Creating a Human Ethics Application in Themis

This reference card provides a summary of the steps required to create a Human Ethics Application in Themis. For detailed instructions on completing each type of ethics application refer to the specific reference card.

1. Log in to Themis via UOM Research Self Service and navigate to the Human Ethics Workbench.
2. Click on the Create button.
3. Define the Project Type.
   You may select multiple project types, if appropriate.
   **Note:** some project types require you to complete additional information before progressing.
4. Complete the Research Checklist.
   The information entered in the checklist will determine: the application types available; additional questions to be completed online; and additional modules to be completed offline and attached to the application.
5. Select the Application Type.
   If you select Minimal Risk, Program or Project Within a Program you will need to complete additional questions.
6. Enter the Project Details.
   This includes: responsible HEAG, title and brief description of the project, project start and end dates, and expected start date of data collection.
7. Enter the Participating Researchers.
   You may record the researchers (staff, student and external) associated with your project, the role they will take in the research as well as their contact, qualification and relevant training details.
8. Complete and attach the required documentation.
   The Additional Documentation Required screen will display any forms that you must complete and attach (via the Attachments screen) to your ethics application prior to submission.
9. Complete any additional questions required.
   This will be based on your selections at the Research Checklist and may include questions relating to sponsored research, other approvals, ethics clearances required, drug trials, clinical trials, etc.
10. Review the application and correct any validation errors.
    The Application Review screen will identify any validation errors or omissions in relation to your ethics application. You will need to correct these before you may submit your application for review.
11. Submit your application.

Once you have corrected any errors you may submit your application for review by the nominated HEAG.