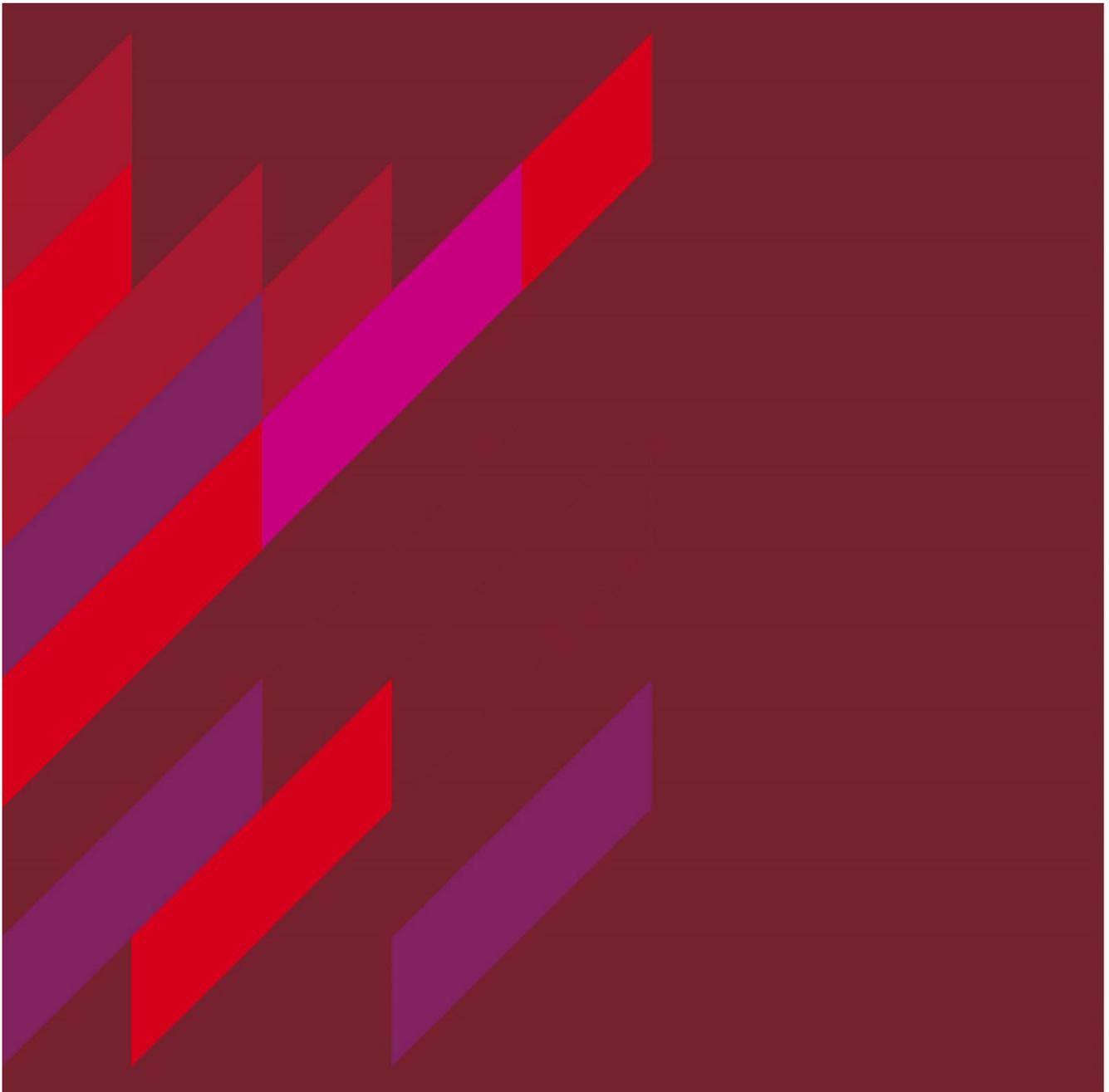




# FoRA: RISK ASSESSMENT APPLICANT GUIDE

Information and hints to help you complete the essential elements of the Risk Assessment (RA) section of the Human Research Ethics Application (HREA) in the Macquarie University Forms for Research Applications system (FoRA)

*Version Date: June 2024 V1*



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## For additional help:



For technical support, contact OneHelp:

+61 2 9850-HELP (4357)

[help@mq.edu.au](mailto:help@mq.edu.au)



For Human Research Ethics support,  
contact [ethics.secretariat@mq.edu.au](mailto:ethics.secretariat@mq.edu.au)

# RA APPLICANT GUIDE



## INTRODUCTION

The [National Statement on Ethical Conduct in Human Research \(2023\)](#) has been updated. One of the most significant changes is the new requirement that all human research must be reviewed for risk. This now includes research considered exempt from ethical review. To streamline this new process and create a one-stop form for all human research, the new Risk Assessment form AND the Data Management Plan have been integrated into the HREA (Human Research Ethics Application) form.

The Risk Assessment Section has two purposes:

1. To help researchers determine the **level of risk** of their research project
2. To provide a pathway for research that may be considered **Exempt** from ethics review

The Risk Assessment (RA) questions are organized into **5 sections** to identify any foreseeable risks, discomfort, or specific types of data associated with the research. Upon completing a section, if your project is determined to be "Low Risk" or "Greater than Low Risk," you will receive a pop-up statement informing you of the assessed risk level. In such cases, you will not need to complete the remaining RA sections and will be directed to the main HREA and integrated Data Management Plan (DMP) form for completion. If no determination is made, you will proceed to the next RA section. You will only complete all five sections if your answers indicate that your project is "Minimal Risk" and likely exempt from ethics review.

This guide focuses exclusively on the **Risk Assessment/Exempt Section**, which serves as the pre-filter questions to the HREA. It describes how an applicant creates, submits, and manages an application in FoRA, including:

- Creating, completing, signing, and submitting an application form
- Viewing reviewer comments
- Revising an application and responding to reviewer comments

For how to submit a **HREA application** go [here](#) for guide

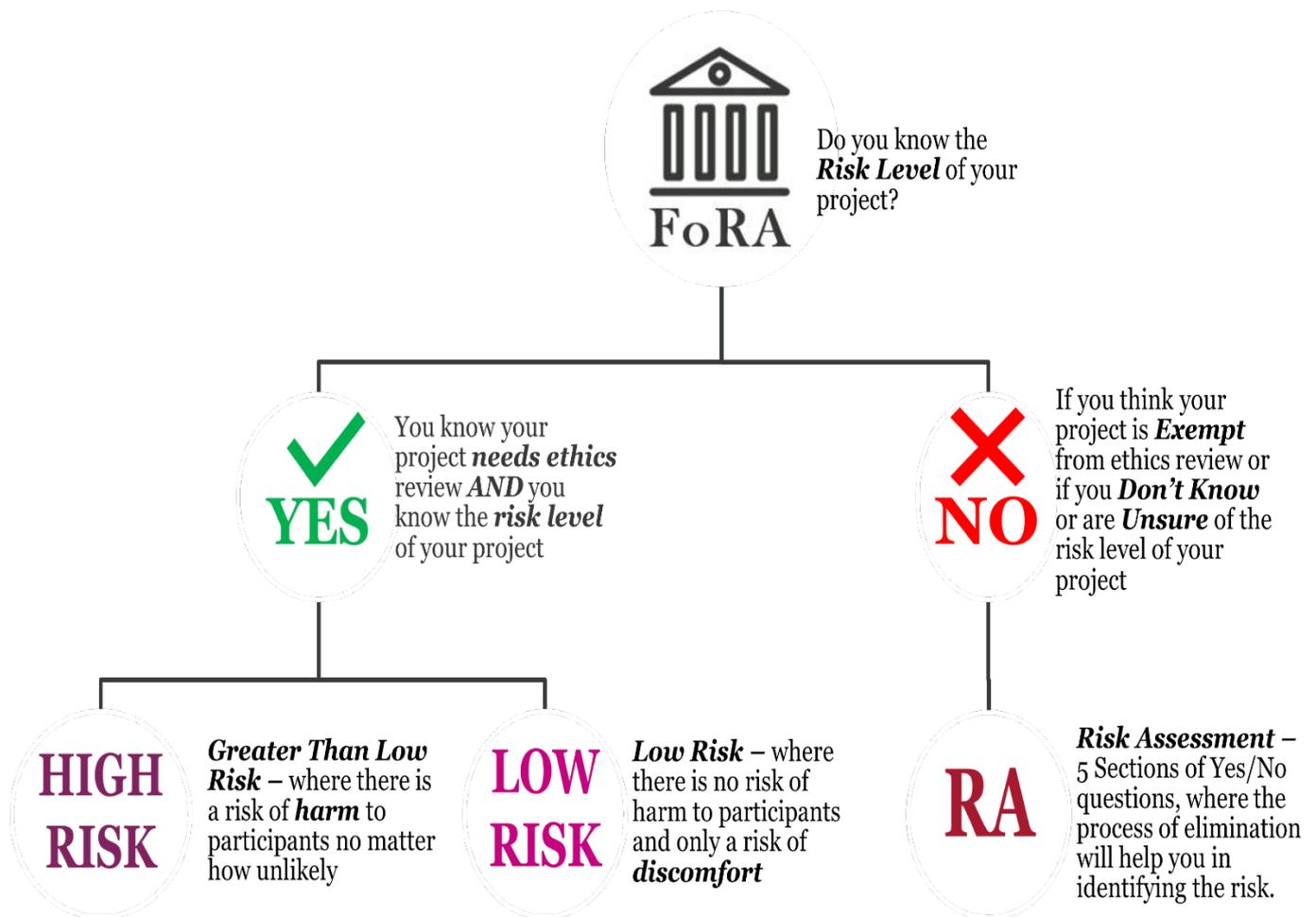
For how to submit the **DMP Section of the HREA** go [here](#) for guide.



