



澳門大學  
UNIVERSIDADE DE MACAU  
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# **Introduction of**

# **UM Research Ethics Review System (RERS)**

## **Biomedical Science & Engineering Research Ethics (Human Participants)**

## **User Guide**

## **Version 2**

RSKTO

Jan 2026



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



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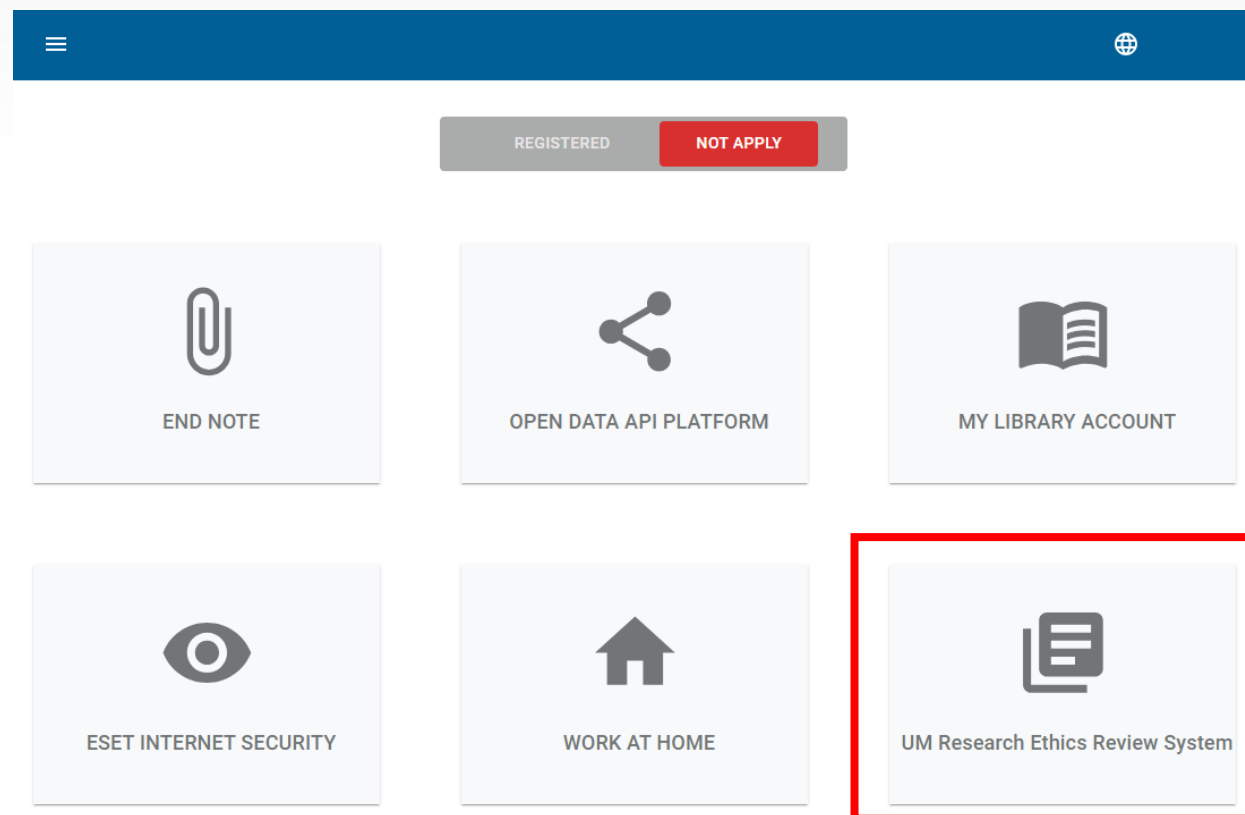
<input type="checkbox"/> System login	slide 3-4
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# For First Time Login

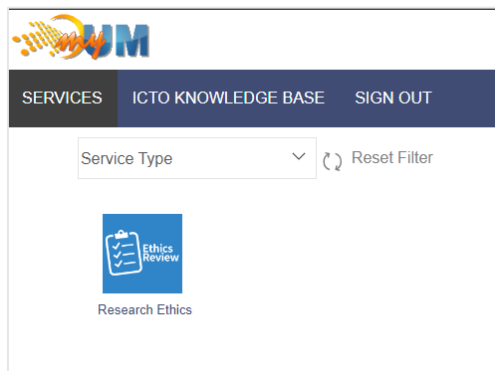
## ➤ For first time login

1. Go to 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



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**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

