



Introduction of UM Research Ethics Review System (RERS)

Social Science & Humanities Research Ethics (Human Participants)

User Guide

Version 2

RSKTO

Jan 2026



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For First Time Login

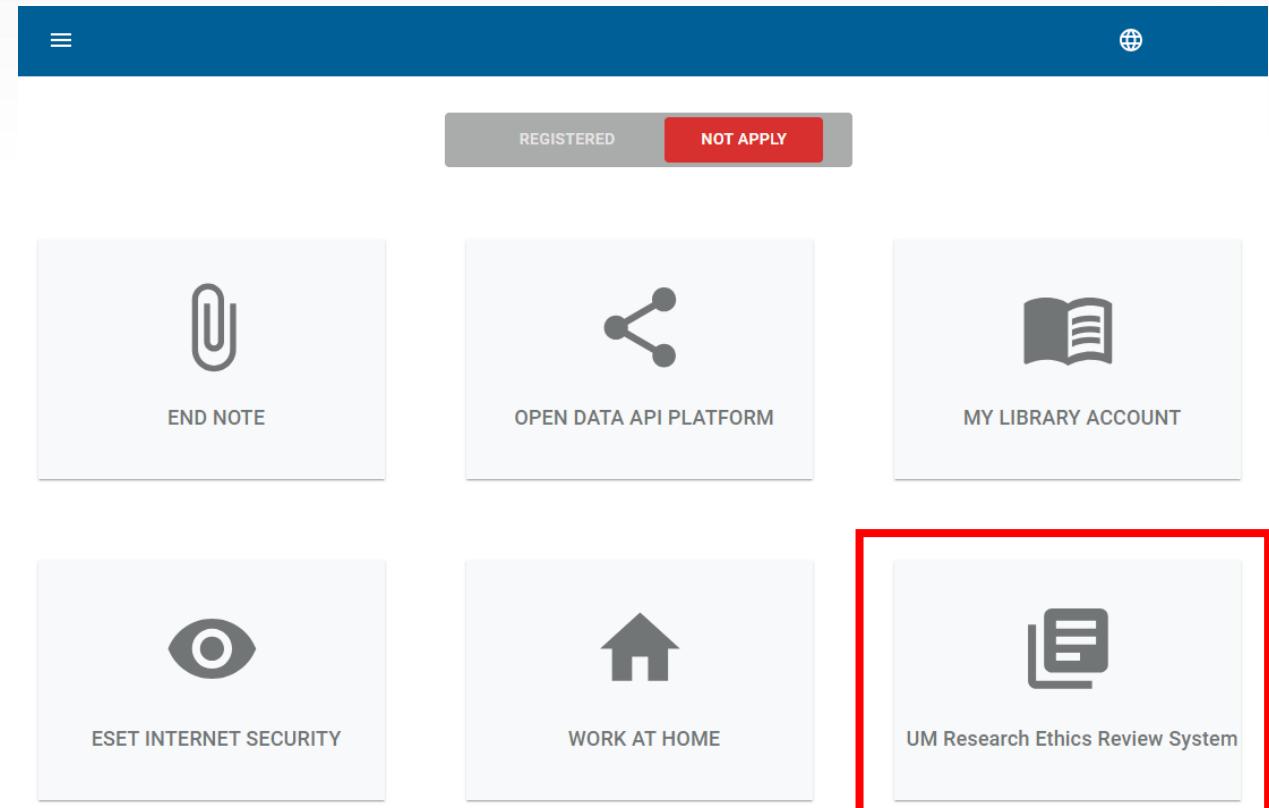
➤ For first time login

1. Go to the ICTO account page

address:

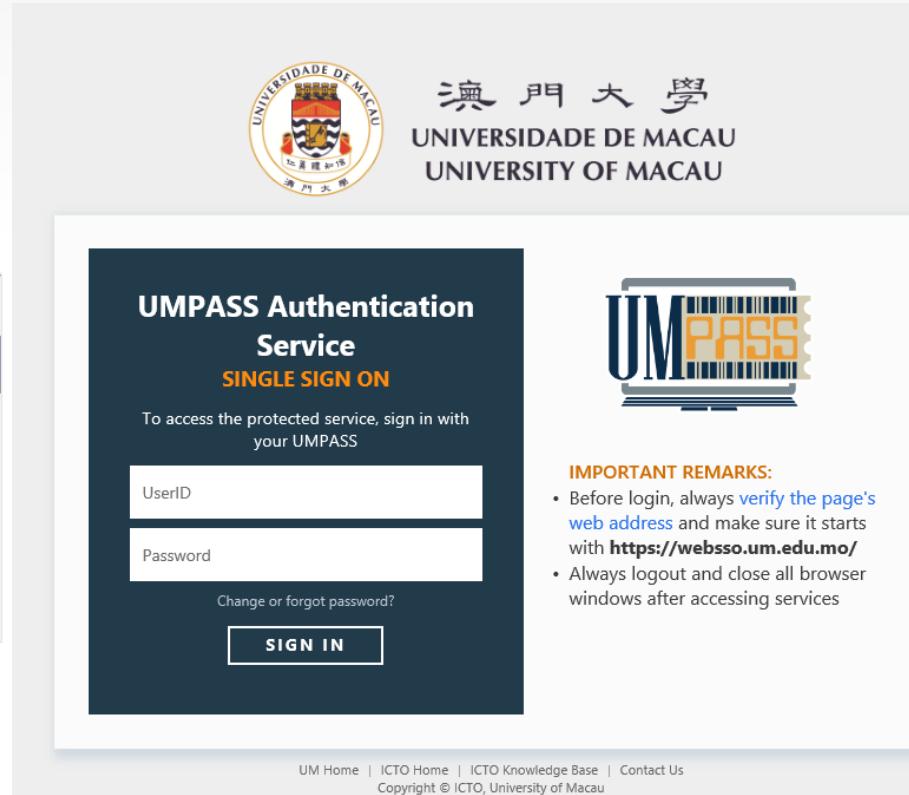
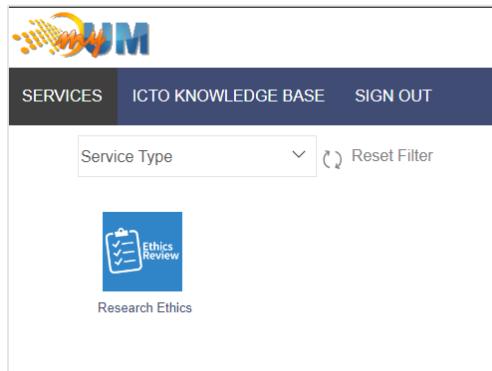
<https://account.icto.um.edu.mo/mylicense>

