

ARIES Human Ethics Module Monitoring Report Quick Guide

Under the NHMRC ethical guidelines, *the National Statement on Ethical Conduct in Human Research (2007)*, research projects that have received ethical clearance from the ANU HREC will need to provide a brief report on any ethical issues that may have arisen during the project and whether it proceeded according to the plan outlined in the original protocol. To minimise disruption to your ongoing research activities, the Ethics Office will send a reminder email at regular intervals to submit your monitoring report using ARIES.

Login

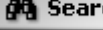

Open a web browser and go to <https://aries.anu.edu.au/content/ASP/ANULogin.asp>. Log in using your University ID and Horus password. If you are unable to login, ring the ARIES Helpdesk on ext 56782.

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.

Finding your Protocol

ARIES opens to a menu displaying the various sections available to the user. The Human Ethics section has three menu options.





Select the 'List Existing Records' link. This takes you to your human ethics protocols. Select the  Search button and enter either your protocol number, protocol title or your surname in the white search fields that appear. Then select the  Search button once you have entered your search field.

XXXXXX [0]


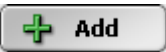

Human Ethics

Filter records by Institution:	ANU	
Filter records by Faculty/School/Centre:	ALL RECORDS	<input type="button" value="Search"/>
Filter records by Department:	ALL RECORDS	<input type="button" value="Search"/>
Filter records by Review level:	All	
Filter records by Status:	ALL RECORDS	
Filter records by Meeting:	ALL RECORDS	
Additional Filters:	ALL RECORDS	
Refresh list:	<input type="button" value="Refresh"/>	
Edit my last record:	<input type="button" value="Edit"/>	
Title search:	<input type="text"/>	<input type="button" value="Search"/>
Protocol number:	<input type="text"/>	<input type="button" value="Search"/>
Investigator (Surname or Staff ID):	<input type="text"/>	<input type="button" value="Search"/>
Review level:	All	<input type="button" value="Search"/>
Status:	ALL RECORDS	<input type="button" value="Search"/>
Meeting:	ALL RECORDS	<input type="button" value="Search"/>

Protocol number	Type	Protocol status	Title	Chief Investigator	Chief Investigator F/S/C	Action
2007/XXXX	Expedited Ethical Review E2	Draft	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXX	General, Faculty of Arts	<input type="button" value="Edit"/> <input type="button" value="Print"/> <input type="button" value="Delete"/>
2007/XXXX	Full Ethical Review	Unconditional Approval	XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXX	General, Faculty of Arts	<input type="button" value="Edit"/> <input type="button" value="Print"/> <input type="button" value="Delete"/>
2006/XXXX	Full Ethical Review	Draft	XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXX	General, Faculty of Arts	<input type="button" value="Edit"/> <input type="button" value="Print"/> <input type="button" value="Delete"/>



Once your protocol appears in the list, select the edit button  against your protocol. This will take you to your protocol, where the entry screen is the Header tab  tab.


Entering a Monitoring Report

From the header tab select the  tab. A list of previous monitoring reports will be listed. Then select the  button, enter the date in the **dd/mm/yyyy** format and select the  button.


Monitoring Questions

A series of questions regarding the progress and conduct of your research project will appear. Select 'Yes' from the drop down menu against the relevant question. When answering 'Yes' you will be required to enter additional information regarding that question at a later stage of the report.

Once the list has been selected, click on the  button. A summary of the questions previously selected will be displayed. *A red cross indicates that a question is unanswered. When a question has been answered the red cross will change to a green tick.* Select the  **Edit** button to answer further questions.

Once you have answered the question, select the  **Save** button, which will return to the Question Summary. A green tick will appear against Questions that have been answered.

Submitting a Monitoring Report

Once the Question Summary lists green ticks ONLY, you have answered all the questions select the  button to submit your monitoring report. Once you have selected the 'Submit' button, you will be returned to the main summary screen where you may log out.

The Ethics Office will process your monitoring report. Please note, you will not receive a confirmation email.