Navigating the Annual Report Summary screen

The Annual Report Summary screen displays a summary of key information relating to the annual report record selected. In addition, it provides access to additional functions/screens for the selected application.

To access the Annual Report Summary screen

1. Log on to Themis using your UOM Research Self Service responsibility.
2. Select the **Human Ethics Workbench** function listed under the Ethics section.
   
   The Human Ethics Home Page will display.
3. Locate the ethics application associated with the annual report you wish to access and click on the **View** icon.
   
   You may access the appropriate ethics application via the Current Application section of your Workbench. Alternatively, if the application does not display in this section, you may perform a search to locate it.

   The Ethics Record Overview screen will display. The Annual Reports table will display all reports that have been submitted for the selected ethics application.

4. Locate the report you wish to access in the Annual Reports table and click on the **View** icon.
   
   The Annual Report Summary screen will display. This screen provides a summary of the information entered during the annual report submission process.

   ● click on the **Show** link to view additional details for the researchers associated with the project.
   
   ● click on the **Printable Page** button to access a printer friendly version of the Annual Report Summary screen.
Available Pages

Use the Available Pages menu on the top left of the screen to navigate to additional functions.

The menu is divided into two sections:

- **Project Details** - enables you to view the overall project details for the selected annual report. You may view either a summary or full details of the report submitted

- **Application Management** - enables you to access information related to the review process for the selected annual report, including status history and correspondence generated by Themis

Project Details

**Annual Report Summary**

This is the default view and displays a summary of the information entered in the selected annual report.

**Full Report**

This function enables you to access a PDF version of the full details of the annual report selected (i.e.: all report details and answers to questions). The PDF version of the annual report may then be printed and/or saved to your local computer.

Application Management

**Status History**

This function enables you to access a history of the annual report status and identify any tracking steps that have been completed during the process.

- click on the **Show** link to view the tracking steps associated with a particular status.
Correspondence
This function enables you to access a history of the system generated correspondence associated with the selected application (e.g.: submission acknowledgement email).

- Click on the Return button to return to the Annual Report Summary screen.
- Click on the link to view the parties to whom the correspondence was sent.
- Click on the View Message icon to display the content of the correspondence sent.

Return to Ethics Record
This link returns you to the Human Research Ethics - Ethics Overview page for the selected ethics application.