



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

Introduction of UM Research Ethics Review System

Animal Research Ethics User Guide

Version 1

RSKTO

May 2024



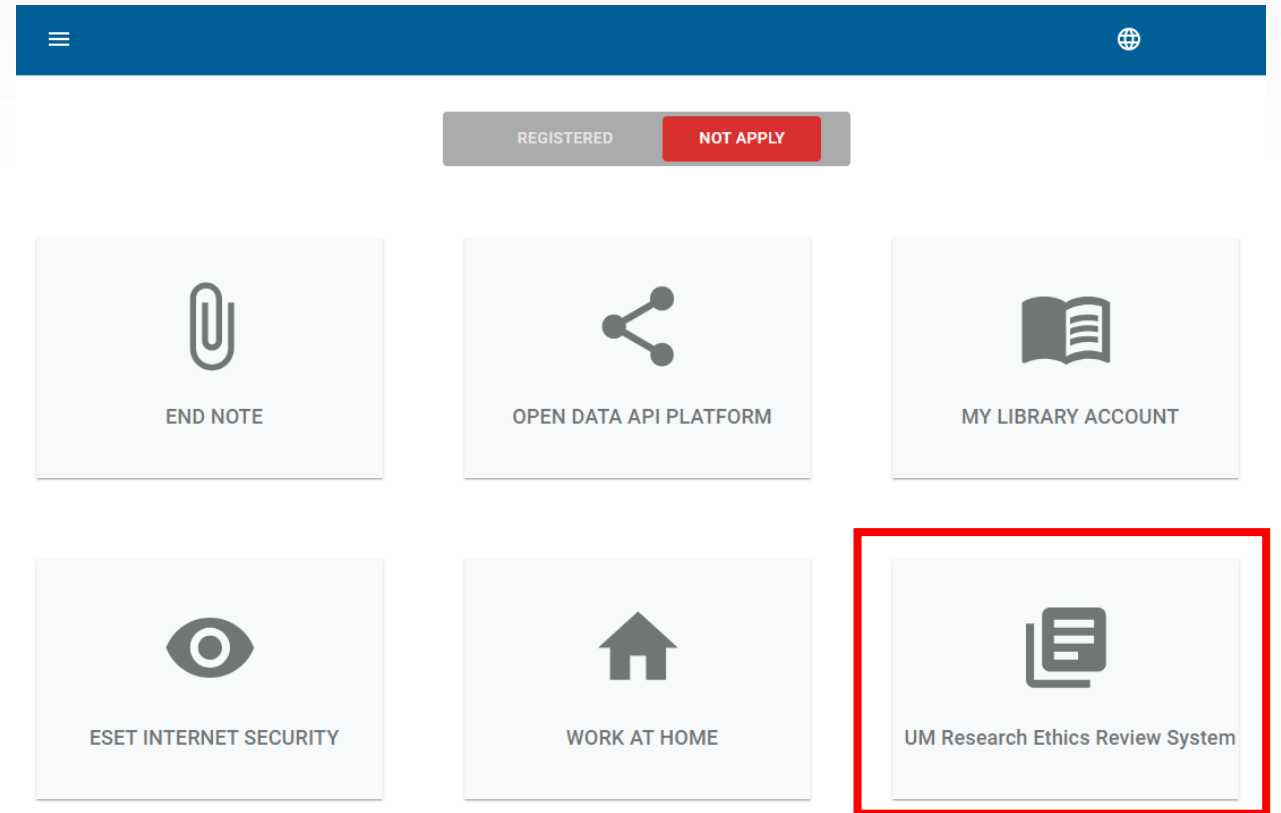
研究服務及知識轉移辦公室
Gabinete de Apoio à Investigação e de
Transferência de Conhecimento
Research Services and Knowledge Transfer Office



For First Time Login

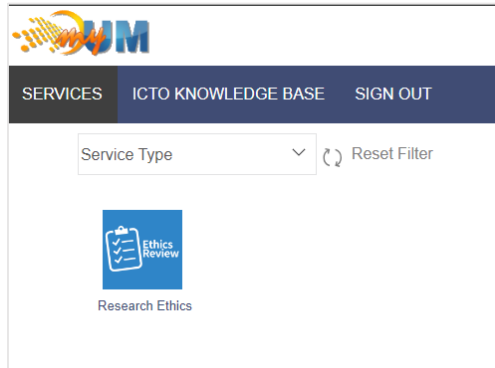
➤ For first time login

1. Input the ICTO account page address:
<https://account.icto.um.edu.mo/mylicense>
2. Click the **APPLY NOW** button to register





