

Instructions on How to Endorse a Coversheet (APPENDIX D.i)


Step 1 Log into IRMA

Step 2 Select 'Researcher Profile'



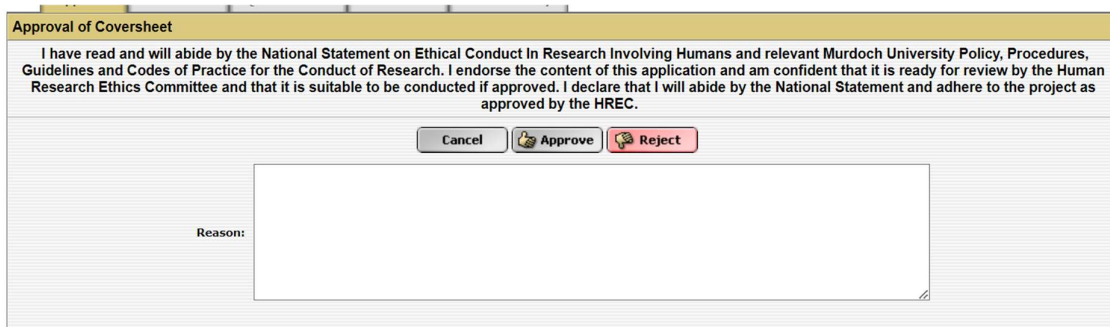
Step 3 Select the 'My Approvals' tab.



Step 4 Select the Project you wish to endorse by selecting the 'pencil' button next to the project. 

Step 5 Select either 'Approve' or 'Reject'.

- Selecting 'Approve' means you are happy to endorse the project.
- Selecting 'Reject' means you think the project isn't ready and therefore not ready for endorsement. You have the opportunity to enter comments on why you reject the project. The project will be returned to draft for suggested edits.

A screenshot of the 'Approval of Coversheet' form. The form has a yellow header with the title 'Approval of Coversheet'. Below the header is a text area containing a declaration: 'I have read and will abide by the National Statement on Ethical Conduct In Research Involving Humans and relevant Murdoch University Policy, Procedures, Guidelines and Codes of Practice for the Conduct of Research. I endorse the content of this application and am confident that it is ready for review by the Human Research Ethics Committee and that it is suitable to be conducted if approved. I declare that I will abide by the National Statement and adhere to the project as approved by the HREC.' Below the text area are three buttons: 'Cancel', 'Approve' (with a green checkmark icon), and 'Reject' (with a red X icon). Below the buttons is a large text input field labeled 'Reason:'.

Once endorsements have been completed by ALL internal investigators and the Head of School, the coversheet will be ready to be allocated to a meeting for review by the HREC.