# Introduction of

# UM Research Ethics Review System (RERS)

## Animal Research Ethics

## User Guide

## Version 2

RSKTO

Jan 2026

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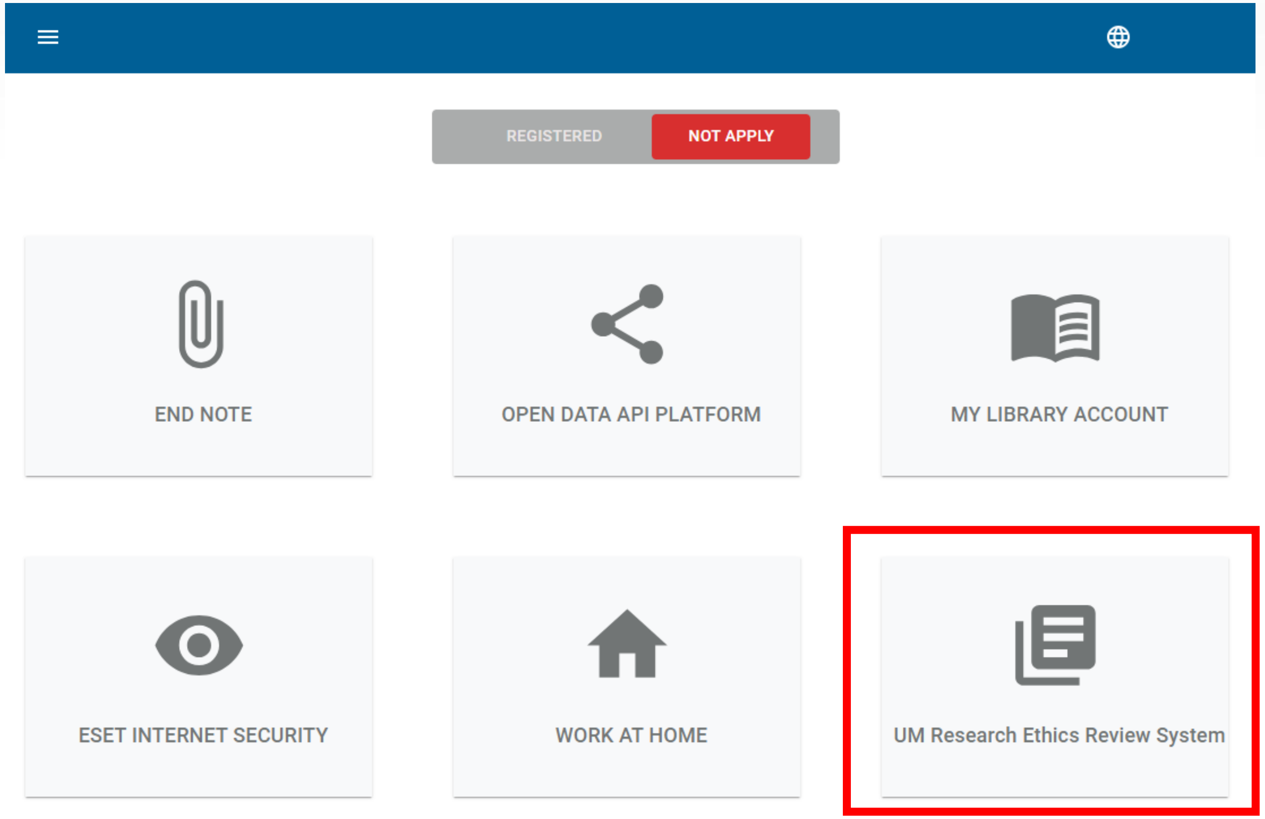
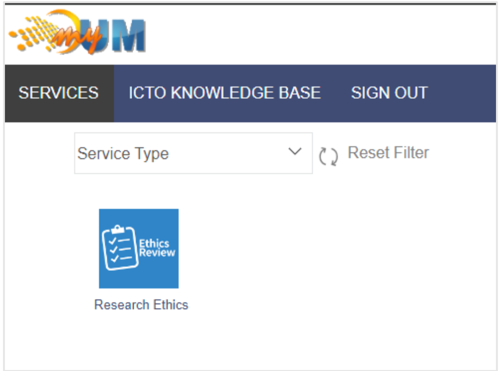
# For First Time Login

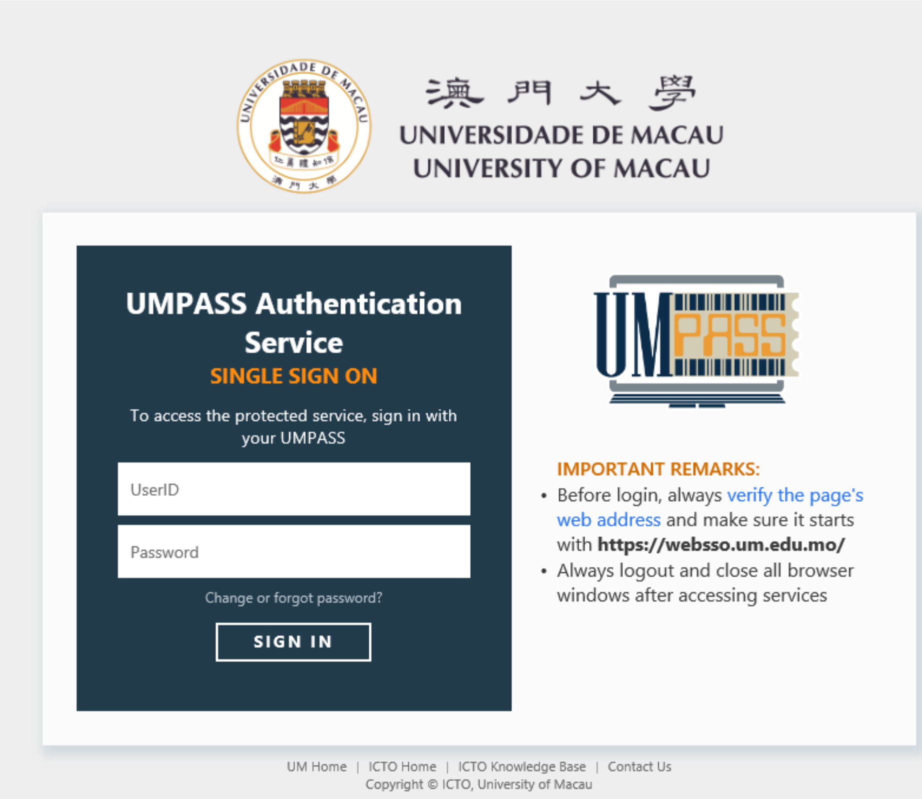
- For first time login

1. Go to ICTO account page address: [https://account.icto.um.edu.mo/mylicense](https://account.icto.um.edu.mo/mylicense)
2. Click the APPLY NOW button to register


REGISTERED
NOT APPLY
END NOTE
OPEN DATA API PLATFORM
MY LIBRARY ACCOUNT
ESET INTERNET SECURITY
WORK AT HOME
UM Research Ethics Review System

# User Guide for Login Page


myUM
SERVICES
ICTO KNOWLEDGE BASE
SIGN OUT
Service Type
Reset Filter
Ethics Review
Research Ethics


澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU
UMPASS

UMPASS Authentication Service

SINGLE SIGN ON

To access the protected service, sign in with your UMPASS

UserID
Password
Change or forgot password?
SIGN IN

IMPORTANT REMARKS:

- Before login, always verify the page's web address and make sure it starts with **https://websso.um.edu.mo/**
- Always logout and close all browser windows after accessing services

UM Home | ICTO Home | ICTO Knowledge Base | Contact Us

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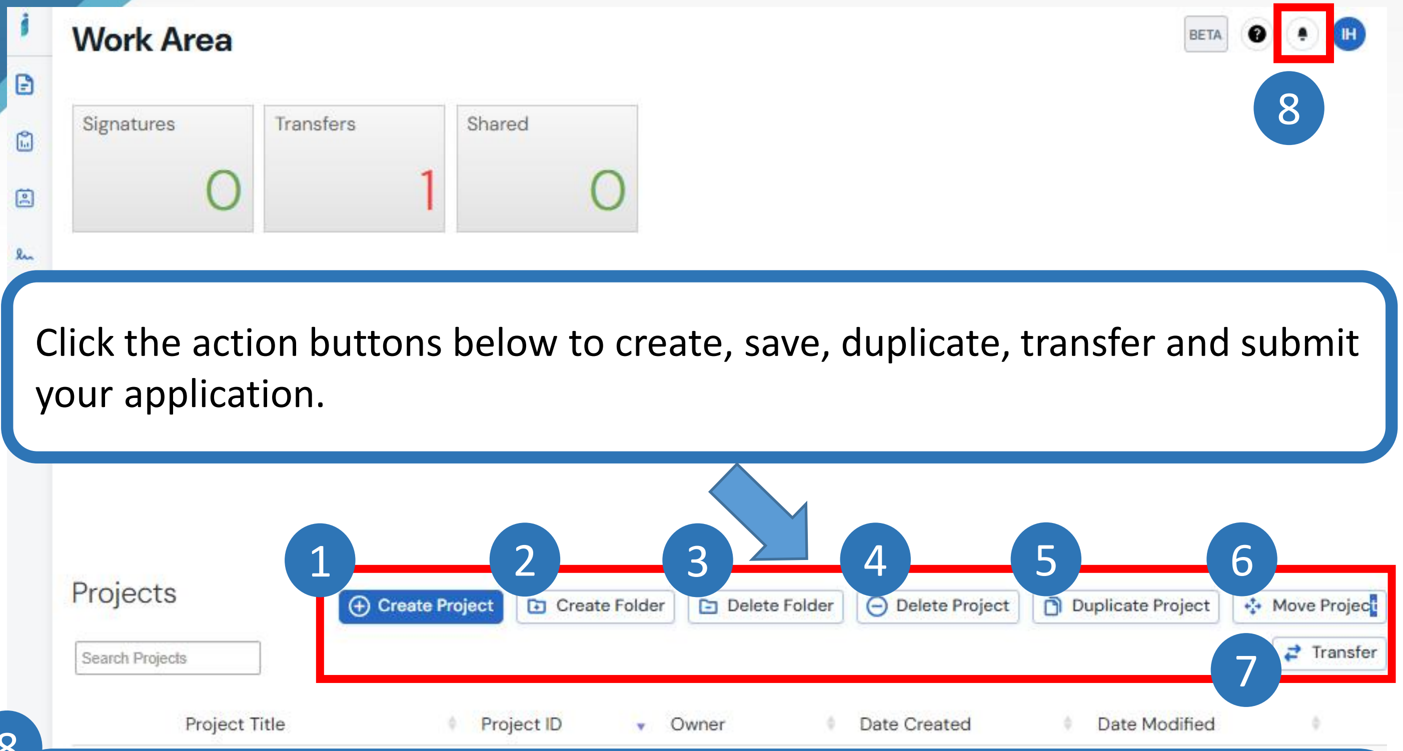
- **System Login Guide**

1. Open a browser
2. Input the system server address: https://forms.researchethics.um.edu.mo or open Research Ethics via myUM Portal.
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


Work Area
BETA
IH
8
Signatures 0
Transfers 1
Shared 0
Projects
Search Projects
1 Create Project
2 Create Folder
3 Delete Folder
4 Delete Project
5 Duplicate Project
6 Move Project
7 Transfer
Project Title
Project ID
Owner
Date Created
Date Modified

Click the action buttons below to create, save, duplicate, transfer and submit your application.

