



THE AGA KHAN UNIVERSITY  
NAIROBI

SCIENTIFIC RESEARCH COMMITTEE (SRC) &  
INSTITUTIONAL SCIENTIFIC AND ETHICS REVIEW  
COMMITTEE (ISERC)

## ETHICS REVIEW MANAGER SOFTWARE



2022

*User Manual*  
FOR APPLICANT

Kindly follow the instructions below to develop and submit your application.

**1. Create your login account:**

The URL for the Infonetica site is

<https://akunairobi.forms.ethicalreviewmanager.com>.

As a new user, you can create your own accounts by clicking the green New User button and filling in the form, create your password and the system will send you a user authentication email.

**2. Login**

You will be required to login using your [aku.edu](http://aku.edu) account and password.

THE AGA KHAN UNIVERSITY  
NAIROBI

## Research Ethics Application

**Log in**

Email Address\*

winnie.kanana@aku.edu

Password\*

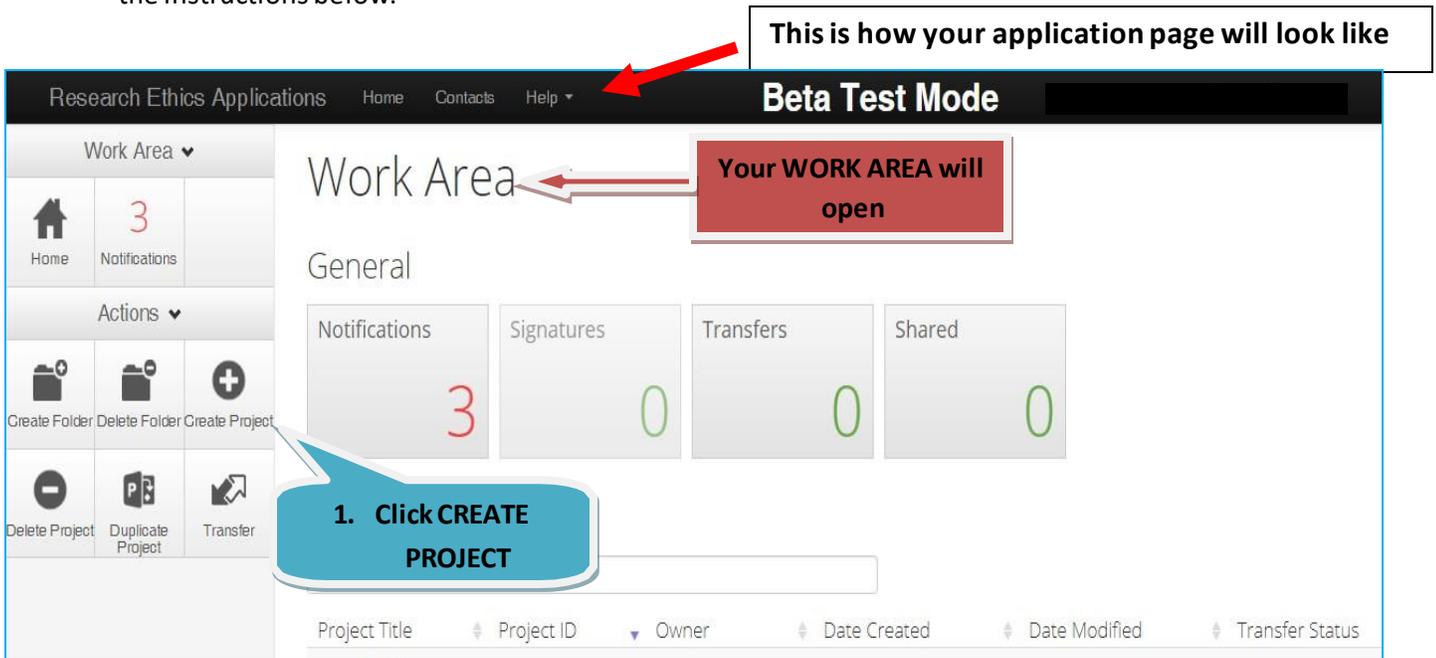
.....

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

Click on the New User button and fill in the form. Once you have created your account, you need to log-in.