## WHO SHOULD USE THIS GUIDE?

1. Anyone who is either *unsure* or *does not know* the **RISK LEVEL** of their research project
2. Anyone who believes their research is **EXEMPT** from ethics review

Use the below flow diagram to help you decide which pathway is appropriate for your research project. If your research is either “Low Risk” or “Greater than Low Risk” please refer to the [FoRA Applicant Guide-HREA](#) go here for guide for how to submit.





## IMPORTANT

- Google Chrome is the recommended web browser. Other web browsers are not supported, and the system may not function optimally on other browsers.
- A Macquarie University OneID is required to log in and access this system. To obtain a Macquarie University Sponsored OneID please contact the ethics secretariat [ethics.secretariat@mq.edu.au](mailto:ethics.secretariat@mq.edu.au) for access
- Any team member can create a new project. The person who creates the application has the role of Project Owner (Chief/Primary Investigator) and the Form Owner (form creator). Please note the project owner can also be the form owner. Project/Form Owners can share the project with other team members and determine which permissions (actions) are given to other team members.
- Only Project Owners and Form Owners can action any system alerts. System alerts are messages from the system such as *system updates* or *form updates* and are displayed at the top of each application.
- Please use the form called 'HREA'. The Risk Assessment form is integrated as pre filter questions to the HREA
- The RA filter questions sections of the HREA form uses skip logic. Some sections and questions on the form will only be activated from the response to a previous question.
- Documents uploaded to the application form can only be in Word or pdf format.
- There are two sides to the system the Review side (for the Ethics Secretariat and Ethics Committee) and the Applicant side (for the Applicant and collaborators). Applications submitted to the Review side of the system will be locked on submission and cannot be further edited until the application is returned to the applicant by the Ethics Secretariat.

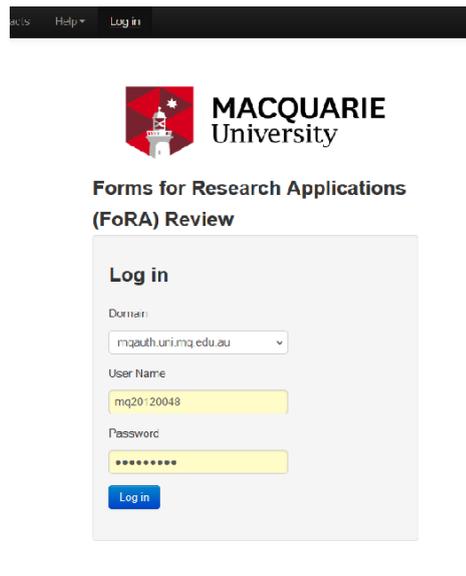
# PART 1: USING THE FORMS FOR RESEARCH APPLICATIONS PLATFORM (FoRA)

## LOGGING INTO FORA

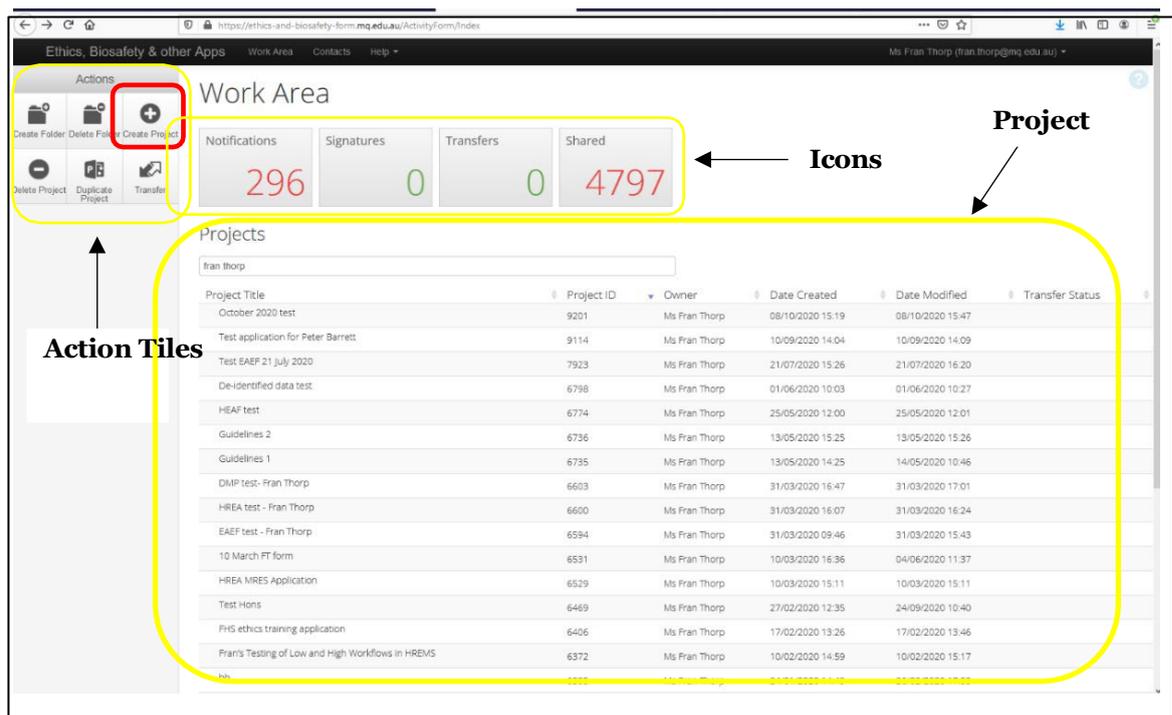
Log-in to the Applicant side of FoRA via the following URL: <https://fora-form.mq.edu.au/>

**Username:** MQ OneID

**Password:** MQ OneID password



Once logged in your **Work Area** will look like this:

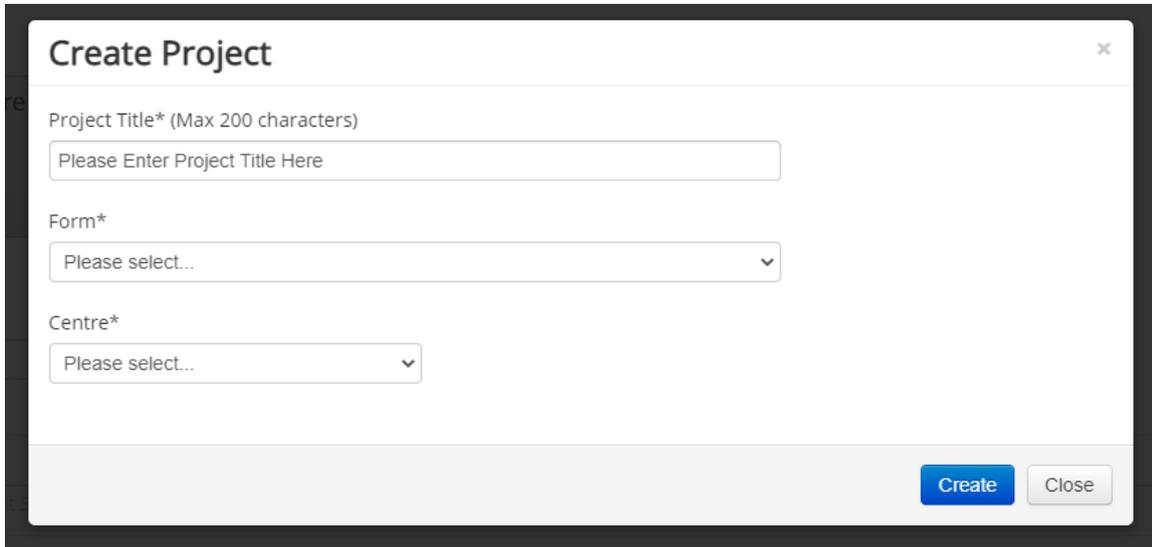


The **Work Area** consists of the following features:

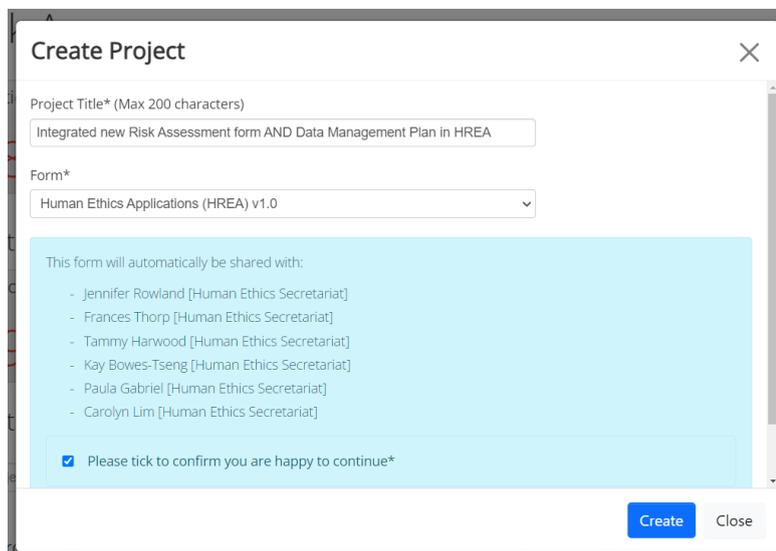
- **Action tiles:** Lists the actions that can be performed, e.g. creating new projects, and creating folders to organise multiple projects (applications).
  
- **Icons:** (top of the Work Area):
  - **Notifications:** Contains in-system automated messages from the system on the progress of the applications in the Projects list
  - **Signatures:** Indicates if there are any applications that require the Chief Investigator's signature
  - **Transfers:** Enables the current Project Owner and Form Owner to transfer the project to another person
  - **Shared:** Lists who the Project Owner and Form Owner has shared the project with
  
- **Projects:** Displays the list of projects that you have access to.

## CREATING A NEW PROJECT

Click on the Action tile  **Create Project** in the Work Area. The following Create Project screen will appear:



Complete the **Project Title** field and for **Form** select from the drop-down list, Human Ethics Applications **HREA**



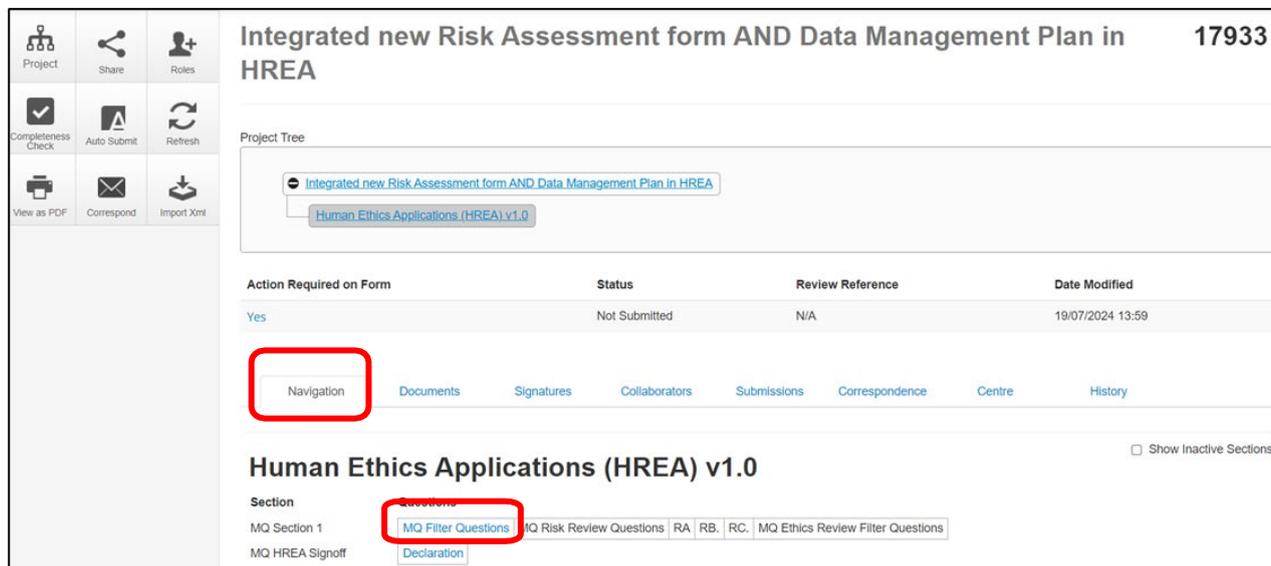
A pop up will advise you that the form will be shared with a list of people (all members of the Ethics Secretariat Team).

**Tick** the confirmation box.

Click on the blue **Create** button.

## COMPLETING THE MQ FILTER QUESTION SECTION

Once the form has been created it will be displayed in the **Navigation** tab. Not all the sections of the application will be displayed at first, as some sections are inactive.



The screenshot displays the 'Integrated new Risk Assessment form AND Data Management Plan in HREA' interface. The top right shows the application ID '17933'. The left sidebar contains navigation icons for Project, Share, Roles, Completeness Check, Auto Submit, Refresh, View as PDF, Correspond, and Import Xml. The main content area shows a 'Project Tree' with a tree view containing 'Integrated new Risk Assessment form AND Data Management Plan in HREA' and 'Human Ethics Applications (HREA) v1.0'. Below the tree is a table with columns: Action Required on Form, Status, Review Reference, and Date Modified. The table has one row with values: Yes, Not Submitted, N/A, and 19/07/2024 13:59. Below the table is a navigation bar with tabs: Navigation (highlighted with a red box), Documents, Signatures, Collaborators, Submissions, Correspondence, Centre, and History. Below the navigation bar is the 'Human Ethics Applications (HREA) v1.0' section, which includes a 'Section' list with 'MQ Section 1' and 'MQ HREA Signoff'. The 'MQ Section 1' section is expanded to show 'MQ Filter Questions' (highlighted with a red box), 'MQ Risk Review Questions', 'RA', 'RB', 'RC', and 'MQ Ethics Review Filter Questions'. A 'Declaration' link is also visible below the 'MQ Filter Questions' link. A 'Show Inactive Sections' checkbox is located in the top right of the section header.

The inactive sections are in black and will be activated in response to your answer to a previous question (skip logic). The blue sections contain links and will open if clicked on.

To activate the other sections of the form, click on **MQ Filter Questions** and complete the **Application Purpose**.

If this is a new application, then select **New application** and **complete the Project Title field**.

Search and add the **Chief Investigator (CI)** for the project.

**Note:** There should be only one Chief Investigator (CI) listed on the project. The CI must be a continuing MQ staff member, Students cannot be a CI. For student projects, the CI must be the Macquarie University primary supervisor and the students should be listed as Co-Investigators.

The Chief Investigator (CI) can only be added by clicking in the **Search User** text box, and searching for using the Chief Investigators name and MQ email address.

**Application Purpose**

0.1 Please identify the purpose of this application

New application  
 Amendment request

---

**Project Title and CI**

0.3 Project Title (Short Version)

Integrated new Risk Assessment form AND Data Management Plan in HREA

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0.4 Please input the Chief Investigator for this project

ethics

- HEthics Faculty(hethics faculty@mq.edu.au)**
- HEthics Faculty 2(hethics faculty1@mq.edu.au)
- HEthics Faculty Committee(hethics facultycommittee@mq.edu.au)
- HEthics Faculty Committee 2(hethics facultycommittee2@mq.edu.au)
- HEthics Secretariat(hethics secretariat@mq.edu.au)
- HEthics Secretariat2(hethics secretariat2@mq.edu.au)

Select the relevant Chief Investigators email address and their information will automatically populate for you.

