



THE AGA KHAN UNIVERSITY

ETHICS REVIEW COMMITTEE

ETHICS REVIEW MANAGER SOFTWARE



Training Manual

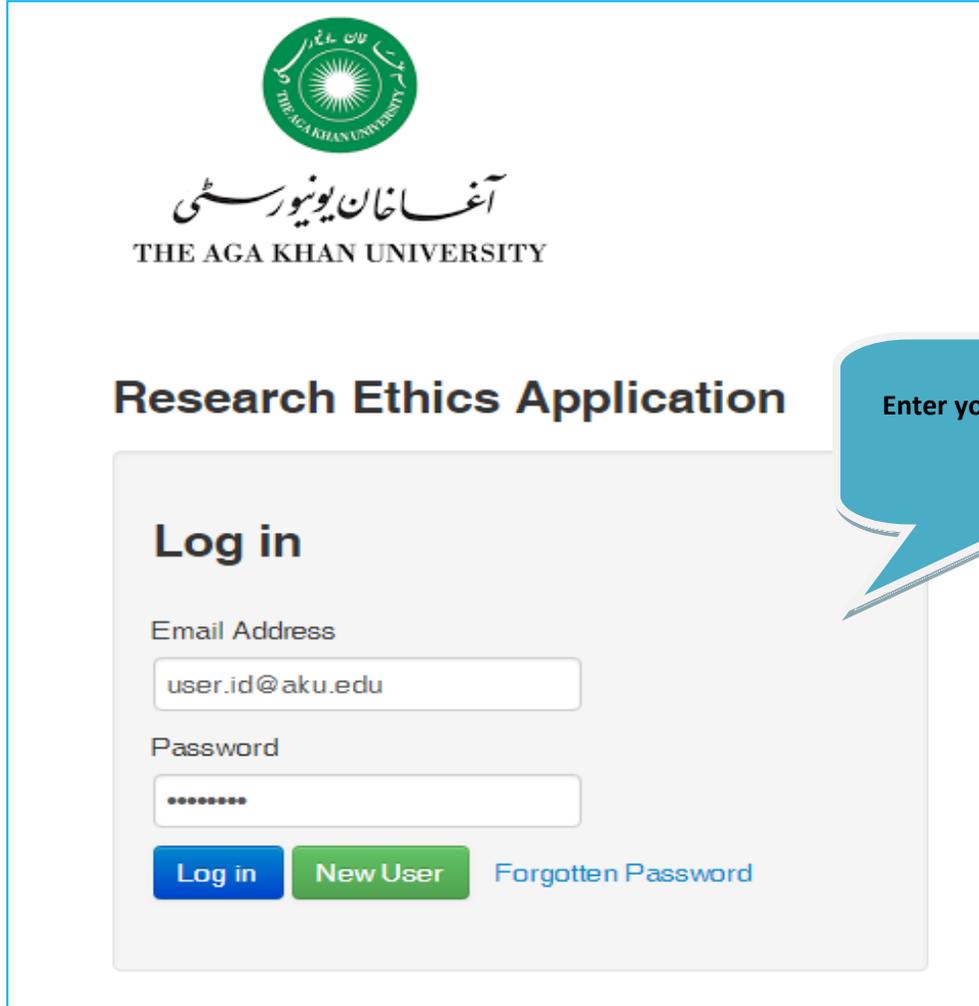
FOR APPLICANT

Kindly follow the instructions that are applicable for you.

1. Create your login account and Login:

The URL for the Infonetica site is <https://aku.forms.ethicalreviewmanager.com>

In order to create new login account, click on **New User** Fill the form and create. An auto generated email will be received for validation.