### 3. Create your project

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



This is how your application page will look like

Work Area

General

Notifications 3

Signatures 0

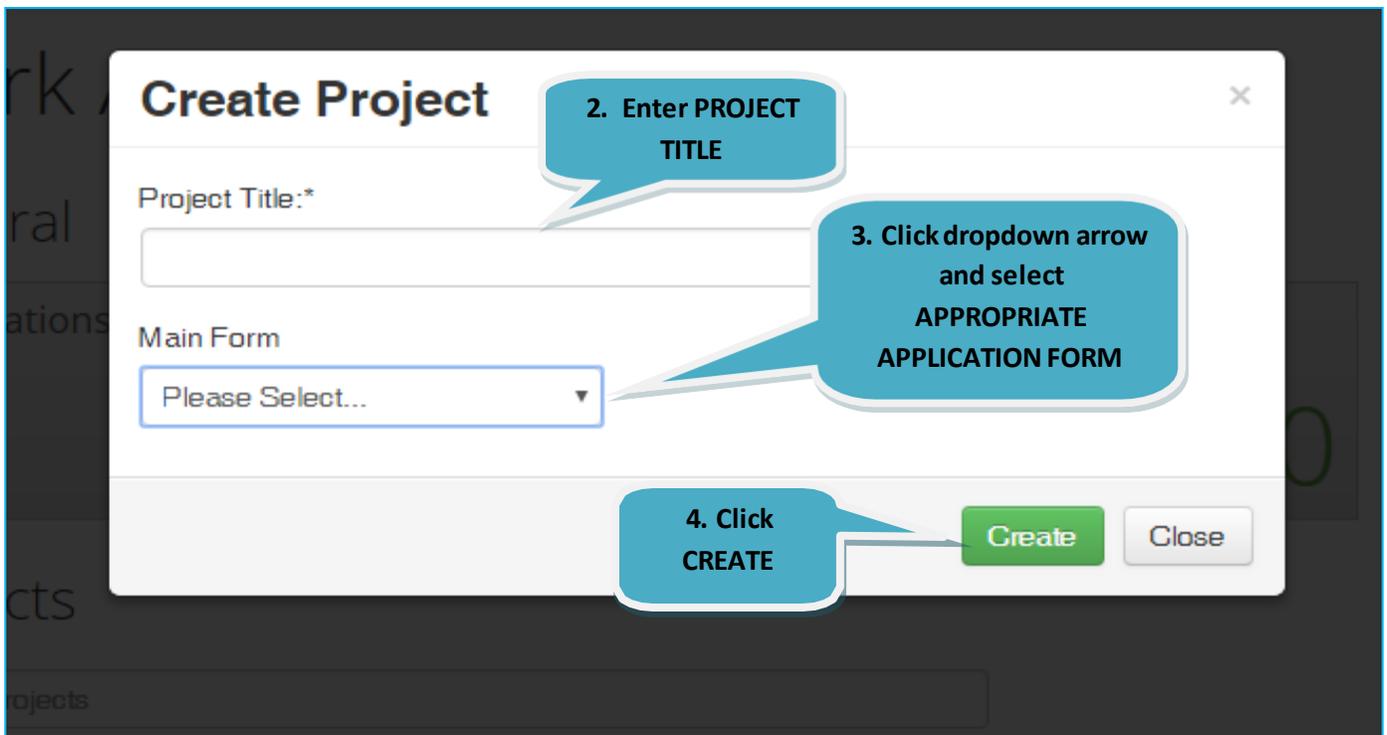
Transfers 0

Shared 0

1. Click CREATE PROJECT

Project Title Project ID Owner Date Created Date Modified Transfer Status

The screenshot shows the 'Research Ethics Applications' interface in 'Beta Test Mode'. A red arrow points to the 'Help' menu in the top navigation bar. A red box highlights the 'Work Area' header, with a callout stating 'Your WORK AREA will open'. A blue callout points to the 'CREATE PROJECT' button in the 'Actions' sidebar, with the instruction '1. Click CREATE PROJECT'. Below the dashboard, a table header is visible with columns: Project Title, Project ID, Owner, Date Created, Date Modified, and Transfer Status.



Create Project

2. Enter PROJECT TITLE

Project Title:\*

3. Click dropdown arrow and select APPROPRIATE APPLICATION FORM

Main Form

Please Select...

