
General User Guide For REMS

For FIAC User

Disclaimer: Kindly be aware that the screenshots utilised may pertain to a different committee within the system. Please substitute those with the corresponding committee you are a part of where necessary. It's important to note that the screenshots are provided for reference purposes only.

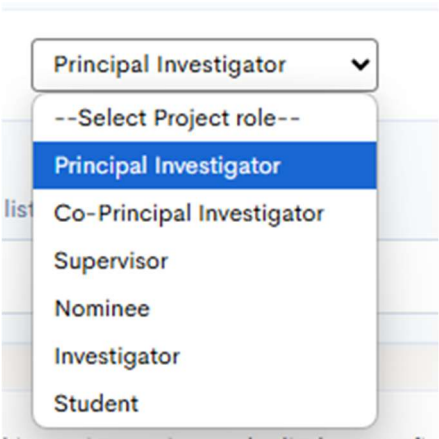
Table of Contents

System Terminologies	3
Accessing the REMS System	3
REMS Dashboard Overview.....	4
New User View	5
Existing User View	6
Submitting the FIAC Form	6
Creating a Project and Team	8
Option 1.....	8
Option 2.....	9
Create Project Screen.....	9
Create a Team Section	10
Accessing the Form	10
Edit the form	11
Completing the Form	12
Submitting the Form	13
Final Steps	14
Notifications and Email in REMS	15
Understanding Form Status	15
Final Outcomes.....	16
Approval Letters.....	19
Updating your profile in REMS.....	20

System Terminologies

Term	Definition
Principal Investigator	The person who creates and submits the form
Project	Equivalent to a form submission in REMS.
Project Members	Additional members you can add [not needed for FIAC forms.] <i>Please note that if the members are added to the team, they will be able to view the submissions made by you.</i>
Team Group	Created to manage and submit a form.

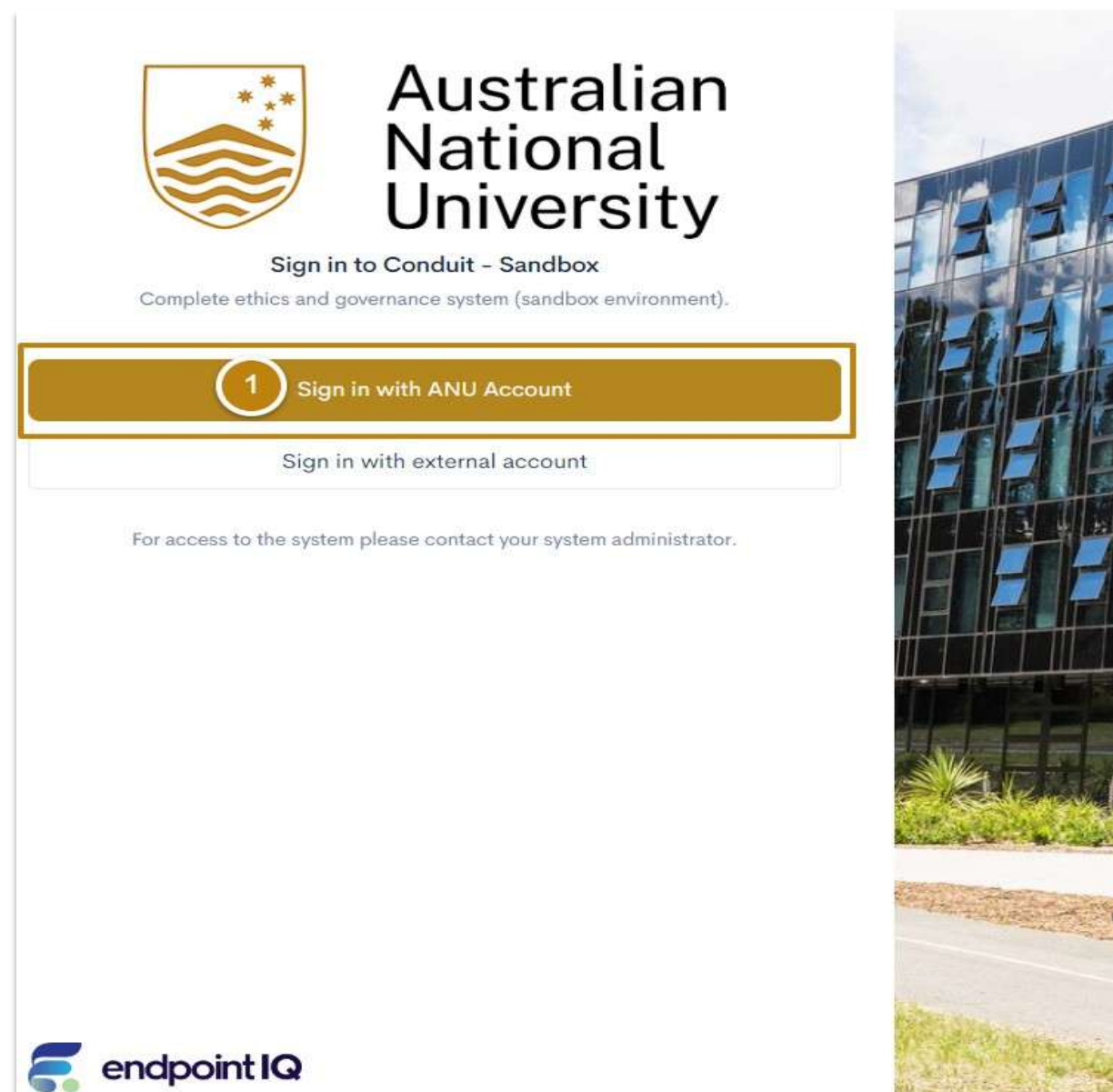
Note: Only the role of "Principal Investigator" is applicable for FIAC forms.



