



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

Introduction of UM Research Ethics Review System

Social Science & Humanities Research Ethics (Human Participants) Application

User Guide

Version 1

RSKTO

June 2024



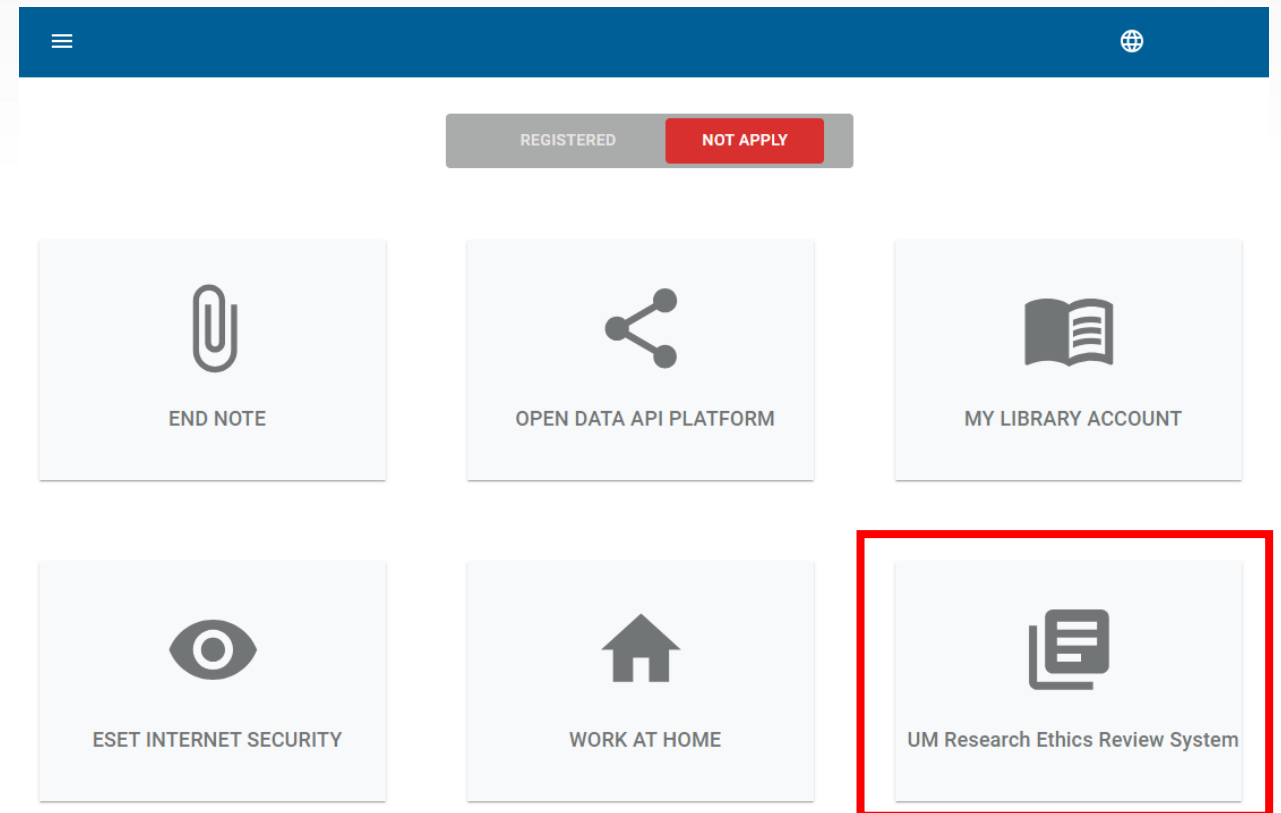
研究服務及知識轉移辦公室
Gabinete de Apoio à Investigação e de
Transferência de Conhecimento
Research Services and Knowledge Transfer Office



For First Time Login

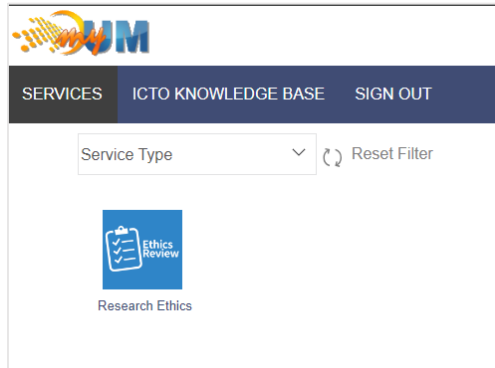
➤ For first time login

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.

