

ARIES Animal Ethics Module Application Quick Guide

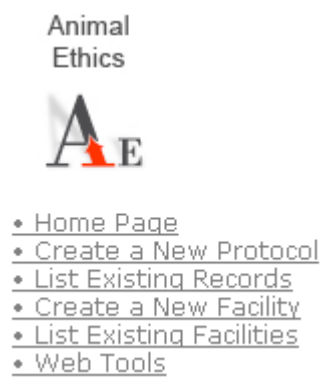
Login

Open a web browser and go to <https://aries.anu.edu.au/content/ASP/ANULogin.asp> Log in using your University ID and Horus password. If you are unable to login, ring the ARIES Helpdesk on ext 56782.

PLEASE BE AWARE that your ARIES session will expire if there is no activity for 15 mins. Save and close your protocol by clicking SAVE on the Header tab if you take a break during your data entry session. This 15 min timeout is imposed by ANU, and is not something we are able to change.

1. Create an Animal Ethics Protocol

- Click on the 'Create a New Protocol' link.



2. Add protocol application data


- Enter a Sub-category, Program type, Title, Start date and End date on the **Header** tab. Once entered, click on the [Investigators] tab to enter a primary investigator
- Enter Investigators. There are different sections for Internal (ANU) investigators and nominees and External (non-ANU) investigators. Click the **+ Add** button in the relevant section and enter the surname of the investigator to be added. ARIES will return a list of matching surnames. Select the required investigator and click the **+ Add** button against the investigator name. Add all investigators and nominees in the same manner. Please note that ALL 3 fields with asterix NEED to be filled.
- Then click on the **Main details** tab to enter further data.
- Add data to the "Animal Groups", "Purpose" and "Health Risks" tabs. ARIES will warn you if you try to move to a different tab without entering mandatory data.

Uploading Documents

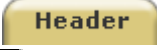



ARIES has the ability to store .doc and .pdf documents with a protocol record.

To upload a document, go to the **Documents** tab and click the **+ Add** button. Type in a name for your document, then use the BROWSE function to locate the document on your computer. You can upload several documents in this manner.


3. Saving the Protocol

- Once you have entered all data, return to the  tab and click the  button. You may return to the protocol and add additional data if you need to.

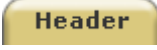

4. Printing a hardcopy

- You can print a hardcopy at any stage during your data entry up till the time you SUBMIT the application.
- Go to the  tab and click on the  button. On the screen "PDF Templates", click on  button and then click on the top link to display your application in PDF format. Print the document or use the 'zoom' function to magnify the text. Any changes must be made through Aries, not the PDF document.
- Return to Aries by closing the Adobe window, then click on the link labelled (2) click this link to return to your Ethics PDF, then click the  button.
- If you have submitted your protocol before printing, you will be unable to print. In this instance please contact Pauline Pilcher on ext 53721 or Pauline.Pilcher@anu.edu.au.

5. Submitting the Protocol

- When you have printed the hardcopy and all researchers are satisfied with the information entered into Aries, return to the protocol and complete it by clicking on the  button. This will change the status from "Draft" to "Submitted – New Program". You will not be able to print or edit the protocol details once you have submitted. You will however be able to access the Annual Reviews, Annual Useage and Amendments tab.

6. Exit the protocol

- click on the  tab
- click on the  button
- you will be returned to the summary screen, from here you can log out.

If you cannot find the required staff or students, contact Loris Trainor on ext 56782 or email Loris.Trainor@anu.edu.au.