آغا خان یونیورسٹی
THE AGA KHAN UNIVERSITY

Research Ethics Application

Log in

Email Address

Password

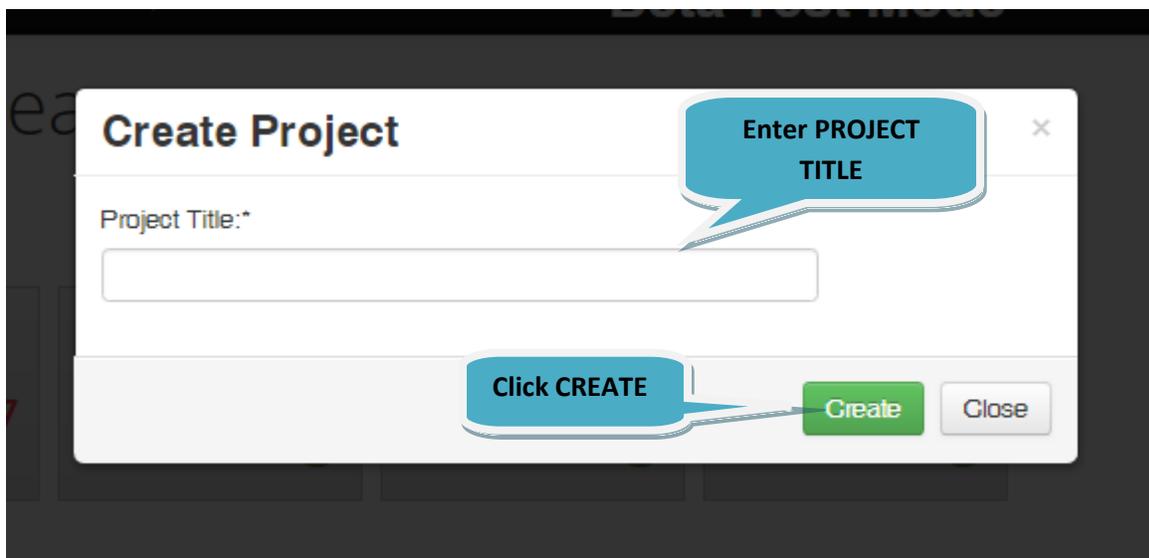
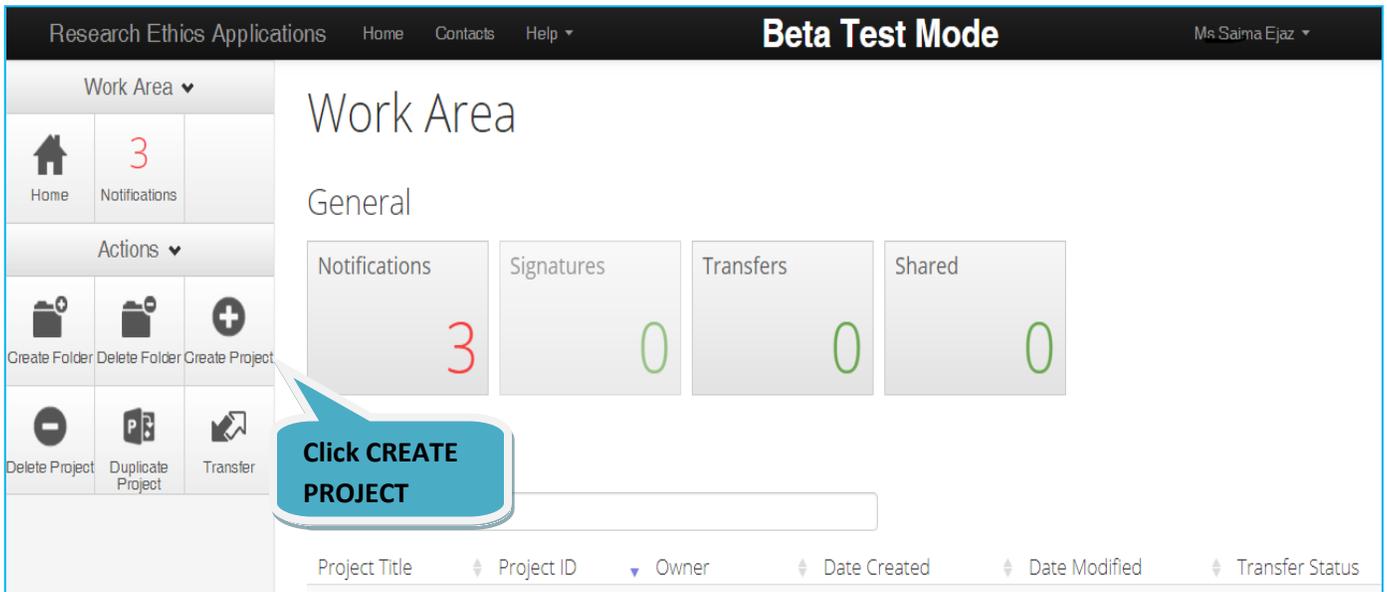
[Log in](#) [New User](#) [Forgotten Password](#)