User Guide for Login Page



➤ System Login Guide

1. Open a browser
2. Input the system server address:
<https://forms.researchethics.um.edu.mo>
or open Research Ethics via MyUM
3. Fill in the User ID and Password (Login with UMPASS)
4. Click the **SIGN IN** button to access the system



Introduction of the Main Interface

You will be using the action panel on the left to create, save, duplicate, transfer and submit your application

The screenshot shows the main interface with the following callouts:

- 1**: Points to the 'Work Area' tab in the top navigation bar.
- 2**: Points to the 'Applications' tab in the top navigation bar.
- 3**: Points to the 'Create Project' button in the left action panel.
- 4**: Points to the 'Transfer' button in the left action panel.
- 5**: Points to the 'Notifications' widget showing 24 notifications.
- 6**: Points to the 'Transfers' widget showing 1 transfer.

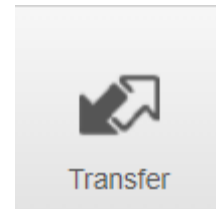
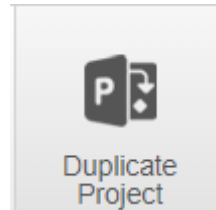
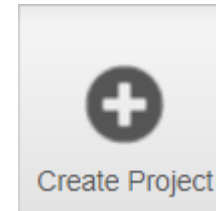
The main content area includes a 'Work Area' header, a 'Create Project' button, a 'Duplicate Project' button, and a 'Transfer' button. Below these are widgets for 'Notifications' (24), 'Signatures' (0), 'Transfers' (1), and 'Shared' (0). A 'Projects' table is also visible:

Project Title	Project ID	Owner	Date Created
> RSKTO PI's Team	55		21/05/2024 10:57
> For demonstration	50		16/05/2024 09:37

5 Notification list

6 Project Transfer list

Work Area



1 Return back to the work area, where all of your projects are listed

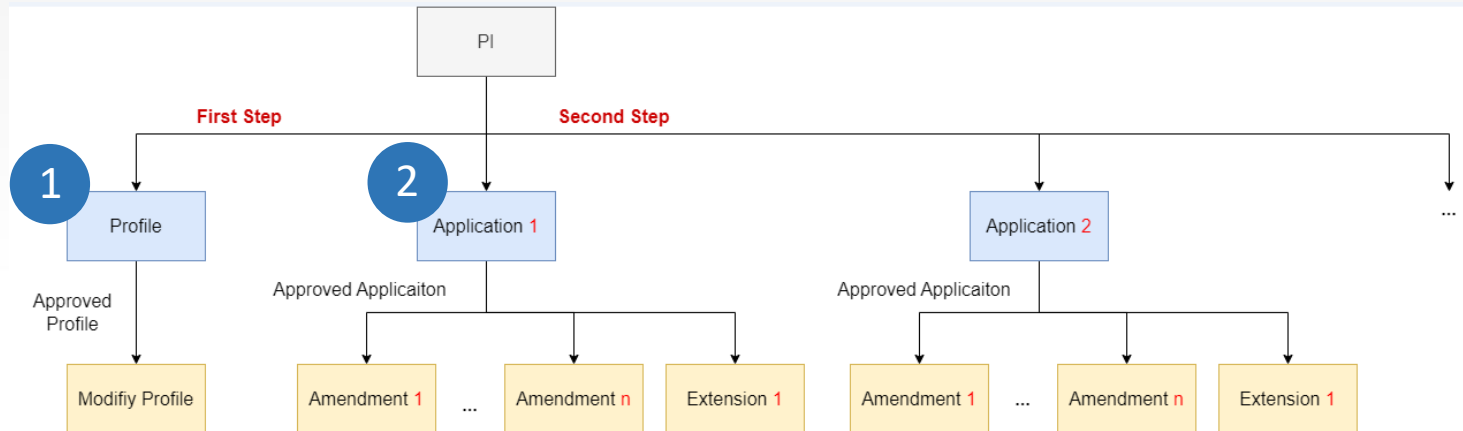
2 To start a new ethics application

3 To duplicate the existing protocol

4 To transfer the project to a specific user



Before Submitting Your Application



1

If this is your first time submitting “Animal Research Ethics Application” on this system, please make sure you have submitted a “Research Team Profile” form before any ethics application submission