8

Notifications:
- Messages from RSKTO, e.g. comments, approval letters
- Messages automatically generated by RERS, e.g. form updates
- Messages from other research team members/collaborators

1 Create new project

2 Create folder for projects

3 Delete folder (only applicable to empty folder)

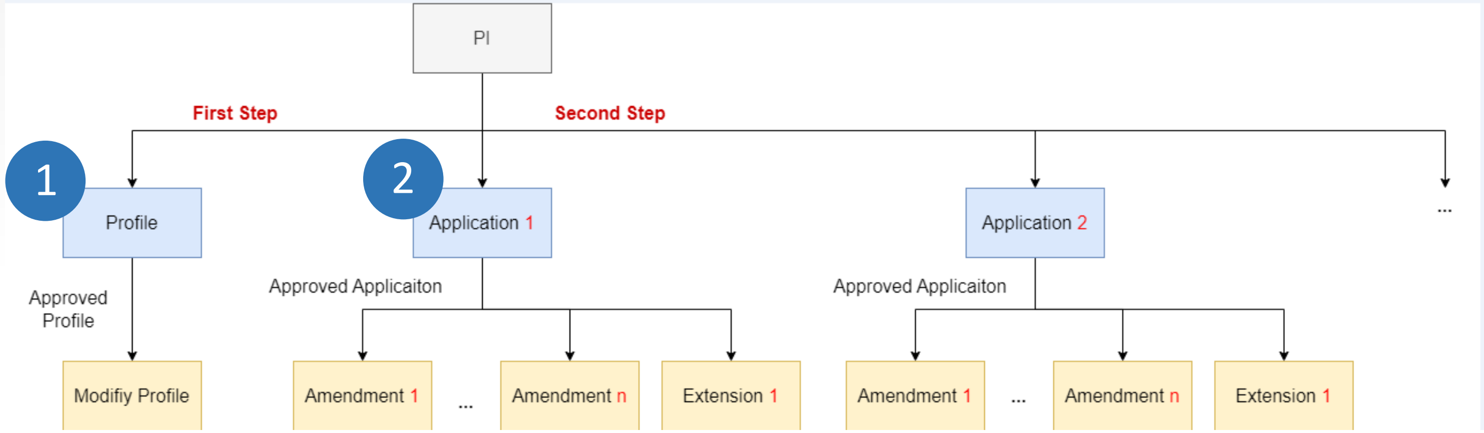
4 Delete project (only applicable if the main form has not been submitted)

5 Duplicate existing project

6 Move project to the Work Area

7 Transfer project to specific user

# One-off creation of team profile (1/3)


PI
First Step
Second Step
1
2
Profile
Application 1
Application 2
...
Approved Profile
Approved Applicaiton
Approved Applicaiton
Modifiy Profile
Amendment 1
...
Amendment n
Extension 1
Amendment 1
...
Amendment n
Extension 1

1

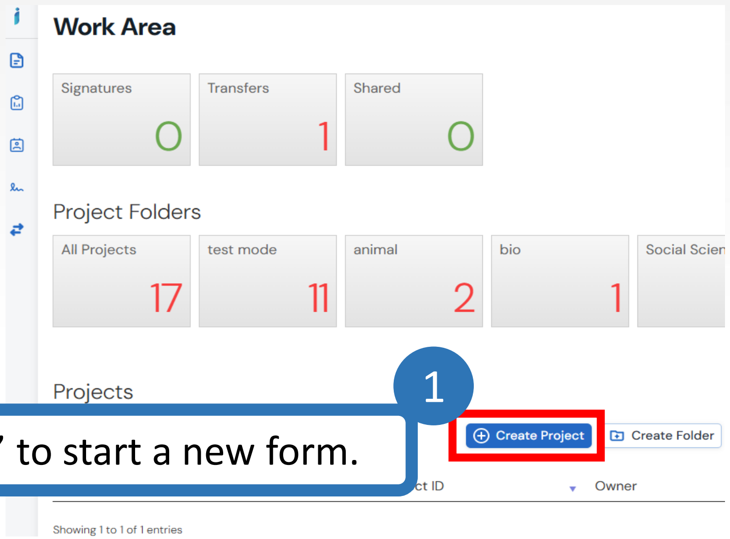
If this is your first time submitting “Animal Research Ethics Application” on this system, please make sure you have submitted a “Research Team Profile” form before any ethics application submission

**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, pleas make necessary modification in the submitted form.*

2

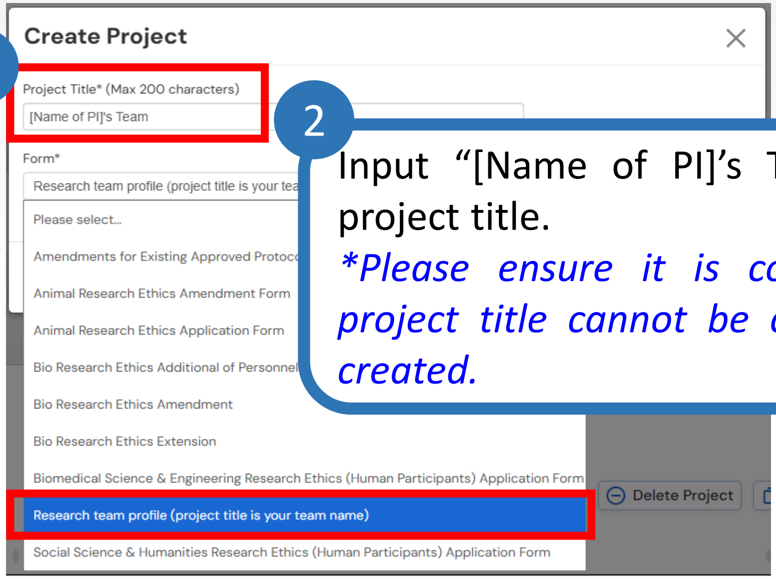
When the team profile form is approved, you may start submitting the research protocols for ethics application for your studies

# One-off creation of team profile (2/3)


Work Area
Signatures
0
Transfers
1
Shared
0
Project Folders
All Projects
17
test mode
11
animal
2
bio
1
Social Scien
Projects
Create Project
Create Folder
ct ID
Owner
Showing 1 to 1 of 1 entries

1

Click “Create Project” to start a new form.


Create Project
Form*
Please select...
Amendments for Existing Approved Protoco
Animal Research Ethics Amendment Form
Animal Research Ethics Application Form
Bio Research Ethics Additional of Personnel
Bio Research Ethics Amendment
Bio Research Ethics Extension
Biomedical Science & Engineering Research Ethics (Human Participants) Application Form
Research team profile (project title is your team name)
Social Science & Humanities Research Ethics (Human Participants) Application Form
Delete Project

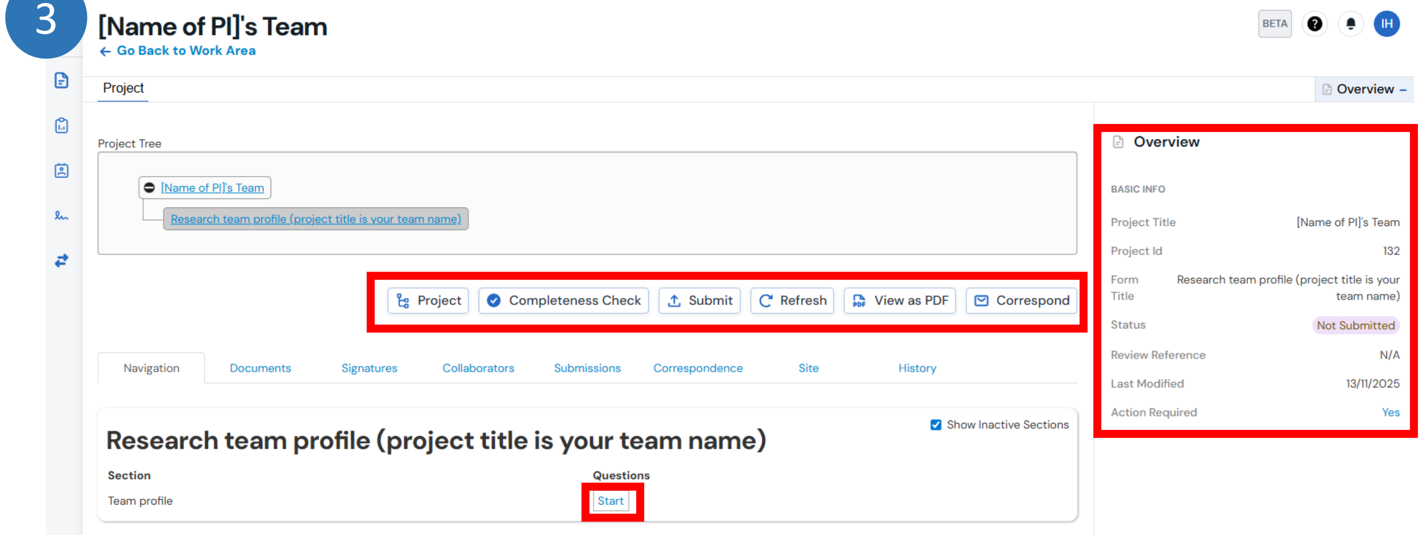
Project Title* (Max 200 characters): [Name of PI]'s Team

Form*: Research team profile (project title is your tea

2

Input “[Name of PI]’s Team” as the project title.

**Please ensure it is correct as the project title cannot be changed once created.*


[Name of PI]'s Team
Go Back to Work Area
BETA
IH
Project
Overview
Project Tree
[Name of PI]'s Team
Research team profile (project title is your team name)
Project
Completeness Check
Submit
Refresh
View as PDF
Correspond
Navigation
Documents
Signatures
Collaborators
Submissions
Correspondence
Site
History
Show Inactive Sections
Research team profile (project title is your team name)
Section
Questions
Team profile
Start

Overview

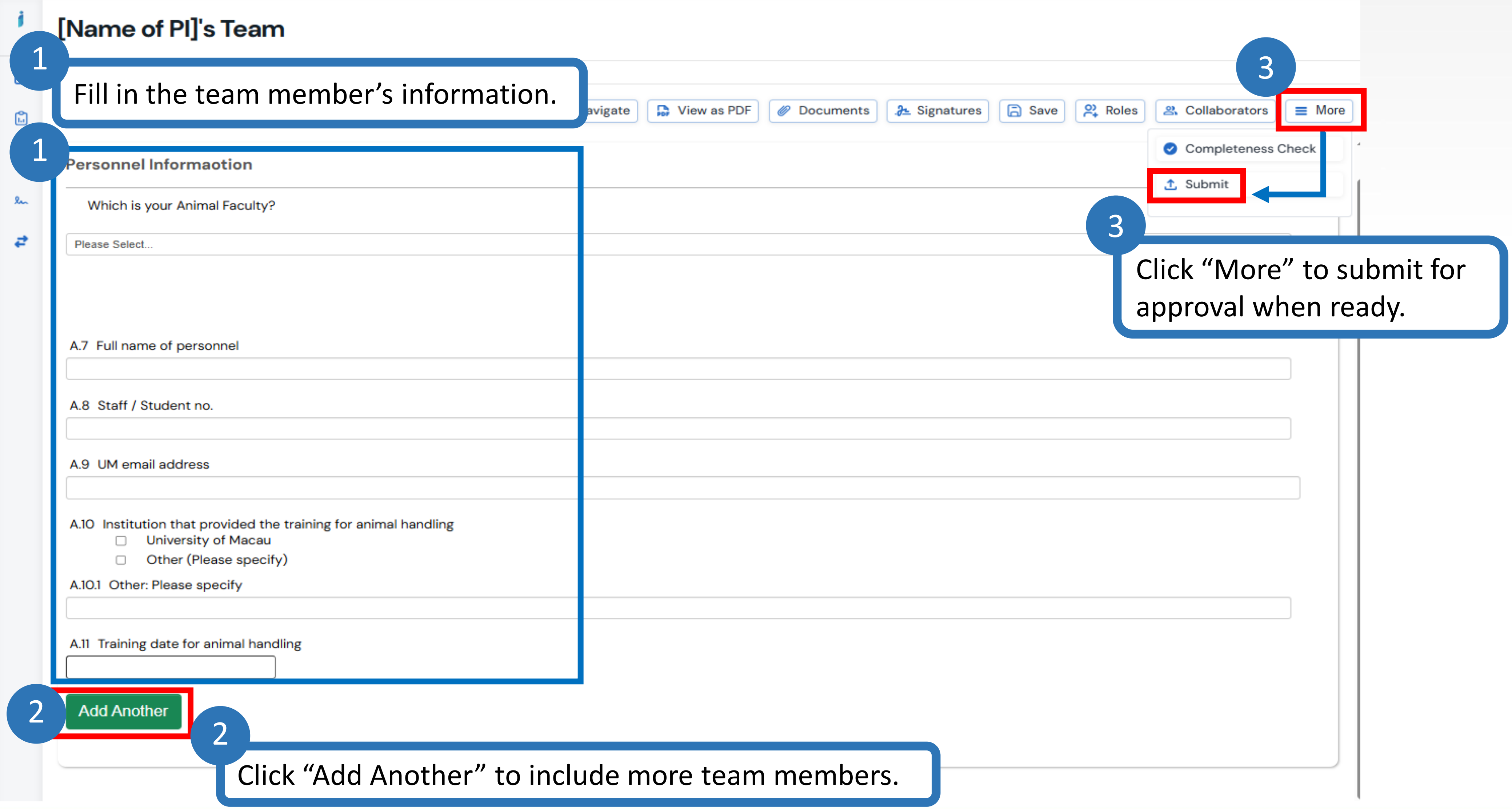
BASIC INFO

| | |
|---|---|
| Project Title | [Name of PI]'s Team |
| Project Id | 132 |
| Form Title | Research team profile (project title is your team name) |
| Status | Not Submitted |
| Review Reference | N/A |
| Last Modified | 13/11/2025 |
| Action Required | Yes |

3

You will see the action panel, basic information and the content of the form. Please click “Start” to open the form.

