



Introduction of

UM Research Ethics Review System (RERS)

Biomedical Science & Engineering Research Ethics (Human Participants)

User Guide

Version 2

RSKTO

Jan 2026



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For First Time Login

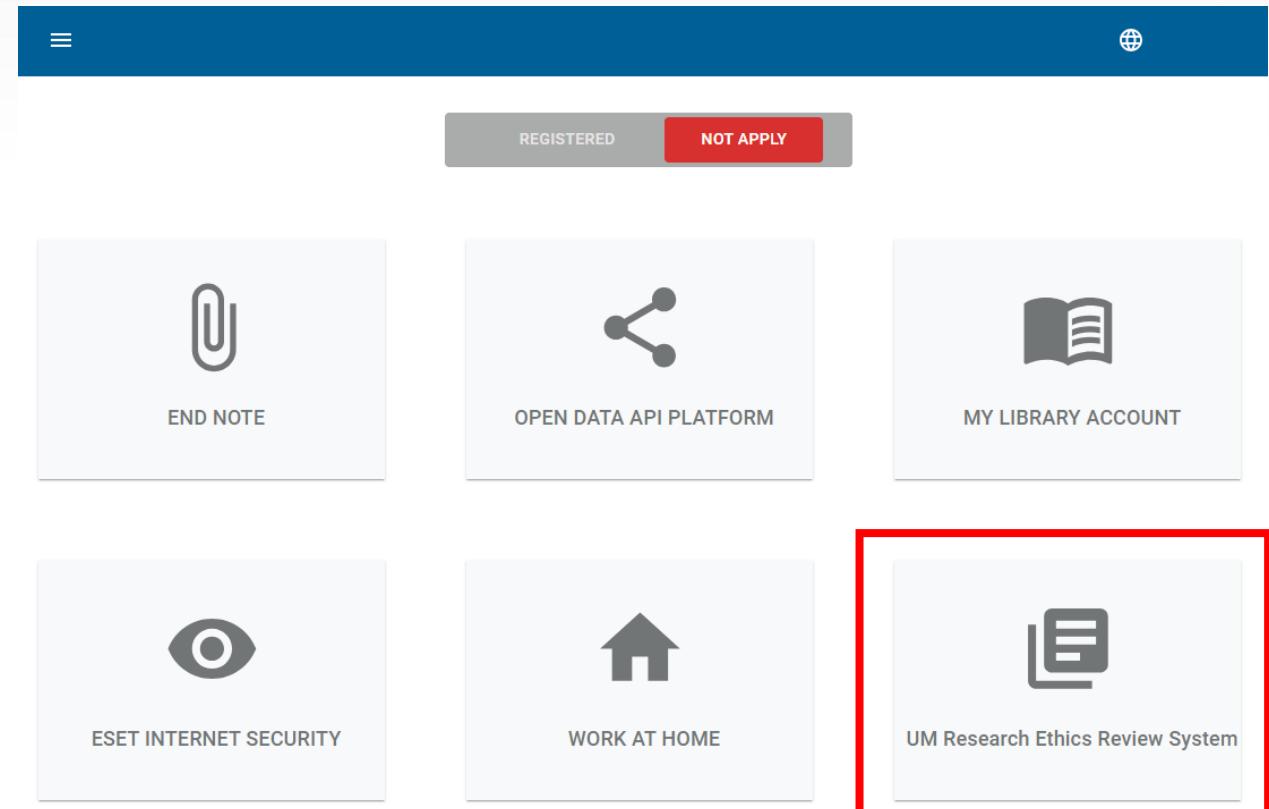
➤ For first time login

1. Go to the ICTO account page

address:

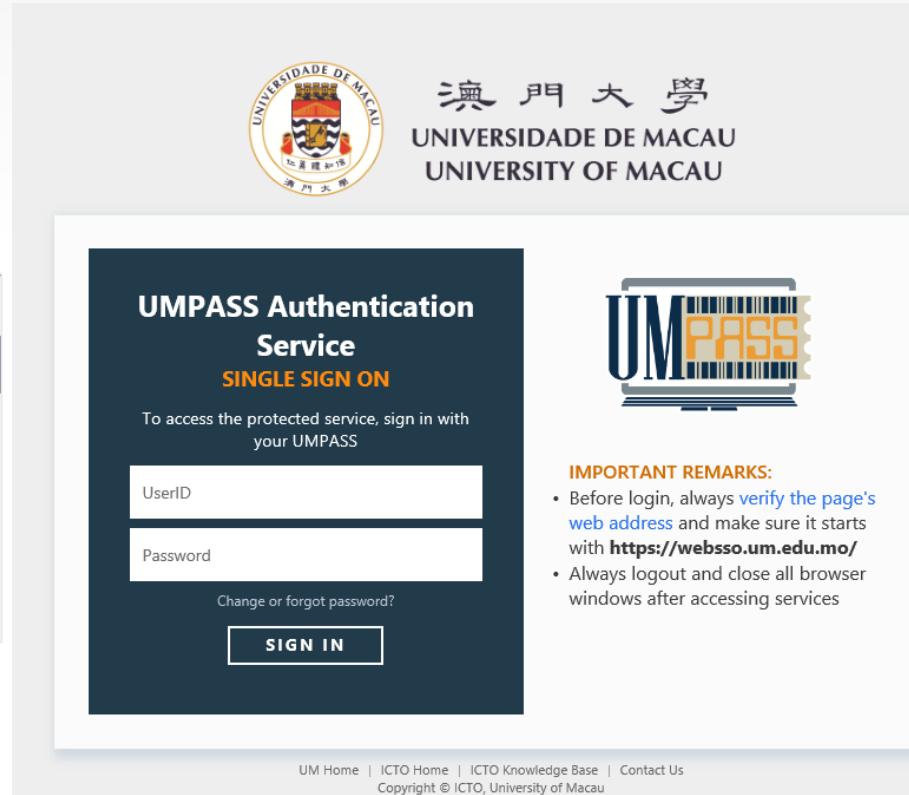
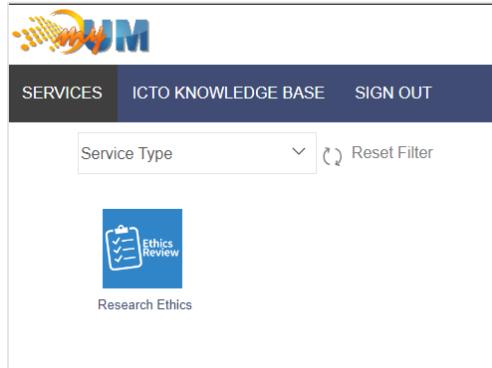
<https://account.icto.um.edu.mo/mylicense>

2. Click the **APPLY NOW** button to register





User Guide for Login Page



➤ 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

Signatures 0 Transfers 1 Shared 0

BETA ⓘ ⓘ ⓘ ⓘ ⓘ ⓘ ⓘ ⓘ

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

Projects

1 2 3 4 5 6 7 8

1 2 3 4 5 6 7 8

Project Title Project ID Owner Date Created Date Modified

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

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

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.*

3 Click “Start” to open the form.

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

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

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.*

3 Click “Start” to open the form.

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
- Personnel

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 [Project](#) 4 [Roles](#) 5 [Refresh](#) 6 [View as PDF](#) 7 [Correspond](#)

Navigation Documents Signatures Collaborators Submissions Correspondence Site History

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

Section Questions

Notes for application Start

Section A Personnel

Section B Protocol details

Section C Protocol overview

Section D Participant involvement

Section E Study details

Section F Risk

Declaration Declaration by Investigator

Show Inactive Sections

- 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)