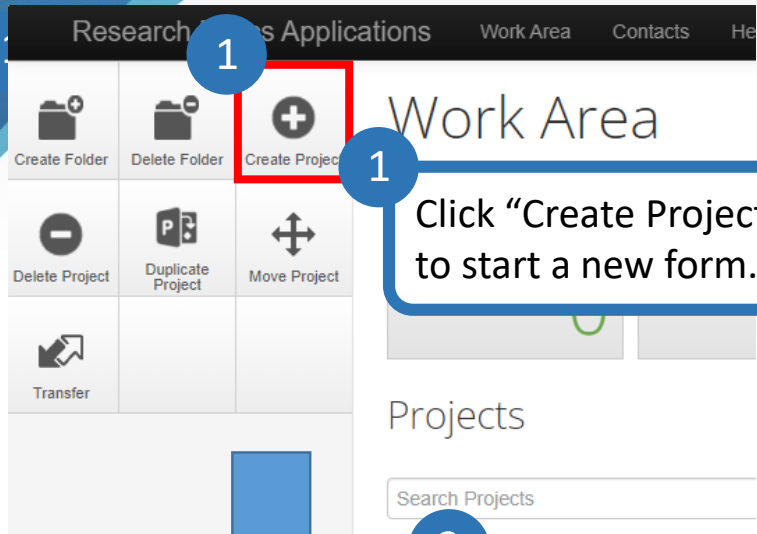
**The “Research Team Profile” is an individual form for PI to manage the team members in their group. The form will be sent to respective unit for verification e.g. personal data, training record, etc. PI will only need to submit once. For any changes in the future, please make necessary modification in the submitted form.*

2

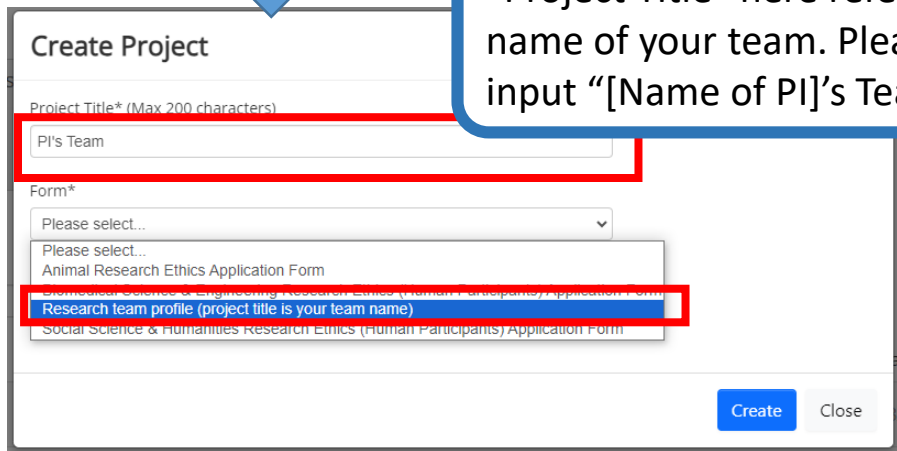
When the team profile form is approved, you may start submitting the research protocols for ethics application for your studies



