



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

Introduction of UM Research Ethics Review System (RERS)

Social Science & Humanities 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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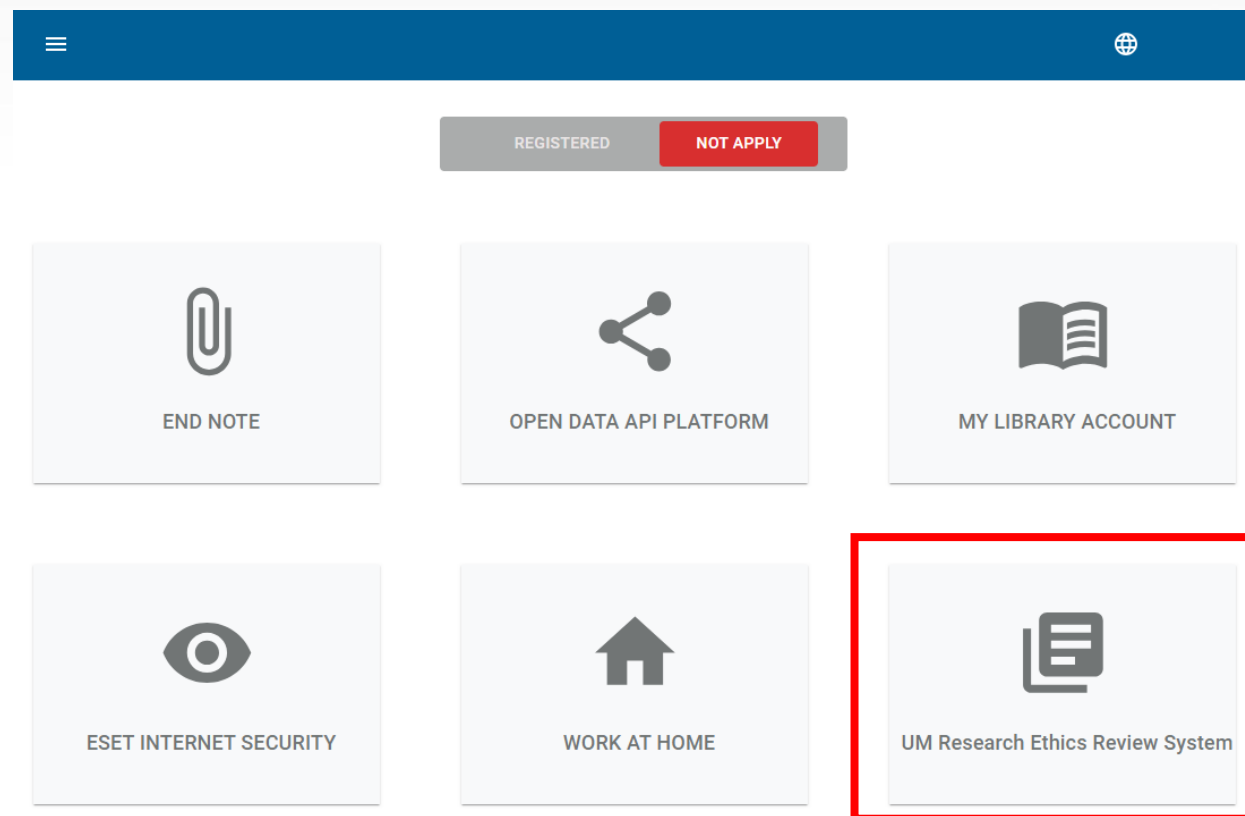
<input type="checkbox"/> System login	slide 3-4
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For First Time Login