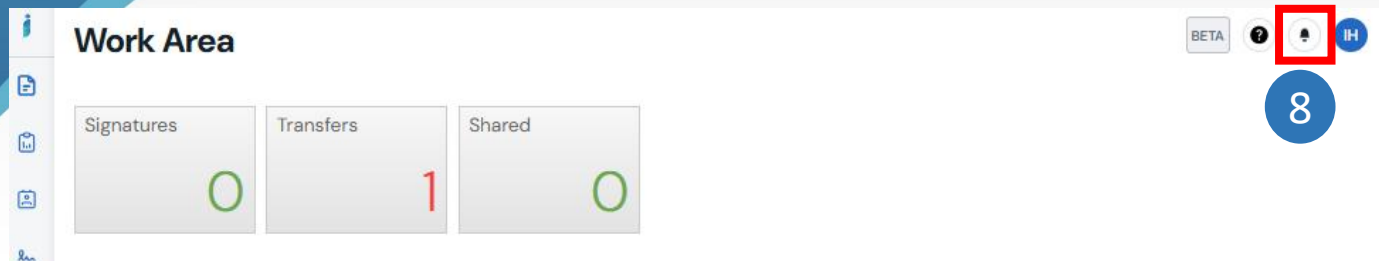
[UM Home](#) | [ICTO Home](#) | [ICTO Knowledge Base](#) | [Contact Us](#)  
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## ➤ System Login Guide

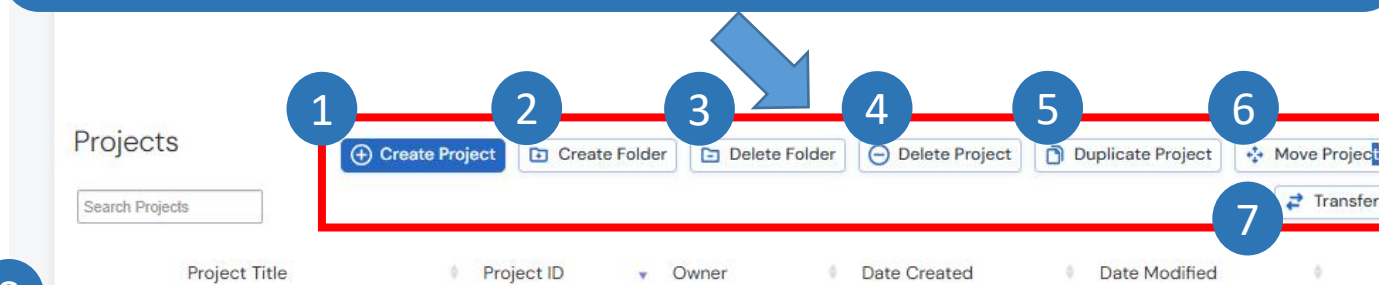
1. Open a browser
2. Input the system server address:  
<https://forms.researchethics.um.edu.mo>  
or open Research Ethics via myUM Portal
3. Fill in the User ID and Password (Login with UMPASS)
4. Click the **SIGN IN** button to access the system



# Introduction of the Main Interface



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



## 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



# Create New Application

**infonetica**

**Work Area**

Signatures Transfers Shared

Project Folders

All Projects test mode animal bio Social Science Research team pr

**1** Click "Create Project" to start a new application.

**Create Project**

Project Title\* (Max 200 characters)

Blo TEST 20251120

**2** Enter the protocol name in "Project Title" and select "Biomedical Science & Engineering Research Ethics Application Form".