Enter your Login Credentials and LOG IN

New Submission:

Create your project

Once logged in, you will see the Infonetica landing page. To create your ethics project online follow the instructions below:



4. Complete the Application

The system has now created a record for you with a system generated number. The next step is to complete the application form.

Research Ethics Applications Home Contacts Help **Beta Test Mode** Ms Saima Ejaz

Work Area ▾

Home 3 Notifications

Actions ▾

Project Create Form Share

Completeness Check Submit Refresh

Print Correspond

Stress and Social Support 0080 ?

Project Tree ▾

Form Status	Review Reference	Application Type	Date Modified
Not Submitted	N/A	N/A	

Navigation Documents Signatures Collaborators Submissions Correspondence History

Application for ERC Approval Show Inactive Sections

Section	Questions
Application for ERC Approval	A1. Contact Information, Agreements, & Signatures Conflict of Interest Certification Does exemption apply? Continuing review Questions Common To All Studies
Document submission	<input type="text" value="enter title"/>
Signatures	<input type="text" value="enter title"/>

Click the first QUESTION blue link to open up your form and begin answering the QUESTIONS.

You can now complete all the relevant questions in the form. Use the NEXT OR PREVIOUS BUTTONS on the left panel to navigate the online form.

Research Ethics Applications Home Contacts Help **Beta Test Mode** Ms Saima Ejaz

0080
Version: test

Actions

Previous **Next** Navigate

Print Documents Signatures

Save Share Collaborators

Completeness Check Submit

Application for ERC Approval

Please attach your study protocol.

Please upload your study questionnaire (English).

Please upload your study consent.

Click **NEXT** to move to the next page of the form

Click **SAVE** before continuing to the next page

Complete all the **QUESTIONS** on each page

After filling all questions, you need to upload all supporting documents.

Research Ethics Applications Home Contacts Help **Beta Test Mode** Ms Saima Ejaz

0080
Version: test

Actions

Previous Next Navigate

Print Documents Signatures

Save **Share** Collaborators

Completeness Check Submit

Application for ERC Approval

enter title

Please attach your study protocol.

