

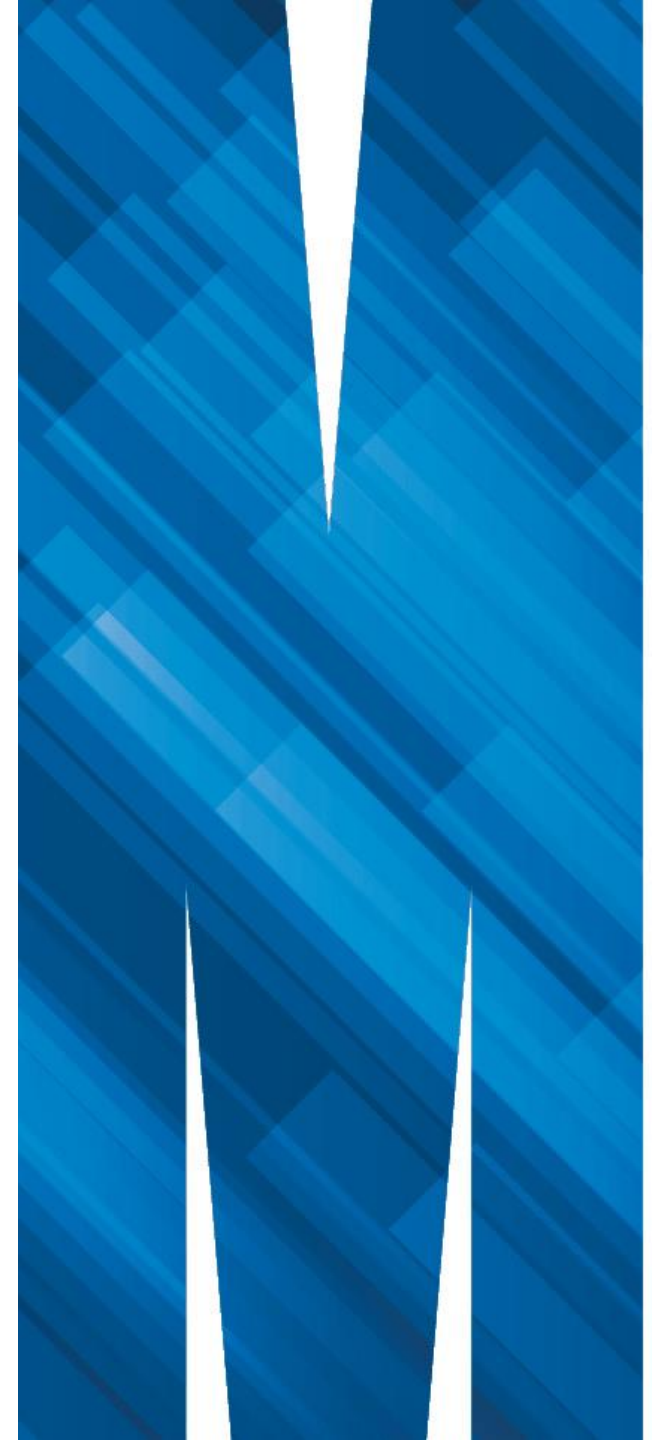
The Paperless Committee

Simon Barrett

Deputy Director, Monash Research Office

May 2018

Research Landscape – Advances and Changes



Ethics Review at Monash

Supported Committees

- Biosafety/Biosecurity
- Human Ethics
- Animal Ethics

Human Ethics

- 3 x HREC (Committee meeting every 2 weeks)
- Low Risk Review
- Exemption Review
- Other HREC registration
- Total Volume = 1800 new/annum



Infonetica's market leading Ethics RM solution streamlines the ethics process and delivers significant productivity gains. Better still, through the integrated management, control and communication capacity you can significantly lower administration costs. Installed worldwide and proven in the market.



Why online?

- Efficiency
- Paper waste
- Paper form vs Dynamic eform
 - Only see what is required
 - Prepopulated fields
- Application Version Control
- Application storage
- Reduce time delays (efficiency)



Why ERM?

- What we wanted
 - Online dynamic form building tool
 - Online workflow design tool
 - Online committee review functionality.
 - Ability to support all review committee business
 - Internet Banking Simplicity
 - Web based system
 - System control within the ethics office.
- What we didn't want
 - Engage the vendor every time we wanted a change to the form or workflow. (\$\$\$)
 - Complexity



Infonetica's market leading Ethics RM solution streamlines the ethics process and delivers significant productivity gains. Better still, through the integrated management, control and communication capacity you can significantly lower administration costs. Installed worldwide and proven in the market.