0.4 Please input the Chief Investigator for this project

Search User

Title

MR

First Name

HEthics

Surname

Secretariat

Department

Faculty

Faculty of Medicine and Health Sciences

One ID

MQ20184529

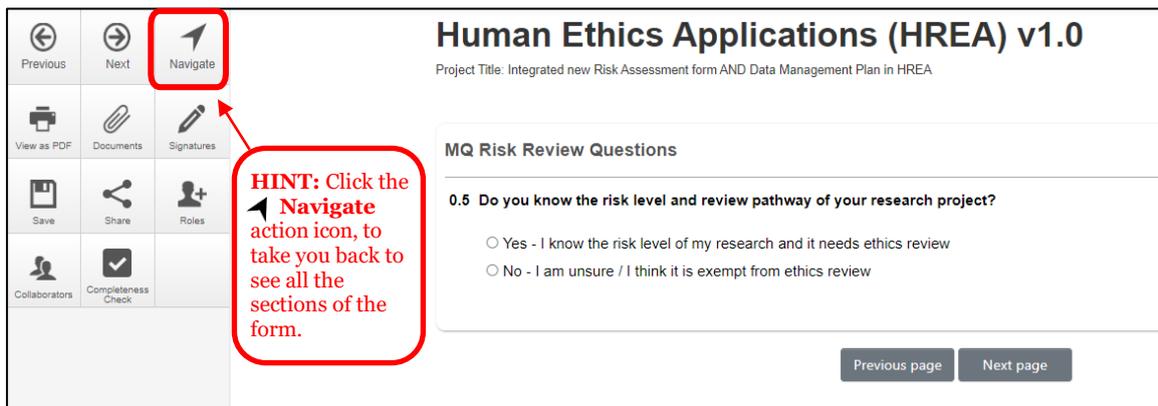
Telephone

Email

hethics secretariat@mq.edu.au

After completing this section, click **'Next Page'** or the  icon in the Action Tile section

This unlocks the inactive **MQ Risk Review Questions** to complete.



The **MQ Risk Assessment Section** will evaluate whether the research involves foreseeable harms, even if unlikely, vulnerable groups, or specific topics as outlined in the National Statement. It will also consider any foreseeable "discomforts" to participants. This assessment will help determine the level of risk for your project.

The first question you will be asked in the MQ Risk Review Questions is: **Do you know the risk level and review pathway of your project?**

**MQ Risk Review Questions**

**0.5 Do you know the risk level and review pathway of your research project?**

Yes - I know the risk level of my research and it needs ethics review

No - I am unsure / I think it is exempt from ethics review

Previous page Next page

If you know the level of risk (**Low Risk** or **Greater than Low Risk**) for your project, select **"Yes – I know the risk level of my research and it needs ethics review"**.

At this stage, you no longer need to complete the remaining Risk Assessment Sections. You will be directed to the **MQ Ethics Review Filter Questions**. Since you have indicated you know the risk pathway, choose one of the two options provided:

1. Low Risk
2. Greater than Low Risk

Select the appropriate risk review pathway for your project and click  
**‘Next Page’** to continue to the **MQ Ethics Review Filter Questions**.

**MQ Ethics Review Filter Questions** 0

---

**0.6 Under which review pathway are you intending to submit this application? (Please do not change the risk level of your application when making an amendment. A change in the risk level will cause a significant delay to the review time).** +

Low Risk

Greater than Low Risk

If you are continuing on the “**Know my Risk**” pathway please refer to the [FoRA Applicant Guide-HREA](#) On how to submit a HREA

## COMPLETING THE MQ RISK ASSESSMENT FILTER SECTION

If you are unsure of the risk level of or believe it may be exempt from ethics review, select **"No"**. The system will provide further information about the risk assessment section.

- If you are **unsure** or **don't know** the risk level or you think your research is **Exempt** from ethics review: **select No**.
  - You will be taken into the first set of Risk Assessment question sections.

The **MQ Risk Assessment Questions** section is divided into three steps: RA, RB, and RC. Based on the responses to these questions, some sections may not be relevant or necessary to complete.

### MQ Risk Review Questions

0.5 Do you know the risk level and review pathway of your research project?

Yes - I know the risk level of my research and it needs ethics review

No - I am unsure / I think it is exempt from ethics review

**Human Research Risk Assessment Form**  
All research involving humans must undergo a thorough risk assessment to evaluate potential research related risks to participants. The appropriate level of ethics review of a project is determined in accordance with the [National Statement on Ethical Conduct in Human Research](#) which identifies a continuum of risk

Lower Risk		Higher Risk (Individual, group, community, societal or global)	
Minimal	Low	Greater than low	High
No risk of harm or discomfort; potential for minor burden or inconvenience	No risk of harm; risk of discomfort (+/- foreseeable burden)	Risk of harm (+/- foreseeable burden)	Risk of significant harm (+/- foreseeable burden)

Diagram illustrating the risk assessment continuum and pathways:

- Minimal and Low risks are grouped under "Exempt? or Low-risk Pathway".
- Greater than low and High risks are grouped under "Greater than low-risk Pathway".

This section of the HREA will guide you through the process of reviewing the risk of your project. Identifying the level of risk associated with your project requires 3 steps:  
Step RA: Identifying any reasonably foreseeable harms for participants due to the research ('Higher risk')  
Step RB: Identifying any discomfort for participants ('Lower risk')  
Step RC: Identifying research that may be exempt from review.  
Need assistance? If you need assistance using this form or arriving at an assessment, please contact [ethics.secretariat@mq.edu.au](mailto:ethics.secretariat@mq.edu.au)

Previous page Next page

Click **"Next"**.

The **MQ Risk Review Questions** are primarily **"Yes"** or **"No"** selections or single preference selection from a list of choices. If you are not sure of your response the best practice is to err on the side of caution and identify a higher level of risk if it's a 'close call'. Please note: If your response

opens a text box, please provide the required information.

The risk assessment section will provide real time advice based on your responses to the questions. Risk assessment advice will be displayed at the bottom of the screen in **red** for you to follow.

RA1. Does the research involve certain foreseeable harms even if unlikely? Please indicate yes or no.

RA 1.1 Physical harm, including injury, illness, pain?

Yes  
 No

RA1.2 Psychological harm, including feelings of worthlessness, distress, guilt, anger or fear-related?

Yes  
 No

RA1.3 Devaluation of personal worth, including being humiliated, manipulated or in other ways treated disrespectfully or unjustly?

Yes  
 No

RA1.4 Social harm, including damage to social networks or relationships with others; discrimination in access to benefits, services, employment or insurance; social stigmatisation and findings of previously unknown paternity status?

Yes  
 No

RA 1.5 Economic harm, including direct or indirect costs on participants?

Yes  
 No

RA 1.6 Legal harm, including discovery and prosecution of criminal conduct?

Yes  
 No

RA 1.7 Other harm/s?

Yes  
 No

You have indicated that there is a potential risk of harm, therefore your review pathway is "Greater than Low Risk". Please click 'Next page' and tick the "Greater than Low Risk" option in question 0.6.

Previous page Next page

If there are no pop-up instructions, **click 'Next'** and continue to complete the next section until you are provided advice on which risk pathway to use.

The last step in the risk assessment form will identify if your study requires an ethics review, or if it is 'exempt'.

**RC. Assessment of Risk** 0

---

**RC.1 Research that may be exempt from review: Minimal risk research may be exempt from ethical review. Please refer to [National Statement Section 5.17 Data collection and privacy](#):**

Does the research involve the use of data where all personal identifiers have been removed prior to being received by the researchers and where the researcher

1. Will not attempt to re-identify people; and.
2. Will take reasonable steps to prevent re-identification and access by unauthorised people; and.
3. Sharing of research data will not create additional re-identification risks

Yes  
 No  
 NA

Previous page
Next page

Depending on your response to the questions in **RC. Assessment of Risk** section, it may trigger further questions to be answered, advise you to submit a low-risk ethics application, or a possible exemption from ethical review.

**RC. Assessment of Risk** 0

---

**RC.1 Research that may be exempt from review: Minimal risk research may be exempt from ethical review. Please refer to [National Statement Section 5.17 Data collection and privacy](#):**

Does the research involve the use of data where all personal identifiers have been removed prior to being received by the researchers and where the researcher

1. Will not attempt to re-identify people; and.
2. Will take reasonable steps to prevent re-identification and access by unauthorised people; and.
3. Sharing of research data will not create additional re-identification risks

Yes  
 No  
 NA

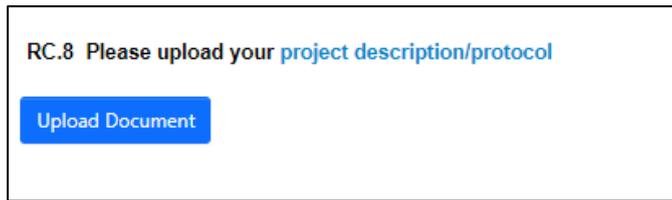
**RC.5 Based on your answers to the risk assessment questions your project may be exempt from ethical review. Do you agree with this assessment?**

Yes  
 No

Please complete Questions RC.6 and RC.7, and upload your project description and submit for review.

If an exemption is suggested, and you agree to this assessment, the system will provide advice in **red** on screen. This will trigger new questions to unlock which you will need to complete. If it has been determined your project is Exempt from ethics review you **MUST** upload a copy of your protocol or project description or it will be returned to you before it is reviewed.