Accessing the REMS System

The FIAC form needs to be accessed and submitted from the system called Research Ethics Management System (REMS). To access the form, you will first need to log into the system.

RESEARCH ETHICS MANAGEMENT SYSTEM (REMS)



Access and log into REMS

In your browser, open the REMS log in page using URL:

<https://rems.anu.edu.au/>

1. Click on **Sign in with ANU Account** and you will be prompted to use SSO **or** enter your ANU user name and password.

REMS Dashboard Overview

New User View

Upon your first login, you will see:

REMS Dashboard Orientation for New User

The screenshot displays the REMS Dashboard for a new user. The interface is divided into three main sections, each highlighted with a yellow border and a number:

- 1. Navigation Panel (left hand side):** This panel includes the Australian National University logo, the text "ANU Research Ethics Management System", and a message stating "You are not assigned to any committees or teams". It also features a sidebar with links for "Profile", "Explore", "Help", and "Feedback".
- 2. Contacts Information (Centre of the dashboard):** This central section contains a search bar at the top. Below it, a "Hi e!" greeting is followed by "Important Information" regarding protocol initiation. It then provides instructions for three roles: "I am a Team Leader / Supervisor", "I want to be added to an existing team as a team member", and "I am a committee member", each with a "Contact" email address. It also includes an "Other" section for administrative access and contact information for the National Centre of Indigenous Genomics (NCIG) and Foreign Interference Arrangement Form Submissions.
- 3. Notification Panel (Right hand side):** This panel features a "Start new project" button, "Update my profile", and "Get help" links. Below these are "NOTIFICATIONS" with a "View archived" link. The notifications list several events, including being added to the FIAC John Daves Team, submission assignments to FIACC meetings, and committee review completions.

1. The Navigation Panel (left hand side)

- **Teams** you belong to
- **Administration** for your profile
- **ANU REMS Help** link to REMS training

2. Contacts Information (Centre of the dashboard)

3. Notification Panel (Right hand side)

- **Notifications** for projects
- **Update my profile**—enter your personal details, education, experience.

Returning users will see:

Australian National University

ANU Research Ethics Management System

TEAMS

FAC John Dave

Profile

Explore

Help

Feedback

Search people, projects, teams and more

2

Hi e!

You have 35 notifications, 9 ongoing submissions and 22 open projects

9 ONGOING SUBMISSIONS

F/2025/0129

FIAC form

Pending - FIAC

Declaring a Foreign Collaboration V1.0 - LOW RISK - Our assessment indicates that this item poses minimal risk. To avoid delays, it has been provisionally endorsed ahead of the next FIAC meeting. Please proceed with the submission, noting that the endorsement will only become valid upon successful submission. In the rare event that the Committee identifies any potential issues that elevate the risk ranking, a further review may be initiated.

