



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

Introduction of UM Research Ethics Review System

Biomedical Science & Engineering Ethics User Guide

Version 1

RSKTO

May 2024



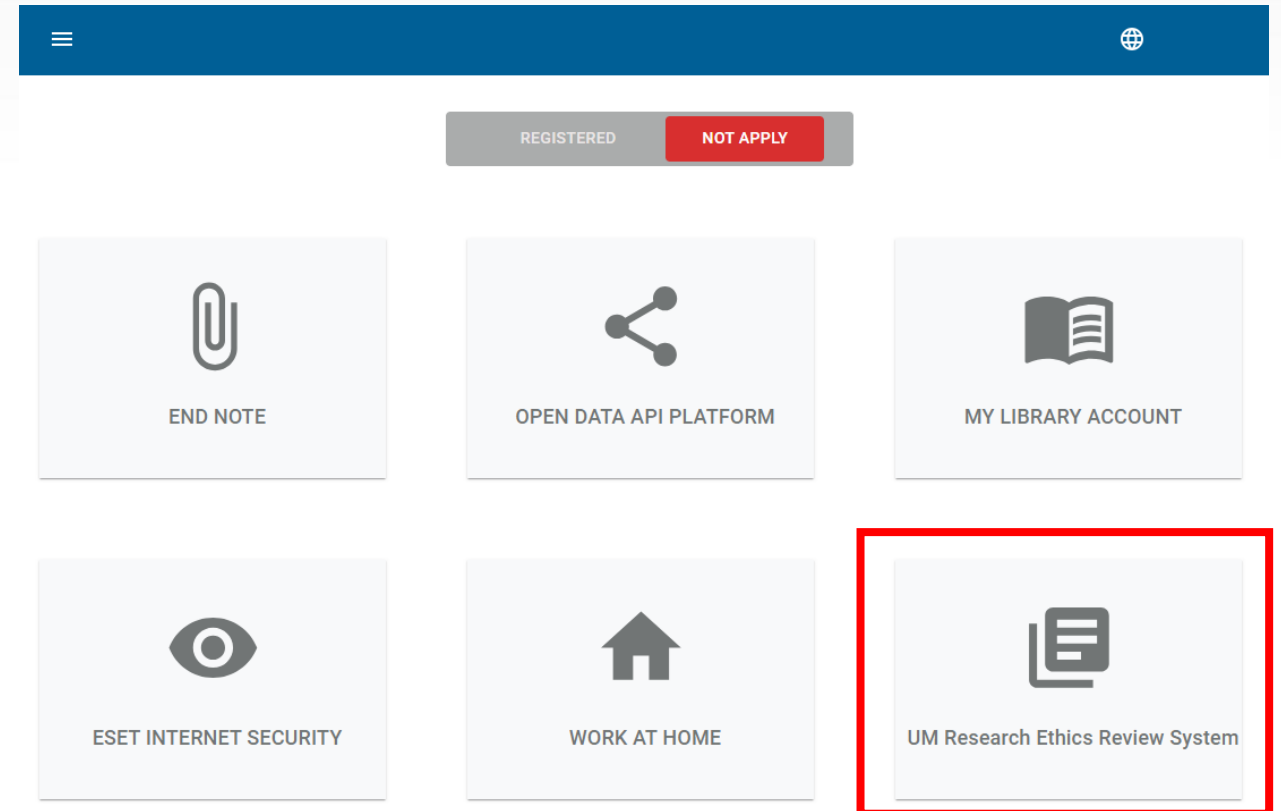
研究服務及知識轉移辦公室
Gabinete de Apoio à Investigação e de
Transferência de Conhecimento
Research Services and Knowledge Transfer Office



For First Time Login

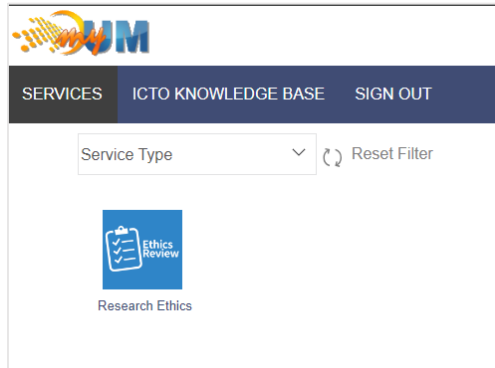
➤ For first time login

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

The detailed view of the left action panel includes the following callouts:

- 1**: 'Work Area' button
- 2**: 'Create Project' button
- 3**: 'Duplicate Project' button
- 4**: 'Transfer' button

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



Create New Application

1 Go to "Work Area"

2 Click "Create Project" to start a new application

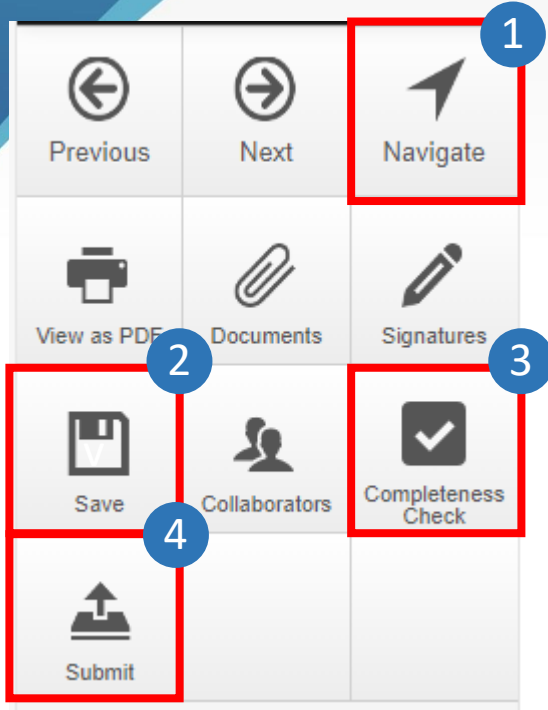
3 Enter the protocol name in "Project Title" and select "Biomedical Science & Engineering Research Ethics (Human Participants) Application Form"

4 Click "Start" to enter the form.

The screenshot shows the 'Research Ethics Applications' interface. The 'Work Area' tab is selected. In the 'Work Area' section, the 'Create Project' button is highlighted. A 'Create Project' dialog box is open, showing the 'Project Title' field with 'For demonstration' entered and a dropdown menu for 'Form*' with 'Biomedical Science & Engineering Research Ethics (Human Participants) Application Form' selected. The 'Create' button is visible. On the right, the 'For demonstration' project is shown in the 'Project Tree' and a table with columns: Action Required on Form, Status, Review Reference, and Date Modified. Below the table, a navigation bar includes 'Navigation', 'Documents', 'Signatures', 'Collaborators', 'Submissions', 'Correspondence', 'Centre', and 'History'. The 'Biomedical Science & Engineering Research Ethics (Human Participants) Application Form' is selected, and a 'Start' button is highlighted in the 'Questions' section.