Benefits to Ethics BackOffice

- Eliminated data entry = staff available for value add.
- Eliminated photocopying, collating, mailing of meeting papers (manual handling)
- Reduced processing times
 - 1 week to print, allocate, collate and mail agendas
 - Reduced lead time before committee meeting.
- Automatic notifications
- Easy/intuitive system to work with
- Easy access to files from anywhere
- Information at fingertips.
- More enjoyable work environment

Work Area

General

Notifications 2	Meetings 1	Contacts 0	Reports 33
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Low Risk -

New LR Applications 0	Reader Review 69	Information Required 41	Revised by Applicant 1	Review Complete 6	LR Approved 4160
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HREC Review -

New HREC Submissions 1	Assigned Committee 1	Reader Review 20	Review Complete 0	Information Required 13	Revised by Applicant 2
With Chair 0	Endorsed by Chair 0	HREC Review Approved 839			

Other HE Apps -

New Submissions 10	Information Required 6	With Chair 5	Endorsed by Chair 0	Approved 1908	Report Submissions 66
Finalised Reports 1909	All HE Applications 9644				

Amendments -

New Amendments 7	Under Review 9	Further Information 7	Revised by Applicant 0	Review Complete 0	Unlocked Apps 38
Approved Amendments 924	HE Validated 0				

Ethics Office View

HREC Review -

New HREC Submissions 1	Assigned Committee 1	Reader Review 20	Review Complete 0	Information Required 13	Revised by Applicant 2
With Chair 0	Endorsed by Chair 0	HREC Review Approved 839			

HREC Review ▾

New HREC Submissions

1

Assigned Committee

1

Reader Review

20

Review Complete

0

With Chair

0

Endorsed by Chair

0

HREC Review Approved

839

Work Area ▾

Actions ▾

2

Form Submissions

0

Project Submissions

7

Panel Comments

1

Form Comments

Assign a Committee

Assign Readers

Assign to Meeting

Change Application

Register Conflict

Review Application

Send to Chair

HE Approval Cert

Review Complete

Send Back to Applicant

Project Title: Observations of Caregiver - Child Dyad Mobile Device Use

Form Reference: Human Ethics Application Form

Review Reference: 2018-12335-18543

Project Id: 12335

Applicant Name: [REDACTED]

Current Committee: Human Ethics Committee C

Current Status: Reader Review

Application Type: HREC Review

Meeting: Unassigned

Clock Status: Start (0/25) days elapsed.

Assigned Reviewers: [REDACTED]

Conflicted Users: None

Timeline

Project

Documents

Contacts

Correspondence

Zoom In

Zoom Out

View by Status

Assign Readers

Submit Application

16:00

20:00

00:00

04:00

08:00

12:00

16:00

20:00

00:00

04:00

08:00

12:00

Monday 30 April 2018

Tuesday 1 May 2018

Wednesday 2 May 2018

Search events...

Action

Event Date

Clock Status

Clock Information

Attachment

Email

Assign Readers

01/05/2018 09:19

0/25 days elapsed.

Submit Application

01/05/2018 06:16

0/25 days elapsed.

Showing 1 to 2 of 2 entries

First

Previous

1

Next

Last

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Benefits to HREC

- Access to meeting papers anywhere (with device)
- Add comments to relevant sections while seeing other committee members comments.
- Track Changes on amendments
- Access to previous submissions

Committee member view

Work Area

General

Notifications	Meetings	Contacts	Reports
126	1	0	0

Low Risk ^

Low Risk Review	Review Revisions
2	0

HREC Review ^

HREC Review	Review Revisions
1	0

Amendments ^

Amendments
0

[Details](#)[Reviews](#)[Attendees](#)[Documents](#)[History](#)

Review Reference	Applicant Name	Project Title	Assigned Reviewers	Application Type	Status
2018-12591-17579		Using administrative data to explore the characteristics, service utilisation and pathways of young people in Victorian hospitals who are admitted from or discharged to residential aged care		HREC Review	Committee Review
2018-11739-17628		The lived experience of Autism Spectrum Disorder in Adolescents		HREC Review	Committee Review
2018-12594-17676		Communicating Health Phase 1b pilot survey		HREC Review	Committee Review
2018-13134-17682		Regional brain responses associated with the subjective states of thirst and satiation induced by hypnosis and imagination		HREC Review	Committee Review
2018-12280-17778		Does shockwave therapy have a conditioned pain modulation effect?		HREC Review	Committee Review
2018-12812-17782		Effect of a high protein milk drink in combination with resistance training on skeletal muscle mass, muscle strength and functional performance in healthy active older adults		HREC Review	Committee Review
2018-13198-17859		Effects of stimulant medication on effort-based decision-making in adults with ADHD.		HREC Review	Committee Review
2018-12887-17863		Consent in the Creative Industries		HREC Review	Committee Review
2018-13422-17893		Childhood trauma and personality: Exploring the pathway to addiction		HREC Review	Committee Review

Showing 1 to 9 of 9 entries

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

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Human Ethics Application Form

Project Id:

11739

Version:

V2.8

Participant Details



B5 Is there a pre-existing (unequal) relationship between anyone involved in recruiting and/or collecting data and anyone from any of the participant groups?

e.g. teachers/students, health care providers/patients.