13/May/2025

F/2025/0108

test email

Pending - FIACC

Declaring a Foreign Collaboration V1.0 - High Risk

26/Apr/2025

05/May/2025

F/2025/0048

Testing notifications

Pending - FIACC

Declaring a Foreign Collaboration V1.0 - High Risk

26/Apr/2025

05/May/2025

F/2025/0114

test transfer email

Pending - FIACC

Declaring a Foreign Collaboration V1.0 - High Risk

10/Apr/2025

P4037

test

Pending - RSD Systems Team

V1.0 -

09/Apr/2025

Upcoming Conditions

PROJECT	CONDITION	TYPE	DUE DATE	
N/2024/0231	Testing Project creation as External User	Testing Condition	Additional report	Thu 29/Feb/2024 View

Current Projects

Open 22 Closed 0

ID	TITLE	TEAM	ACTION
N/2024/0231	Testing Project creation as External User	NCIG Organisation FirstName LastName	View

Start new project

Update my profile

Get help

NOTIFICATIONS

View archived

You have been added to the FIAC John Daves Team

You have been added to a new Team. Click it in your sidebar to view projects.

05/May/2025 12:48 PM

The FIAC Test (V1.0) submission for 'F/2025/0108 - test email' has been assigned to a meeting of the FIACC

Assigned to meeting of the FIAC Committee on 26 Apr 2025 5:30 PM - 5:30 PM

05/May/2025 11:18 AM

The FIAC Test (V1.0) submission for 'F/2025/0048 - Testing notifications' has been assigned to a meeting of the FIACC

Assigned to meeting of the FIAC Committee on 26 Apr 2025 5:30 PM - 5:30 PM

05/May/2025 11:17 AM

Committee Review completed for 'F/2025/0107 - FIAC Form (V1.0) - FIAC'

FIAC Committee completed their review at meeting on 25 Apr 2025 5:30 PM - 5:30 PM giving the submission a status of Approved Out of Session

22/Apr/2025 2:44 PM

The FIAC Test (V1.0) submission for 'F/2025/0107 - FIAC' has been assigned to a meeting of the FIACC

Assigned to meeting of the FIAC Committee on 25 Apr 2025 5:30 PM - 5:30 PM

22/Apr/2025 2:18 PM

The FIAC Test (V1.0) submission for 'F/2025/0114 - test transfer email' has been assigned to a meeting of the FIACC

Assigned to meeting of the FIAC Committee on 20 May 2025 1:00 PM - 2:00 PM

10/Apr/2025 12:27 PM

You have been added to the Spandan Test Team

You have been added to a new Team. Click it in your sidebar to view projects.

10/Apr/2025 12:18 PM

Committee Review completed for 'F/2025/0109 - FIAC Form (V1.0) - TEST ACTION TAB'

FIAC Committee completed their review out of sessiongiving the submission a status of

- d. **Teams** you belong to
- e. **Administration** for your profile
- f. **ANU REMS Help** link to REMS training

- a. **Sign offs required**
- b. **Current Projects**
- c. **Ongoing submissions**

- g. **Notifications** for projects
- h. **Update my profile**—enter your personal details, education, experience.

Submitting the FIAC Form

You **must** first create your own team. There are two ways to start:

1. **Option 1:** Top Right Button (*this option is available for both new and existing users*)

Click the Start New Project button on the top-right of your dashboard.

On the pop-up, choose Start Project with New Team.

2. **Option 2:** Bottom Left Button

Scroll to the bottom-left of the dashboard.

Click Start a New Project.

Note: Option 2 might be unavailable if you're already part of a team.

The screenshot displays the Australian National University Research Ethics Management System dashboard. The left sidebar contains the university logo, system name, and navigation links for Profile, Explore, Help, and Feedback. The main content area is titled 'Hi e!' and contains instructions on how to initiate a protocol or dealing in REMS, including contact information for Human Ethics, Animal Ethics, and rDNA Ethics. The right sidebar shows a list of notifications. Two buttons are highlighted with yellow boxes: 'Start new project' in the top right corner (labeled 'Option 1') and 'Start a new project' in the bottom left corner (labeled 'Option 2').