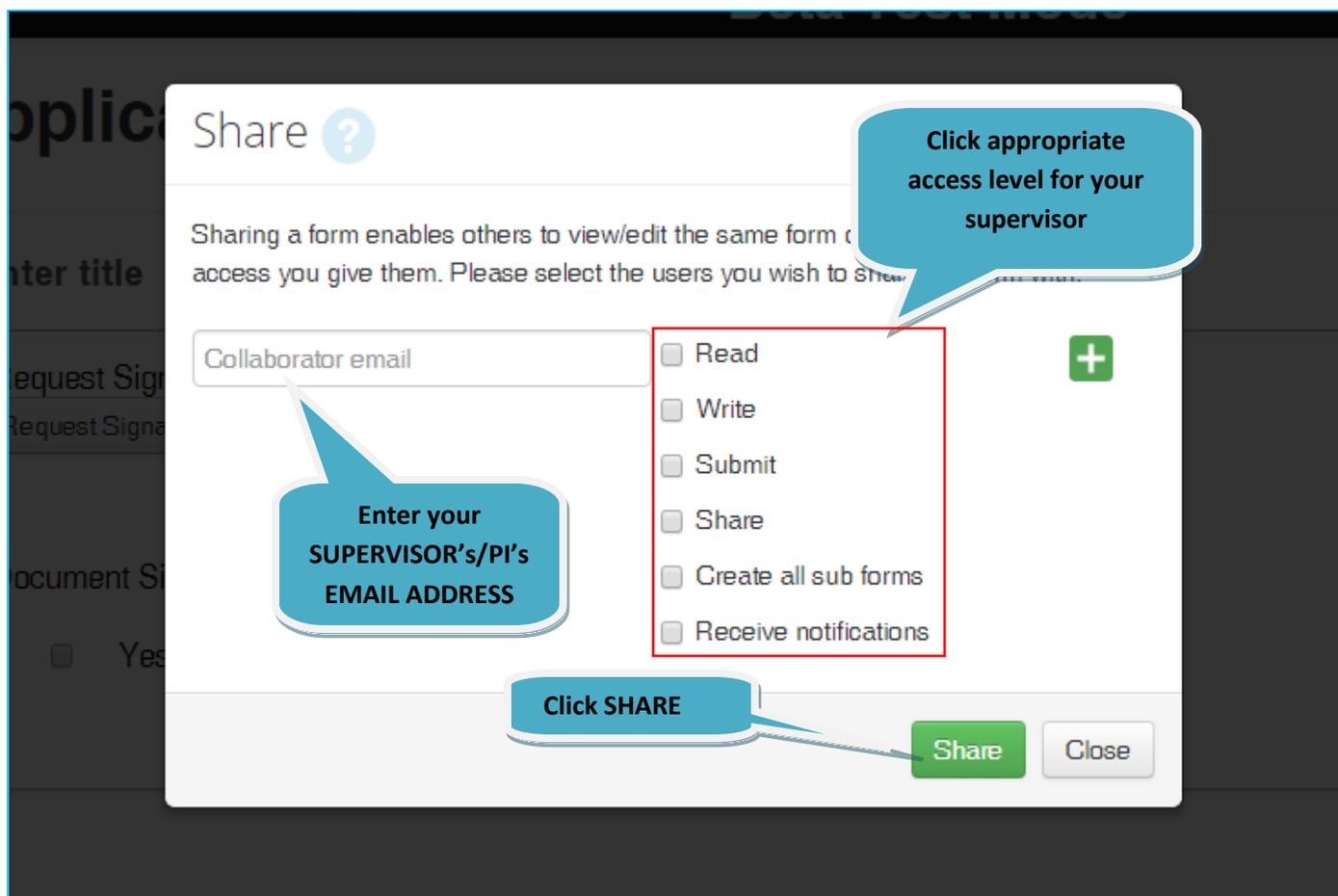
Please upload your study questionnaire (English).

Please upload your study consent.

Click **SHARE** to share your application with supervisor

Click **UPLOAD DOCUMENT** and download all relevant supporting documents.

5. Share your application with your supervisor:



A notice will appear that your form has been shared successfully.

Your Supervisor will now be able to login, read and share comments with you.

6. Sign and Submit your application:

Complete the form and signature on application form.

The screenshot shows the 'Application for ERC Approval' form in 'Beta Test Mode'. The page header includes 'Research Ethics Applications', navigation links for 'Home', 'Contacts', and 'Help', the user name 'Ms Saima Ejaz', and the application ID '0080' with a version note 'Version: test'. A left-hand 'Actions' menu contains icons for 'Previous', 'Next', 'Navigate', 'Print', 'Documents', 'Signatures', 'Save', 'Share', 'Collaborators', 'Completeness Check', and 'Submit'. The main form area has a title input field, a 'Request Signatures' section with a 'Request Signature' button, and a 'Document Signed?' section with a 'Yes' radio button. A blue callout bubble points to the 'Request Signature' button with the text 'Click REQUEST SIGNATURE'.