The screenshot shows the infonetica software interface. On the left, a sidebar has 'Work Area' (highlighted with a red box and circled 1) selected. The main area shows a 'Projects' table with two entries: 'Animal TEST 2025II17' and '[Name of PI]s Team'. The top navigation bar includes buttons for 'Create Project', 'Create Folder', 'Delete Folder', 'Delete Project', 'Duplicate Project', 'Move Project', and 'Transfer' (highlighted with a red box and circled 2). A 'Transfer Projects' dialog box is open in the center. It contains a note: 'Please note that you will lose all access to this project.', an 'Email Address' field with 'stephenchan@um.edu.mo' (highlighted with a red box), a 'Message' field with 'For your review and submission.', and a 'Please Select At Least One Project' section. A 'Search Projects' field shows '[Name of PI]s Team'. Below it, a table lists projects with checkboxes: '0132 [Name of PI]s Team' (unchecked) and '0138 Animal TEST 2025II17' (checked, highlighted with a red box). At the bottom of the dialog are 'Transfer' and 'Close' buttons.

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)

1

Work Area

Signatures 0 Transfers 1 Shared 0

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.

3

Accept Transfer Reject Transfer

2

Transfers

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 | <input type="button" value="View Project"/> |
| 6 | animal care | You | Ms Iris Choi | | 25/06/2024 12:26 | | Requested | <input type="button" value="View"/> |

4

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

Blo TEST 20251120

[← Go Back to Work Area](#)

Project

Project Tree

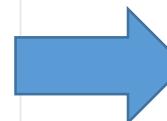
Blo TEST 20251120

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

Submit Completeness Check [Project](#) [Roles](#) [Refresh](#)
[View as PDF](#) [Correspond](#)

1

Click “Submit” to send the application for review.



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.

Correspondence

Site

History



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.*

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

Documents

Search Document

| Type | Document Name | File Name | Version Date | Version | Size | Download |
|--|---------------|-----------|--------------|---------|------|-----------------|
| <input checked="" type="checkbox"/> 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.*

Navigation Documents Signatures Collaborators Submissions Correspondence Site History

Correspondence

New Correspondence

Search correspondence...

User Date Message

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)

The screenshot shows the 'Notifications' section of the platform. At the top right, there is a blue circular icon with the number '1' and a red box highlighting a bell icon. A large blue arrow points down to the notifications list. The list includes a yellow-highlighted item: 'An application is returned for your modification'.

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.

Search

Message Attachment

An application is returned for your modification None



Returned Submission (2/2)

test for BIO_1
[← Go Back to Work Area](#)

[Project](#) [Overview](#)

Overall Reviewer Panel 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 |

Brief Summary of Study

C.1 Summary
test

0 1

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

Click on the bubble to see the comment. Make the necessary changes and click [Submit](#)

1 **2** **3**

INSIGHTS
Reviewer Comments 2 >

PROJECT INFO
Project Title: test for BIO_1
Project Id: 135
Form Title: Biomedical Science & Engineering Research Ethics (Human Participants) Application Form



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

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 | 19/11/2025 15:27 |

Showing 1 to 2 of 2 entries

Previous 1 Next

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 | View as PDF |
|------------------|------------|---------------|-----------|-----|-------------|
| UMARE-0134-2025 | 17/11/2025 | Approved (AE) | | | 2 |

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

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

| | | | | | | |
|--|---|--|--|---|--|-------------------------------------|
| <input type="text" value="Search Projects"/> | + Create Project | 📁 Create Folder | 📁 Delete Folder | ⊖ Delete Project | 📁 Duplicate Project | ↗ Move |
|--|---|--|--|---|--|-------------------------------------|

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

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

| | | | | | | | |
|----------------------------|---------------------------|----------------------------|-------------------------------|-----------------------------|--------------------------------|----------------------|-------------------------|
| Navigation | Documents | Signatures | Collaborators | Submissions | Correspondence | Site | History |
|----------------------------|---------------------------|----------------------------|-------------------------------|-----------------------------|--------------------------------|----------------------|-------------------------|

Correspondence

| |
|------------------------------------|
| New 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.



UM Research Ethics Review System

Biomedical Science & Engineering Research Ethics (Human Participants)

User Guide

Contact: RSKTO

rskto.ethics@um.edu.mo