

Tips for Human Research Ethics online process

- **Tip 1 – Accessing IRMA, User Manual and general information on Human Ethics:**
 - IRMA can be accessed via: <https://irma.scu.edu.au>
 - The User Manual (Human Ethics Knowledge Base) is available at: <https://spark-kb.scu.edu.au/ts/research/irma/human-ethics-module>
 - General information on SCU Human Ethics is available at: <https://www.scu.edu.au/research/research-ethics/human-research-ethics/>

- **Tip 2 - Preparing an annual report, completion report or renewal request:**
 - Login to IRMA
 - Follow the steps under 'Annual Reports/completion reports/renewal requests' at <https://spark-kb.scu.edu.au/ts/research/irma/human-ethics-module/amendments-to-approved-protocols>

- **Tip 3 – Approval / sign off:**
 - Once a report, renewal or application has been submitted, don't forget the Chief Investigator needs to approve ('sign off') the coversheet – which sends it through to the Ethics Office. Login to IRMA, then click on the 'My approvals' tab.
 - Follow the steps at <https://spark-kb.scu.edu.au/ts/research/irma/human-ethics-module/submit-application-to-the-ethics-office>

- **Tip 4 - Questionnaire – changing answers and auto log out:**
 - The questionnaire has inbuilt logic to determine which questions are presented next, based on your previous answers. Therefore, any changes may result in some questions and draft answers being deleted. We recommend that before changing any answer you create a copy of your draft answers first. See '[Print a copy of your coversheet](#)'. The system will auto log-out after 20 minutes of being idle. If you are drafting answers, please ensure you hit 'Next' within 20 minutes of your last edit. This will ensure your draft content is saved – you can then edit further at a later time as required.

- **Tip 5 – Resubmitting when additional information is required:**
 - If the resubmit includes edits to a document previously submitted, please:
 - Leave the original document from the Documents tab (do not delete). How to upload your edited documents and the convention to use is available at: <https://spark-kb.scu.edu.au/ts/research/irma/human-ethics-module/what-happens-now>