

ARIES Human Ethics Module Monitoring Report Quick Guide

Under the NHMRC ethical guidelines, *the National Statement on Ethical Conduct in Human Research (2007)*, research projects that have received ethical clearance from the ANU HREC will need to provide a brief report on any ethical issues that may have arisen during the project and whether it proceeded according to the plan outlined in the original protocol. To minimise disruption to your ongoing research activities, the Ethics Office will send a reminder email at regular intervals to submit your monitoring report using ARIES.

Login

Open a web browser and go to <https://aries.anu.edu.au/content/ASP/ANULogin.asp>. Log in using your University ID and Horus password. If you are unable to login, ring the ARIES Helpdesk on ext 56782.

PLEASE BE AWARE that your ARIES session will expire if there is no activity for 15 mins. Save and close your protocol by clicking SAVE on the Header tab if you take a break during your data entry session. This 15 min timeout is imposed by ANU, and is not something we are able to change.

Finding your Protocol

ARIES opens to a menu displaying the various sections available to the user. The Human Ethics section has three menu options.



Select the 'List Existing Records' link. This takes you to your human ethics protocols. Select the  Search button and enter either your protocol number, protocol title or your surname in the white search fields that appear. Then select the  Search button once you have entered your search field.

XXXXXXXX [0] Logout

Human Ethics

<< Back
▲ Page Up
▼ Page Down
🔍 Search
➕ Create

Filter records by Institution:	ANU		
Filter records by Faculty/School/Centre:	ALL RECORDS		🔍
Filter records by Department:	ALL RECORDS		🔍
Filter records by Review level:	All		
Filter records by Status:	ALL RECORDS		
Filter records by Meeting:	ALL RECORDS		
Additional Filters:	ALL RECORDS		
Refresh list:			
Edit my last record:	🔍 Edit		
Title search:	<input type="text"/>		🔍 Search
Protocol number:	<input type="text"/>		🔍 Search
Investigator (Surname or Staff ID):	<input type="text"/>		🔍 Search
Review level:	All		🔍 Search
Status:	ALL RECORDS		🔍 Search
Meeting:	ALL RECORDS		🔍 Search

Protocol number	Type	Protocol status	Title	Chief Investigator	Chief Investigator F/S/C	Action
2007/XXXX	Expedited Ethical Review E2	Draft	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXX	General, Faculty of Arts	
2007/XXXX	Full Ethical Review	Unconditional Approval	XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXX	General, Faculty of Arts	
2006/XXXX	Full Ethical Review	Draft	XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXX	General, Faculty of Arts	

Once your protocol appears in the list, select the edit button  against your protocol. This will take you to your protocol, where the entry screen is the Header tab  tab.

Entering a Monitoring Report

From the header tab select the  tab. A list of previous monitoring reports will be listed. Then select the  button, enter the date in the **dd/mm/yyyy** format and select the  button.

Monitoring Questions

A series of questions regarding the progress and conduct of your research project will appear. Select 'Yes' from the drop down menu against the relevant question. When answering 'Yes' you will be required to enter additional information regarding that question at a later stage of the report.

Once the list has been selected, click on the  button. A summary of the questions previously selected will be displayed. *A red cross indicates that a question is unanswered. When a question has been answered the red cross will change to a green tick.* Select the  button to answer further questions.

Once you have answered the question, select the  button, which will return to the Question Summary. A green tick will appear against Questions that have been answered.

Submitting a Monitoring Report

Once the Question Summary lists green ticks ONLY, you have answered all the questions select the  button to submit your monitoring report. Once you have selected the 'Submit' button, you will be returned to the main summary screen where you may log out.

The Ethics Office will process your monitoring report. Please note, you will not receive a confirmation email.