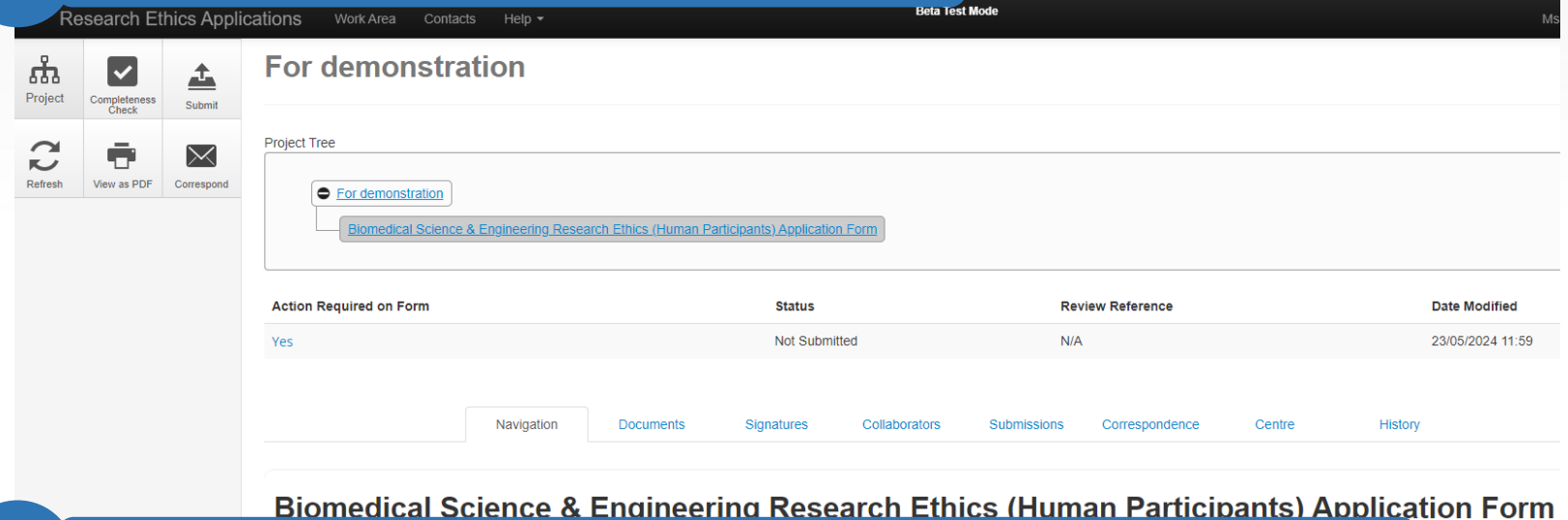


Useful Tools in Action Panel



*Remark: Only PI is eligible to submit an application

1 Return back **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"

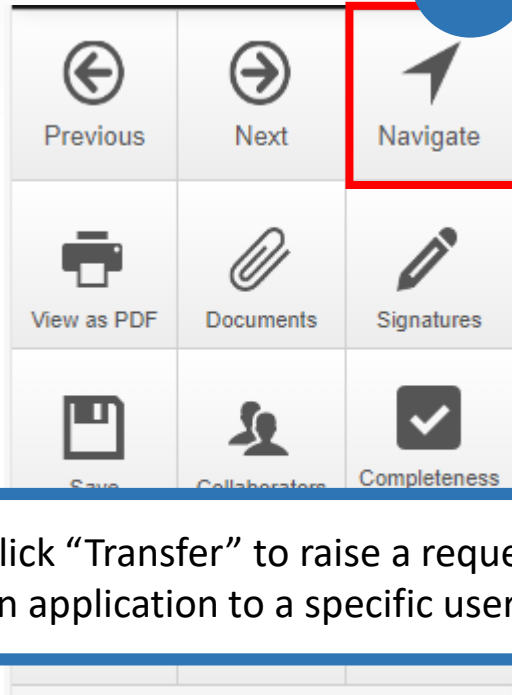


Transfer Application PI<->Co-PI/Student (1/2)

- 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 main interface of the application.



2

Click "Transfer" to raise a request for transferring an application to a specific user.

The screenshot shows the 'Research Ethics Applications' interface. In the 'Work Area' section, the 'Transfer' button is highlighted with a red box. A blue arrow points from this button to the 'Transfer Projects' dialog box. The dialog box contains the following elements:

- A warning message: "Please note that you will lose all access to this project."
- An "Email Address:" field with the value "testing@um.edu.mo" highlighted in red.
- A "Message:" field with the text "Dear Professor, for your review and submission" highlighted in red.
- A "Search Projects" input field.
- A table of projects with the following data:

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

- A "Transfer" button (green) and a "Close" button (grey) at the bottom right, both highlighted in red.



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

Work Area

Notifications **1** Signatures **0** Transfers **1** Shared **0**

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

2 Click "View Project" to enter the transferred form

Transfers

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

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

3 Click "Accept Transfer"

4 Click "Yes" to complete the transfer.

Project Completeness Check

Refresh Accept Transfer

Reject Transfer View as PDF

Correspond

Accept transfer

Are you sure that you want to perform this action?

Yes No



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.