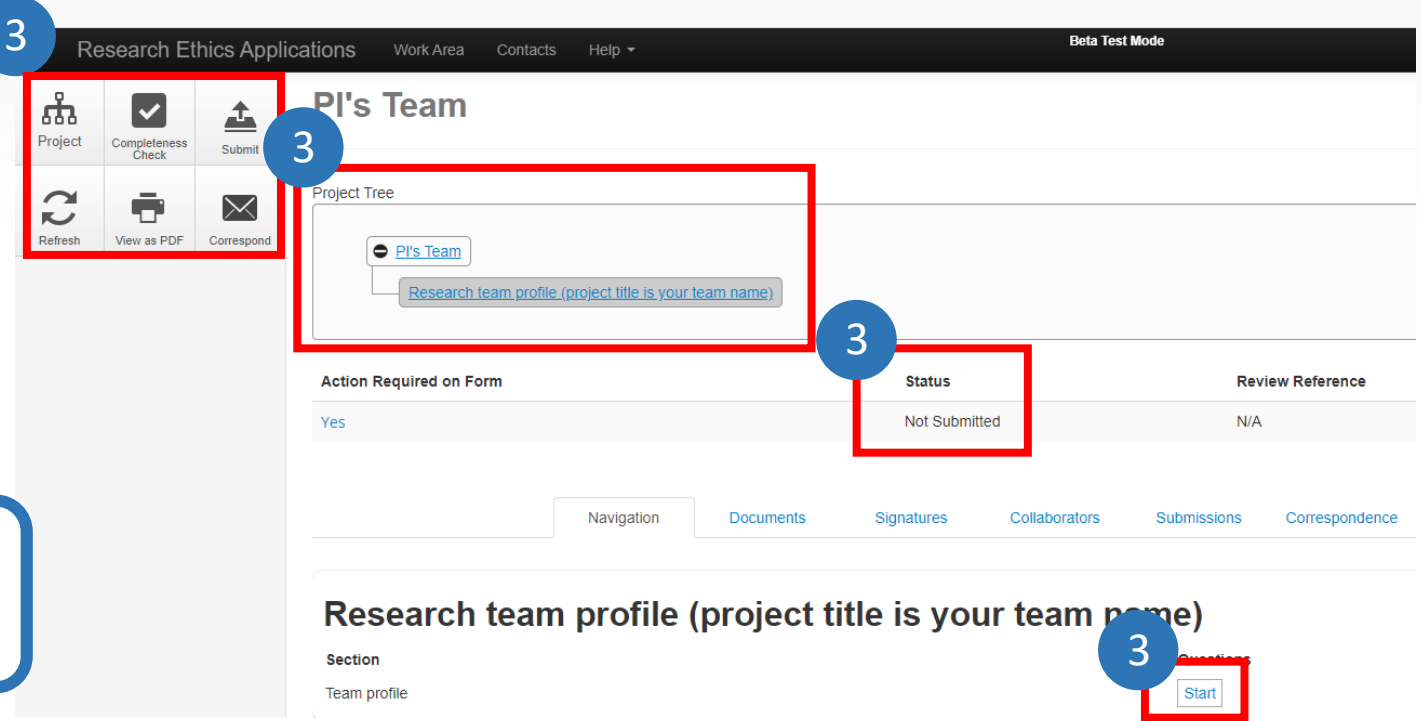
Create Research Team Profile (1/2)



1 Click "Create Project" to start a new form.



2 "Project Title" here refers to name of your team. Please input "[Name of PI]'s Team"



3 Action panel is on the left upper corner. On this page, you will see the project tree, status of the current stage and the content of the form. You can click "Start" to enter the form.



Create Research Team Profile (2/2)

Research team profile (project title is your team name) 73
Version: Default

Project Title: PI's Team

Personnel Information

1 Fill in information of the first team member

2 Click "Add Another" to add another team member.

3 Always remember to save

4 Submit for approval when ready

A.10 Institution that provided the training for animal handling
 University of Macau
 Other (Please specify)

A.10.1 Other: Please specify

A.11 Training date for animal handling

Save Add Another

Previous page Next page



Research Team Profile - Modification (1/2)

Research Ethics Application | Work Area | Contacts | Help | Beta Test Mode

Work Area

Notifications: 21 | Signatures: 0 | Transfers: 1 | Shared

Projects

Project Title	Project ID	Owner	Date Created	Date Modified
> RSKTO PI's Team	55		21/05/2024 10:57	21/05/2024 11:06

1 Click "Work Area" to return to the project list and enter the approved protocol, which needs to be modified.

Research Ethics Applications | Work Area | Contacts | Help | Beta Test Mode

For demonstration

Project Tree

- For demonstration
- Bio Research Ethics Application

Action Required on Form	Status	Review Reference	Date Modified
Yes	Under Revision (BIO)	BSE - 0050 - 2024	20/05/2024 17:23

Navigation | Documents | Signatures | Collaborators | Submissions | Correspondence | Centre | History

Correspondence

New Correspondence

Search correspondence...

2 Add a comment using the function "Correspond/Correspondence"



Research Team Profile - Modification (2/2)

Correspond

Note: This message will be delivered to members of BIO Ethics Reviewer.

Dear RSKTO,

As there is a new team member joining my group, I would like to update my team profile.

Send Close

3 Write a comment to explain what modification is to be made. RSKTO admin will review your comment and return the application to you for your modification.

Research Ethics Applications Work Area Contacts Help Beta Test Mode

Work Area

Notifications 25 Signatures 0 Transfers 1 Shared 0

Projects

4 When the application is returned to you, you will receive an email in your UM mailbox and in-system notification.

Research Ethics Applications Work Area Contacts Help Beta Test Mode

Notifications

Search

Received after Received before

Display 100 notifications

Please note that only the specified number of notifications will show after searching.

