to edit the application until it has received it approval. If you need to edit the application contact Human Ethics to return the application to draft.