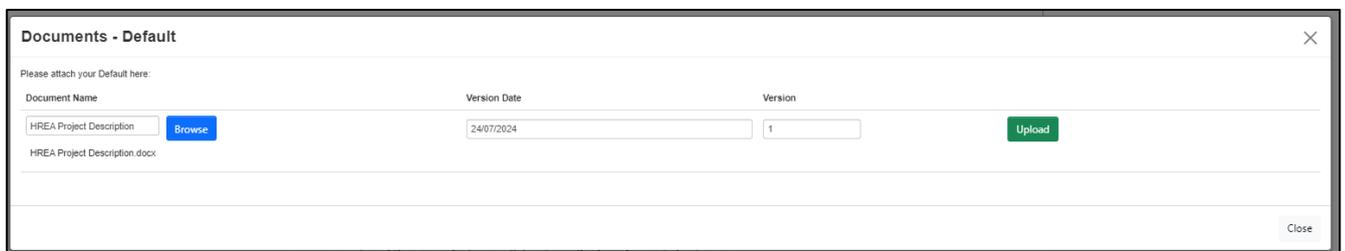
To upload the project description, click on the **Upload Document** button.



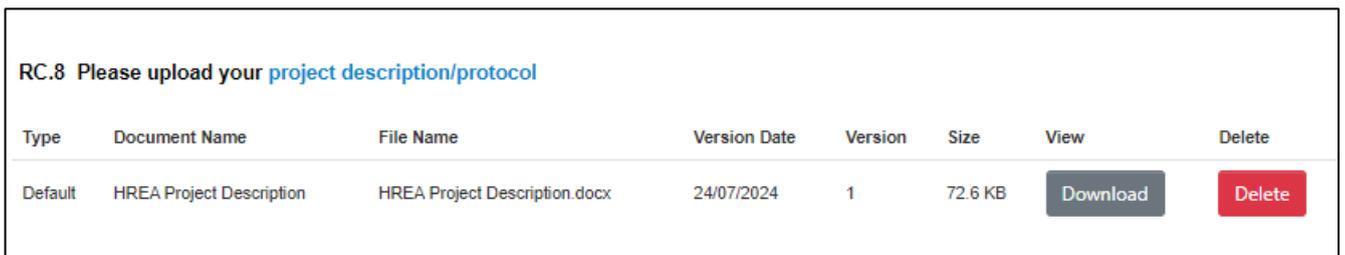
The following screen will appear (example below):

Click on the **Browse** button and select the project description/protocol.

Enter a **Version Date** and **Version number** and click on the **Upload** button.



Once the document is uploaded, the system will return you to the same screen where you can see the uploaded project description.



Select the tick box **'I agree'** and click **'Next'**

Please complete Questions RC.6 and RC.7, and upload your project description and submit for review.

RC.6 What is the Project Title (as presented in the Project Description/Protocol)? Minimise the use of acronyms where possible. Please keep the total number of characters below 2000 \* with same link out as per the HREA

RC.7 Provide a summary of the research project in non-technical language. \* This summary should provide the reviewers with an overview of the research aims, participants, methods and expected outcomes.

RC.8 Please upload your [project description/protocol](#)

Type	Document Name	File Name	Version Date	Version	Size	View	Delete
Default	HREA Project Description	HREA Project Description.docx	23/07/2024	1	72.6 KB	<a href="#">Download</a>	<a href="#">Delete</a>

RC.9 Declaration - This declaration must be completed by the Chief Investigator

You can upload evidence of the Chief Investigators' agreement to this declaration (e.g. a PDF of an email).

You can use the request signature feature to have the Chief Investigator complete their declaration within this application.

Upload any supporting documents and enter the relevant details before requesting electronic signatures/electronically signing the application as this will lock the form.

This system requires you to enter the names of members who are signing this application. You must also indicate how the member will be signing, and upload any signature documents prior to requesting any electronic signatures. The application will be locked (read only) once you have signed/requested electronic signatures."

I agree

[Previous page](#)

[Next page](#)

## RISK ASSESSMENT FORM SUBMISSION PROCESS

When you reach the Declaration section of the form, the CI will need to sign off here.

If you are the CI, select digital signature or upload other evidence option then click the Sign button.

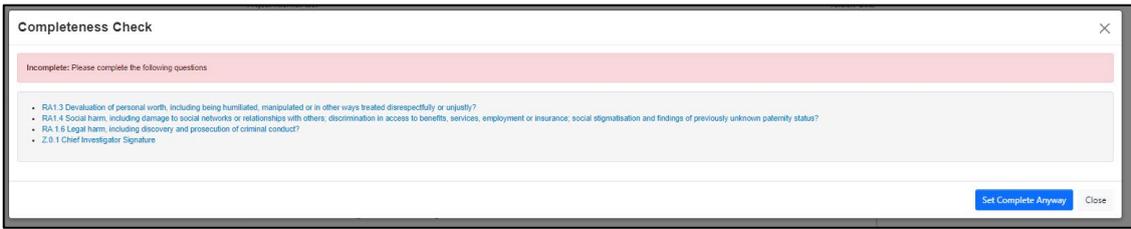
If you are not the CI, click **'Request signature'**.

The screenshot shows a web form titled "Declaration" with a help icon in the top right. The main heading is "Z.0 Chief Investigator Signature". Below this, it says "Chief Investigator/Researcher I certify that:" followed by a bulleted list of three items: "All information in this application and supporting documentation is correct and as complete as possible", "I have read and addressed in this application the requirements of the National Statement and any other relevant guidelines", and "I have familiarised myself with, considered and addressed in this application any relevant legislation, regulations, research guidelines and organisational policies". Below the list, a paragraph states: "All relevant financial and non-financial interests of the project team have been disclosed, and In the capacity of a supervisor, as applicable, I have reviewed this application and I will provide appropriate supervision to the student(s) in accordance with the arrangements specified in this application and those associated with the student's educational program." This is followed by the question "How will the Chief Investigator/Researcher agree to these terms?" and another bulleted list: "You can use the ERM 'request/sign' function to electronically sign this application.", "Select 'Upload other evidence' to upload and attach other evidence, such as an email.", "Select 'Sign after printing' if you intend to sign the HREA after it is printed (i.e. 'wet ink' signature). Electronic signature (in place of HREA 'sign on screen')", "Upload other evidence", and "Wet ink sign after printing". Below this list are two radio button options: "Digital Signature" (which is selected) and "Upload Document". Underneath these options is the heading "Z.0.1 Chief Investigator Signature" and two blue buttons: "Request Signature" and "Sign". At the bottom of the form are two grey buttons: "Previous page" and "Next page".

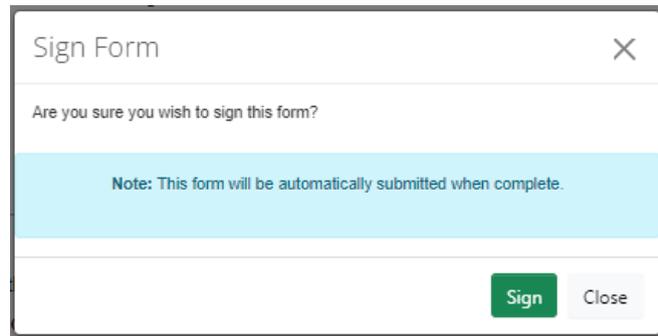
The system will do a **completeness check** to ensure that all the sections of the HREA form have been completed. Any sections that have not been completed will be presented in a list.

The screenshot shows a dialog box titled "Completeness Check" with a close button (X) in the top right corner. The main area of the dialog is a yellow bar with the text "Loading...: Checking form is complete...". At the bottom right of the dialog is a "Close" button.

Click on the **blue links** to go to the sections that need to be completed.

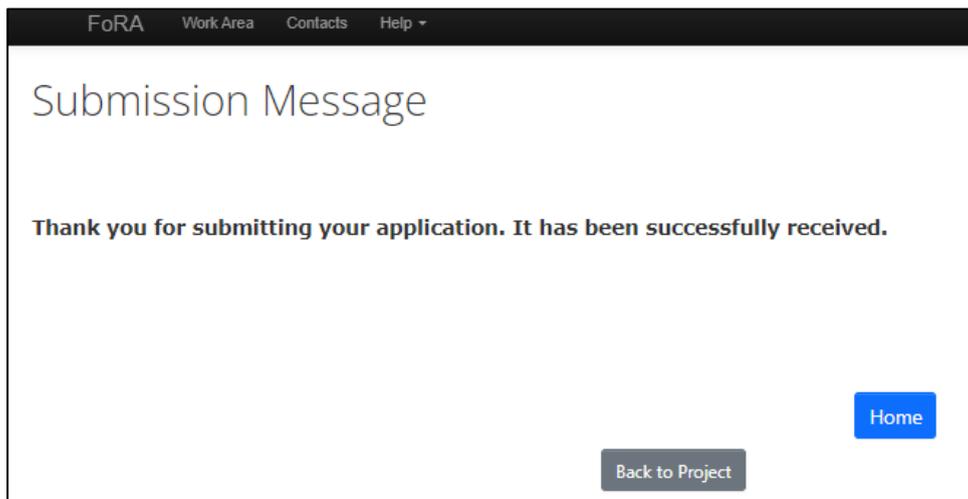


When all sections have been completed proceed to **Declaration** section and click on the blue **Sign** button again. The Sign Form will appear:



Click on the green '**Sign**' button.

