Animal Facilities Manager – animal ethics application sign-off

If you are named as an animal facility manager (or alternate) on an animal ethics application in Themis you will be required to sign-off the application.

Once an animal ethics application has been lodged and signed-off by the named investigator(s), Themis will generate an email notification to you advising that the application is awaiting your review and sign-off.

To sign-off on an application

1. Log in to Themis using your UOM Research Self Service responsibility.
2. Select the Animal Ethics Workbench function listed under the Ethics section.

The Animal Ethics Home Page - Researcher Worklist screen will display. A list of all animal ethics applications submitted to you for sign-off will display in the Sign-off Required table.

Important: before you sign-off the ethics application you should review the application. To view the application details:
- locate the application in the CURRENT APPLICATIONS table at the bottom of the page and click on the View icon
- locate the appropriate record in the Application Versions table of the Ethics Record screen and click on the View icon

A summary of the application will display. To view the Full Application or Animal Usage details:
- click on the appropriate hyperlink in the menu on the top left of the screen.
- click on the Animal Ethics Workbench hyperlink in the blue menu bar at the top of the screen to return to your Workbench once you have reviewed the application.

3. Locate the appropriate ethics record in the Sign-off Required table and click on the Update icon.

The Animal Facility Manager Declaration screen for the selected application will display.
4 Click on the appropriate radio button to indicate if there is any conflict of interest for investigators within this project. 

**Note:** if you select Yes you will need to complete additional information that will display below. If you do indicate a conflict in interest but sign-off on the application, the record will still progress to the Head of Department for sign-off.

5 Click on the appropriate radio button to indicate whether you are willing to sign-off the application. 

**Note:** if you indicate you are not prepared to sign-off the application, it will revert back to the Primary Contact for amendment and resubmission and will then progress through the sign-off process again.

6 Click on the **Submit** button. 

The application will now display in the Current Applications table with a status of *Signed by Animal Facility Manager.*