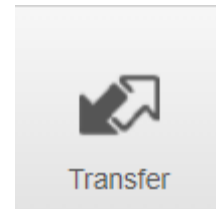
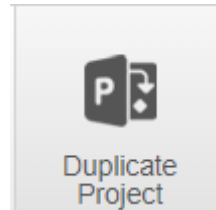
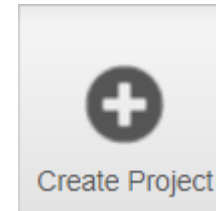
The main content area includes a 'Work Area' header, a 'Create Project' button, a 'Duplicate Project' button, and a 'Transfer' button. Below these are widgets for 'Notifications' (24), 'Signatures' (0), 'Transfers' (1), and 'Shared' (0). A 'Projects' table is also visible:

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



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"

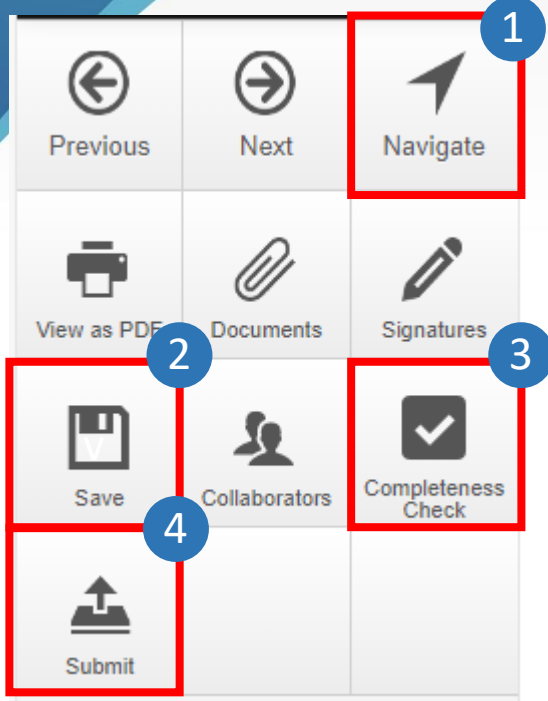
Action Required on Form	Status	Review R
Yes	Under Revision (SSH)	HE- 0114-