The following submission screen will appear:



All submitted projects are placed in a queue before they appear in the **Review** side of the system. You can see if any action is required on the form, and the status of the submission

Once the project appears in the **Review** side of the system, the **Submission in Progress** will change to **Submitted**.

### Integrated new Risk Assessment form AND Data Management Plan in HREA

Project Tree

- Integrated new Risk Assessment form AND Data Management Plan in HREA
  - Human Ethics Applications (HREA) v1.0

Action Required on Form	Status	Review Reference	Date Modified
No	HE - New Application	520241793358426	24/07/2024 11:50

Navigation Documents Signatures Collaborators Submissions Correspondence Centre History

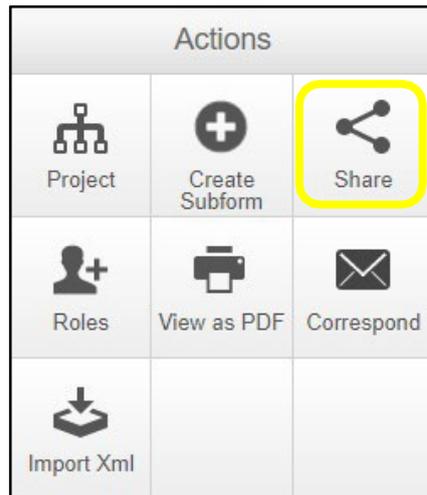
### Human Ethics Applications (HREA) v1.0 Show Inactive Sections

Section	Questions
MQ Section 1	<a href="#">MQ Filter Questions</a> <a href="#">MQ Risk Review Questions</a> <a href="#">RA</a> <a href="#">RB</a> <a href="#">RC</a> <a href="#">MQ Ethics Review Filter Questions</a>
MQ HREA Signoff	<a href="#">Declaration</a>

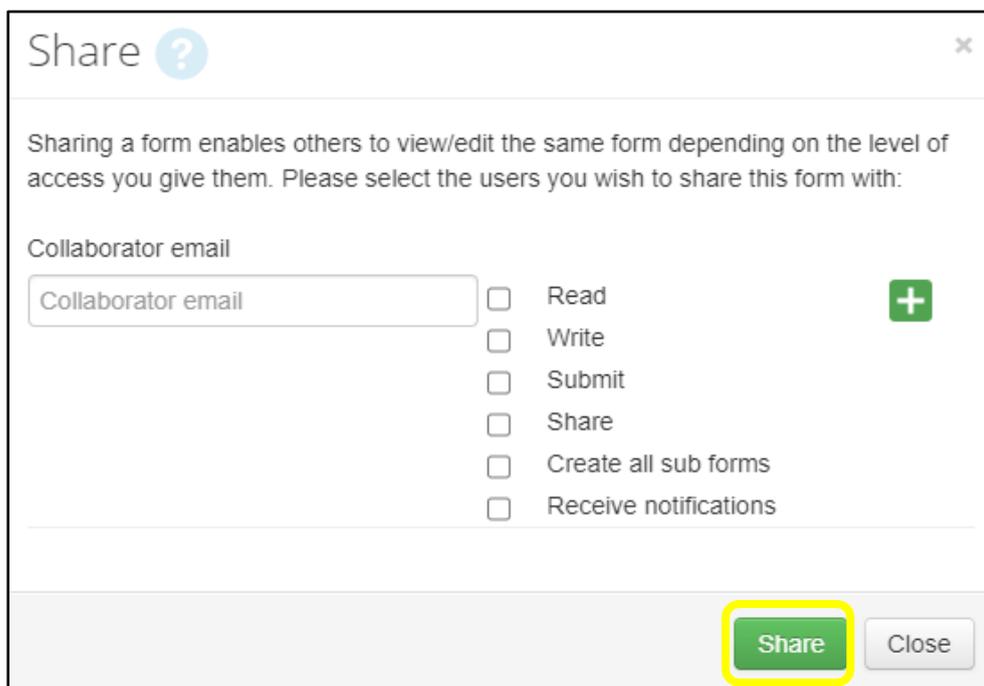
## SHARING A PROJECT WITH OTHER COLLABORATORS

The **Project Owner and Form Owner** is the role allocated to the person who creates a new project. A Project Owner and Form Owner can share a project with other team members, known as **Collaborators** in the system.

The Project Owner and Form Owner also choose what access permissions will be allocated to each collaborator. To share a project with another team member, click on the Action tile  **Share**.



The following will appear:



The image shows a "Share" dialog box with a title bar containing "Share" and a help icon. The main text reads: "Sharing a form enables others to view/edit the same form depending on the level of access you give them. Please select the users you wish to share this form with:". Below this is a section titled "Collaborator email" with a text input field containing "Collaborator email" and a green "+" button. To the right of the input field is a list of permissions, each with an unchecked checkbox: "Read", "Write", "Submit", "Share", "Create all sub forms", and "Receive notifications". At the bottom right of the dialog, there is a green "Share" button (highlighted with a yellow border) and a grey "Close" button.

Enter the collaborator's email address and select the access permissions for the collaborator from

the list provided. Click on the **Share** button.

To check that the project has been shared with the collaborator access the list of collaborators via the **Collaborator** tab. The access permissions for each person will be displayed.

The screenshot displays the 'HREA Applicant Guide Project' interface. At the top right, the project ID '9517' is shown. Below the title, there is a 'Project Tree' section with a dropdown arrow and a tree view containing 'HREA Applicant Guide Project' and 'HREA'. A table below shows project details:

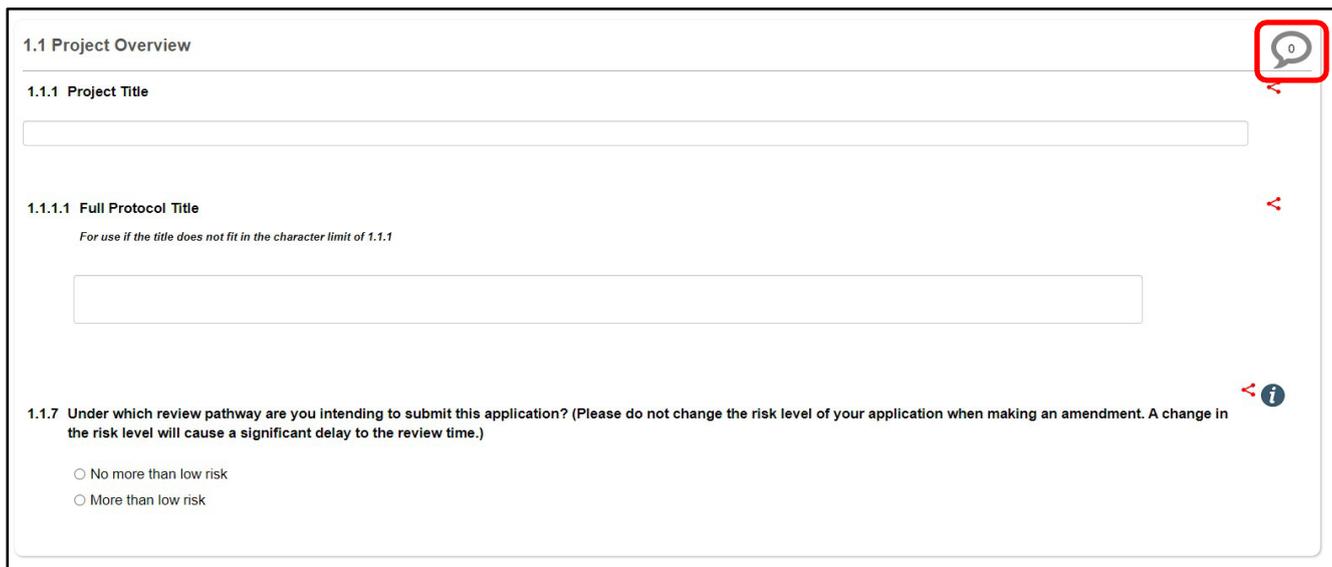
Action Required	Status	Review Reference	Date Modified
No	HE - Approved	52021951724408	02/02/2021 11:36

At the bottom, a navigation bar includes tabs for 'Navigation', 'Documents', 'Signatures', 'Collaborators' (highlighted with a red box), 'Submissions', 'Correspondence', 'Centre', and 'History'.

