Adding a human ethics application to a HEAG committee agenda

Once a human ethics application has been submitted by the researcher, the Administrator (or Alternate Administrator) of the selected HEAG may wish to place it on the agenda for review by the committee.

To add a human ethics application to the HEAG committee agenda

1. Log on to Themis using the **UOM RMS Human Ethics Department** responsibility.

2. Select the **Human Ethics Admin Workbench** function listed under the Ethics section.
   The Search screen will default when you access the Workbench.

3. Retrieve the appropriate application.
   If the application is not displayed in the **Items Requiring Action** tab you may perform a search for it. In most cases it is easiest to search using the Ethics ID (for further details on searching for an application, refer to the Searching for an ethics application in the Admin Workbench reference card).

4. Click on the **Update** icon.
   The Human Research Ethics - Ethics Overview screen will display.

5. Locate the current version of the application and click on the **Update** icon.
   The Application Administration - Application Summary screen will display.

6. Click on the **Document Review** link in the Application Management section of the Available Pages menu.
   The Document Review Summary screen will display.

7. Select the HEAG who will review the application from the drop-down list.
   **Note:** this field will default to the HEAG nominated in the ethics application.

8. Select the category of review from the drop-down list.
   In most cases this will be **Committee Meeting**, but you may also choose **Chair**, **Nominated Member** or **Other**.
   **Note:** the form and questions you will need to complete will vary depending on the category of review you select. However, note that items will only be included on any related agenda reports where the category of review selected is **Committee Meeting**.

9. Click on the **Create New** button.
   The Committee Review Create screen will display.

This screen is divided into three main information areas: Meeting section; Agenda section, and Outcome section.
10 Enter the meeting information.

<table>
<thead>
<tr>
<th>Field</th>
<th>Action</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Number</td>
<td>This field will default to the next meeting, but may be changed by clicking on the search icon and selecting an alternative from the list of values</td>
<td>Note: if a meeting schedule has not yet been created for the selected HEAG this field will not display any values.</td>
</tr>
<tr>
<td>Meeting date</td>
<td>Enter an adhoc meeting date using the format DD-MMM-YYYY (e.g.: 01-Aug-2006)</td>
<td>Note: this field should only be used if a meeting schedule has not yet been created for the committee selected.</td>
</tr>
</tbody>
</table>

11 Enter the Agenda information.

<table>
<thead>
<tr>
<th>Field</th>
<th>Action</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action required</td>
<td>Select the appropriate action required from the drop-down list</td>
<td>If Other is selected, you must enter the action required.</td>
</tr>
<tr>
<td>Current status</td>
<td>Select the status the application should appear on the agenda from the drop-down list</td>
<td>If Other is selected, you must enter the appropriate status.</td>
</tr>
</tbody>
</table>

12 Assign committee members to review the application.

If you wish to assign all committee members tick the checkbox. The table will populate with all members of the selected committee.

Alternatively, you may wish to add or delete members individually to the list.

To add a new member:
- Click on the Add New Member button.
- A blank line will display.
- Use the search icon to select the appropriate committee member from the list of values.

To delete an existing member:
- Ensure the Include all members checkbox at the top of the table is unchecked.
- Locate the member you wish to remove and tick the corresponding check box.
- Click on the Delete Member button.

13 Assign other University staff (i.e.: non-committee members) to review the application, if applicable.

To add a new staff member:
- Click on the Add New Person button.
- A blank line will display.
- Use the search icon to select the appropriate staff member from the list of values.

To delete an existing staff member:
- Locate the staff member you wish to remove and tick the corresponding check box.
- Click on the Delete Person button.

14 Click on the Save button.

The application has now been added to the agenda for the specified meeting.

Important: you can continue to repeat this process for all the applications requiring committee review before you generate the review cover sheets (for further information on this process refer to the Generating a Review Sheet for Human Ethics Applications reference card).