Option 1: Start new project

Option 2: Start a new project

Creating a Project and Team

Option 1

1. Click on the “Start new project”, the blue button on the top-right of the screen.
2. On the pop-up, select “Start Project with New Team”
Option

The screenshot displays the FIACC user interface. At the top right, a blue button labeled "Start new project" is highlighted with a yellow box and the number 1. Below this, a modal titled "Create a new project" is open, showing three options: "Add Project to Your Team", "Start Project with New Team" (highlighted with a yellow box and the number 2), and "Add Project to Any Team (Admin Only)". The "Start Project with New Team" option includes the subtext "Start a new project by forming a brand new team." At the bottom of the modal is a green button labeled "Start creating project" and a "Close" link. The background shows a dashboard with a search bar, a greeting "Hi [redacted]", notification counts (35 notifications, 8 ongoing submissions, 22 open projects), a list of ongoing submissions, and a notifications panel on the right.

search people, projects, teams and more

Hi [redacted],

You have 35 notifications, 8 ongoing submissions and 22 open projects

8 ONGOING SUBMISSIONS

F/2025/0108 test email
Declaring a Foreign Collaboration V1.0 - High Risk
26/Apr/2025 Pending - FIACC
05/May/2025

F/2025/0048 Testing notifications
Declaring a Foreign Collaboration V1.0 - High Risk
26/Apr/2025 Pending - FIACC
05/May/2025

F/2025/0114 test transfer email
Declaring a Foreign Collaboration V1.0 - High Risk

P4037 test
V1.0 -

P4036 test
V1.0 -

P4028 office use
V1.0 -

Upcoming Conditions

PROJECT CONDITION TYPE DUE DATE

NOTIFICATIONS View archived

You have been added to the FIAC John Daves Team
You have been added to a new Team. Click it in your sidebar to view projects.
05/May/2025 12:48 PM

The FIAC Test (V1.0) submission for 'F/2025/0108 - test email ' has been assigned to a meeting of the FIACC
Assigned to meeting of the FIAC Committee on 26 Apr 2025 5:30 PM - 5:30 PM
05/May/2025 11:18 AM

The FIAC Test (V1.0) submission for 'F/2025/0048 - Testing notifications' has been assigned to a meeting of the FIACC
Assigned to meeting of the FIAC Committee on 26 Apr 2025 5:30 PM - 5:30 PM
05/May/2025 11:17 AM

Committee Review completed for 'F/2025/0107 - FIAC Form (V1.0) - FIAC'
FIAC Committee completed their review at meeting on 25 Apr 2025 5:30 PM - 5:30 PM giving the submission a status of Approved Out of Session
22/Apr/2025 2:44 PM

The FIAC Test (V1.0) submission for 'F/2025/0107 - FIAC' has been assigned to a meeting of the FIACC
Assigned to meeting of the FIAC Committee on 25 Apr 2025 5:30 PM - 5:30 PM
22/Apr/2025 2:18 PM

The FIAC Test (V1.0) submission for 'F/2025/0114 - test transfer email' has been assigned to a meeting of the FIACC
Assigned to meeting of the FIAC Committee on 20 May 2025 1:00 PM - 2:00 PM
10/Apr/2025 12:27 PM

Option 2

Click on the “Start new project”, the blue button on the bottom-left of the screen.
It will take you to a new screen “Create Project”

Both Option 1 and Option 2 will take you to the Create Project Screen

Create Project Screen

Create Project

Project

Project title *

A short title for the research.

FIAC Form

Research type *

Choose the research type that is applicable to this project (select only 1)

Animal Research

Wildlife Animal Research

Application for a Program of Wildlife Authorisation

Show Hide Form Type

Biomedical Animal Research

Application for a Program of Biomedical Authorisation. (Baseline form)

Human Research

Human Research Ethics Application

The NHMRC developed the Human Research Ethics Application (HREA) as a concise application to facilitate timely and efficient ethics review for research involving humans. The HREA assists researchers to consider the ethical principles of the National Statement on Ethical Conduct in Human Research (2007) in relation to their research. Note: Add your competency before the submission.

Exemption from Human Research Ethics Review

For projects classified as research but qualifying for an exemption from research ethics review as defined in the National Statement.