## ADDING COMMENTS FOR OTHER COLLABORATORS

The integrated HREA form enables all collaborators to communicate with each other about the responses to each section of the form.

To make comments in the form, select one of the form sections. Click on the  **Speech** bubble at the top right of the page.



1.1 Project Overview

1.1.1 Project Title

1.1.1.1 Full Protocol Title

*For use if the title does not fit in the character limit of 1.1.1*

1.1.7 Under which review pathway are you intending to submit this application? (Please do not change the risk level of your application when making an amendment. A change in the risk level will cause a significant delay to the review time.)

No more than low risk

More than low risk

The screenshot shows a form with several sections. A red box highlights a speech bubble icon in the top right corner of the form, indicating where to click to add comments.

The **Comments** screen will appear.



Comments +Add Comment

Note: No comments have yet been added to this application. (Not visible to reviewers)

Close

The screenshot shows a modal window titled "Comments +Add Comment". It contains a yellow note stating "No comments have yet been added to this application. (Not visible to reviewers)". A "Close" button is located in the bottom right corner.

Click on **Add Comment**. A comment box will appear.



Comments +Add Comment

Comment

Date Added

Owner

Now

You

Save Cancel

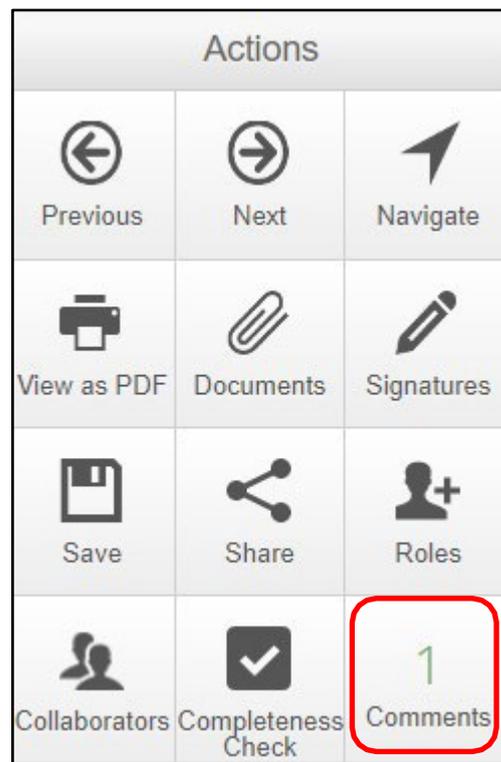
Close

The screenshot shows the same modal window as before, but now with a comment box. The comment box is highlighted with a red box. Below the comment box are "Save" and "Cancel" buttons. The "Date Added" and "Owner" columns are visible on the right side of the modal.

Enter the comment in the response box and click **Save**. Additional comments can be added by clicking on **Add Comment** again.

Click on the **Close** button to return to the form section.

The number of comments added to that section of the form will appear in the speech bubble and will also appear in the Comments action icon.

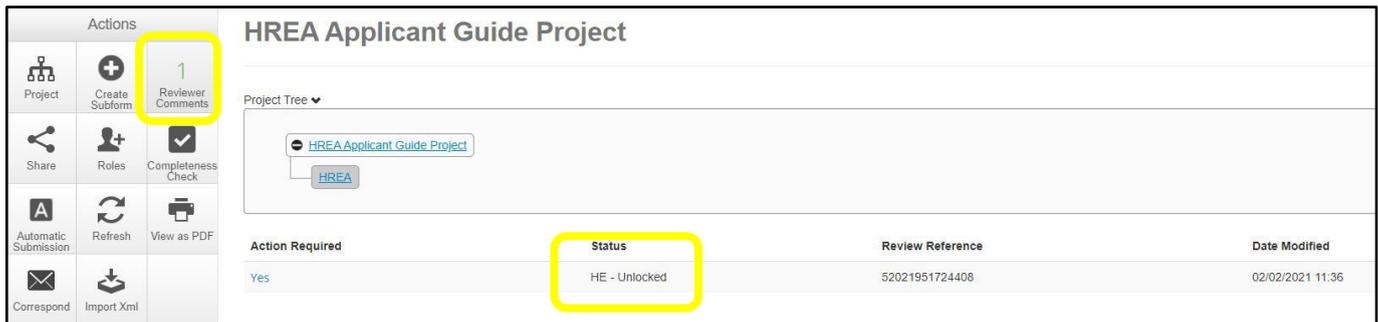


## ACCESSING REVIEWER COMMENTS

After the ethics committee has assessed the project, the Ethics Secretariat will add the reviewers' comments to the HREA form and return the project to the Applicant side of the system.

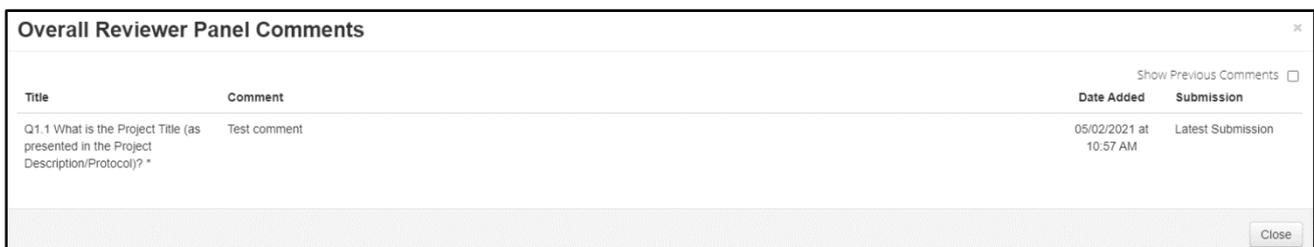
The Review Status of the project will be **Unlocked**.

To access the reviewers' comments, click on the **Reviewer Comments** action icon.



Action Required	Status	Review Reference	Date Modified
Yes	HE - Unlocked	52021951724408	02/02/2021 11:36

The **Overall Reviewer Panel Comments** screen will appear. This screen will list one or more reviewer comments.



Title	Comment	Date Added	Submission
Q1.1 What is the Project Title (as presented in the Project Description/Protocol)? *	Test comment	05/02/2021 at 10:57 AM	Latest Submission

The reviewer comment will also appear in a speech bubble at the top right-hand side of the relevant section. Click on the speech bubble on the left. (The speech bubble on the right contains comments on the project from team members).



**HREA**

Project Overview

Q1.1 What is the Project Title (as presented in the [Project Description/Protocol](#))? \*

- Minimise the use of acronyms where possible.
- Please keep the total number of characters below 2000.

Preparing your Response to the Reviewers Comments

**Your response will need to include:**

- A Word or pdf document directly addressing each of the Reviewers' comments should be uploaded to the uploads/attachments section of the form.
- A tracked and clean copy of all revised documents uploaded the uploads/attachments section of the form.
- Amendments (changes made directly on the application) to relevant sections of the form in line with the reviewers' comments.

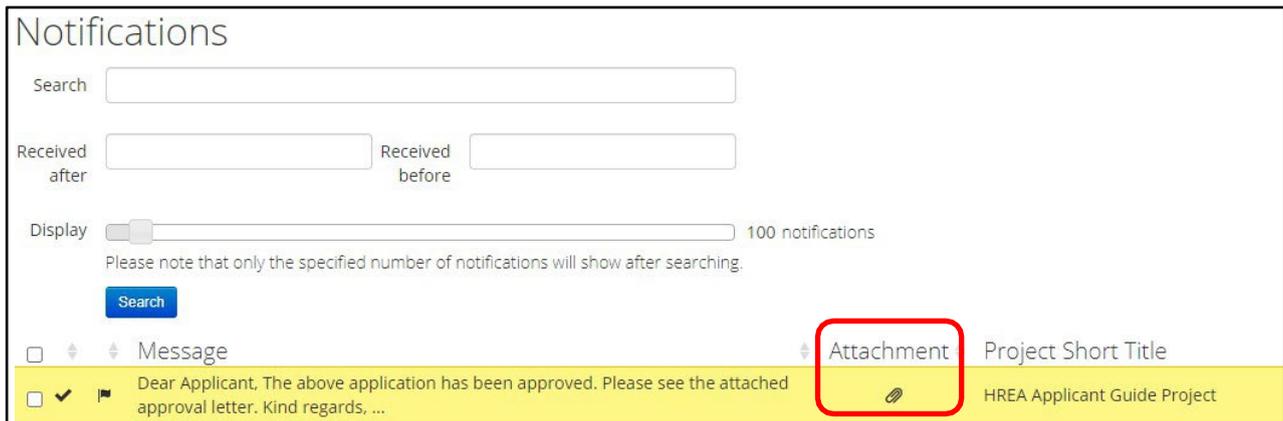
To amend a response in the form, click on the section of the form you wish to change. Click on the text box/question and edit the content or change the response from the options available in the section.