The image shows a screenshot of the UM Research Ethics Review system interface. The main menu includes buttons for Project, Reviewer Comments, Roles, Completeness Check, Submit, View as PDF, and Correspond. The 'Roles' button is highlighted with a red box and a blue callout bubble containing the number '1'. A blue arrow points from this callout to a 'Share Roles' dialog box. The dialog box has a title bar with a close button, a description of the sharing function, and a list of users to share with. The first user, 'test@um.edu.mo', is highlighted with a red box, and the role assigned to them, 'Read/Write/Receive notifications (SSH)', is also highlighted with a red box. A blue callout bubble containing the number '2' is positioned next to the arrow. At the bottom of the dialog box are 'Share Role' and 'Close' buttons.

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

2



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

3 Click "Reject" to reject the shared form

Reject Share Request

Please enter a reason for rejecting the share request

Reject Close



Application Submission

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

Project | Completeness Check | **Submit** 1

Refresh | View as PDF | Correspond

Project Tree

- test 1
 - Bio Research Ethics Application

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

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.

Application successfully submitted.

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

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

Project | View as PDF | Correspond

test 1

Project Tree

- test 1
 - Bio Research Ethics Application

Action Required on Form	Status	Review Reference
No	Submitted by Applicant	BSE - 0049 - 2024

Status updated.



Useful Information in the Application (1/4)

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

For demonstration

Project Tree

```

graph TD
    A[For demonstration] --> B[Biomedical Science & Engineering Research Ethics (Human Participants) Application Form]
  
```

Action Required on Form	Status	Review Reference	Date Modified
Yes	Not Submitted	N/A	23/05/2024 11:59

Navigation Documents Signatures Collaborators Submissions Correspondence Centre History

Biomedical Science & Engineering Research Ethics (Human Participants) Application Form

Section

Notes for application

Questions

Start



Useful Information in the Application (2/4)

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

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

Documents

Search Document

<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.

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

Correspondence **New Correspondence**

Search correspondence...

User	Date	Message	Attachment
Ms Jane Cheong	21/05/2024	This is a message.	

Showing 1 to 1 of 1 entries

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 displays the 'Research Ethics Applications' interface. On the left, a 'Work Area' sidebar contains various project management icons. A red box highlights the 'Notifications' icon, which shows a count of 21. A blue arrow points from this icon to the 'Notifications' section on the right. In the 'Notifications' section, a yellow notification is highlighted with a red box: 'An application is returned for your modification'. Below this, a 'Projects' table is shown with two rows. The second row, 'Animal Test 3', is highlighted with a red box. A blue callout box with the number '2' points to this row.

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

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

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



Submission Returned (2/2)

1 Search Ethics Applications Work Area Contacts Help Beta Test Mode

4 Reviewer Comments

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 these 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 with columns 'Review Reference' and 'Date Modified'. The table contains one row with 'BSE - 0050 - 2024' and '20/05/2024 17:48'. A blue callout box with the number '1' points to the 'For demonstration' folder, containing the text 'Go back to project list and enter the approved protocol'. Below the table is a navigation bar with tabs: 'Navigation', 'Documents', 'Signatures', 'Collaborators', 'Submissions', 'Correspondence', and 'History'. The 'Submissions' tab is highlighted with a red box. Below this is a 'Submissions' table with columns 'Review Reference', 'Date', 'Status', 'Committee', and 'Pdf'. The table contains one row with 'BSE - 0050 - 2024', '20/05/2024', 'Approved', and 'View as PDF'. The 'Status' and 'View as PDF' cells are highlighted with red boxes. A blue callout box with the number '2' points to the 'View as PDF' cell, containing the text 'To download the “Approval Notification”'. A blue arrow points from the 'View as PDF' cell to the 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



Amendment/Extension

- When there is update in the approved protocol (e.g. adding personnel, study extension, etc.), please follow the below steps

1

Project Title	Project ID	Owner	Date Created
Bio Test 2	26		24/04/2024 14:07

1 Go back to project list and click the approved protocol, which need to be modified.

2 Add a comment using “Correspondence” and explain what modification is to be made, RSKTO admin will review your comment and return the application to you for your modification.

2

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

3 When the application is returned to you, please follow the steps in slides 14-15 for resubmission.



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Contact: RSKTO

rskto.ethics@um.edu.mo