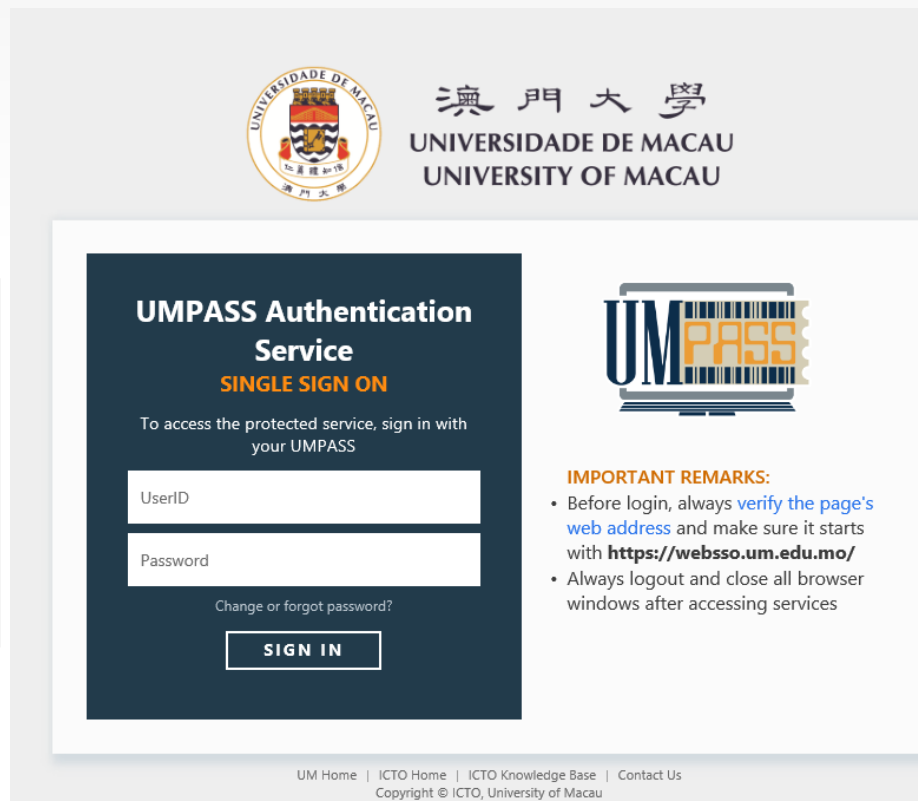
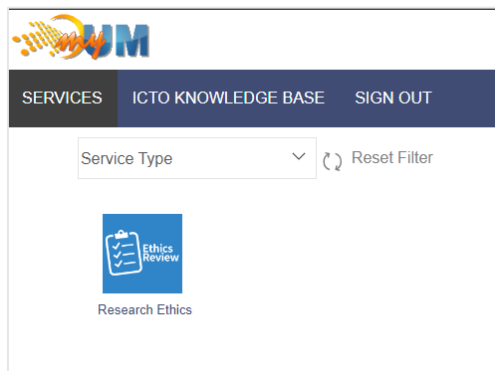
➤ For first time login

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

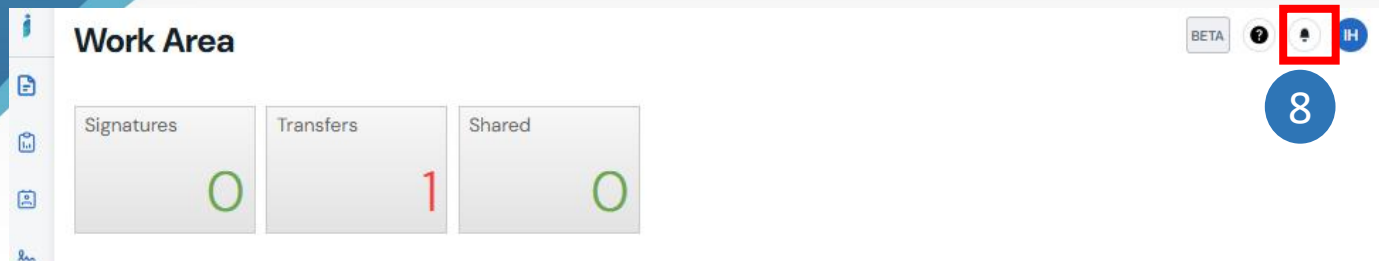


➤ System Login Guide

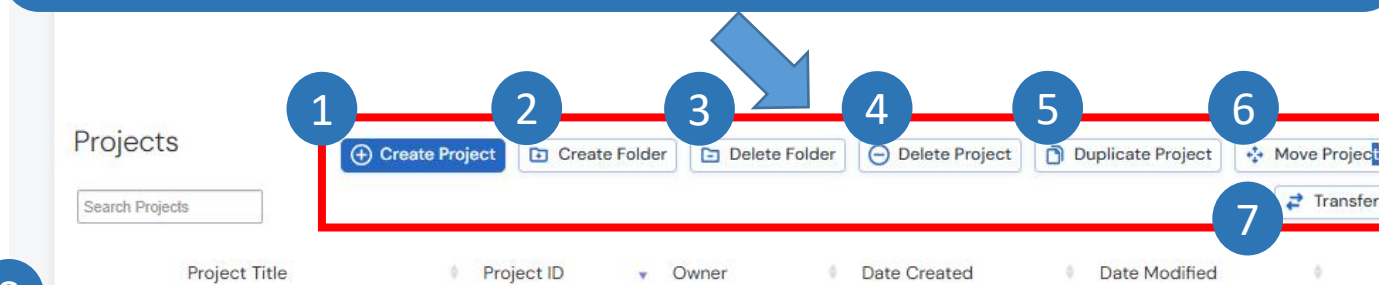
1. Open a browser
2. Input the system server address:
<https://forms.researchethics.um.edu.mo>
or open Research Ethics via MyUM
3. Fill in the User ID and Password (Login with UMPASS)
4. Click the **SIGN IN** button to access the system