Click the **Save** action icon to save the response.

When the response is ready for review, please complete the signature process in the Declaration – CI/PI/LI section of the form. From here you will be able to submit the changes for review.

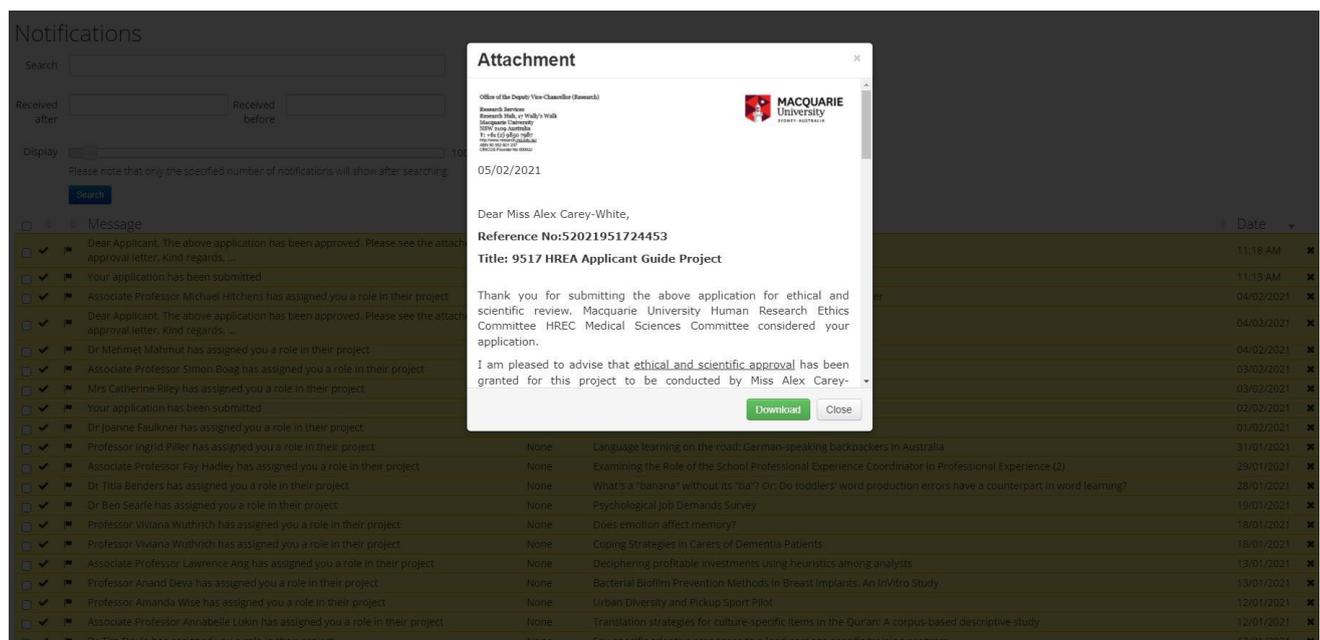
## ACCESSING THE APPROVAL LETTER

After your project has been assessed for risk and found to be Exempt from ethics review, FoRA will generate an approval letter to the Applicant side of the system. You will receive a notification that the application has been approved and you will receive an approval letter as an attachment via the Notifications tile in your Work Area.



The screenshot shows the 'Notifications' section of a system. It includes a search bar, filters for 'Received after' and 'Received before', and a 'Display' slider set to 100 notifications. A notification is displayed with a yellow background, containing the text: 'Dear Applicant, The above application has been approved. Please see the attached approval letter. Kind regards, ...'. To the right of the notification, there is an 'Attachment' label and a small paperclip icon, which is highlighted with a red circle. The notification also includes the project title 'HREA Applicant Guide Project'.

Click on the attachment symbol and the attachment will appear.



The screenshot shows the 'Notifications' interface with an 'Attachment' window open. The window displays the following information:

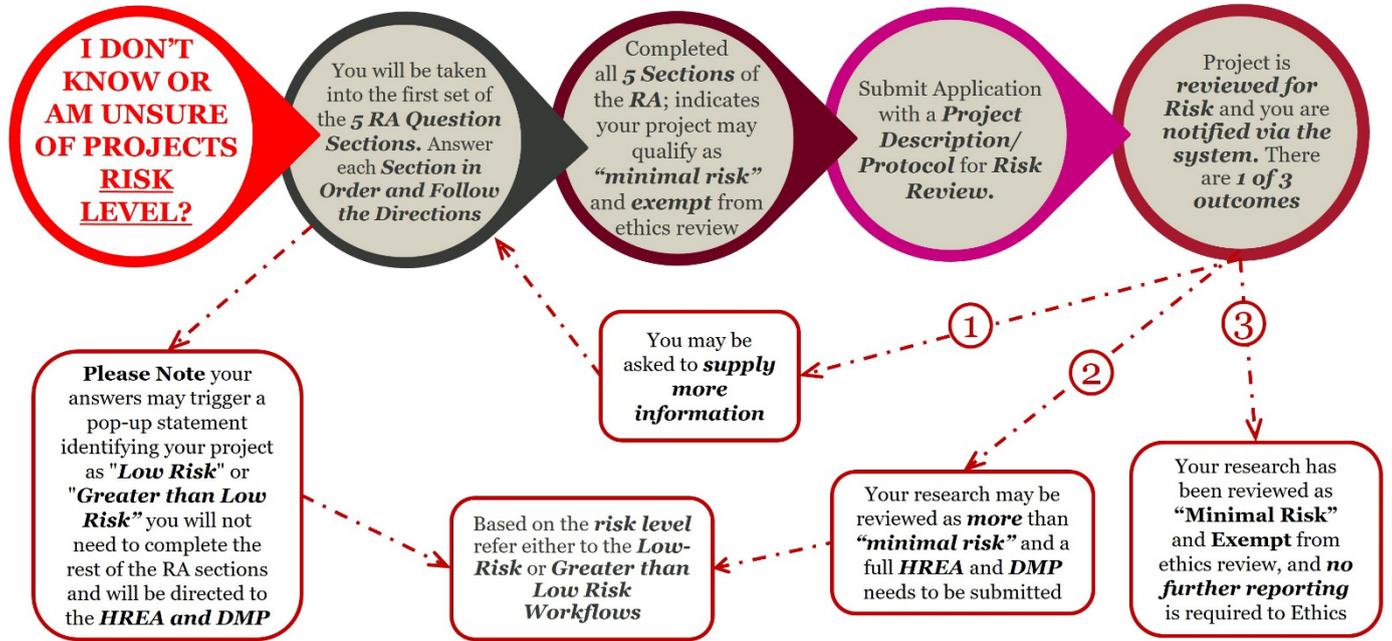
- Office of the Deputy Vice-Chancellor (Research)
- Research Services  
Research Hub, 17 Hally's Walk  
Macquarie University  
Sydney, NSW 2109  
T: +61 (0)2 9517 2445  
E: [fores@mq.edu.au](mailto:fores@mq.edu.au)  
<http://www.mq.edu.au/research>
- 05/02/2021
- Dear Miss Alex Carey-White,
- Reference No: 52021951724453
- Title: 9517 HREA Applicant Guide Project
- Thank you for submitting the above application for ethical and scientific review. Macquarie University Human Research Ethics Committee HREC Medical Sciences Committee considered your application.
- I am pleased to advise that ethical and scientific approval has been granted for this project to be conducted by Miss Alex Carey-

The window also features a 'Download' button and a 'Close' button. The background shows a list of notifications with columns for 'Message', 'Attachment', and 'Date'.

Download a copy of the approval letter by clicking the **Download** button.

# RISK ASSESSMENT REVIEW WORKFLOW

## Exempt and Risk Assessment Workflow



## PART 2: CONTACTS AND MORE INFORMATION

### HUMAN RESEARCH ETHICS TEAM



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02 9850 4459

### RESOURCES AND FURTHER INFORMATION

For access to the National Statement for the Ethical Conduct in Human Research click this link

<https://www.nhmrc.gov.au/about-us/publications/national-statement-ethical-conduct-human-research-2023>

For further information, resources, templates, and important dates please go to the MQ Human Ethics Website

<https://www.mq.edu.au/research/ethics-integrity-and-policies/ethics/human-ethics>

For more guides and FAQ's visit the MQ Human Ethics Wiki

[https://wiki.mq.edu.au/login.action?os\\_destination=%2Fpages%2Fviewpage.action%3FpageId%3D271189535](https://wiki.mq.edu.au/login.action?os_destination=%2Fpages%2Fviewpage.action%3FpageId%3D271189535)

For submitting an application go to the FoRA

<https://fora-form.mq.edu.au/ActivityForm/Index>