NCIG

NCIG

to access material in the NCIG Collection

FIAC

FIAC Form

Please select "Start Project with New Team" for FIAC submissions. If you have submitted a FIAC form before in REMS (the current system), use the same team to submit a new form. Do not submit FIAC forms using an Ethics-dedicated team or teams created for other modules.

Facilities

Facility Management

Request a new facility for Animal or rDNA research.

rDNA

NLRD - Non plant

Notifiable Low Risk Dealing Application Form - Non Plant Research. For dealings involving plants please use the Plant Research NLRD Form.

NLRD - Plant

Notifiable Low Risk Dealing Application Form - Plant Research. For dealings not involving plants please use the Non Plant Research NLRD Form.

Exempt dealing

Exempt Dealing - only a PI is required in member list

1. Enter the Project Title which will basically be the title of your FIAC form, you can keep it as simple as FIAC Form or give it an appropriate title as you like
2. Click on the radio button where it says FIAC Form. (this step ensures you are picking the correct form from all the available options)

Create a Team Section

On the same screen if you scroll down a bit, you will see a section called “Project members”, this section has a lot of fields with a default value. It is best for us if we update certain things as shown in the screen

Project members

Choose the members for your project. By default we've added you as the Principal Investigator.

NAME	PROJECT ROLE	
e20240206	Principal Investigator	<div>Remove</div>

Add Project member

Start typing the name of the person you want to add to the list above

Search for project member...

We'll automatically create a team for you. You can expand this section to view and edit the team fields.

Expand

Create Project

3. Click on “Expand” right above the Create project button, this will expand the section and you will be able to see new fields

4. Give name to your team, **please keep the name format as FIAC your first name your last name** for instance FIAC John Daves.

5. Select the name of your organisation unit from the drop-down menu

6. Click on “Create Project” button

Project members

Choose the members for your project. By default we've added you as the Principal Investigator.

NAME	PROJECT ROLE	
e20240206	Principal Investigator	<div>Remove</div>

Add Project member

Start typing the name of the person you want to add to the list above

Search for project member...

We'll automatically create a team for you. You can expand this section to view and edit the team fields.

Collapse

Team name

Give your team a name. By default we are using your name + team. Feel free to change it.

FIAC John Dave

Team Organisation unit

Select an organisation unit to associate your team with. By default we are copying the organisation unit you've associated with your project above. Feel free to change.

Search for organisation unit...

Team members

Choose members for your team. By default we add the project members you have selected above. All the project members must be part of the team.

NAME	TEAM ROLE	
e20240206	Team Leader	<div>Remove</div>

Add Team member

Start typing the name of the person you want to add to the list above

Search for Team member...

Create Project

© Endpoint IQ 2025

Accessing the Form

After you select Create Project, you will see the screen below

1. This is the team that you created before, you can now access your team any time. If you click on the little arrow beside your team’s name, you can see options among which “Projects” is the useful one where you will see the forms you are working on or you have submitted.
2. This is the Form number given by system to your form and the title you gave to your form before.

The screenshot displays the Australian National University Research Ethics Management System interface. On the left sidebar, the 'TEAMS' section is expanded, showing 'FIAC John Dave' with a dropdown arrow, highlighted by a yellow box and labeled '1'. The main content area shows a 'PROJECT' section with a yellow box labeled '2' containing the form number 'F/2025/0129' and the title 'FIAC form'. Below this, there is a table with columns 'FORM', 'STATUS', 'DATE SUBMITTED', and 'EXPIRES'. The first row shows 'D1.0' and 'FIAC Form'. To the right of the table, there are buttons for 'Add Form', 'Submit', 'Edit Draft' (highlighted with a red box and labeled '3'), and 'View'. The footer shows '© Endpoint IQ 2025'.

Edit the form

3. Click on “Edit Draft” to further fill in the details and answer questions.

Completing the Form

1. The section 1 you see has all the questions that you will need to fill. Please scroll and complete all the questions that you see on the screen to be able to submit.

2. This is navigation menu for question sections within the form. You can use this to move through form sections

3. Once you complete all your answers and attach any file that you might need to attach, click on “Save form”.

Please note you will see validation error if you do not complete your answers. To fix, answer all the mandatory questions.

4. After you have completed all the answers and saved. Click on “Overview” to go the screen where you can Submit the form.