# One-off creation of team profile (3/3)



[Name of PI]'s Team

avigate
View as PDF
Documents
Signatures
Save
Roles
Collaborators
More
Completeness Check
Submit

1 Fill in the team member’s information.

1

Personnel Informaotion

Which is your Animal Faculty?

Please Select...

A.7 Full name of personnel

A.8 Staff / Student no.

A.9 UM email address

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

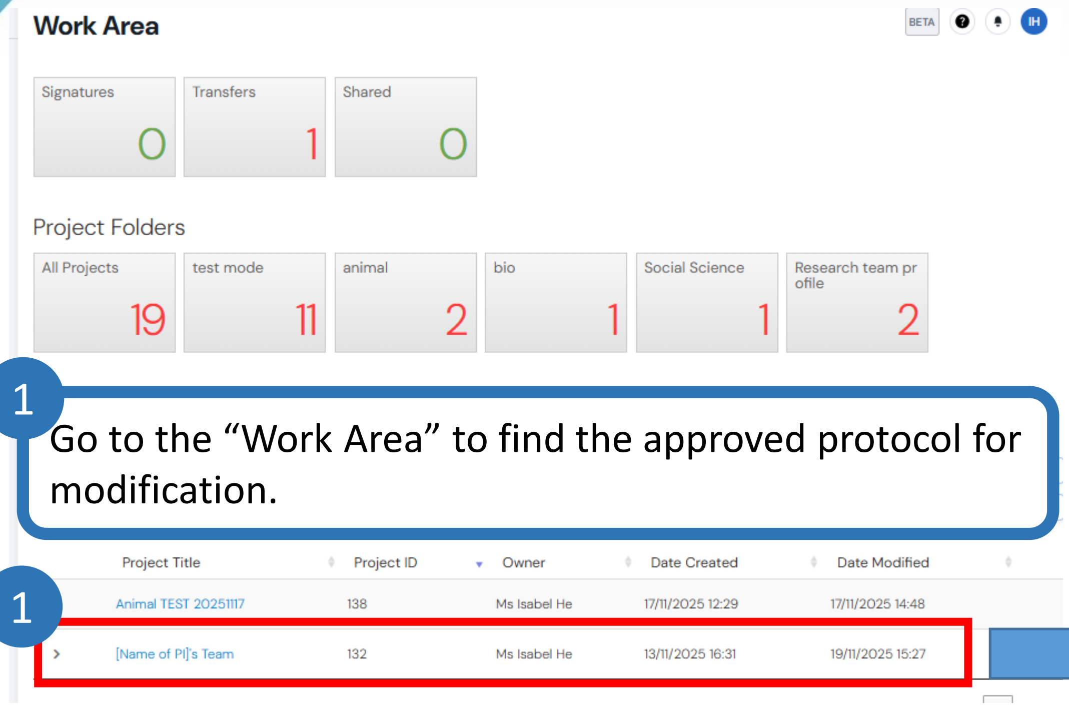
2 Add Another

2 Click “Add Another” to include more team members.

3

3 Click “More” to submit for approval when ready.

# Research Team Profile - Modification (1/2)



**Work Area**

| Signatures | Transfers | Shared |
|---|---|---|
| 0 | 1 | 0 |

Project Folders

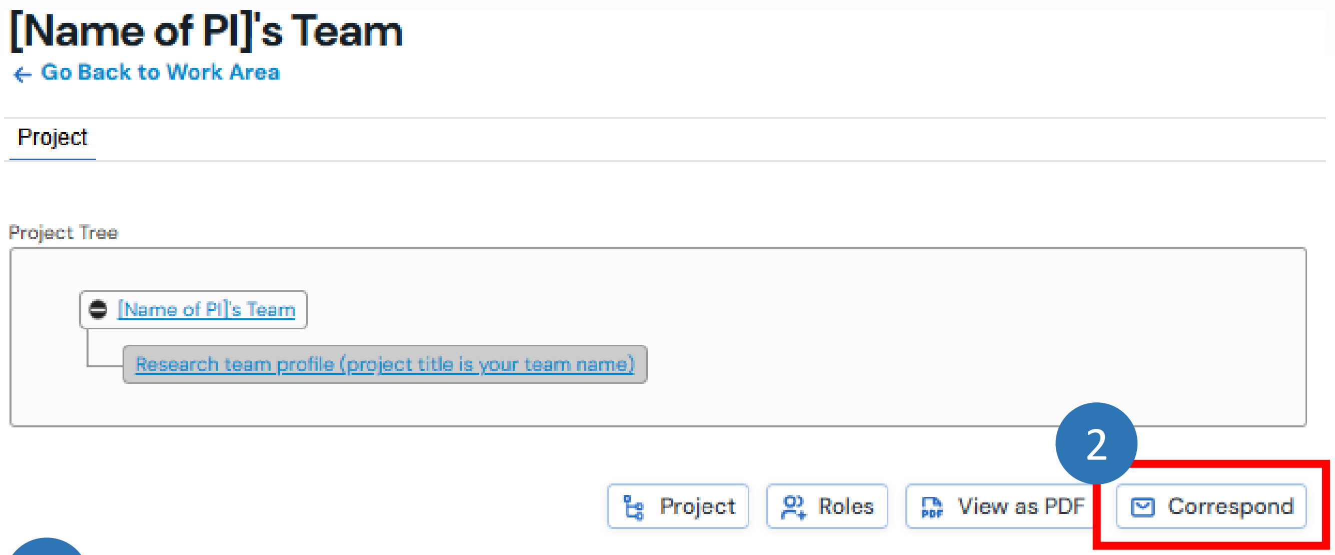
| All Projects | test mode | animal | bio | Social Science | Research team profile |
|---|---|---|---|---|---|
| 19 | 11 | 2 | 1 | 1 | 2 |

| Project Title | Project ID | Owner | Date Created | Date Modified |
|---|---|---|---|---|
| Animal TEST 20251117 | 138 | Ms Isabel He | 17/11/2025 12:29 | 17/11/2025 14:48 |
| [Name of PI]'s Team | 132 | Ms Isabel He | 13/11/2025 16:31 | 19/11/2025 15:27 |

1

Go to the “Work Area” to find the approved protocol for modification.

1



**[Name of PI]'s Team**

← Go Back to Work Area

Project

Project Tree

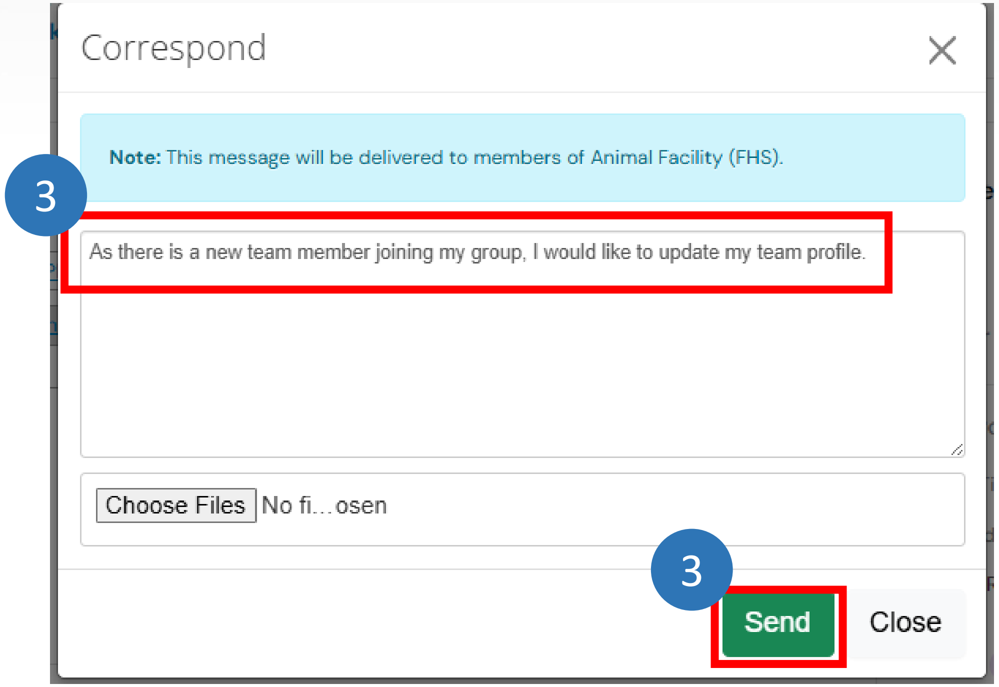
- [Name of PI]'s Team
  - Research team profile (project title is your team name)

2

2

Add a comment using the function “Correspond/Correspondence”.

# Research Team Profile - Modification (2/2)



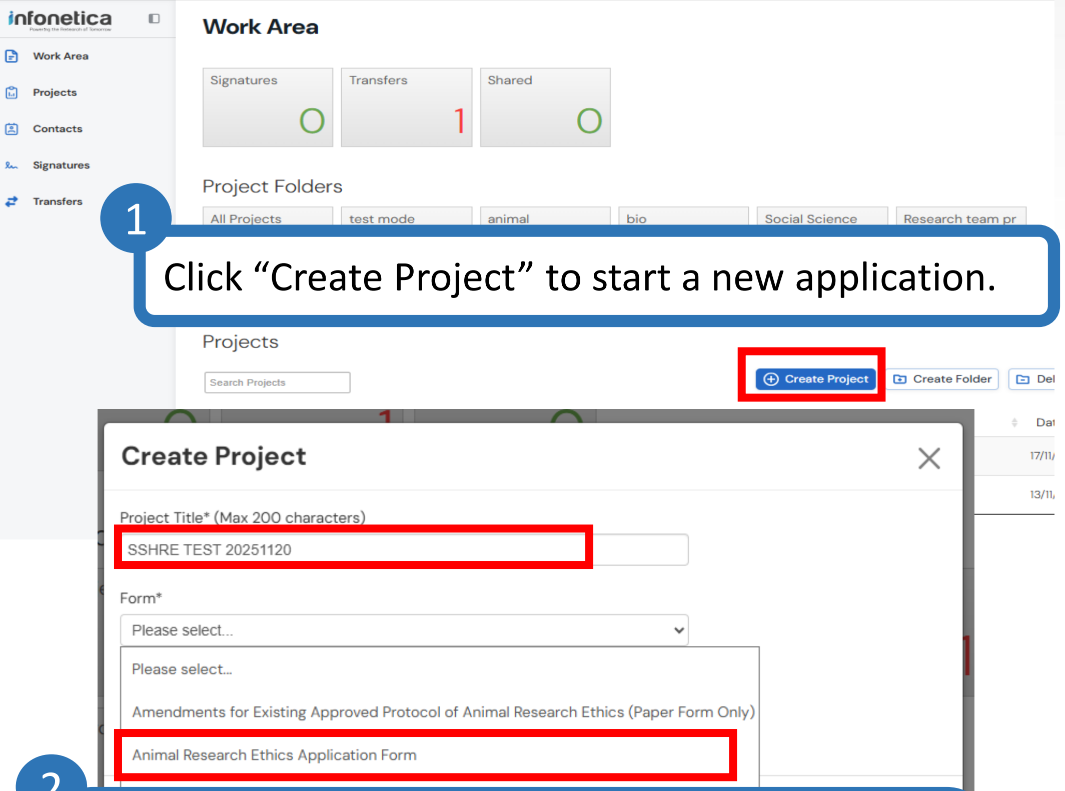
**Note:** This message will be delivered to members of Animal Facility (FHS).

