

# ARIES Human Ethics Module Quick Guide

## Login to ARIES

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.

## Create an Human Ethics Protocol

In practice you should choose expedited except in cases where you know from experience that it needs to be a full protocol. The reason for this is that the system will guide you and if your entries dictate that the protocol needs to be full then the system will indicate this without your losing any of the data you have entered.

Click on the Human tab at the top of the screen, then click on either the **Expedited Review form** and **Full Review form** link. ARIES will open a blank data entry screen, which is organised in tabs.

Alternatively, click on **See your current protocols** and ARIES will display a list of the protocols you have entered or where you are an investigator. Click on the  button, then click on either the Expedited or Full review link. ARIES will open a blank data entry screen, which is organised in tabs.

You must enter a **Program type, Title, Start date** and **End date** on the "Header" tab. Once entered, click on the "Investigators" tab to enter further data **to ensure your protocol is allocated a protocol number.**

When entering data on the "Investigators" tab, 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. If you cannot find the required staff or students, contact Loris Trainor on ext 56782 or email to [Loris.Trainor@anu.edu.au](mailto:Loris.Trainor@anu.edu.au)

Select and enter answers to the "Questions" and "Project Details" tabs. If applicable, the system will direct you to the "Privacy" tab, where you will have to enter data. ARIES will warn you if you try to move to a different tab without entering mandatory data.

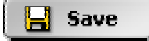
## Uploading Documents

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.



The documents uploaded to the documents tab must be named uniquely. The following convention can be used: `surname_firstname_docTitle.doc / pdf`


## Saving the Protocol

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

## 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 "Header" tab and click on the  button. On the screen "PDF Templates", click on  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.

## 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 SUBMIT button. This will change the status from "Draft" to "Submitted". You will not be able to print or edit the protocol details once you have submitted. You will however be able to access the "Monitoring" and "Variation" tab.

## Update an Human Ethics Protocol

You can update existing protocols, for example to enter the Monitoring information.

You may wish to update an existing protocol in the following circumstances:

- Modifying your proposal prior to its consideration by the Committee;
- Submitting your Monitoring [use the "Monitoring" tab];
- Submitting a Variation to your protocol [use the "Variation" tab];

## How to Search for an Existing Protocol

You can find and edit any protocol which you have previously entered or where you are an investigator.


Click on the Human tab, then click on the ***See your current protocols*** link.

Click on the  button.

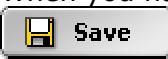
Enter

- the partial title of the protocol OR
- the protocol ID number OR
- an investigator's surname or staff ID

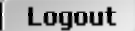
Hit **enter** or click on the corresponding  button

Click on the  button against the protocol you wish to update.

When you have finished updating the record return to the "Header" tab and click the

 button.

## Log off

You **must LOGOUT** when all entering of data is completed. Click on the  button on the top left-hand side of the screen.

## \*\*Points to Note\*\*

- ❑ An investigator must be added to a protocol before the protocol can be registered with a protocol number.
- ❑ The documents uploaded to the documents tab must be named uniquely. The following convention can be used: surname\_firstname\_docTitle.doc/pdf.