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
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 “Social Science & Humanities 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.

Animal TEST 20251117

Project

Project Tree

- Animal TEST 20251117
- Animal Research Ethics Application Form

Project Roles Completeness Check Submit Refresh View

Navigation Documents Signatures Collaborators Submissions Correspondence Site History

Animal Research Ethics Application Form

Section

Notes for application

Section A

Section B

Section C

Section D

Section E

Section F

Section G

Section H

Section I

Questions

Start Personnel

General animal care and husbandry

Procedures

Animal Welfare

Principal Investigator Certifications



Useful Tools in Action Panel

SSHRE TEST 20251120
[← Go Back to Work Area](#)

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

Project

Project Tree

- SSHRE TEST 20251120
- Social Science & Humanities Research Ethics (Human Participants) Application Form

1 2 3 4 5 6 7

Navigation Documents Signatures Collaborators Submissions Correspondence Site History

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

Show Inactive Sections

Section	Questions
Start	Start Here Checklist
Section A	Researchers Basic Project Information Type of Data Involved
Section B	Other Organisations Participant Details Recruitment Methods Incentives Informed Consent Opt-out Consent
Section C	Data Collection Research Procedures
Section D	Data Source Purpose & Arrangement
Section E	Benefit and Risks Risk Management Pre-existing (unequal) relationship
Section F	Privacy and confidentiality Waiver of consent Disclosure of information to a third party

- 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 a red box around the 'Work Area' button, with a blue circle containing the number 1 to its left. The main area is titled 'Projects' and shows a table with two entries. The top entry is 'Animal TEST 2025II17' (ID: 138, Owner: Ms Isabel He, Date Created: 17/11/2025 12:29, Date Modified: 17/11/2025 14:48). The bottom entry is '[Name of PI]s Team' (ID: 132, Owner: Ms Isabel He, Date Created: 13/11/2025 16:31, Date Modified: 17/11/2025 12:13). The top right of the interface has a red box around the 'Transfer' button, with a blue circle containing the number 2 to its right. A large blue arrow points from the 'Transfer' button to a 'Transfer Projects' dialog box in the center. The dialog box has a red box around the 'Email Address' field containing 'stephenchan@um.edu.mo', with a blue circle containing the number 2 to its left. The dialog box also has a red box around the 'Transfer' button at the bottom, with a blue circle containing the number 2 to its right. The dialog box contains the following text:
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 2025II17

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

Completeness Check Project Refresh View as PDF Correspond

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

SSHRE TEST 20251120

[← Go Back to Work Area](#)

Project

Project Tree

SSHRE TEST 20251120

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

Submit

Completeness Check

Project

Roles

Refresh

View as PDF

Correspond

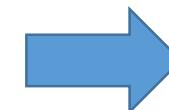
1

Click “Submit” to send the application for review.

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 SSHRE_1
[← Go Back to Work Area](#)

Project

Project Tree

- test for SSHRE_1
 - Social Science & Humanities Research Ethics (Human Participants) Application Form

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

[Navigation](#) [Documents](#) [Signatures](#) [Collaborators](#) [Submissions](#) [Correspondence](#) [Site](#) [History](#) Show Inactive Sections

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](#)

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				<button>Download</button>
<input checked="" type="checkbox"/> Supporting Documentation	attachment-2	attachment-2.pdf	17/11/2025	1	119.1 KB	<button>Download</button>

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.*

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.		Submission

BASIC 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

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

Brief Summary of Study

C.1 Summary

test

Click on the bubble to see the comment. Make the necessary changes and click "Submit".

1

2

3



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

Search Projects

+ Create Project

Create Folder

Delete Folder

Project Title

Project ID

Owner

D

1

test for research team profile 4

test for SSHRE_1

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

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.



UM Research Ethics Review System

Social Science & Humanities Research Ethics (Human Participants)

User Guide

Contact: RSKTO

rskto.ethics@um.edu.mo