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

3

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

# Create New Application


infonetica
Work Area
Projects
Contacts
Signatures
Transfers
Work Area
Signatures 0
Transfers 1
Shared 0
Project Folders
All Projects
test mode
animal
bio
Social Science
Research team pr
Projects
Search Projects
Create Project
Create Folder
Del
Dat
17/11/
13/11/
Create Project

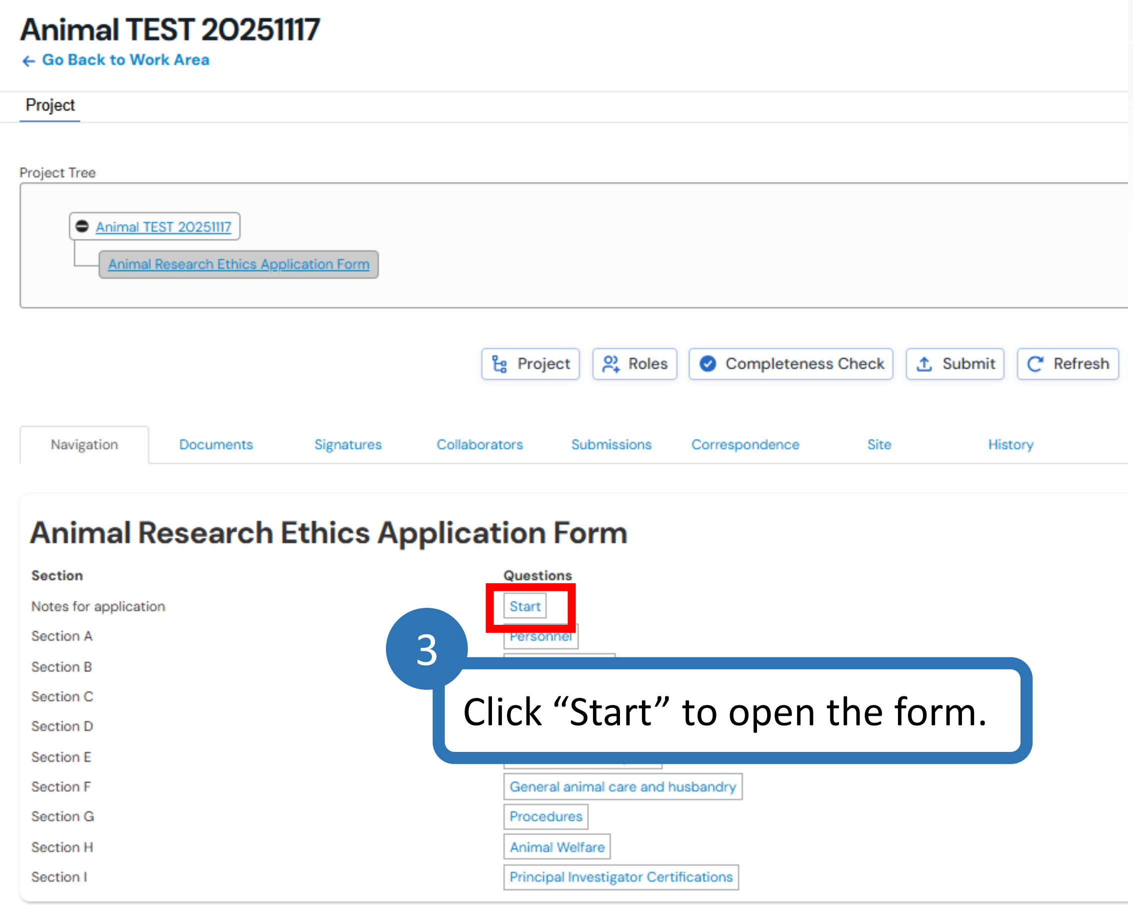
Project Title* (Max 200 characters)
SSHRE TEST 20251120

Form*
Please select...

Please select...
Amendments for Existing Approved Protocol of Animal Research Ethics (Paper Form Only)
Animal Research Ethics Application Form

1 Click “Create Project” to start a new application.

2 Enter the protocol name in “Project Title” and select “Animal Research Ethics Application Form”.
*Please ensure it is correct as the project title cannot be changed once created.*


Animal TEST 20251117
Go Back to Work Area
Project
Project Tree
Animal TEST 20251117
Animal Research Ethics Application Form
Project
Roles
Completeness Check
Submit
Refresh
Navigation
Documents
Signatures
Collaborators
Submissions
Correspondence
Site
History

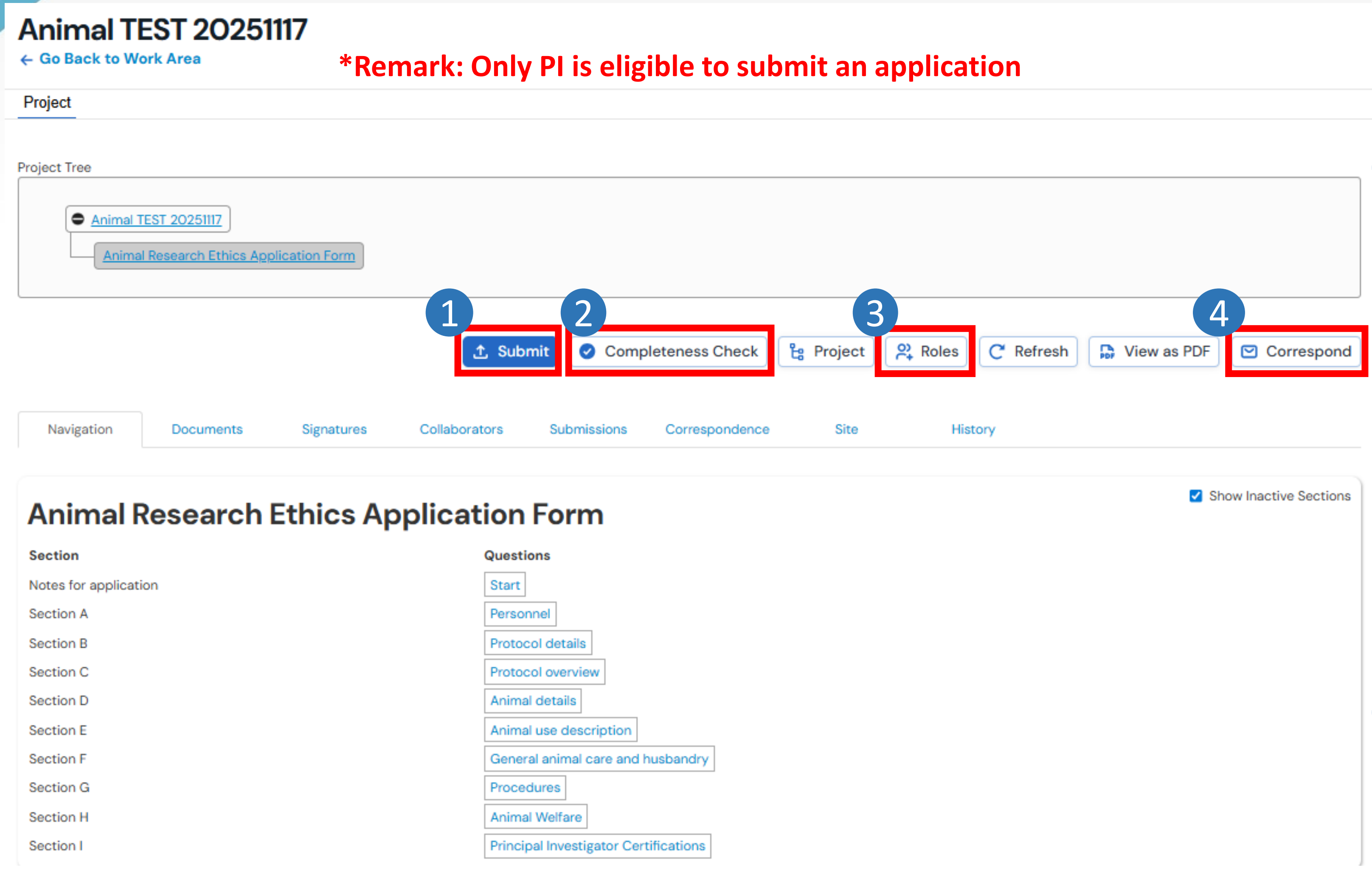
Animal Research Ethics Application Form

| Section | Questions |
|---|---|
| Notes for application | Start |
| Section A | Personnel |
| Section B | |
| Section C | |
| Section D | |
| Section E | |
| Section F | General animal care and husbandry |
| Section G | Procedures |
| Section H | Animal Welfare |
| Section I | Principal Investigator Certifications |

3 Click “Start” to open the form.

# Useful Tools in Action Panel

*Remark: Only PI is eligible to submit an application


Animal TEST 20251117
← Go Back to Work Area
Project
Project Tree
Animal TEST 20251117
Animal Research Ethics Application Form
1
2
3
4
Submit
Completeness Check
Project
Roles
Refresh
View as PDF
Correspond
Navigation
Documents
Signatures
Collaborators
Submissions
Correspondence
Site
History
☑ Show Inactive Sections

## Animal Research Ethics Application Form

| Section | Questions |
|---|---|
| Notes for application | Start |
| Section A | Personnel |
| Section B | Protocol details |
| Section C | Protocol overview |
| Section D | Animal details |
| Section E | Animal use description |
| Section F | General animal care and husbandry |
| Section G | Procedures |
| Section H | Animal Welfare |
| Section I | Principal Investigator Certifications |

1 Submit the application.

2 After filling the form, please click to if all mandatory questions are answered.

3 Assign a role to a specific user, grant them permission to read, write, and receive notifications.

4 Communicate directly with the RSKTO.

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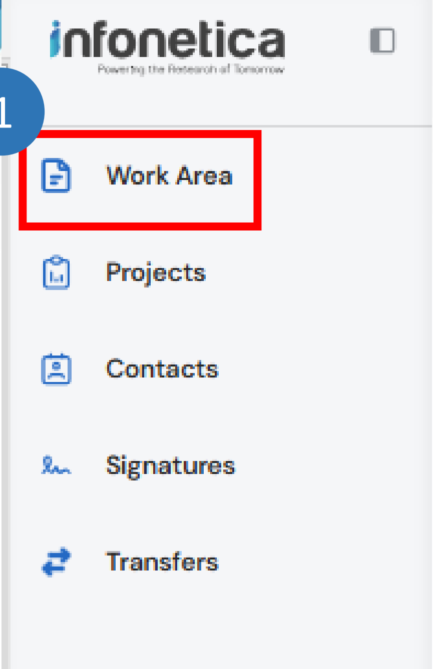
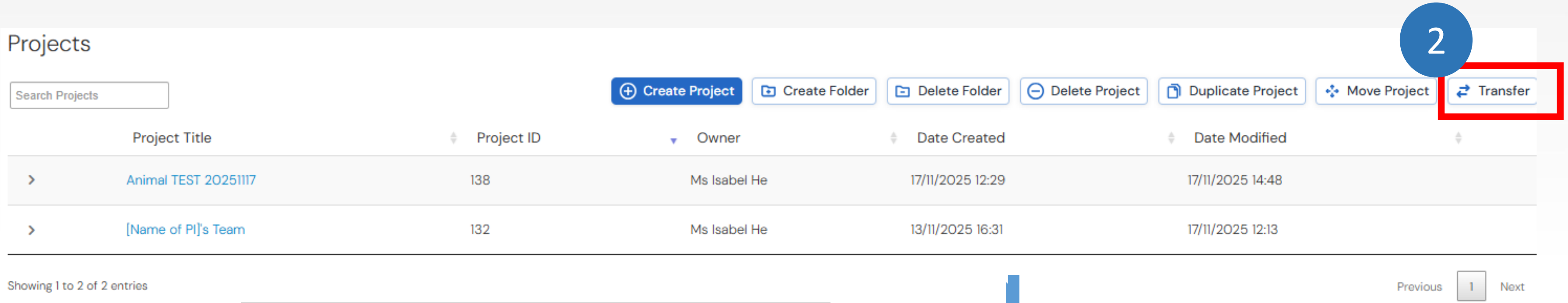
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