The screenshot shows a 'Request a signature' dialog box. It prompts the user to 'Enter the email address of the person you want to request a signature from'. The dialog contains an 'Email Address' input field, a message input field with the placeholder 'Enter a message (Optional, max 800 characters)', and a 'Request' button. A blue callout bubble points to the 'Request' button with the text 'Click REQUEST to continue'. Another blue callout bubble points to the 'Email Address' field with the text 'Enter your SUPERVISOR's/PI's EMAIL ADDRESS'. A 'Close' button is also visible.

You will receive a successful message once sending your signature request. After receiving the request confirmation email, please click submit.

Research Ethics Applications Home Contacts Help **Beta Test Mode** Ms Saima Ejaz

0087
Version: tes

Application for ERC Approval

This form has been locked through signatures/requests

enter title

Request Signatures

Request Signature

Signature Request: Signature requested from gulshan.kalani@aku.edu on 09/07/2018 07:03

Previous Next Navigate

Print Documents Signatures

Unlock Share Collaborators

Completeness Check Submit

Click SUBMIT

You will receive the following message after successful submission.

Research Ethics Applications Home Contacts Help Ms Saima Ejaz

Form Submitted

Thank you for submitting your form. It has been successfully received.

What happens next.

[Home](#)

You can track your application at HOME PAGE once it has been submitted.

Research Ethics Applications Home Contacts Help **Beta Test Mode** Ms Saima Ejaz

Work Area

Home 1 Notifications

Actions

Create Folder Delete Folder Create Project

Delete Project Duplicate Project Transfer

Work Area

General

Click NOTIFICATIONS

Notifications 1 Signatures 0 Transfers 0 Shared 0

Projects

Search Projects

Project Title	Project ID	Owner	Date Created	Date Modified	Transfer Status
ABC (2)	101	Ms Saima Ejaz	13/07/2018 11:42	13/07/2018 11:57	
process	88	Ms Saima Ejaz	09/07/2018 07:12	09/07/2018 07:12	

Your application has now been submitted for further processing.

Research Ethics Applications Home Contacts Help **Beta Test Mode** Ms Saima Ejaz

Work Area

Home 2 Notifications

Notifications

Search

Start End

Display 100 notifications

Please note that only the specified number of notifications will show after searching.

Search

Message	Attachment	Project Short Title	Time
Application received	None	testing123	11:09 AM
Your form has been signed by Ms Gulshan Kalani	None	Signatures	06/07/2018

Back to Work Area

7. Changes Requested:

If you receive an email (donotreply@infonetica.net) for requesting modifications then Login to your account and click on your project list. Make required changes, save and then click on submit to resubmit your application. Below status will appear on NOTIFICATIONS after resubmitting your application.

Research Ethics Applications Home Contacts Help **Beta Test Mode** Ms Saima Ejaz

Work Area **3** Notifications

Notifications

Search

Start End

Display 100 notifications
Please note that only the specified number of notifications will show after searching.

	Message	Attachment	Project Short Title	Time	
<input type="checkbox"/>	✓ Application received	None	testing123	11:33 AM	✕
<input type="checkbox"/>	✓ Application returned		testing123	11:25 AM	✕
<input type="checkbox"/>	✓ Application received	None	testing123	11:09 AM	✕
<input type="checkbox"/>	✓ Your form has been signed by Ms Gulshan Kalani	None	Signatures	06/07/2018	✕

Submission of ongoing study report:

If the study has been approved by previous ERC then you need to first update your approved study in system. To update your study, kindly follow the below instructions:

Research Ethics Applications Home Contacts Help **Beta Test Mode** Ms Saima Ejaz

Work Area **3** Notifications

Work Area

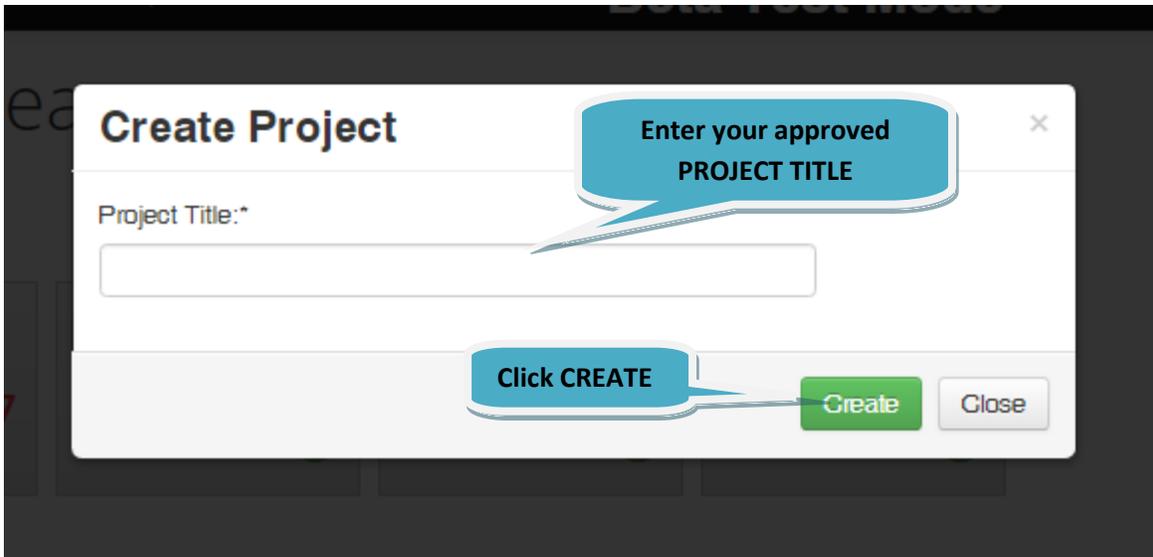
General

Notifications **3** Signatures **0** Transfers **0** Shared **0**

Click CREATE PROJECT

Search Projects

Project Title Project ID Owner Date Created Date Modified Transfer Status



Research Ethics Applications Home Contacts Help **Beta Test Mode** Ms Saima Ejaz

Work Area ▾

Home 3 Notifications

Actions ▾

Project Create Form Share

Completeness Check Submit Refresh

Print Correspond

Stress and Social Support 0080 ?

Project Tree ▾

Form Status	Review Reference	Application Type	Date Modified
Not Submitted	N/A	N/A	

Navigation Documents Signatures Collaborators Submissions Correspondence **History**

Application for ERC Approval Show Inactive Sections

Section	Questions
Application for ERC Approval	A1. Contact Information, Agreements, & Signatures Conflict of Interest Certification Does exemption apply? Continuing review Questions Common To All Studies
Document submission	enter title
Signatures	enter title

Click the first QUESTION blue link to open up your form and begin answering the QUESTIONS.

Application for ERC Approval

Type of ERC Approval

1. Please indicate whether you are applying for ERC exemption or full committee review. If your study has already been approved by the previous ERC?

- Exemption Full review Approved by Previous ERC

NOTE: Please provide only previously approved protocol and other information in this application. If there is any amendment, it can be submitted after previous approval has been verified and acknowledged.

1(a) Please state your ERC application ID assigned by the previously functioning ERC committee?

1(b) Why are you choosing to update your application on the current software at this point in time?

Tick on Approved by Previous ERC

Research Ethics Applications Home Contacts Help **Beta Test Mode** Ms Saima Ejaz

0080 Version: test

Application for ERC Approval

enter title

Please attach your study protocol.

Upload Document

Please upload your study questionnaire (English).

Upload Document

Please upload your study consent.

Upload Document

Upload all documents which have been approved by previous ERC

Previous Next Navigate

Print Documents Signatures

Save Share Collaborators

Completeness Check Submit

Research Ethics Applications Home Contacts Help **Beta Test Mode** Ms Saima Ejaz

0087
Version: tes

Application for ERC Approval

This form has been locked through signatures/requests

enter title

Request Signatures

Request Signature

Signature Request: Signature requested from gulshan.kalani@aku.edu on 09/07/2018 07:03

Previous Next Navigate

Print Documents Signatures

Unlock Share Collaborators

Completeness Check Submit

Click SUBMIT

An acknowledgment email will be received by ERC chair on this submission.