Search

Message	Attachment	Project Short Title
✓ An application is returned for your modification.	None	For demonstration

5 You could either follow the link in the email, or find the returned project in your project list, or enter the form via notification line. Please follow the steps in slides 19-20 for the resubmission.



Create New Application

1 Go to "Work Area"

2 Click "Create Project" to start a new application

3 Enter the protocol name in "Project Title" and select "Animal Research Ethics Application Form"

Animal Test 3

Project Tree

- Animal Test 3
 - Animal Research Ethics Application

Action Required on Form	Status	Review Reference
Yes	Not Submitted	N/A

Navigation Documents Signatures Collaborators Submissions Correspondence

Animal Research Ethics Application

Section

- Notes for application
- Section A
- Section B

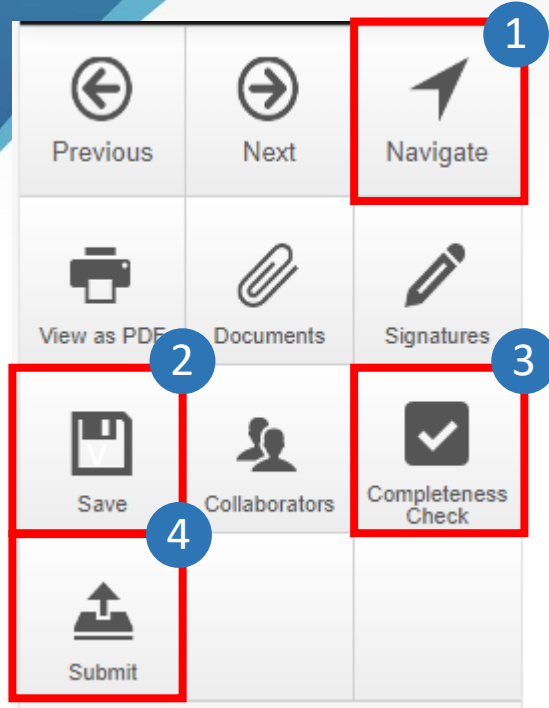
Questions

- Start
- Personnel
- Protocol details

4 Click "Start" to enter the form.

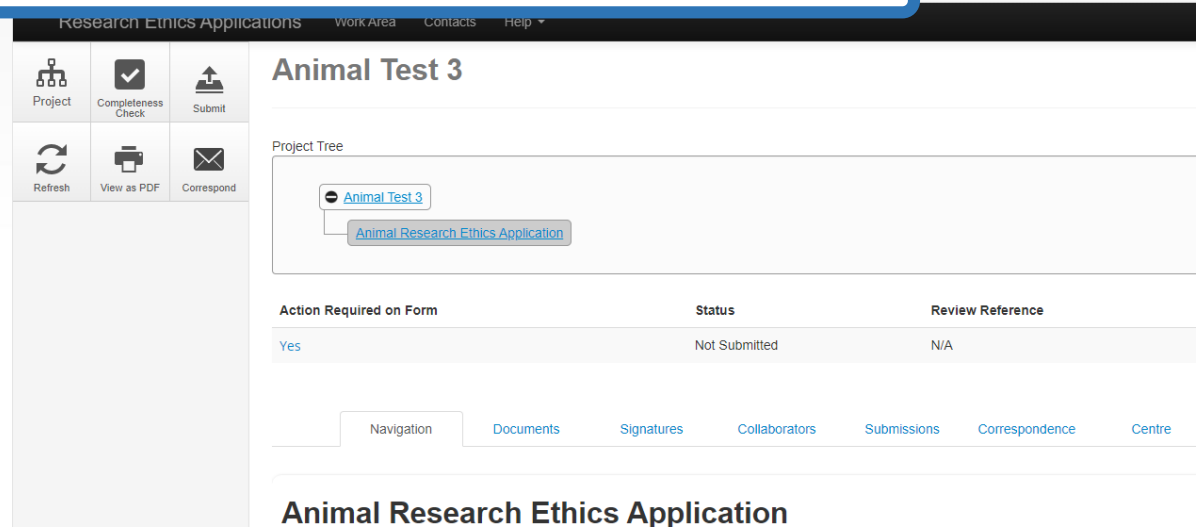


Useful Tools in Action Panel



*Remark: Only PI is eligible to submit an application

1 Return back to **main interface** of the application.



2 Always remember to click save.

3 Upon completion of filling in this form, this button **checks if there are any mandatory questions** pending in the form.

