Using your Animal Ethics Workbench

The Animal Ethics Home Page - Research Worklist screen in Themis allows you to view all animal ethics applications you have created as well as those where you have been nominated as a participant. In addition, it allows you to access your application records to view a summary of an application, update/modify or sign-off on an application, as required.

To access the Animal Ethics Home Page

1. Log on to Themis using the **UOM Research Self Service** responsibility.
   
   **Note:** research students should log on using the **UOM Research Student Self Service** responsibility.

2. Select the **Animal Ethics Workbench** function listed under the Ethics section.

The Animal Ethics Home Page will display.

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**ITEMS REQUIRING ACTION**

**Sign-off Required**

This section will display any animal ethics applications that you are required to sign-off on as a project supervisor or course/subject coordinator. **Note:** you will receive an email alert advising that you need to access Themis to sign-off an application.

**Rejected By Signatory**

This section will display any animal ethics applications, on which you are named as the project supervisor, that have been rejected by any named signatory after lodgement. The project supervisor of the application will be able to access the application to edit and resubmit via this section. **Note:** where an application has been rejected by a signatory the project supervisor and all who have already signed off on the application will receive an email alert advising them of this.
Revisions Required
This section displays any applications where an AEC administrator has advised that revisions are required to an ethics application before it can be approved and where the Administrator has changed the application status to **Revisions Required**. The Project Supervisor will be able to access the application to make the amendments required via this section. Any other named investigator will be able to search for and view the application via the Current Applications section.

Draft Items Not Yet Submitted
Any animal ethics application that has been **Saved as Draft** but not yet submitted will display in this section. The Primary Contact, Project Supervisor or creator of the application will be able to access the application to continue to work on it and lodge it. Any other named investigator will be able to search for and view the application via the Current Applications section.

CURRENT APPLICATIONS
This section displays all current application on which you have been named, including applications that have not yet be lodged. If you wish to locate inactive projects (i.e.: completed or withdrawn) you may search for them via the **Refine Search** function.

To view application details

1. Locate the appropriate ethics record and click on the associated **View** icon.

   For details on how to search for an ethics application not displayed, refer to the **Searching for an Application in the Animal Ethics Workbench** reference card.

   An overview of the ethics record will display. **Note:** If your ethics application record has had multiple versions, you will be able to access these past versions from this overview screen.

   ![Ethics Record Overview](image)

2. Locate the application version you wish to access and click on the **View** icon.

   A summary of the selected ethics application will display.

   ![Application Summary](image)
3 Use the links in the menu located on the left of the screen to access other functions.

- **Application Summary**: displays a summary of the selected application.
- **Animal Usage**: displays details of the animals requested and their usage by year (e.g.: type/species/breed of animals and number of animals requested). **Note**: the details of usage are updated based on the submission of the annual report.
- **Document Review**: displays a history of the review process for the selected application (i.e.: committee review and outcomes).
- **Status History**: displays a history of the application status and identifies any tracking steps that have been allocated.
- **Sign-off Summary**: displays a list of the people required to sign-off the selected application, their role and details of the sign-off (including: the sign-off status, whether the person is signing on behalf of another, and the date of sign-off).
- **Correspondence**: displays a history of the system generated correspondence associated with the selected application (e.g.: lodgement acknowledgement email, committee review response, etc). Any researcher named on the application can view the text of the correspondence via this screen.
- **Return to Ethics Record**: returns you to the Ethics Record Overview screen.

**To update application details**

If you are the named Primary Contact for an application in Draft or a Project Supervisor or Course/Subject Coordinator for an application in Draft or Rejected by Signatory status, you may update the application details and submit it for review.

1 Locate the appropriate ethics record in the Rejected by Signatory or Draft Items Not Yet Submitted sections.

2 Click on the associated **Update** icon.

For details on how to search for an ethics application not displayed, refer to the Searching for an Application in the Animal Ethics Workbench reference card.

The Application Type screen for the selected application will display.

3 Progress through the application and update details as required.

Refer to the Creating an Animal Ethics Application reference card for further details.

**To sign-off on an application**

If you are the Project Supervisor or Course/Subject Coordinator, on an animal ethics application, you may access the sign-off screen via the Animal Ethics Workbench.

1 Locate the appropriate ethics record in the Sign-off Required section and click on the associated **Update** icon.

The Sign Off Declaration screen for the selected application will display.

2 Complete the sign off declaration and click on the **Submit** button.

Refer to the Signing-off on Animal Ethics Applications reference card for further details on the sign-off process.