

# ARIES Human Ethics Module Variation Request Quick Guide

As research projects evolve variations to the original protocol can occur. Please notify the Committee of any changes to your protocol in the course of your research. This can be done by submitting a variation request from the Variation tab of your protocol in 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.

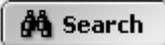
**PLEASE BE AWARE** that your ARIES session will expire if there is no activity for 15 mins. Save and close your protocol by clicking SAVE on the Header tab if you take a break during your data entry session. This 15 min timeout is imposed by ANU, and is not something we are able to change.

## 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

 button and enter either your protocol number, protocol title or your surname in the white search fields that appear. Then select the  button once you have entered your search field.

XXXXXXXX[01] 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:  

Protocol number:  

Investigator (Surname or Staff ID):  

Review level: All 

Status: ALL RECORDS 

Meeting: ALL RECORDS 

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	XXXXXXXX	General, Faculty of Arts	  
2006/XXXX	Full Ethical Review	Draft	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 .

## Entering a Variation Request

Please begin in the  tab of the protocol, then select the  button.

Answer the following sections of the variation request:

\*Date of Variation

\*Type of Variation

\*Has the Variation occurred already?

\*Description

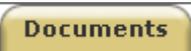
**PLEASE NOTE:** The Status field will automatically update – do not make a selection for the Status field.

## Saving a Variation Request

If the variation request is in progress, you can  the request and submit it at a later date. However, a saved variation request will not be processed – it will need to be submitted in ARIES to be reviewed by the Chair of the Human Research Ethics Committee.

## Uploading Supporting Documentation

ARIES has the ability to store pdf, doc, wav, mp3, xls, tif, tiff, jpg, jpeg, mov, wma, docx, xlsx documents with a protocol record.

To upload a document, go to the  tab and click the  button. Type in a name for your document, then use the BROWSE function to locate the document on your computer. You can upload several documents in this manner.

Every document uploaded to the documents tab must be named uniquely. The following convention can be used: **surname\_firstname\_docTitle.doc / pdf.**

## Submitting a Variation Request

Once the information for the variation request has been entered into ARIES, and any relevant documentation has been uploaded to the  tab select the  button. The Ethics Office will process your request and provide a response.