IRMA ANIMAL ETHICS MODULE

ANIMAL HOUSE SUPERVISOR APPROVER GUIDE – APPROVALS

Quick Steps

1. Log into IRMA
2. Navigate to the My Approvals tab
3. Press the button to review the form
4. Press the button to approve the form (i.e. provide sign off)
5. If you have a query regarding the form, enter your concerns in the memo field and press the button

Detailed Information

LOG into IRMA
IRMA is accessed via the internet using any web browser (e.g. Mozilla Firefox, Internet Explorer, Safari, Google Chrome). You will need to logon to IRMA using your Unikey and password. IRMA opens to the Researcher Profile menu displayed below. You can navigate to the Researcher Profile from anywhere in IRMA by selecting the Researcher Profile link in the top right hand corner of the screen. The My Approvals tab is where you can view items you need to approve.

Navigate to the My Approvals tab
Since there is no hard copy of your form, all signatures are provided online in IRMA. To provide sign off you need to navigate to the My Approvals tab.
Press the pencil icon to review the form and approve the form (provide sign off).

Six tabs will appear. This includes the original tabs of the form and the Approval tab. Once you have moved through each tab to review the form, move back to the Approval tab where you can either:

- select Approve to provide sign off, or
- if you have concerns, please provide a reason in the memo field and press Reject

Once you press either Approve or Reject, the form will disappear from your My Approvals tab.