Create ongoing study report:

After receiving the acknowledgment email of previously approved study submission, you will have the access for ongoing study report. Please follow below instructions:

Work Area

General

Notifications **29** Signatures **0** Transfers **0** Shared **0**

Projects

Search Projects

Project Title	Project ID	Owner	Created	Transfer Status
Manual	830	Ms Saima Ejaz	20-Dec-2018 17:35	21-Dec-2018 12:22
checking department	580	Ms Saima Ejaz	16-Oct-2018 11:56	
testing again - withdraw	566	Ms Saima Ejaz	11-Oct-2018 16:37	11-Oct-2018 16:55

Click on the project which has been acknowledged by ERC

Work Area ▾ Manual 0830

Home 29 Notifications

Actions ▾

Project Create Sub-form Share

Print Withdraw Application

Project Tree ▾

- Manual
- Application for ERC Approval

Click on Create Sub-form

Review Reference	Application Type	Date Modified
2018-0830-1110	Pre-Approved	21-Dec-2018 12:20

Navigation Documents Signatures Collaborators Submissions History

Application for ERC Approval Show Inactive Sections

Section **Questions**

Application for ERC Approval Contact Information of Applicant & PI Type of ERC Approval Project and Consent details Conflict of Interest Certification

Document submission Upload Documents

Signatures PI Signature

<https://sky-forms.ethical.com/0830/activities/erc-approval/>

Create Sub-form ✕

Select the sub-form that you would like to apply to this form

On-going study report ▾

Click on Create

Create Close

Review Reference Application Type

Project Tree ▾

- Manual
 - Application for ERC Approval
 - On-going study report**

On-going study report will be added in your project tree

Form Status	Review Reference	Application Type	Date Modified
Not Submitted	N/A	N/A	21-Dec-2018 12:32

Navigation Documents Signatures Collaborators Submissions History

On-going study report

Section Report Identification & Purpose

Questions Identification

Click blue link to open up your form and begin answering the QUESTIONS.

Actions ▾

- Previous Next Navigate
- Print Documents Signatures
- Save Share Collaborators
- Completeness Check Submit

On-going study report

0830
Version: Version

enter title

Project Reference No.

Select the report type

Please select report type

Annual Report

Annual/Completion Report

Please give details of work progress

Complete all the QUESTIONS on each page

Click on Submit

A submission email will be received to the applicant.

8. Definitions of ACTIONS in Panel:



Previous: It will take you to the previous page in your application.



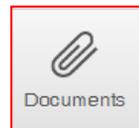
Next: It will take you to the next page in your application.



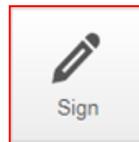
Navigate: It will always take you to the beginning of your project where you will be able to view all sections/pages.



Print: It allows you to print your application or save it in a PDF version.



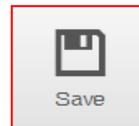
Documents: It will display all the documents saved in your application which you have uploaded.



Sign: it is to sign the application in response to signature request.



Signatures: It can view any signatures that have been requested.



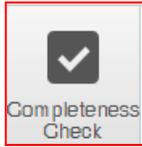
Save: It can be used before moving to the next page after completing a section or page or if you can't complete your form but wish you come back to continue with it at a later stage then save before logging out.



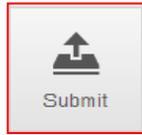
Share: It allows you to share your project with your supervisor/PI. Allowing him/her appropriate access level.



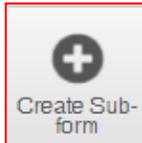
Collaborators: It will allow you to view the collaborators.



Completeness Check: It will run a check on your application.



Submit: It is used once you have completed your application for submission.



Create Sub-form: It is to create ongoing study report for extension, amendment, final report and series adverse event.

Prepared by Saima Ejaz