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

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

**Blo TEST 20251120**

[Go Back to Work Area](#)

Project

Blo TEST 20251120

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

Submit Completeness Check Project Roles Refresh View as PDF Correspond

Navigation Documents Signatures Collaborators Submissions Correspondence Site History

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

Section

Notes for application

Section A

Section B

Section C

Section D

Section E

Section F

Declaration

Questions

Start

**3** Click "Start" to open the form.

Study details

Risk

Declaration by Investigator



# Useful Tools in Action Panel

## Blo TEST 20251120

[← Go Back to Work Area](#)

**\*Remark: Only PI is eligible to submit an application**

Project

⊖ Blo TEST 20251120

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

1

Submit

2

Completeness Check

3

Roles

4

Correspond

Navigation

Documents

Signatures

Collaborators

Submissions

Correspondence

Site

History

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

☒ Show Inactive Sections

### Section

Notes for application

Section A

Section B

Section C

Section D

Section E

Section F

Declaration

### Questions

Start

Personnel

Protocol details

Protocol overview

Participant involvement

Study details

Risk

Declaration by Investigator

1

Submit the application.

2

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

3

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

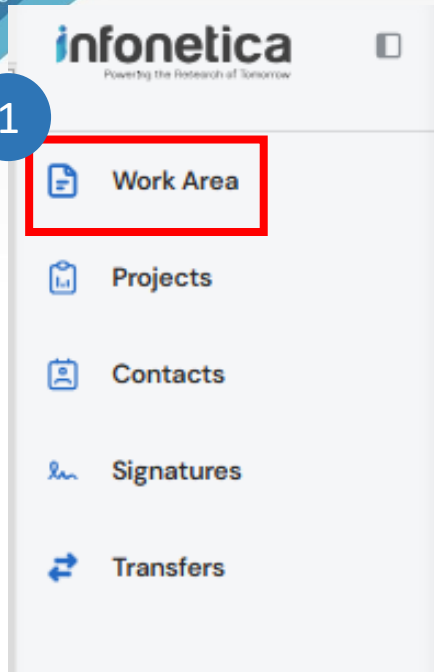
4

Communicate directly with the RSKTO.





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



1

Return back to main interface.

Projects

Search Projects

Create Project Create Folder Delete Folder Delete Project Duplicate Project Move Project Transfer

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

Previous 1 Next

2

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
<input type="checkbox"/>	O132	[Name of PI]'s Team
<input checked="" type="checkbox"/>	O138	Animal TEST 20251117

Transfer Close

2

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

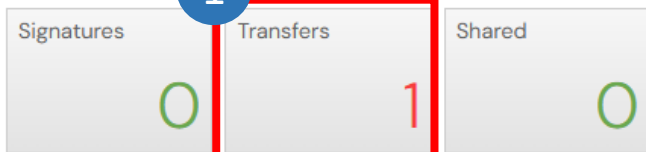
*\*Only users who have applied for access can be found in the system.*





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

## Work Area



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

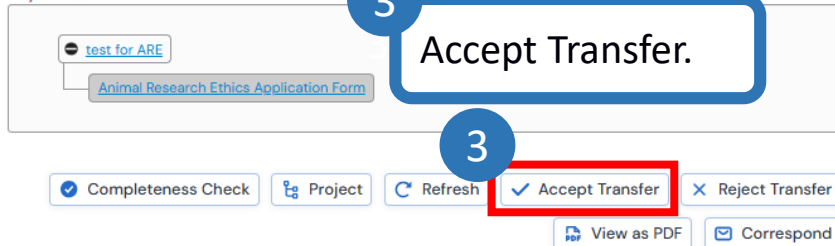
## test for ARE

[← 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



3 Accept Transfer.

## Transfers

BETA ? • IH

2 View the transferred form.

Transfer Id	Project Title	From User	To User	Message	Requested Date	Response Date	Status	Action
7	test for ARE	Mr. Stephen Chan	You		10/11/2025 14:54		Requested	<a href="#">View Project</a>
6	animal care	You	Ms Iris Choi		25/06/2024 12:26		Requested	<a href="#">View</a>

## Accept Transfer

Are you sure that you want to perform this action?

4 Yes No

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

## Blo TEST 20251120

[← Go Back to Work Area](#)


### Project


#### Project Tree

⊖ Blo TEST 20251120


[Biomedical Science & Engineering Research Ethics \(Human Participants\) Application Form](#)

1  Submit


 Completeness Check

 Project

 Roles

 Refresh

 View as PDF

 Correspond

1

Click "Submit" to send the application for review.

Correspondence

Site

History

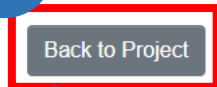
Form Queued For Submission

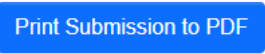
Thank you for submitting your form. It has been successfully received.