☐ Yes

☒ No

B6 Does this research involve people in countries other than Australia?

☐ Yes

☒ No

B7 Do any of the participant groups listed in B1 have any cultural needs?

☒ Yes

☐ No



Panel Comments



Current

[Previous](#)

[History](#)

Advertisement: Please clarify how and where you will advertise the research.

*B9 - Please provide details of these known ASD / Asperger's syndrome networks.

17/04/2018 21:10

Please upload a copy of the Explanatory Statement(s). If you have multiple documents for different groups of participants, please clearly label each Explanatory Statement for ease of reference. To upload more than one document, click the "Upload Document".

*In the Explanatory Statement you have indicated that the interview may be undertaken "on line" if requested. Please clarify what "on-line" means e.g. by telephone or "Skype". If undertaken "online" how will the participant be managed if he/she becomes distressed (see paragraph 3 under " risks to the participant" in the Explanatory Statement).

26/04/2018 10:53

Please upload a copy of the Explanatory Statement(s). If you have multiple documents for different groups of participants, please clearly

*B13 -Please include in your explanatory statements under the heading 'storage of data' the location and security arrangements for any hard copy data.

20/04/2018 15:35

Please also clearly distinguish between electronic and hard copy data in terms of its disposal.

Close

Benefits to Researchers

- One system for all clearances
- Simple/intuitive interface
- Pre populated fields (researchers, facilities, drop down lists etc..)
- Dynamic
- Document control
 - All application stored online (can't lose/delete)
 - Version control on attachments.
 - Ability to share applications with all involved.
 - Latest version is visible to all
 - Access to all previous submissions
- Always latest version
- Tracking progress/status.
- Shorter turnaround times.

Work Area

Home

226

Notifications

Create Folder

Delete Folder

Create Project

Delete Project

Duplicate Project

Transfer

Work Area

General

Notifications

226

Signatures

0

Transfers

0

Shared

3

Projects

Search Projects

Project Title	Project ID	Owner	Date Created	Date Modified	Transfer Status
	13511		12/04/2018 18:46	30/04/2018 21:05	
perceptions	13487		12/04/2018 16:43	19/04/2018 10:17	
	12841		09/03/2018 15:07	17/04/2018 16:27	
	12829		08/03/2018 20:58	26/04/2018 20:25	
	12828		08/03/2018 20:55	22/04/2018 16:44	
	12823		08/03/2018 20:30	19/04/2018 10:28	
	12821		08/03/2018 20:25	30/04/2018 17:42	
	12820		08/03/2018 20:19	19/04/2018 10:30	
	12819		08/03/2018 20:13	19/04/2018 10:32	
	12818		08/03/2018 20:08	30/04/2018 12:25	
			08/02/2018	21/04/2018	

Notifications



Search

Start

End

Display

100 notifications

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

Search

	Message	Attachment	Project Short Title	Time	
<input type="checkbox"/>	✓ Correspondence received	None		30/04/2018	✕
<input type="checkbox"/>	✓ Your application has been approved. Please check the project correspondence tab for the terms of approval and further d...			30/04/2018	✕
<input type="checkbox"/>	✓ Low Risk submitted.	None		30/04/2018	✕
<input type="checkbox"/>	✓ Correspondence received	None		30/04/2018	✕
<input type="checkbox"/>	✓ An amendment has been approved.	None		30/04/2018	✕
<input type="checkbox"/>	✓ Your application has been reviewed and further information is required. Please address the queries showing under the "Re...			26/04/2018	✕
<input type="checkbox"/>	✓ Correspondence received	None		26/04/2018	✕
<input type="checkbox"/>	✓ Your application has been approved. Please check the project correspondence tab for the terms of approval and further d...			26/04/2018	✕
<input type="checkbox"/>	✓ Your application has been reviewed and further information is required. Please address the queries showing under the "Re...			23/04/2018	✕
<input type="checkbox"/>	✓ Low Risk submitted.	None		23/04/2018	✕
<input type="checkbox"/>	✓ Low Risk submitted.	None		23/04/2018	✕
<input type="checkbox"/>	✓ Thank you for submitting a report / adverse event. The information has been noted. If this was a final report, please n...	None		23/04/2018	✕
<input type="checkbox"/>	✓ Thank you for submitting a report / adverse event. The information has been noted. If this was a final report, please n...	None		23/04/2018	✕
<input type="checkbox"/>	✓ Your application has been reviewed and further information is required. Please address the queries showing under the "Re...			23/04/2018	✕
<input type="checkbox"/>	✓ Correspondence received	None		23/04/2018	✕
<input type="checkbox"/>	✓ Your Indigenous tertiary students' experience of studying psychology has been upgraded	None		23/04/2018	✕
<input type="checkbox"/>	✓ Your Why do older mature-aged students chose to return to study at university? has been upgraded	None		23/04/2018	✕

