Quick Steps
1. Log into IRMA
2. Navigate to the Animal Ethics tab and press the **Create** button
3. Select the appropriate modification form from the dropdown menu and select the relevant protocol
4. Press the **Next** button
5. Complete the relevant details for each tab the form
6. Press the **Save** button if you want to leave the form and complete later
7. Once the form is ready to submit press the **Submit** button
8. Chief Investigator and animal facility supervisor (except for change in staff and funding only) sign off:
   a. Log into IRMA
   b. Navigate to the My Approvals tab
   c. Press the **Review** button to review the form
   d. Press the **Approve** button to approve the form (i.e. provide sign off)
   e. If you have a query regarding the form, enter your concerns in the memo field and press the **Reject** button

Detailed Information

**Login to 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 Animal Ethics tab is where you can view your current animal ethics applications and create modifications. The My Approvals tab is where you provide online sign off.
Navigate to the Animal Ethics tab
To create a modification you need to enter the Animal Ethics tab. The Animal Ethics tab has two views: view forms and view project file. You need to be in the view forms screen to create a modification. To create a form press the create button.

Select the appropriate modification form from the dropdown menu
There are three types of modification forms you can create in IRMA, as follows:

1. **Change in personnel and funding only** – use this form if you have new researcher join the study or researchers leave the study. Also use this form to notify the ethics office that you have been awarded funding.
2. **Change in animal numbers and housing** – use this form if you need to request a change in the number of animals you need to include in your study or need to change where the animals are housed.
3. **Modification to an existing approved application** – use this form to request any other changes to your study, such as changes in procedures or study design. Note, you can also request personnel changes, changes in funding and changes in animal usage in this form.
Select the appropriate modification form from the drop down menu and then press Search.

This will allow you to select the appropriate approved protocol, by pressing the Link button, you will then return to the screen above and press Next.

Complete the relevant details on the appropriate form
1. Change to Personnel and Funding form has 3 tabs – Coversheet, Documents and Status History.
2. Change to Animal Numbers and Housing has 4 tabs – Coversheet, Animal Use, Documents and Status History.
3. Modifications to existing approved application has 5 tabs – Coversheet, Questionnaire, Animal Use, Documents and Status History.
**Coversheet Tab**

There is a free text box where general details regarding the change to Personnel and Funding and Modifications to existing approved protocols can be entered.

For Changes to Animal Numbers and Housing no details are required in the Coversheet tab.

**Coversheet Tab for Changes to Personnel or Funding only**

To add researchers.

Use the Add button next to the section where you want to add the personnel (i.e. new internal investigators, new external investigators or a change in Chief Investigator).

You will be directed to a search screen. Type in the surname or staff ID and press Search.
You will be directed to a search screen. Type in the surname or staff ID and press Search.

Note, if you did not have Internal Investigators or External Investigators in your original application and would like to add personnel in these sections, you will first have to select yes from the dropdown menu next to the question “Other Internal Investigators Involved?” (Internal Investigators) or “Other External Investigators Involved?” (External Investigators).

By selecting yes from these dropdown menus, an Add button is created which allows you to add the relevant investigators in the same way as the steps shown above.
To remove researchers from your study
Press the trash can icon next to the person you want to remove.
This will remove the entry from your form.
Note, the person isn’t removed from your project file until the modification has been approved by the animal ethics committee.

Detail regarding any changes to contracts or grants can be added by pressing the Add button.
New funding details can be added using the free text box in the appropriate section.

You can then complete any relevant details and search for the contract/grant.
Should the details regarding the contract or grant not be listed, please add the relevant details in the New Funding Details text box.
The Questionnaire Tab

The questionnaire tab contains the main questions of the form and is only included in the modification to an existing approved application form. The questionnaire is interactive, that is, the answers you provide drive logic to display the next relevant question. There is a limit of fifteen minutes to complete each individual question. If you exceed this time then your answer may not be saved by the system. We recommend that you prepare long answers outside of IRMA before pasting it back into the application. After you answer each question press the next button, until you reach the end of the form.

Animal Usage Tab

The animal usage tab is where you make changes to the animals you have requested or their location. This tab is included in all modification forms except the Change to Personnel and Staff only form.

To make changes to animal usage
To enter the details of new animals to be requested you need to press the Add button.

