IRMA ANIMAL ETHICS MODULE
RESEARCHER GUIDE – NEW APPLICATION

Quick Steps
1. Log into IRMA
2. Navigate to the Animal Ethics tab and press the Create button
3. Select “application form” from the dropdown menu
4. Press the Next button
5. Complete the relevant details on 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 investigators, internal co-investigators, faculty approver (e.g. Head of Dept/School), and animal facility supervisor:
   a. Log into IRMA
   b. Navigate to the My Approvals tab
   c. Press the button to review the form
   d. Press the 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 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 Animal Ethics tab is where you can view your current animal ethics applications and create new applications.
The My Approvals tab is where you provide online sign off.
Navigate to the Animal Ethics tab
To create a new application 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 new application. To create a form press the create button.

Select application form from the dropdown menu and press the next button

Complete the relevant details on the form
The application form has five tabs: coversheet, questionnaire, animal usage, documents and status history.

The Coversheet Tab
The coversheet contains the main details of your application including a lay summary, title, investigator details, grants and external ethics approvals. Provide a brief summary of the project in the free text box. To enter the Chief Investigator details press the add button.
You will be directed to a search screen. Type in the Chief Investigators surname or Staff ID and press search.

Select the Chief Investigator from the list generated by pressing the link button.

Internal Investigators (staff, affiliates and students of the University who have a unikey) and External Investigators are added in a similar way. First you 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.

The Questionnaire Tab

The questionnaire tab contains the main questions of the 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. A complete copy of all questions can be found on the animal ethics website. Animal Ethics Website

After you answer each question press the next button, until you reach the end of the form.
The Animal Usage Tab

The animal usage tab is where you record the animals that will be used in your research. To enter the details of animals to be used you need to press the add button.

This will open up a page with two tabs. The first 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 required/inactive field
- **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 NWS 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 second 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.

Once you have completed the details on both tabs, move to the animal usage tab and press save.
The Documents Tab

The documents tab is where you upload all documents associated with your research. Examples of documents you may need to provide in your application 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.

You will then be directed to the following screen where you need to provide a description of the document, select a type of document from the dropdown menu and press the Browse button to search for the relevant file. Once these details have been entered you need to press the Upload button.

The 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.
To complete your application 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. For all new applications sign off will be required from:

- the chief investigator
- all internal investigators
- the faculty approver (e.g. Head of School) and
- the animal facility manager (where applicable)

To provide sign off you need to navigate to the My Approvals tab, you can do this by pressing the Researcher Profile tab in the top right hand tool bar.
This will take you to the Researcher Profile page; press the My Approvals Tab to access forms that require your electronic sign off/approval.

Press the pencil icon to review the form and approve the form (provide sign off).
Six tabs will appear: the five tabs of the application form and the Approval tab. Once you have reviewed the form, 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

**NOTE:** your form will not be included on the agenda of the next animal ethics committee meeting until signoff has been provided by the chief investigator, faculty approver and animal house supervisor. Please ensure you submit with enough time for these people to provide signoff prior to the meeting submission deadline.