The screenshot displays the 'F/2025/0129 FIAC form' interface. At the top, a navigation bar includes 'Overview' (highlighted with a red box and labeled '4'), 'Members', 'Attachments', 'Sign Offs', 'Conditions', and 'History'. The main content area is divided into two sections: '1. ENGAGEMENT' and '2. AREA OF STUDY'. The '1. ENGAGEMENT' section contains two questions: 'Q1 What best describes the engagement? *' with a dropdown menu, and 'Q2 Please provide a brief description of the research area/engagement *' with a rich text editor. The '2. AREA OF STUDY' section contains 'Q3 To which area of study does this engagement relate? *' with a rich text editor. On the right side, a sidebar lists 10 sections: 1. Engagement, 2. Area of study, 3. Technologies, 4. Foreign Party, 5. Foreign Country, 6. Engagement and FIAC, 7. ARIES ID, 8. Documents, 9. Disclosure of Interest, and 10. Privacy Notice. At the bottom of the sidebar, there is a '0 Attachments' button with a plus sign. A green 'Save form' button is located at the top of the sidebar, highlighted with a yellow box and labeled '3'. A yellow arrow points to the '0 Attachments' button, labeled '2'. The 'Overview' button in the top navigation bar is labeled '4'.

Submitting the Form

On the Overview screen:

PROJECT

F/2025/0129 FIAC form

FIAC John Dave Team Leader, Principal Investigator

Overview Members Attachments Sign Offs Conditions History

Q Search forms, responses and attachments

+ Add Form

FORM	STATUS	DATE SUBMITTED	EXPIRES
<div>D1.0</div> <div>FIAC Form</div> <div>LOW RISK - Our assessment indicates that this item poses minimal risk. To avoid delays, it has been provisionally endorsed ahead of the next FIAC meeting. Please proceed with the submission, noting that the endorsement will only become valid upon successful submission. In the rare event that the Committee identifies any potential issues that elevate the risk ranking, a further review may be initiated.</div>			

© Endpoint IQ 2025

1. Once you save your answers and come back to the screen above by clicking on the Overview, you will now see this section which now will display Risk rating for your form.

2. Click on “Submit” if you are happy with everything.
If you wish to change your answers or update or edit any details you can click on Edit Draft and repeat the process and then hit “Submit”

Final Steps

After clicking Submit button, a pop-up will appear:-

Submit FIAC Form

WORKFLOW New

FIAC Office >> FIAC Chair >> FIAC Committee

SUBMISSION DETAILS

Investigator Comment

Summarise your submission for the reviewing committee(s). Please address any requests listed above.

1

words: 0 | chars: 0

DECLARATION

2

Declaration by investigator responsible for the project

☒ FIAC Form

Please declare that the details you have provided are true and correct and you agree for this to be used by ANU FIAC team for further assessment.

Note:-Leave the Investigator Comment section blank for FIAC Submissions.

3

✓ Submit Form Close

1. This is non-mandatory section, you can leave it blank.
2. This mandatory button for declaration, please click on the button and make sure it is blue as seen on the screen.
3. Final Step “Submit Form”

After you have submitted the form, the form will be received by the FIAC Office and you will be notified about the decision via a system email which will also generate a system Notification for you in REMS.

Notifications and Email in REMS

As a submitter, you will receive system notifications and email in the following cases:

- 1. **Outcome Notification** – You’ll be notified when a decision has been made on your submission (e.g., Approved or Not Approved or Approved with Special Conditions).
- 2. **Meeting Assignment** – You’ll be notified if your submission has been scheduled for discussion in a meeting.

Note: You will not receive an email upon submitting the form. However, rest assured you can confirm submission within the system itself.

OverviewMembersAttachmentsSign OffsConditionsHistory

Successfully submitted

Q Search forms, responses and attachments

Add Form

FORM	STATUS	DATE SUBMITTED	EXPIRES	
<div>V1.0</div> FIAC Form HIGH RISK	Pending - FIAC Office	10/Jun/2025	-	<div>Submit</div> <div>Edit Draft</div> <div>View</div> <div></div>

© Endpoint IQ 2025

Understanding Form Status

Once you begin filling in the form, you’ll notice a form status appears.

Regardless of the status shown, please ensure you submit the form to complete a valid submission.