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

1


infonetica
Powering the Research of Tomorrow
Work Area
Projects
Contacts
Signatures
Transfers

2

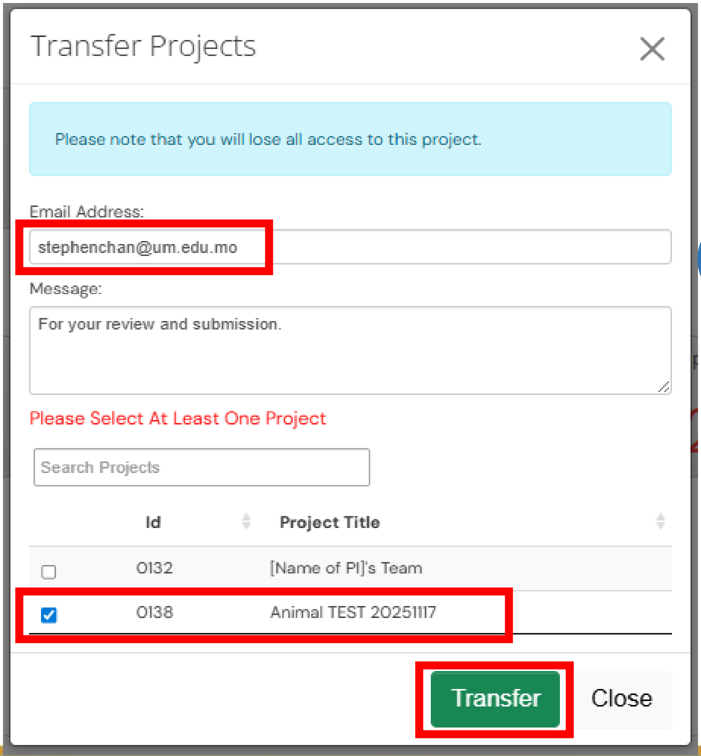

Create Project
Create Folder
Delete Folder
Delete Project
Duplicate Project
Move Project
Transfer
Previous
1
Next

Projects

Search Projects

| Project Title | Project ID | Owner | Date Created | Date Modified |
|---|---|---|---|---|
| Animal TEST 20251117 | 138 | Ms Isabel He | 17/11/2025 12:29 | 17/11/2025 14:48 |
| [Name of PI]'s Team | 132 | Ms Isabel He | 13/11/2025 16:31 | 17/11/2025 12:13 |

Showing 1 to 2 of 2 entries


Transfer
Close

Transfer Projects

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

Email Address: stephenchan@um.edu.mo

Message: For your review and submission.

Please Select At Least One Project

Search Projects

|  | Id | Project Title |
|---|---|---|
| ☐ | 0132 | [Name of PI]'s Team |
| ☑ | 0138 | Animal TEST 20251117 |

1

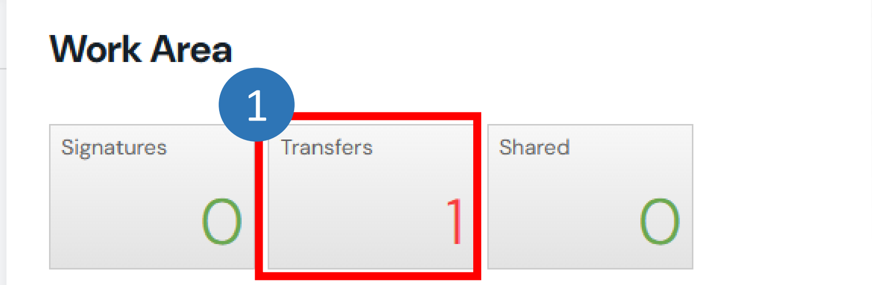
Return back to main interface.

2

Enter the specific user's email address and select the project for transfer.

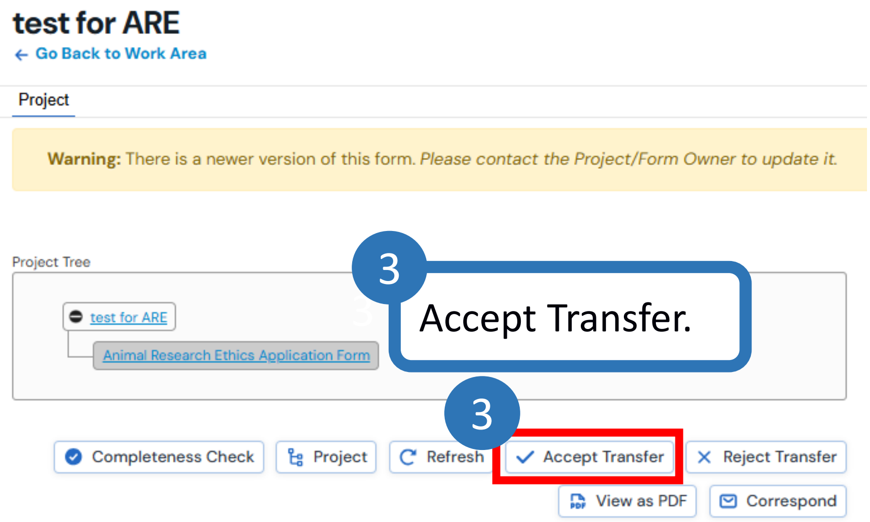
**Only users who have applied for access can be found in the system*

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


**Work Area**

| Signatures | Transfers | Shared |
|---|---|---|
| 0 | 1 | 0 |

1 The approver will receive a notification for the transferred form, which can be found in “Transfers”.


**test for ARE**

← Go Back to Work Area

Project

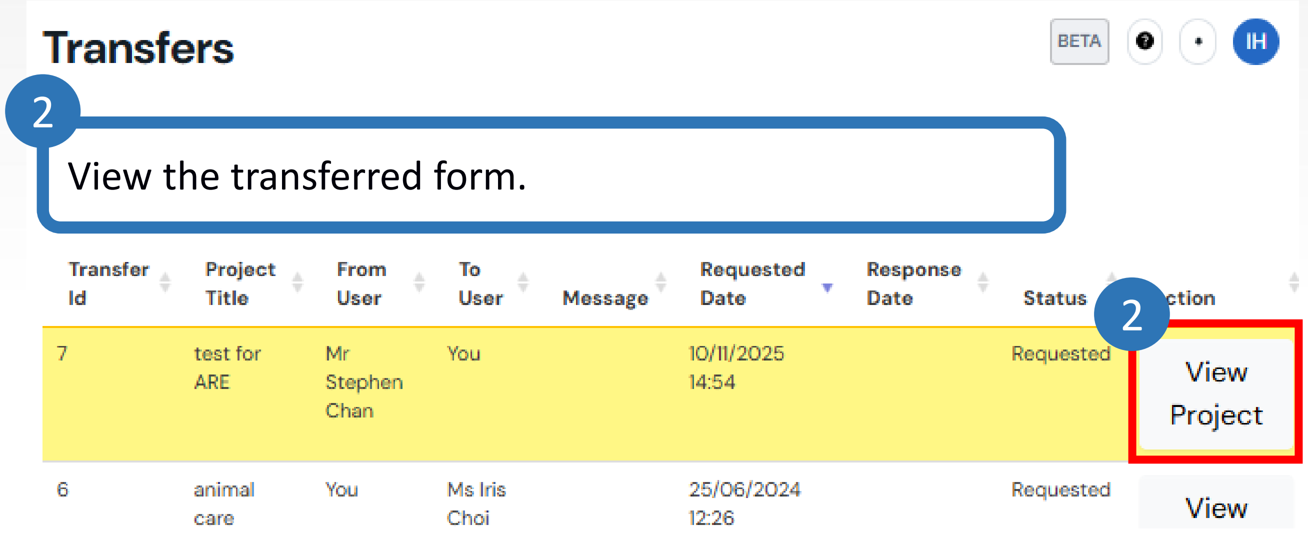
**Warning:** There is a newer version of this form. *Please contact the Project/Form Owner to update it.*

Project Tree

test for ARE

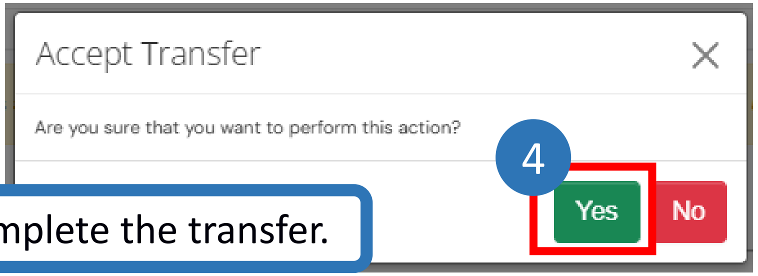
Animal Research Ethics Application Form

3 Accept Transfer.


**Transfers**

2 View the transferred form.

| Transfer Id | Project Title | From User | To User | Message | Requested Date | Response Date | Status | ction |
|---|---|---|---|---|---|---|---|---|
| 7 | test for ARE | Mr Stephen Chan | You | | 10/11/2025 14:54 | | Requested | View Project |
| 6 | animal care | You | Ms Iris Choi | | 25/06/2024 12:26 | | Requested | View |

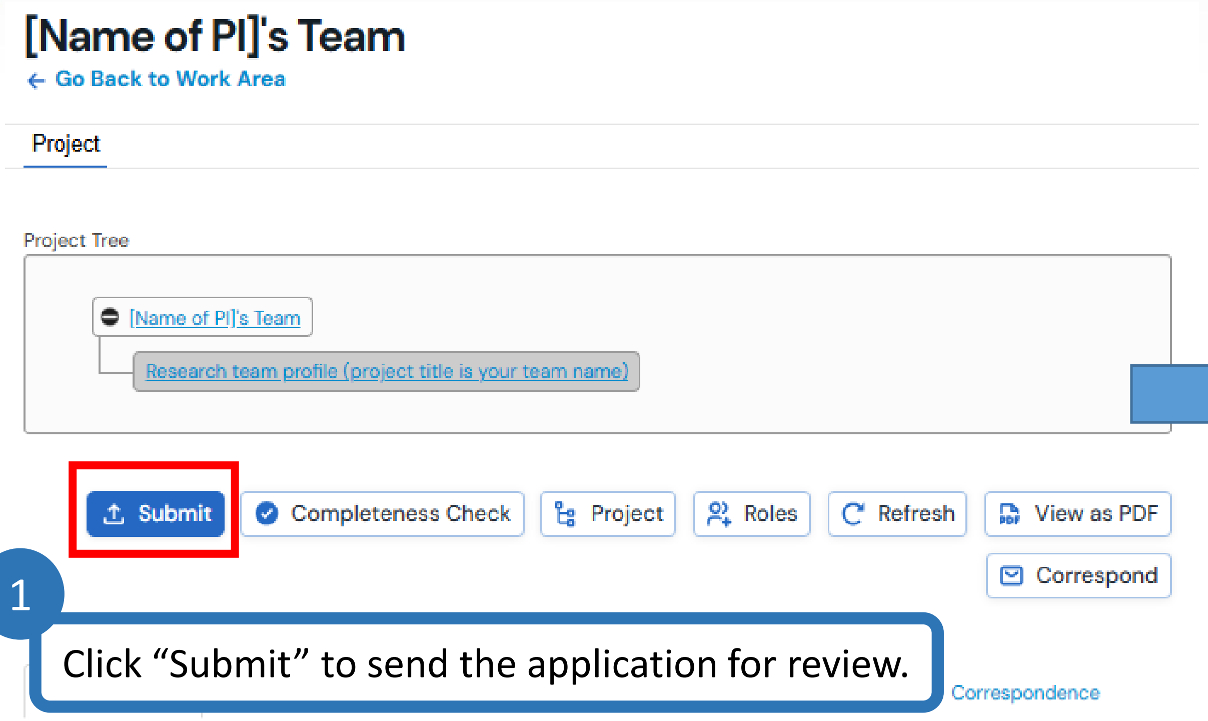

Accept Transfer

Are you sure that you want to perform this action?

