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](https://aries.anu.edu.au/content/ASP/ANULogin.asp). Log in using your University ID and Horus password.

**PLEASE BE AWARE** that your ARIES session will expire if there is no activity for 20 mins. Save and close your protocol by clicking SAVE on the Header tab if you take a break during your data entry session. This 20 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.
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 Monitoring tab. If you have previously completed a monitoring report, then these will be listed. Select the Add button, enter the date in the \*dd/mm/yyyy\* format and select the Next 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. The first two questions ask if your data collection has been completed or ongoing. If you are not sure, say yes to the ongoing question and then you will have an opportunity to explain when you anticipate completion. Continue answering all of the questions.

Once completed, click on the Next 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 Edit button to answer further questions. Once you have answered the question, select the Save 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 Submit 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.