Documents

Type	Document Name	File Name	Version Date	Version	Size	View
Questionnaires / Surveys	REVISED INSTRUMENT- July-2017	REVISED INSTRUMENT- July-2017.docx	27/07/2017	1	19.1 KB	Download
Supporting Documentation	Participant_recruitment_ADVERT1	Participant_recruitment_ADVERT1.docx	08/02/2016	1	13.9 KB	Download
Explanatory Statement	Explanatory Statement-consent-form 5April18	Explanatory Statement-consent-form 5April18.docx	05/04/2018	2	55.8 KB	Download
Consent Form	Explanatory Statement-consent-form 5April18	Explanatory Statement-consent-form 5April18.docx	05/04/2018	2	55.9 KB	Download
Explanatory Statement	Explanatory Statement-consent-form 18April18	Explanatory Statement-consent-form 18April18.docx	18/04/2018	3	56.4 KB	Download
Supporting Documentation	Participant_recruitment_ADVERT1 18April18	Participant_recruitment_ADVERT1 18April18.docx	18/04/2018	2	14.9 KB	Download
Supporting Documentation	Participant_recruitment_ADVERT1 20April18	Participant_recruitment_ADVERT1 20April18.docx	20/04/2018	3	15.1 KB	Download

[Download All as Pdf](#)

Community Music Facilitators' Training Needs

Project Tree ▾

Human Ethics Application Form

Form Status	Review Reference	Application Type	Date Modified
Not Submitted	N/A	N/A	30/04/2018 21:05

Project Tree ▾

Human Ethics - Other HREC

Form Status	Review Reference	Application Type	Date Modified
Further Information Required	N/A	Human Ethics Other HREC	16/04/2018 21:14


Project Tree ▾


Human Ethics Application Form


Form Status	Review Reference	Application Type	Date Modified
Approved	2017-11677-15521	Human Ethics Low Risk	06/12/2017 14:17

Responding to review comments


Actions ▾



Project


Create Form


Create Sub-form

13
Reviewer Comments


Share


Print


Correspond

Overall Reviewer Panel Comments

Comment	Date Added	Submission	Show Previous Comments <input checked="" type="checkbox"/>
A5: The information about the researchers does not match the listed investigators. Please amend and add Mr Ogunde as an investigator and/or provide information about [REDACTED].	02/03/2018 at 09:16 AM	Submission 1	
A22: As you propose to recruit through UK and NZ universities, please ensure that any requirements of local ethics committees have been met prior to the commencement of the study. You are not required to provide any documents/proof to MUHREC.	06/03/2018 at 09:28 AM	Submission 1	
B8: As first year students may be under 18 you will need to exclude any who are under 18. Please amend your response to section B8 and address any subsequent questions that appear.	02/03/2018 at 09:39 AM	Submission 1	
B6: Recruitment is occurring in UK and NZ therefore please amend your response to section B6 and address any subsequent questions that appear.	02/03/2018 at 09:39 AM	Submission 1	

Participant Details

B5 Is there a pre-existing (unequal) relationship between anyone involved in recruiting and/or collecting data and anyone from any of the participant groups?
e.g. teachers/students, health care providers/patients.

- ☒ Yes
☐ No

Describe the nature of the relationship, and explain what special precautions will preserve the rights of such people to decline to participate or to withdraw from participation once the research has begun.

Some students on units taught by researchers. No data will be collected by the teachers nor will the teachers be present when data is collected. The right to opt out will be made clear to all participants.

B6 Does this research involve people in countries other than Australia?

- ☒ Yes
☐ No

Please indicate in which countries data collection will occur.

UK and New Zealand

Responses to HREC

Work Area >

Actions ▾

Timeline

16

Panel Comments

Print

15

Changes

Documents

0

Form Comments

Changes

Please list all the co-investigators involved.

A5 Briefly outline the experience and qualifications of the research team that are necessary for the conduct of this research.