1. Status – "LOW RISK"

If your form displays the following message:

"LOW RISK – Our assessment indicates that this item poses minimal risk. To avoid delays, it has been provisionally endorsed ahead of the next FIAC meeting. Please proceed with the submission, noting that the endorsement will only become valid upon successful submission. In the rare event that the Committee identifies any potential issues that elevate the risk ranking, a further review may be initiated."

FORM

D1.0

FIAC Form

LOW RISK - Our assessment indicates that this item poses minimal risk. To avoid delays, it has been provisionally endorsed ahead of the next FIAC meeting. Please proceed with the submission, noting that the endorsement will only become valid upon successful submission. In the rare event that the Committee identifies any potential issues that elevate the risk ranking, a further review may be initiated.

STATUS

-

DATE SUBMITTED

-

EXPIRES

-

Submit

Edit Draft

View

Here’s what you need to do:

- 1. *Submit the form first* - To initiate the out-of-session endorsement process, you must click **‘Submit’**. The Committee cannot review your submission until this step is completed.
- 2. You may take a screenshot of this message as evidence of submission. A formal confirmation email will be sent once the Committee has completed its review.
- 3. In rare cases where the Committee identifies concerns that elevate the risk level, a full review may be initiated. If this occurs, we will provide clear guidance on the necessary mitigation steps.

2. Other Status Messages

If your form shows any status other than the LOW RISK message, simply wait for the system-generated email confirming the final outcome. No further action is needed on your part until then.

Q Search forms, responses and attachments

Add Form

FORM	STATUS	DATE SUBMITTED	EXPIRES	
<div>D1.0</div> FIAC Form HIGH RISK	-	-	-	<div>Submit</div> <div>Edit Draft</div> <div>View</div> <div></div>

© Endpoint IQ 2025

Final Outcomes

Once you have submitted the form, it will be reviewed and assessed by the Committee. Following this assessment, you will receive one of the following outcomes:

- 1. **Approved**
This means your submission has been approved by the Committee. You may proceed as planned. No further action is required.
- 2. **Not Approved**
This means your submission has not been approved by the Committee. You will receive an email containing official comments explaining the decision. If you have further questions, you are welcome to contact the Committee for clarification.
- 3. **Approved with Special Conditions**
This means your submission has been conditionally or partially approved. The Committee may request additional information or impose specific conditions that must be fulfilled before proceeding.

How to Identify and Respond to Conditions

If your submission has been approved with conditions, here’s how you will be notified and what steps you should take:

- 1. You will receive an email with a direct link to the section in your form where the condition is outlined.

Added Condition

10/Jun/2025 at 11:36 AM

F/2025/0142 - Collaboration with NIT

Type

Due Date

June 24, 2025

Description

Provide a document for yor collaboration

Access Project

Copyright © 2025 EndPointIQ, All rights reserved.

2. A system notification will appear, and you will also receive an email indicating that your application has been approved with conditions.

FIAC Office review completed

Status

Approved with Special Conditions on 10/Jun/2025

Meeting

Not applicable

Team Leader

Spandan Dhungel

Project

F/2025/0142 - FIAC Form - Collaboration with NIT
Spandan Dhungel (PI)

Official Comment

-

This email is sent to the principal investigator (PI), Nominee (Nominee), Organisation Unit Manager and all current members. Members are included in the email to notify them of the progress and status of the project. If the status is **Action Required** it is the responsibility of the PI or Nominee to resubmit the form.

Please contact the Committee Secretary for clarification if required.

Copyright © 2025 EndPointIQ, All rights reserved.

3. Alternatively, you can access the condition manually by navigating in the system:
Go to **Team** → **Projects** → click **View** on the relevant form → then click on **Conditions**.

PROJECT

F/2025/0142 Collaboration with NIT

Actions In Progress

FIAC Spandan Dhungel team Team Leader, Principal Investigator

Overview Members Attachments Sign Offs Conditions 1 History

Conditions

A committee may add a condition of approval on submission of this project. Project approval conditions and due dates can be tracked on this page.

Show Completed Add Condition

CONDITION	TYPE	COMMITTEE	FORM	CREATED	DUE DATE	COMPLETED	ACTION
Provide a document for yor collaboration		FIAC Office	FIAC Form V1.0	Tue 10/Jun/2025	Tue 24/Jun/2025	Complete	Edit View

Show 30 entries Showing 1 to 1 of 1 entries Previous 1 Next

© Endpoint IQ 2025

Please read the condition carefully and ensure you understand what is required.