4 **Only PI could submit the application** to the next approver, or else please use "Transfer"



Transfer Application PI<->Co-PI/Student (1/2)

- If you are not the PI of the project, you could send the completed form by the function “Transfer”.
- PI could also use this function to send back the form to the Co-PI/student to utilize the application.

1 Return back to **main interface** of the application.

2 Click “Transfer” to raise a request for transferring an application to a specific user.

Transfer Projects

Please note that you will lose all access to this project.

Email Address:
testing@um.edu.mo

Message:
Dear Professor, for your review and submission

	Id	Project Title
<input checked="" type="checkbox"/>	0049	test 1
<input type="checkbox"/>	0052	Test 2

Transfer Close



Transfer Application PI<->Co-PI/Student (2/2)

1 The approver will receive a notification for the transferred form, which can be found in the "Notification" or "Transfer"

Work Area

Notifications 1	Signatures 0	Transfers 1	Shared 0
--------------------	-----------------	----------------	-------------

2 Click "View Project" to enter the transferred form

Transfers

Transfer Id	Project Title	From User	To User	Message	Requested Date	Response Date	Status	Action
4	Animal Test 14	You			21/05/2024 16:38		Rejected	View Project
3	Animal Test 14	You		please review my application and submit	21/05/2024 16:36	21/05/2024 16:36	Accepted	View Project

3 Click "Accept Transfer"

Project	Completeness Check
Refresh	Accept Transfer
Reject Transfer	View as PDF
Correspond	

4 Click "Yes" to complete the transfer.

Accept transfer

Are you sure that you want to perform this action?

Yes No

5 PI could also use this function to send back the form to the Co-PI/student to utilize the application.



Application Submission

Research Ethics Applications Work Area Contacts Help Beta Test Mode Ms. Research Ethics Admin 0049

Project Completeness Check **Submit** Refresh View as PDF Correspond

Project Tree

- Animal Test 3
 - Animal Research Ethics Application

Action Required on Form	Status	Review Reference	Date Modified
Yes	Not Submitted	N/A	16/05/2024 17:31

1 Click "Submit" to send the application for review.

Form Queued For Submission

Thank you for submitting your form. It has been successfully received.

What happens next.

2 Application successfully submitted.

3 Click "Back to Project" to return to the application.

Research Ethics Applications Work Area Contacts Help Beta Test Mode

Project View as PDF Correspond

Animal Test 3

Project Tree

- Animal Test 3
 - Animal Research Ethics Application

Action Required on Form	Status	Review Reference
No	Submitted by Applicant	

4 Status updated.



Share Role ->Co-PI/Student (2/2)

- If you share to review or edit the form to Co-PI/Student, you could use the share "Roles" function.

1 Click "Roles" to assign the role to a specific user.

2

The image shows a two-step process for sharing a role. Step 1: In the 'UM Research Ethics R' interface, the 'Roles' button (represented by a person icon with a plus sign) is highlighted with a red box. Step 2: The 'Share Roles' dialog box is shown, with a text input field containing 'test@um.edu.mo' and a dropdown menu showing 'Read/Write/Receive notifications (SSH)' both highlighted with red boxes. A blue arrow points from the 'Roles' button in the first screenshot to the 'Share Roles' dialog in the second.



Share Role ->Co-PI/Student (2/2)

1

The approver will receive a notification for the shared form, which can be found in the “Notification” or “Shared”

Work Area

Notifications: 32
Signatures: 0
Transfers: 1
Shared: 1

2

Click “View Form” to enter the shared form

Shared Forms

Search forms

Project Title	Project Id	Form Title	Access	View Form	Reject
testing 20240701	115		Read, Write, Share, Receive notifications	View Form	Reject

Showing 1 to 1 of 1 entries

2

3

3

Click “Reject” to reject the shared form

Reject Share Request

Please enter a reason for rejecting the share request

[Reject](#) [Close](#)



Useful Information in the Application (1/4)

- The tabs in the red box below contains information that would facilitate follow-up actions.

Animal Test 3

Project Tree

```

graph TD
    A[Animal Test 3] --- B[Animal Research Ethics Application]
  
```

Action Required on Form	Status	Review Reference	Date Modified
No	Approved	UMARE - 0033 - 2024	21/05/2024 11:08

Navigation
Documents
Signatures
Collaborators
Submissions
Correspondence
Centre
History

Animal Research Ethics Application

Section

Notes for application

Section A

Questions

[Start](#)

[Personnel](#)



Useful Information in the Application (2/4)

- The tabs in the red box below contains information that would facilitate follow-up actions.