2

Application successfully submitted.

3

 Back to Project

 Print Submission to PDF

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 BIO\_1

[← Go Back to Work Area](#)

Project

Project Tree

test for BIO\_1

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

Project

Roles

Completeness Check

Submit

Refresh

Navigation

Documents

Signatures

Collaborators

Submissions

Correspondence

Site

History

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

Section

Notes for application

Section A

Questions

Start

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.*

The screenshot shows a web application interface with a top navigation bar containing several tabs: Navigation, Documents, Signatures, Collaborators, Submissions, Correspondence, Site, and History. The 'Documents' tab is highlighted with a red rectangular box. Below the navigation bar, the 'Documents' section is displayed, featuring a search bar labeled 'Search Document'. Underneath the search bar is a table with columns: Type, Document Name, File Name, Version Date, Version, Size, and Download. The table contains one row with the following data: Type is 'Form' (with a dropdown arrow), Document Name is 'Form', File Name is 'Form.pdf', and there is a 'Download' button at the end of the row. The 'Type' column has a checkbox icon next to it.

Type	Document Name	File Name	Version Date	Version	Size	Download
Form	Form	Form.pdf				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.*

The screenshot displays the application's navigation bar with tabs: Navigation, Documents, Signatures, Collaborators, Submissions, Correspondence, Site, and History. The 'Correspondence' tab is highlighted with a red box. Below the navigation bar, the 'Correspondence' section features a 'New Correspondence' button, also highlighted with a red box, and a search bar labeled 'Search correspondence...'. A table below shows a single entry with columns 'User', 'Date', and 'Message'. The 'Message' column contains the text 'This is a message.', which is highlighted with a red box. The table has a header row with 'User', 'Date', and 'Message' and a data row with a redacted user name, the date '13/11/2025', and the message 'This is a message.'.

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
12:10 PM	Review User	Form status changed from Submitted by Applicant to Under Revision (SSH).	Download
12:10 PM	Review User	Notification received: An application is returned for your modification .	Download
12:08 PM	Mr Stephen Chan	Form submitted	Download
12:04 PM	Mr Stephen Chan	Social Science & Humanities Research Ethics (Human Participants) Application Form has been created as a main form.	Download
12:04 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.



# Returned Submission (1/2)

**Work Area**

Signatures 0 Transfers 0 Shared 0

**Notifications**


Search

Received after  Received before

Display  100 notifications  
Please note that only the specified number of notifications will show after searching.

<input type="checkbox"/>	Message	Attachment
<input type="checkbox"/>	✓	An application is returned for your modification

1

BETA ?  SC

1

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





# Returned Submission (2/2)

test for BIO\_1

[← Go Back to Work Area](#)

Project

BETA ? [bell icon] SC

Overview

Overview

INSIGHTS

Reviewer Comments

PROJECT INFO

Project Title

test for BIO\_1

Project Id

135

Form

Biomedical Science & Engineering Research

Title

Ethics (Human Participants) Application Form

## Overall Reviewer Panel Comments



Show Previous Comments ☐

Title	Comment	Date Added	Submission
C.1 Summary	please provide more details.	17/11/2025 at 11:38 AM	Latest Submission
C.4 Question, hypotheses and Aim(s)	Please briefly describe the aims of the research.	2025 at 11:39 AM	Latest Submission

2

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

Close

## Brief Summary of Study



C.1 Summary

test

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

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

Previous 1 Next

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

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

2

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



# Amendment/Extension

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

## Projects

Create ProjectCreate FolderDelete FolderDelete ProjectDuplicate ProjectMove

1	Project Title	Project ID	1	Owner	Date Created	Date Modified
	> test for BIO_1	135				

Navigation

Documents

Signatures

Collaborators

Submissions

Correspondence

Site

History

## Correspondence

2

New Correspondence

2

Click “New Correspondence” to explain what modification is to be made. RSKTO will review your comment and return the application to you for modification. After revision, please click “Submit” for further review.



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# UM Research Ethics Review System

## Biomedical Science & Engineering Research Ethics (Human Participants)

### User Guide

Contact: RSKTO

[rskto.ethics@um.edu.mo](mailto:rskto.ethics@um.edu.mo)



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