4 Click “Yes” to complete the transfer.

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

# Application Submission



[Name of PI]'s Team

Go Back to Work Area

Project

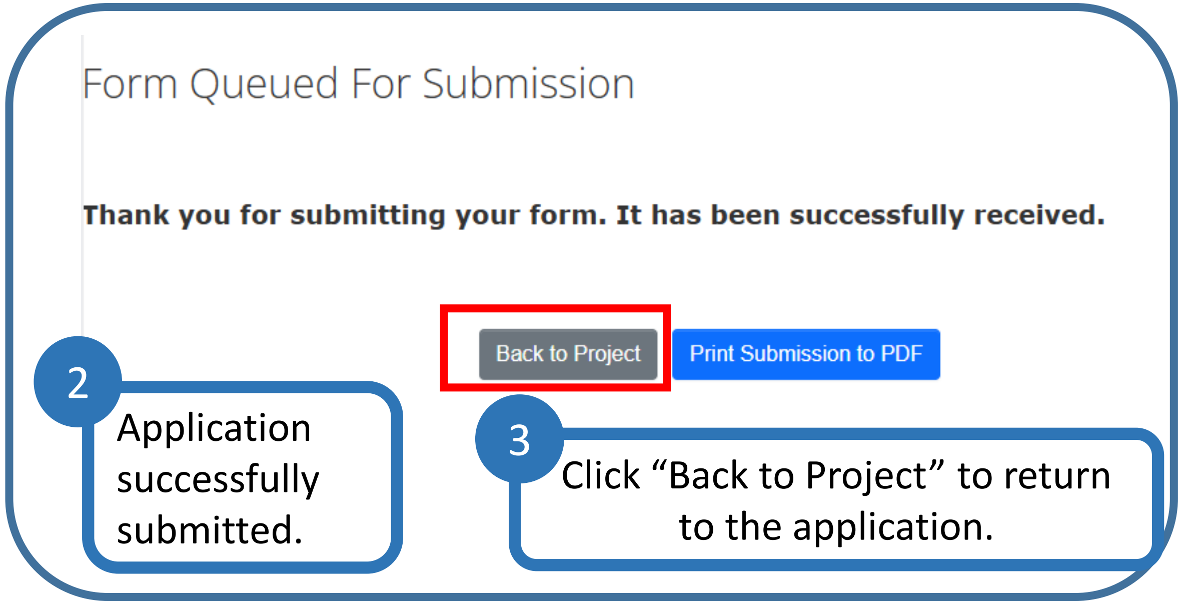
Project Tree

[Name of PI]'s Team

Research team profile (project title is your team name)

Submit
Completeness Check
Project
Roles
Refresh
View as PDF
Correspond
Correspondence

1 Click “Submit” to send the application for review.



Form Queued For Submission

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

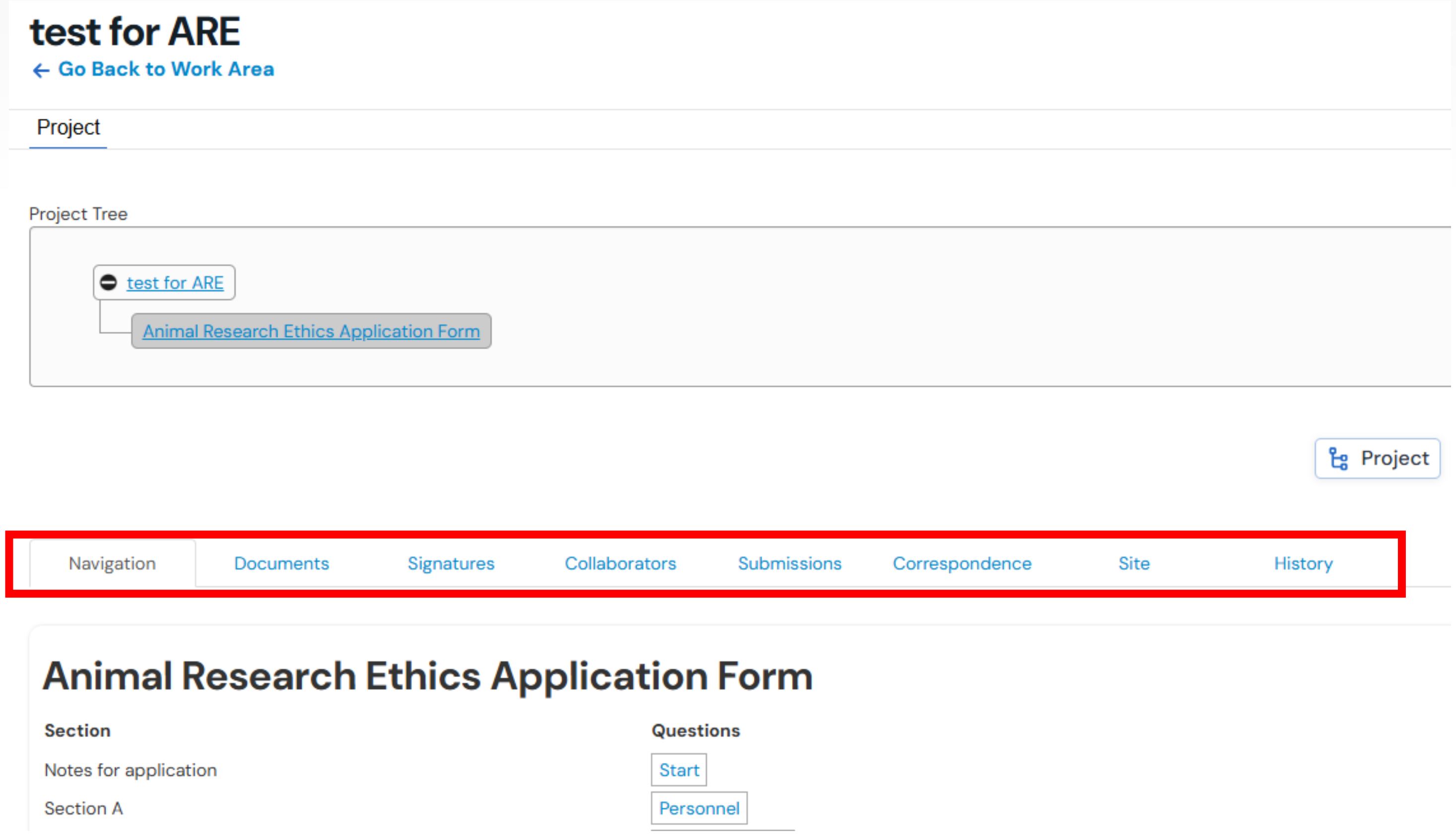
Back to Project
Print Submission to PDF

2 Application successfully submitted.

3 Click “Back to Project” to return to the application.

# Useful Information in the Application (1/4)

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



test for ARE

← Go Back to Work Area

Project

Project Tree

test for ARE

Animal Research Ethics Application Form

Project
Navigation
Documents
Signatures
Collaborators
Submissions
Correspondence
Site
History

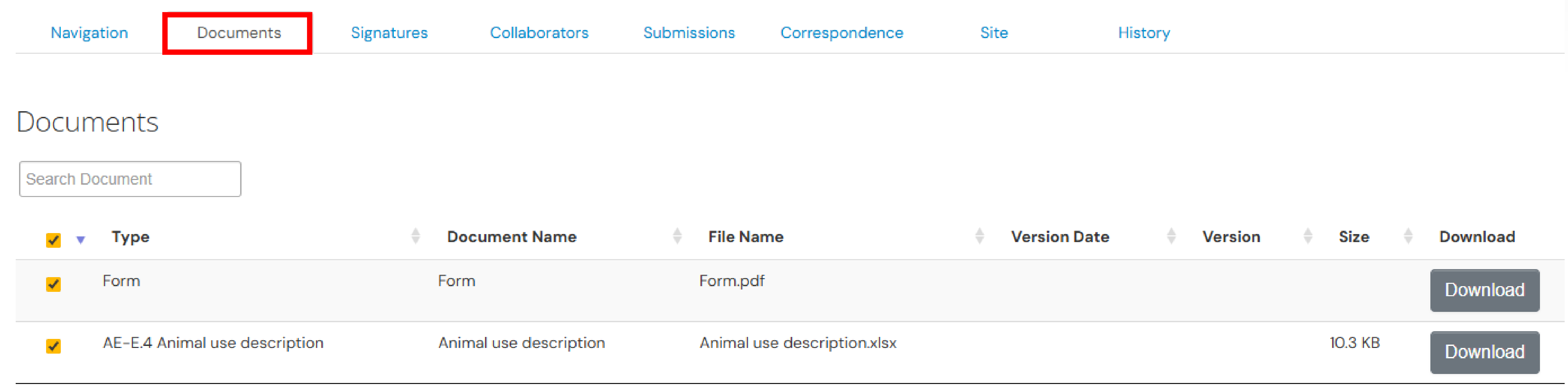
Animal Research Ethics Application Form

| Section | Questions |
|---|---|
| Notes for application | Start |
| Section A | Personnel |

You can access different tabs, each covering specific aspects of the application and its submission process in tab functions.