Introduction of the Main Interface



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

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.*

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

Create Project

Project Title* (Max 200 characters)

SSHRE TEST 20251120

Form*

Please select...

Please select...

Research team profile (project title is your team name)

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

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 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

3 Click "Start" to open the form.



Useful Tools in Action Panel

SSHRE TEST 20251120 *Remark: Only PI is eligible to submit an application

[← Go Back to Work Area](#)

Project

Project Tree

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

1 [Submit](#) 2 [Completeness Check](#) 3 [Roles](#) 4 [Correspond](#)

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

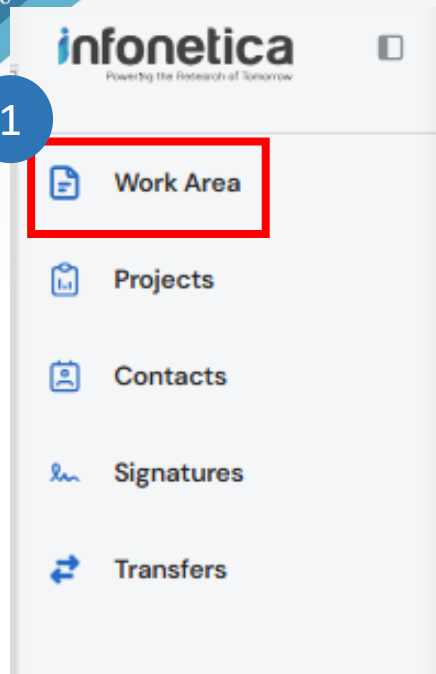
Assign a role to a specific user, grant them permission to read, write, and receive notifications.

4

Communicate directly with the RSKTO.



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



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

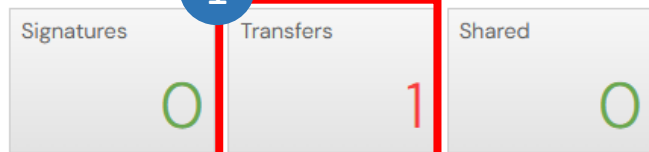
Enter the specific user's email address and select the project for transfer.

**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”.

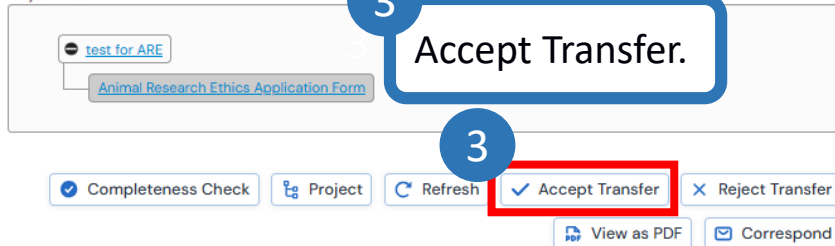
test for ARE

[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

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	View Project
6	animal care	You	Ms Iris Choi		25/06/2024 12:26		Requested	View

2

View Project

View

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

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

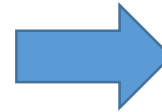
Refresh

View as PDF

Correspond

1

Click "Submit" to send the application for review.



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

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](#)

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

<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"/>	Supporting Documentation	attachment-2	attachment-2.pdf	17/11/2025	1	119.1 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](#)

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

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.

Search

<input type="checkbox"/>	Message	Attachment
<input type="checkbox"/>	✓ An application is returned for your modification	None

1

BETA ? **1** 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



SC

Overview

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.		Submission

2

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

Close

Overview

INSIGHTS

Reviewer Comments

2

1

BASIC INFO

Project Title

test for BIO_1

Project Id

135

Form Title

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

Brief Summary of Study



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)		View as PDF

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 Project](#) [Create Folder](#) [Delete Folder](#)

	Project Title	Project ID	Owner	
1	> test for research team profile 4			
	> test for SSHRE_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

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

Social Science & Humanities Research Ethics (Human Participants)

User Guide

Contact: RSKTO

rskto.ethics@um.edu.mo