4 Click "Start" to enter the form.

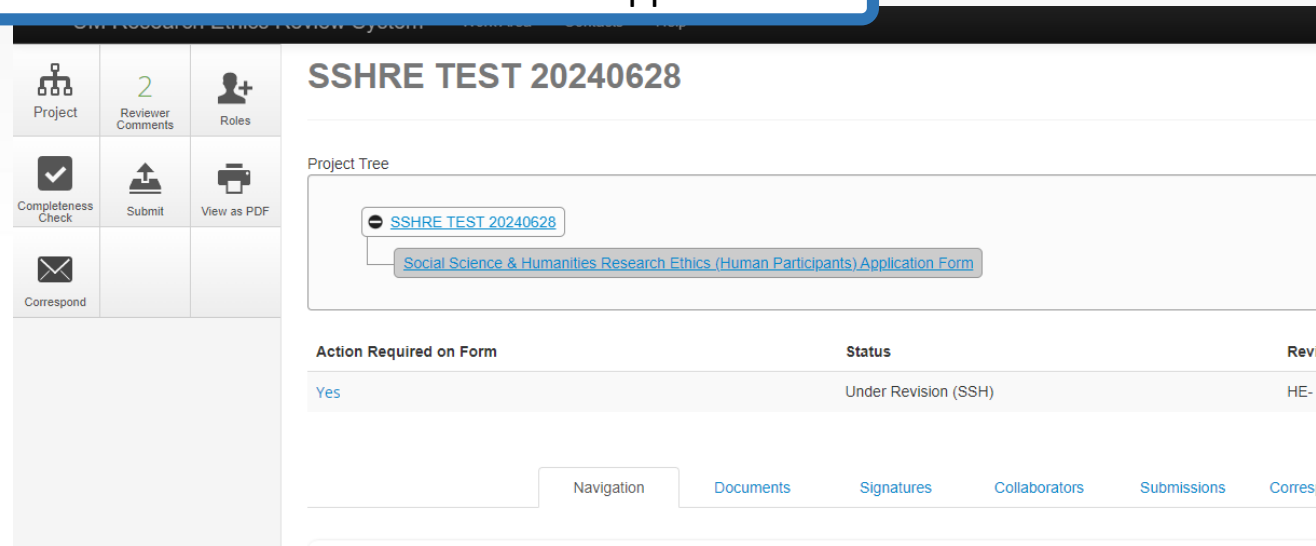


Useful Tools in Action Panel

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



*Remark: Only PI is eligible to submit an 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
7	SSHRE TEST 20240628	Ms isabelhe He Yujie	You		01/07/2024 11:23	01/07/2024 12:33	Accepted	View Project
6	20240625	Ms isabelhe He Yujie	You		25/06/2024 17:04	25/06/2024 17:14	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.



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 R system interface. The main menu on the left 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 on the right. The dialog box has a title bar with a close button (X). Below the title bar, there is a text area with instructions: 'Sharing a form enables others to view/edit the same form depending on the level of access you give them. Please select the users you wish to share this form with:'. Below this text, there is a text input field containing 'test@um.edu.mo' and a dropdown menu showing 'Read/Write/Receive notifications (SSH)' with a green plus sign button to its right. A blue callout bubble containing the number '2' is positioned above the arrow pointing to the dialog box. At the bottom of the dialog box, there is a light blue note: 'Note: This form has not yet been shared with anyone'. At the bottom right of the dialog box, there are two buttons: 'Share Role' (green) and 'Close' (grey).



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](#)



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

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

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

Form Queued For Submission

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

What happens next.

2 Application successfully submitted.

Home

Back to Project | Print Submission to PDF

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

SSHRE TEST

Project Tree

- Animal Test 3
 - Animal Research Ethics Application

Action Required on Form	Status	Review Reference
No	Submitted by Applicant	

4 Status updated.



Useful Information in the Application (1/4)

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

SSHRE TEST 20240628

Project Tree

SSHRE TEST 20240628

Social Science & Humanities Research Ethics (Human Participants) Application Form

Action Required on Form	Status	Review Reference	Date Modified
Yes	Under Revision (SSH)	HE- 0114-2024	01/07/2024 12:3

Navigation

Documents

Signatures

Collaborators

Submissions

Correspondence

Centre

History

Social Science & Humanities Research Ethics (Human Participants) Application Form

Section

Questions

Start

Start Here Checklist

Section A

Researchers Basic Project Information Type of Data Involved



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**, Centre, and History. Below the menu, there is a 'Correspondence' section with a 'New Correspondence' button. A search bar labeled 'Search correspondence...' is present. Below the search bar is a table with columns: User, Date, Message, and Attachment. The table contains one entry with the message 'This is a message.' highlighted in a red box. At the bottom left, it says 'Showing 1 to 1 of 1 entries'. 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 displays the 'Research Ethics Applications' system interface. On the left, a 'Work Area' sidebar contains navigation options like 'Create Folder', 'Delete Folder', 'Create Project', 'Delete Project', 'Duplicate Project', 'Move Project', and 'Transfer'. A red box highlights the 'Notifications' button, with a blue arrow pointing to the 'Notifications' section on the right. The 'Notifications' section shows a search bar, filters for 'Received after' and 'Received before', and a 'Display' slider set to 100 notifications. A notification is highlighted in yellow: 'An application is returned for your modification'. Below this, a 'Projects' table lists applications. A red box highlights the row for 'Animal Test 3'.

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

1

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

1

2

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

2



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

Principal Investigator

A.1. Principal Investigator: PI-testing

A.2. Academic title: Associate Professor

A.3. Faculty/Unit: ICMS

A.4. UM email address: testing@umac.edu.mo

88221234



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 named 'Bio Research Ethics Application'. Below this is a table of applications with columns for 'Review Reference' and 'Date Modified'. A table below that 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

- 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

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

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



UM Research Ethics Review System

Social Science & Humanities Research Ethics (Human Participants) Application

Contact: RSKTO

rskto.ethics@um.edu.mo