A10 Please outline the risks involved in this research and clarify how participation will result in nothing more than discomfort.

B8 Do you have any criteria for exclusion from any of the participant groups listed in B1 above?

Please list the relevant groups and describe and justify this exclusion.

Please indicate in which countries data collection will occur.

B6 Does this research involve people in countries other than Australia?

B5 Is there a pre-existing (unequal) relationship between anyone involved in recruiting and/or collecting data and anyone from any of the participant groups? Describe the nature of the relationship, and explain what special precautions will preserve the rights of such people to decline to participate or to withdraw from participation once the research has begun.

Please upload a copy of the Explanatory Statement(s). If you have multiple documents for different groups of participants, please clearly label each Explanatory Statement for ease of reference. To upload more than one document, click the "Upload Document".

Please attach a copy of the Consent Form(s). If you are using multiple forms, please ensure you clearly label each document. To upload more than one

Close

Yes

No

Describe the nature of the relationship, and explain what special precautions will preserve the rights of such people to decline to participate or to withdraw from participation once the research has begun.

Some students on units taught by researchers. No data will be collected by the teachers nor will the teachers be present when data is collected. The right to opt out will be made clear to all participants.

B6 Does this research involve people in countries other than Australia?

Yes

No

Please indicate in which countries data collection will occur.

UK and New Zealand

B7 Do any of the participant groups listed in B1 have any cultural needs?

Yes

No

B8 Do you have any criteria for exclusion from any of the participant groups listed in B1 above?

Yes

No

Please list the relevant groups and describe and justify this exclusion.

Group (as listed in B1)

First year undergraduates


Exclusion criteria

Those under 18 years of age will be excluded.

C6 How much time are you asking of participants and when will the time be required?

E.g. 30 min after class

The study requires about 1520-30 minutes of participants time to complete the questionnaire survey at a convenient time either before or after a lesson. Also for interview participants the study requires between 1520-30 minutes time of the participant at a time that is convenient.



MONASH

University

Record retention

- Monash Records Management Office assessed and passed ERM against the Public Records Office requirements
- Transition from printing all applications and associated records including all communications and filing.
- Moved to electronic filing of all applications and associated records including all communications and filing
- Now, everything is contained within ERM.
- Previously researchers had no access to centrally stored files

Authorised Version No. 041

Public Records Act 1973

No. 8418 of 1973

Authorised Version incorporating amendments as at
15 October 2014

Reporting

Application Advanced Report

Applications Approved

Filter fields

+ Add Filter

✕ Editable

Timeline Recorded Date

▼

Date In

▼

12/07/2016

31/12/2016

✕

✕ Editable

Timeline Event Title

▼

is

▼

Assign to Meeting
Change Application Type
Change document status
Check Comments with Chair

✕

Data fields

All Field Groups

Search Fields...

Field Name	Group Name
<div><div>+</div>Meeting Reference</div>	Meeting Information
<div><div>+</div>Meeting Name</div>	Meeting Information
<div><div>+</div>Meeting Type</div>	Meeting Information
<div><div>+</div>Meeting Committee Name</div>	Meeting Information
<div><div>+</div>Meeting Start Date</div>	Meeting Information
<div><div>+</div>Meeting End Date</div>	Meeting Information
<div><div>+</div>Meeting Submission Date</div>	Meeting Information
<div><div>+</div>Meeting Location</div>	Meeting Information
<div><div>+</div>Meeting Address1</div>	Meeting Information
<div><div>+</div>Meeting Post Code</div>	Meeting Information

Showing 1 to 10 of 528 entries

First Previous 1 2 3 4 5 Next Last

Preview data fields

Review Reference ✕	HE - Project Title ✕ CSV ✕	HE- First Name ✕ CSV ✕	HE - Surname ✕ CSV ✕	HE - Department ✕ CSV ✕	HE - Faculty ✕ CSV ✕	Timeline Recorded Date ✕ CSV ✕	Application Type ✕
Data	Data	Data	Data	Data	Data	Data	Data
Data	Data	Data	Data	Data	Data	Data	Data
Data	Data	Data	Data	Data	Data	Data	Data

Export Type

PDF HTML CSV Word API

Limitations

- Researcher
 - Track changes on applicant side.
 - Differentiation between form types
 - Visibility of Status / Form Type on the project list
 - Ability to communicate/comments on particular responses.
- Committee
 - Committee member tracking where they were up to.
 - Justification of changes
- Back Office
 - Coming up with more creative ideas on how to improve

Acknowledgement

Souheir Houssami

Manager Human Ethics

Eleni Filippidis

RTE eSolutions