To respond:

- Prepare the required information.
- Email the FIAC Committee with your response, including key details such as the Form ID.
- Once the Committee has reviewed and accepted your response, click on “**Complete**” in the system to finalise the condition.

Approval Letters

Once your application is approved, you will be able to access the Approval letter from the system.
To access the Approval letter: -

1. Log in to the system
2. Go to your FIAC team
3. Click on ‘View’ on the application you submitted which got approved
4. You will be able to see the Approval letter attached to your application, click on the letter

OverviewMembersAttachmentsSign OffsConditionsHistory

Q Search forms, responses and attachments

Add Form

FORM

V1.0 FIAC FormHIGH RISK

STATUS

Approved - FIAC Committee

FIAC Committee letter (V1.0)

DATE ACTIONED

12/Aug/2025

EXPIRES

-

Submit

Create Amendment

View

© Endpoint IQ 2025

5. The letter will open in a new tab, click on “Print” button at the top-right of the letter; this will allow you to save your Approval letter as pdf

FIAC Committee - Approval Letter

12/Aug/2025

Ms

Thank you Ms: for your Foreign Interference Advisory Committee declaration through the online submission form F/2025/0008. This declaration was regarding Test.

The Foreign Interference Advisory Committees (FIAC) has now reviewed your submission.

The committee has determined that this engagement has been approved to proceed with conditions from a foreign interference perspective. You should have received a separate notification from the System in regards to this.

Should the circumstances of your engagement change, the Committee requests that you provide details of this in writing to foreignarrangements@anu.edu.au.

For more information on safeguarding your research, please refer to ASIO's guidance: Protect Your Research (<https://www.asio.gov.au/protect-your-research>)

Project #	F/2025/0008 (Test Team RIS - Law School)
Project Title	Test
Application Version	V1.0
Approval Date	12/Aug/2025
Expiry Date	N/A
Responsible Person / Principal Investigator	:
Approving committee	FIAC Committee
Link	https://conduit-staging-anu.endpointiq.com.au/projects/form/viewform?categoryID=10037&projectFormID=6071&projectID=6800

Yours sincerely,

Foreign Interference Advisory Committe

Research Services

Print

1 sheet of paper

Destination

Canon TS5300 series

Canon TS5300 series

RSD_PR01 on udsprint101.uds.anu.edu.i

Microsoft Print to PDF

Save as PDF

See more...

Copies

Colour

Colour

More settings

Updating your profile in REMS

Once you log in to REMS, your profile will be created automatically. There are certain fields that will be fetched from HR Systems automatically such as your Display Name.

The screenshot shows the 'Update my profile' interface in REMS. At the top, a navigation bar contains three buttons: 'Start a new project' (blue), 'Update my profile' (highlighted with a yellow border and labeled with a yellow circle '1'), and 'Get help' (blue). Below this, the 'PROFILE' section is visible, showing a user's name 'Ma' (labeled with a yellow circle '2'). The main content area is divided into two columns. The left column, titled 'BASIC INFORMATION', contains fields for 'Display Name' (with 'Ma' entered, labeled with a yellow circle '3'), 'Salutation', 'Job Title', 'Work Phone', and 'Mobile Phone'. The right column features a green 'Save Profile' button (labeled with a yellow circle '5') and a sidebar menu with five items: '1. Basic Information', '2. Education/Qualifications', '3. Competencies', '4. Collaborations', and '5. Attachments'. The '4. Collaborations' item is highlighted with a yellow circle '4'.

- Select **Update my profile** in the **Notifications** panel on the right-hand side of the REMS dashboard
- You are now on your **profile page**, note that your name will be shown at the top.
- Scroll through and **update your profile** as needed, noting prompts to provide missing information
- Alternatively, **quickly select** the relevant section of the form by clicking on the section headings to jump straight to that section to edit and add any **attachments** as required
- **Save profile** regularly so that updates are not lost, as auto save is not enabled

Update your profile!

Reminder for you to keep your profiles up to date by entering your personal details, competencies, relevant education and your experience. This means that your profiles can be used to easily populate your application forms throughout the Project cycle