# 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
Site
History

Documents

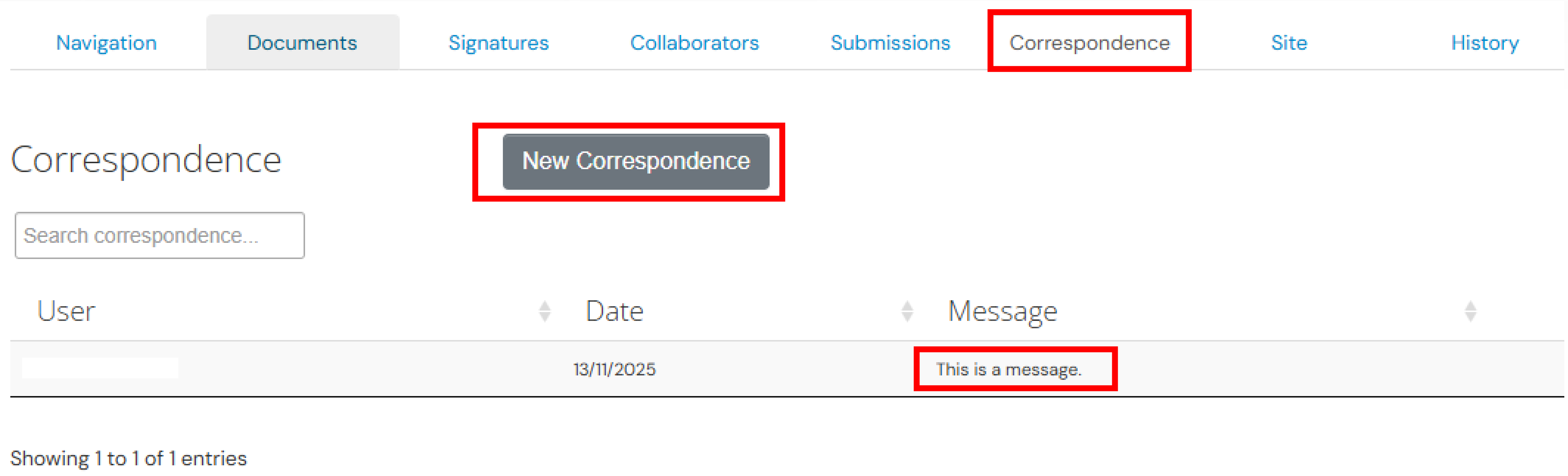
Search Document

| ☑ ▾ | Type | Document Name | File Name | Version Date | Version | Size | Download |
|---|---|---|---|---|---|---|---|
| ☑ | Form | Form | Form.pdf | | | | Download |
| ☑ | AE-E.4 Animal use description | Animal use description | Animal use description.xlsx | | | 10.3 KB | Download |

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

# 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
Site
History
New Correspondence
Search correspondence...

Correspondence

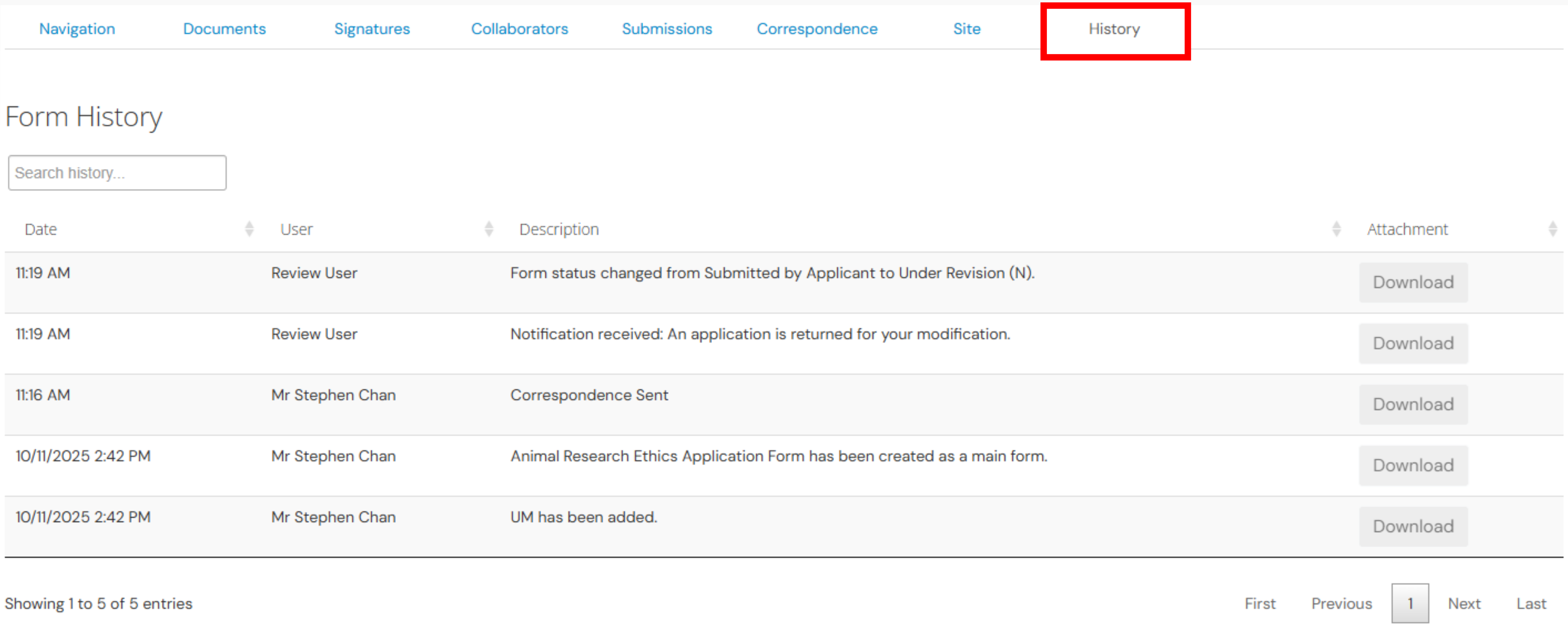
| User | Date | Message |
|---|---|---|
| [redacted] | 13/11/2025 | This is a message. |

Showing 1 to 1 of 1 entries

Correspondence is a chat box which serves as a single communication platform for all parties (applicant/reviewer/RSKTO).

# 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
Site
History

Form History

Search history...

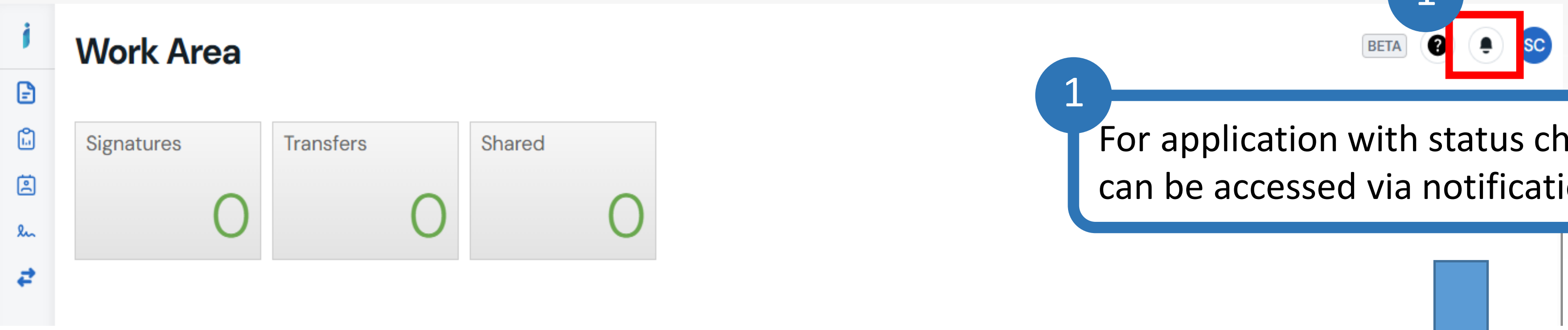
| Date | User | Description | Attachment |
|---|---|---|---|
| 11:19 AM | Review User | Form status changed from Submitted by Applicant to Under Revision (N). | Download |
| 11:19 AM | Review User | Notification received: An application is returned for your modification. | Download |
| 11:16 AM | Mr Stephen Chan | Correspondence Sent | Download |
| 10/11/2025 2:42 PM | Mr Stephen Chan | Animal Research Ethics Application Form has been created as a main form. | Download |
| 10/11/2025 2:42 PM | Mr Stephen Chan | UM has been added. | Download |

Showing 1 to 5 of 5 entries

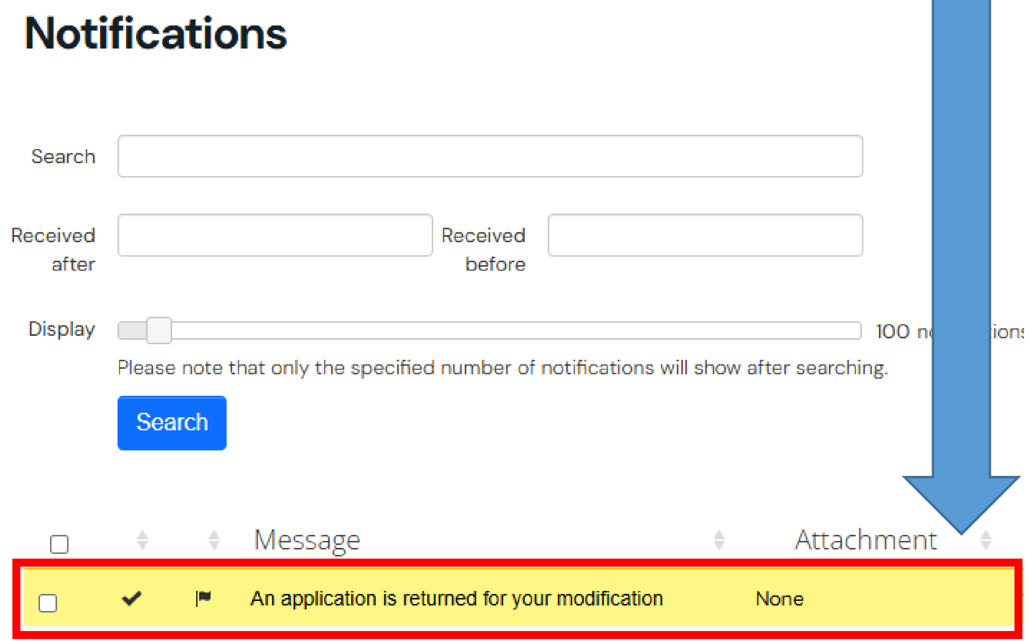
First
Previous
1
Next
Last

You can find the operation history of the application.

# Submission Returned (1/2)


Work Area
BETA
?
SC
Signatures 0
Transfers 0
Shared 0

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



## Notifications

Search

Received after

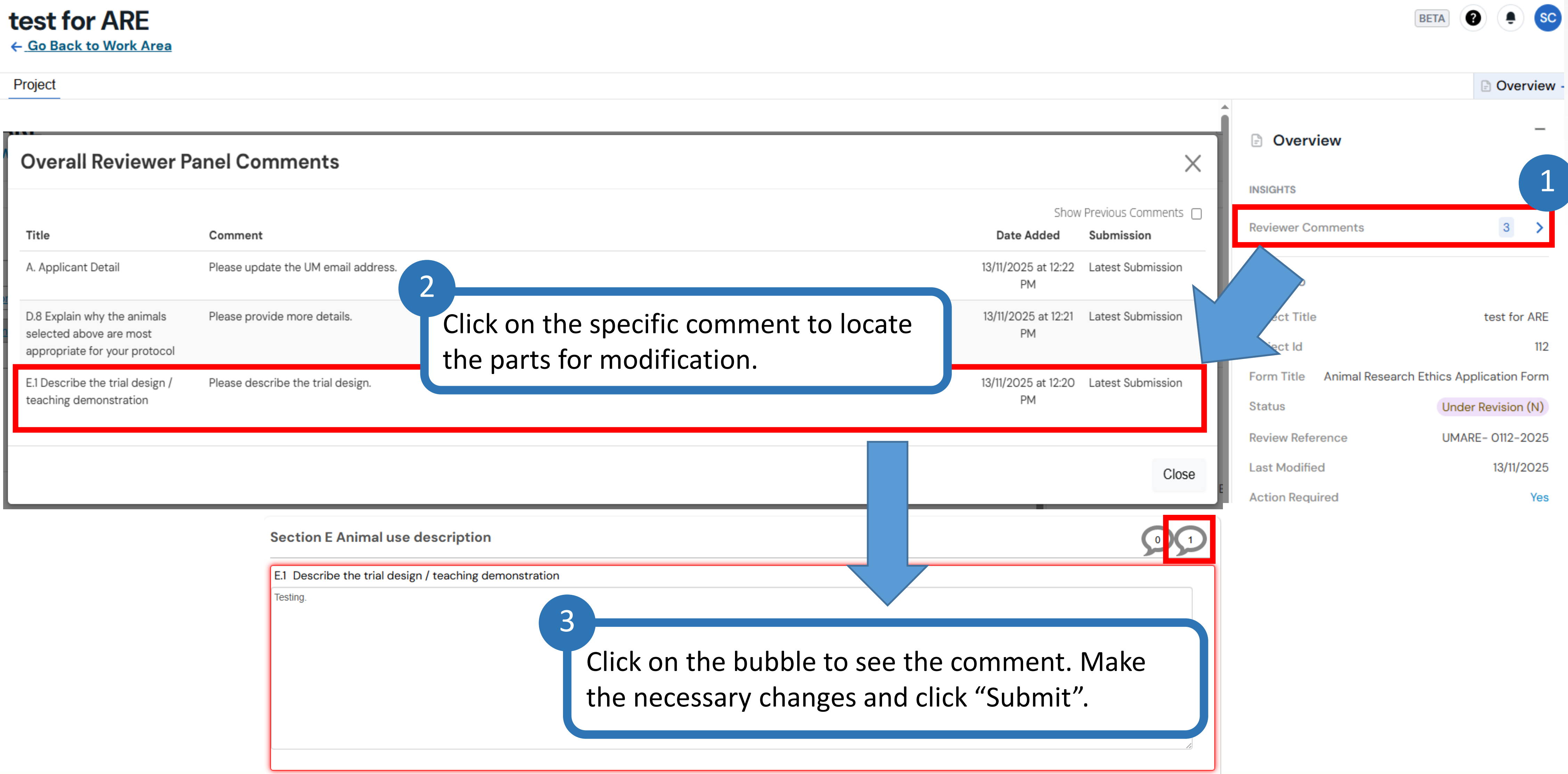
Received before

Display 100 n ion

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

| ☐ | | | Message | Attachment |
|---|---|---|---|---|
| ☐ | ✓ | ⚑ | An application is returned for your modification | None |