This will open up a page with two tabs, Animal Usage and Location. The Animal Usage tab requires entry of the following information:
- **Country** – the default is Australia, however you can choose Other Countries if you study is to be conducted overseas.
- **Jurisdiction/State** – if you have selected Australia above this will be the state where you are conducting your animal work. If you are working in more than one state, you will need to create an entry for each state. If you have select Other Countries, you will need to select the country you where you are conducting your animal work. Again, if you are working in more than country, you will need to create an entry for each country.
- **Invasiveness** – this refers to the procedures you will be performing on the animals. If you are performing different procedures on the same animal type but on different animals (e.g. control group versus a treatment group) you will need to create an entry for each group. However, if you are performing multiple procedures on the same animals, you need to select the highest applicable option from the dropdown list.
- **Classification one** – this refers to the type of animals you will be working on (e.g. domestic mammals, birds, wildlife, laboratory animals). Select the appropriate option from the dropdown menu.
- **Classification two** – classification two changes depending on your selection at classification one. For example, a classification one of birds will give you the following classification two options: exotic captive, exotic wild, native captive, native wild, other birds and poultry. Choose the most appropriate option from the dropdown menu.
- **Classification three** - not active
- **Common/strain name** – this is a free text box to allow you to insert the common name or strain of animal.
- **Applied** – this is the number of animals, for this entry, that you are requesting to use in your research.
- **Anticipated re-use** – this is the number of animals, for this entry, that you are requesting to re-use.

The NSW DPI states that “Each year, an animal should be counted for each project in which it is used. For example, where animals are used repeatedly in one project (eg. teaching animal handling once a week) these animals are counted once for their inclusion in this project. If the project is renewed the following year, then they are counted once again in that subsequent year. If these same animals are used in two projects in one year (eg. weekly handling and a short behavioural study), they will be counted twice - once for each project.

It is important that they are counted in this way as this more closely reflects the overall use of animals for research and teaching.”

The Locations tab is where you provide details of where the animals will be housed. To select a location you need to press the add button.
You will then be directed to a list of animal houses; select the link button next to the appropriate animal house.
If you are conducting a field study, select other.
If you are housing animals in more than one location, you will need to create multiple entries.
If the animal house you would like to use does not appear on the list or if you would like to create a new animal house, please contact the animal ethics team.

To make changes to animals numbers or housing
If you need to change the animal numbers or housing on a currently approved on your application, you need to press the pencil icon.

To change the number of animals requested simply over-write the figure included in the form.
To make changes to where your animals are housed, you need to move to the second tab. To add a new location press the add button.

Select the appropriate animal house.

To remove an animal house press the trash can next to the animal house you want to remove.

Once you have completed the details on both tabs, move to the Animal Usage tab and press Save.
Documents Tab

The Documents tab is where you upload documents that you need to include in your modification. Examples of documents you may need to provide include:

- Monitoring sheets
- Participant Information Statements
- Participant Consent Forms
- Copies of permits and licences
- Completed phenotype report

To upload a document you need to press the Add button.

Please ensure that you upload the most recent version of any supporting documentation.

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<th>File Size</th>
<th>Type</th>
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<tr>
<td>05/03/2013</td>
<td>Completed phenotype report</td>
<td>300 KB</td>
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</tbody>
</table>
**Status History Tab**

The Status History tab provides information on the status of your form, when it was created and by whom. This is where you can track your form as it moves through the various stages of approval (e.g. draft, submitted, assigned to meeting). You do not need to provide any detail in this tab.

Once you have completed the details in all of the relevant tabs for your modification, you need to return to the Coversheet tab.

**Press the Save button if you want to leave the form and complete later.**

**Once the form is ready to submit press the Submit button.**

You can Save the form and come back to complete the details at a later time. Once you are confident the form is ready for review by the animal ethics committee you can press the Submit button.

Please note that once you have pressed Submit you can no longer make changes to the form. If you press Submit in error, please contact the animal ethics team who will be able to change the status of your form back to Draft.

**Online Sign off**

Since there is no hard copy of your form, all signatures are provided online in IRMA. The individuals who need to provide signoff depends on the type of modification:

1. Change in personnel and funding only - the chief investigator
2. Change in animal numbers and housing – the chief investigator and the animal facility supervisor (where applicable)
3. Modification to existing approved application – the chief investigator and the animal facility supervisor (where applicable)

To provide sign off you need to navigate to the Researcher Profile page and then move to the My Approvals tab.
Press the pencil icon to review the form and approve the form (provide sign off).

Four to six tabs will appear, depending on the type of form. This includes the original tabs of the modification form and the Approval tab. Once you have reviewed the form by clicking on each tab, move back to the Approval tab where you can either:

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

Your form will be directed to the appropriate committee once all sign off has been provided. Please ensure you submit with enough time for the relevant people to provide signoff prior to the meeting submission deadline.