4. Click CREATE

Create Close

The 'Create Project' dialog box contains a text input field for 'Project Title:\*' and a dropdown menu for 'Main Form' with the text 'Please Select...'. A green 'Create' button and a grey 'Close' button are at the bottom. Four blue callouts provide instructions: '2. Enter PROJECT TITLE' points to the text field, '3. Click dropdown arrow and select APPROPRIATE APPLICATION FORM' points to the dropdown arrow, and '4. Click CREATE' points to the green button.

## 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** 0080 ?

Work Area ▾

Home 3 Notifications

Actions ▾

Project Create Form Share

Completeness Check Submit Refresh

Print Correspond

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	<a href="#">A1. Contact Information, Agreements, &amp; Signatures</a> <a href="#">Conflict of Interest Certification</a> <a href="#">Does exemption apply?</a> <a href="#">Continuing review</a> <a href="#">Questions Common To All Studies</a>
Document submission	<input type="text" value="enter title"/>
Signatures	<input type="text" value="enter title"/>

**5. 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** 0080 Version: test

### Application for ERC Approval

6. Complete all the QUESTIONS on each page

8. Click NEXT to move to the next page of the form

7. Click SAVE before continuing to the next page

Actions: Previous, Next, Navigate, Print, Documents, Signatures, Save, Share, Collaborators, Completeness Check, Submit

Title of Study: [input field]

Principal Investigator Details

Title	First Name	Surname
[input field]	[input field]	[input field]
Department	[input field]	
Designation	[input field]	

Load Add to contacts

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

Research Ethics Applications Home Contacts Help **Beta Test Mode** 0080 Version: test

### Application for ERC Approval

9. Click UPLOAD DOCUMENT and Upload all relevant supporting documents to the application.

Click SHARE to share your application with supervisor or co-investigators

enter title [input field]

Please attach your study protocol. [input field]

Upload Document

Please upload your study questionnaire (English). [input field]

Upload Document

Please upload your study consent. [input field]

Share Collaborators

Submit

A notice will appear that your form has been shared successfully. Your Supervisor/co-investigators will now be able to login, read and share comments with you.

## 5. Sign and Submit your application:

Complete the form and signature on application form.

Research Ethics Applications   Home   Contacts   Help ▾   **Beta Test Mode**   0080 <sup>?</sup>  
Version: test

### Application for ERC Approval

enter title

Request Signatures

Request Signature

Document Signed?

Yes

**14. Click REQUEST SIGNATURE**

Previous   Next   Navigate

Print   Documents   Signatures

Save   Share   Collaborators

Completeness Check   Submit

## Request a signature

Enter the email address of the person you want to request a signature from

15. Enter your  
SUPERVISOR's/PI's  
EMAIL ADDRESS

Email Address

Enter a message (Optional, max 800 characters)

16. Click REQUEST to  
continue

Request

Close

You will receive a successful message once sending your signature request.

Research Ethics Applications Home Contacts Help ▾ **Beta Test Mode** 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

**17. Click SUBMIT**

You will receive the following message after successful submission.

Research Ethics Applications Home Contacts Help ▾

## 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**

Work Area

Home 1 Notifications

Actions

Create Folder Delete Folder Create Project

Delete Project Duplicate Project Transfer

Work Area

18. Click NOTIFICATIONS

General

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.

You will receive email notifications on progress made on your application. Alternatively, you can log in to your account and check on the notifications tab. In order to resubmit or provide feedback on your project, you will be required to log in and use the same steps above to resubmit your application

## 6. Changes Requested:

If you receive an email ([donotreply@infonetica.net](mailto: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**

Work Area ▾

Home 3 Notifications

### Notifications

Search

Start  End

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

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

## 7. Definitions of ACTIONS in Panel:



Previous

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



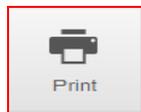
Next

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



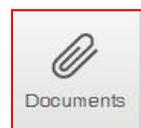
Navigate

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



Print

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



Documents

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



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



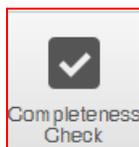
**Save:** It can be used before moving to the next page after completing a section or page or if you can't complete your form but wish you come back to continue with it at a later stage then save before logging out.



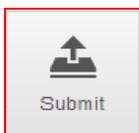
**Share:** It allows you to share your project with your supervisor/PI. Allowing him/her appropriate access level.



**Collaborators:** It will allow you to view the collaborators.



**Completeness Check:** It will run a check on you application.



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