# Submission Returned (2/2)



## test for ARE

← Go Back to Work Area

### Overall Reviewer Panel Comments

Show Previous Comments ☐

| Title | Comment | Date Added | Submission |
|---|---|---|---|
| A. Applicant Detail | Please update the UM email address. | 13/11/2025 at 12:22 PM | Latest Submission |
| D.8 Explain why the animals selected above are most appropriate for your protocol | Please provide more details. | 13/11/2025 at 12:21 PM | Latest Submission |
| E.1 Describe the trial design / teaching demonstration | Please describe the trial design. | 13/11/2025 at 12:20 PM | Latest Submission |

**Overview**

INSIGHTS

Reviewer Comments 3 >

| | |
|---|---|
| ect Title | test for ARE |
| ect Id | 112 |
| Form Title | Animal Research Ethics Application Form |
| Status | Under Revision (N) |
| Review Reference | UMARE- 0112-2025 |
| Last Modified | 13/11/2025 |
| Action Required | Yes |

**Section E Animal use description**

E.1 Describe the trial design / teaching demonstration

Testing.

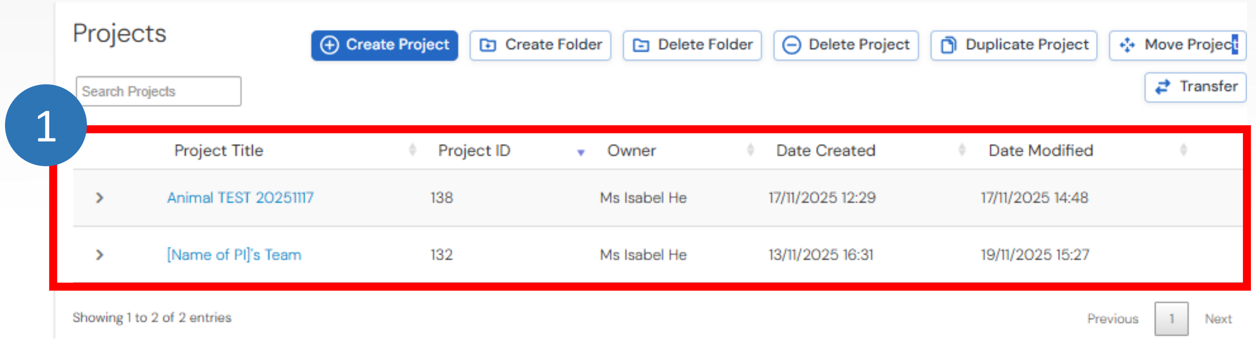
1

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

3 Click on the bubble to see the comment. Make the necessary changes and click “Submit”.

# Approved Application

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

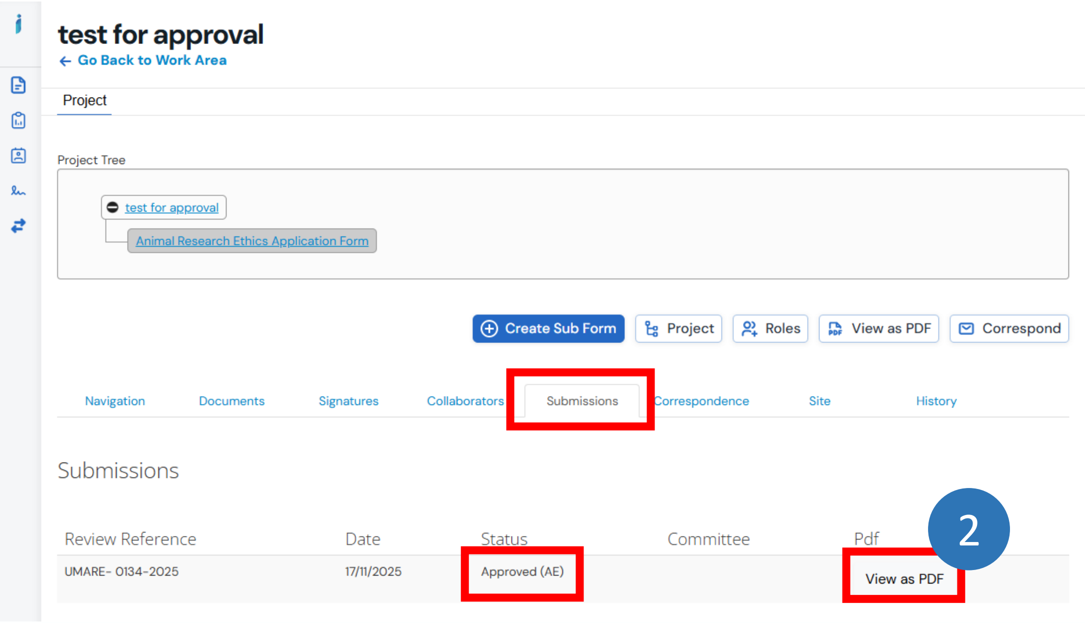

Projects
Create Project
Create Folder
Delete Folder
Delete Project
Duplicate Project
Move Project
Transfer
Search Projects
1
Previous
1
Next

| | Project Title | Project ID | Owner | Date Created | Date Modified |
|---|---|---|---|---|---|
| > | Animal TEST 20251117 | 138 | Ms Isabel He | 17/11/2025 12:29 | 17/11/2025 14:48 |
| > | [Name of PI]'s Team | 132 | Ms Isabel He | 13/11/2025 16:31 | 19/11/2025 15:27 |

Showing 1 to 2 of 2 entries

1

Go back to the project list and click the approved protocol.

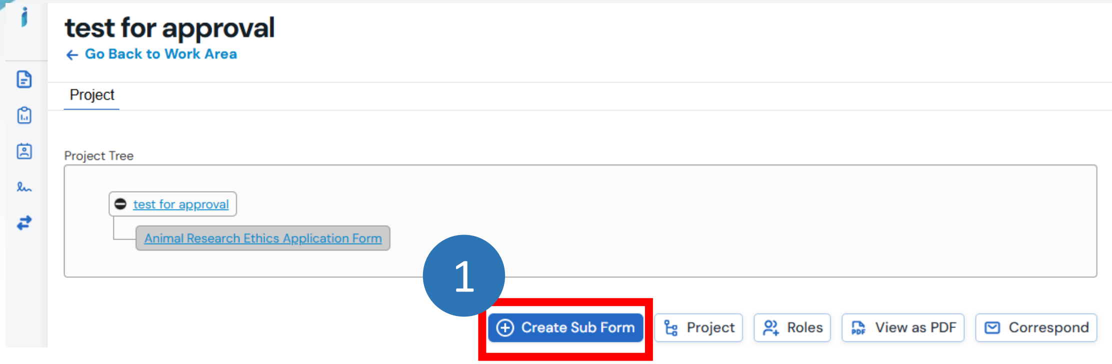

test for approval
Go Back to Work Area
Project
Project Tree
test for approval
Animal Research Ethics Application Form
Create Sub Form
Project
Roles
View as PDF
Correspond
Navigation
Documents
Signatures
Collaborators
Submissions
Correspondence
Site
History
Submissions
2

| Review Reference | Date | Status | Committee | Pdf |
|---|---|---|---|---|
| UMARE- 0134-2025 | 17/11/2025 | Approved (AE) | | View as PDF |

2

Click “View as PDF” to download the “Approval Notification”.

# Amendment/Extension



**test for approval**

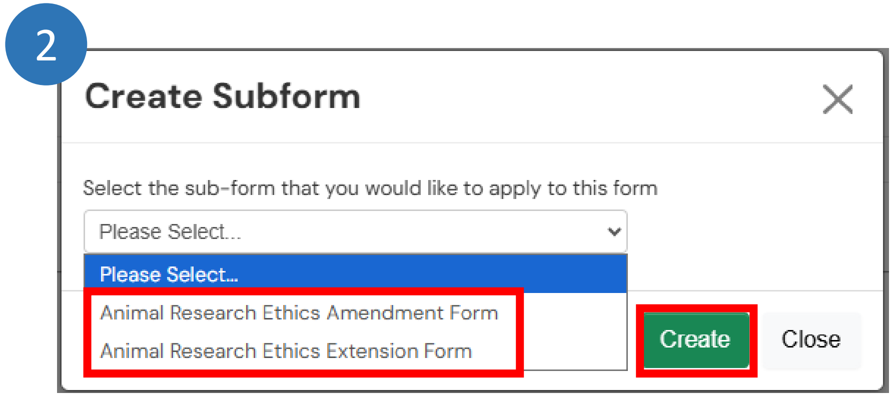
← Go Back to Work Area

Project

Project Tree

test for approval

Animal Research Ethics Application Form



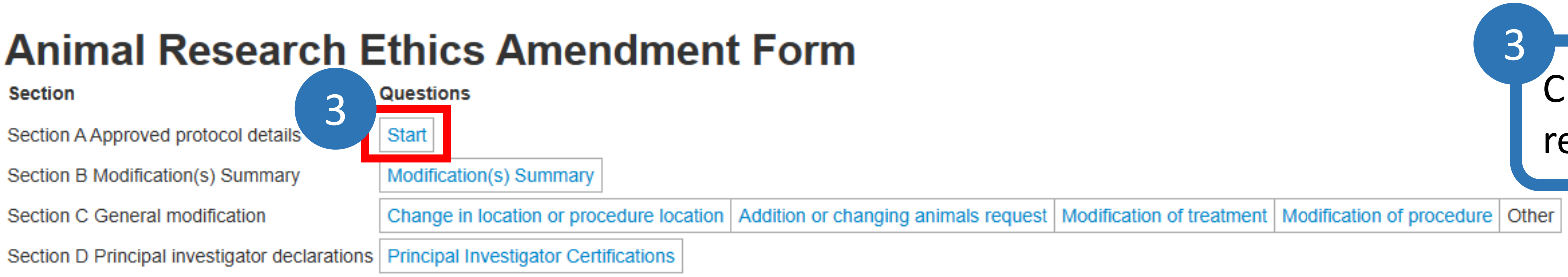
## Create Subform

Select the sub-form that you would like to apply to this form

Please Select...

Animal Research Ethics Amendment Form

Animal Research Ethics Extension Form



## Animal Research Ethics Amendment Form

| Section | Questions | | | | |
|---|---|---|---|---|---|
| Section A Approved protocol details | Start | | | | |
| Section B Modification(s) Summary | Modification(s) Summary | | | | |
| Section C General modification | Change in location or procedure location | Addition or changing animals request | Modification of treatment | Modification of procedure | Other |
| Section D Principal investigator declarations | Principal Investigator Certifications | | | | |

1. When you need to make amendment/extension of your approved protocol, click “Create Sub Form” in the approved application.

2. If there is only extension involved, choose “Extension Form”, any other modification will be made via “Amendment Form”.

3. Click “Start” to open the form and submit for review.

# UM Research Ethics Review System

## Animal Research Ethics

## User Guide

Contact: RSKTO

rskto.ethics@um.edu.mo