<input checked="" type="checkbox"/>	Type	Document Name	File Name	Version Date	Version	Size	Download
<input checked="" type="checkbox"/>	Form	Form	Form.pdf				Download
<input checked="" type="checkbox"/>	Default	Measurement	Measurement.pdf	24/04/2024	1.0	179.6 KB	Download

The list of attachments to the application can be found in this tab.



Useful Information in the Application (3/4)

- The tabs in the red box below contains information that would facilitate follow-up actions.

The screenshot displays a navigation menu with tabs: Navigation, Documents, Signatures, Collaborators, Submissions, Correspondence (highlighted with a red box), Centre, and History. Below the menu, the 'Correspondence' section features a 'New Correspondence' button (also highlighted with a red box) and a search bar labeled 'Search correspondence...'. A table below the search bar lists correspondence entries with columns for User, Date, Message, and Attachment. The first entry shows a date of 21/05/2024 and a message that says 'This is a message.' (highlighted with a red box). At the bottom left, it says 'Showing 1 to 1 of 1 entries', and at the bottom right, there are navigation buttons: First, Previous, 1, Next, Last.

Besides from comments in the application form, here is a chat box which serve as a single communication platform for all parties (applicant/reviewer/admin).



Useful Information in the Application (4/4)

- The tabs in the red box below contains information that would facilitate follow-up actions.

Navigation Documents Signatures Collaborators Submissions Correspondence Centre **History**

Form History

Search history...

Date	User	Description	Attachment
17/05/2024 3:39 PM	Review User	Form status changed from Submitted by Applicant to Under Review.	Download
16/05/2024 5:37 PM	Ms. Research Ethics Admin	Form submitted	Download
14/05/2024 6:05 PM	Ms. Research Ethics Admin	Research Ethics Application has been created as a main form	Download
14/05/2024 6:05 PM	Ms. Research Ethics Admin	UM has been added.	Download

Showing 1 to 4 of 4 entries

First Previous 1 Next Last

You can find the operation history of the application in this tab.



Submission Returned (1/2)

- When an application is returned to you, there are two ways to access the form.

The screenshot shows the 'Research Ethics Applications' system interface. On the left is a 'Work Area' sidebar with navigation options like 'Create Folder', 'Delete Folder', 'Create Project', 'Delete Project', 'Duplicate Project', 'Move Project', and 'Transfer'. The main area is divided into 'Notifications' and 'Projects'. A notification at the top right states 'An application is returned for your modification'. Below it, a table lists projects. A blue arrow points from the 'Notifications' section to the 'Projects' table. Two callout boxes provide instructions: one for accessing the form via notification and another for finding the application in the project list.

1 For application with status changed, specific form can be accessed via notification.

2 You can always look for the application submitted in the project list.

Project Title	Project ID	Owner	Date Created	Date Modified
For demonstration	50	Ms Jane Cheong	16/05/2024 09:37	20/05/2024 17:48
Animal Test 3	33	Ms Jane Cheong	30/04/2024 17:26	07/05/2024 16:43



Submission Returned (2/2)

1 Search Ethics Applications

2 Click on the specific comment to locate the parts for modification.

Title	Comment	Date Added	Submission
Applicant detail	Please update	20/05/2024 at 17:24 PM	Latest Submission
Has the protocol been reviewed by another ethics review committee?	please revise	20/05/2024 at 17:25 PM	Latest Submission
Funding	please update reference number	20/05/2024 at 17:25 PM	Latest Submission
D.2 Please upload informed consent form (if any)	update doc	20/05/2024 at 17:26 PM	Latest Submission

3 Click on the bubble to see comment

4 Modify the contents and click , and then



Approved Application

When an application is approved, an e-mail and in-system notification with the “Approval Notification” will be sent to the designated mail box. In case this notification is missed, please follow the below steps to download the attachment for you further usage.

The screenshot shows the 'Research Ethics Applications' system interface. The top navigation bar includes 'Work Area', 'Contacts', and 'Help'. The main content area is titled 'For demonstration' and shows a 'Project Tree' with a folder 'For demonstration' containing a sub-item 'Bio Research Ethics Application'. Below this is a table of applications with columns for 'Review Reference' and 'Date Modified'. A table below shows a list of submissions with columns for 'Review Reference', 'Date', 'Status', 'Committee', and 'Pdf'. The 'Submissions' tab is highlighted in red, and the 'View as PDF' link in the 'Pdf' column is also highlighted in red. A blue arrow points from the 'View as PDF' link to a callout box.

Review Reference	Date Modified
BSE - 0050 - 2024	20/05/2024 17:48

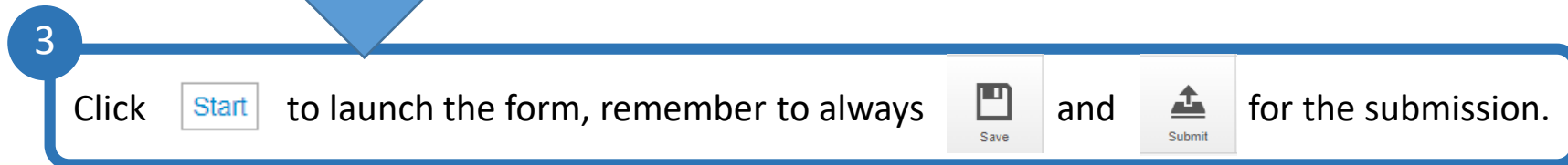
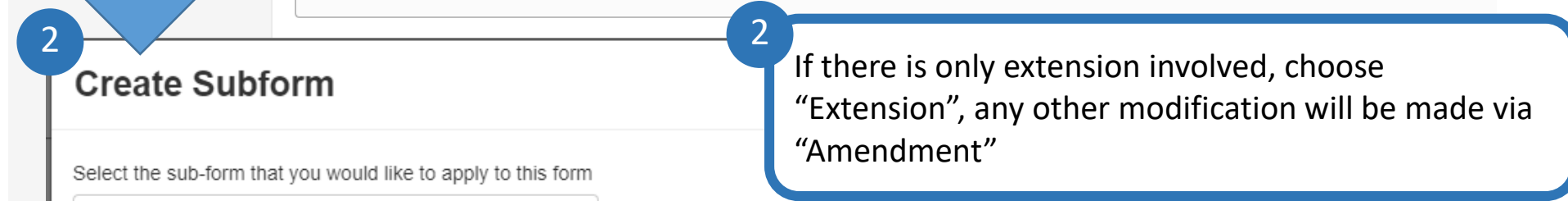
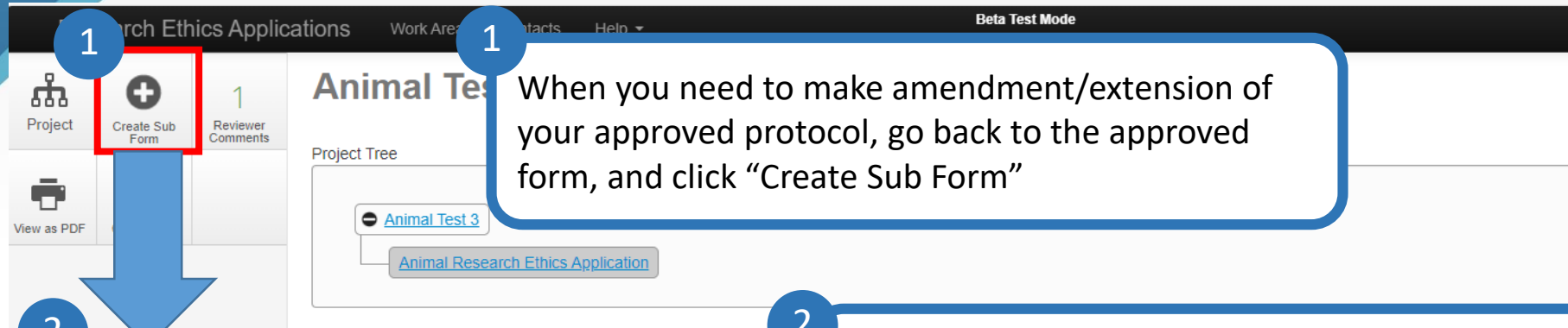
Review Reference	Date	Status	Committee	Pdf
BSE - 0050 - 2024	20/05/2024	Approved		View as PDF

1 Go back to project list and enter the approved protocol

2 To download the “Approval Notification”



Amendment/Extension





UM Research Ethics Review System

Animal Research Ethics User Guide

Contact: RSKTO

rskto.ethics@um.edu.mo