

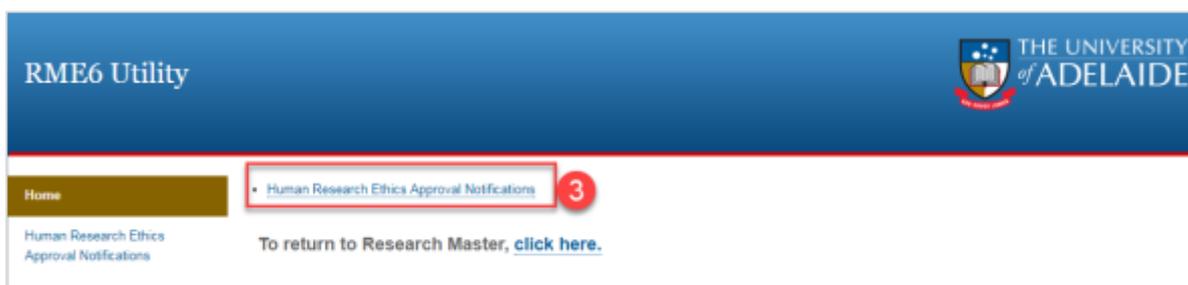
Using Utility to access past Notifications of Human Research Ethics Approval

Introduction

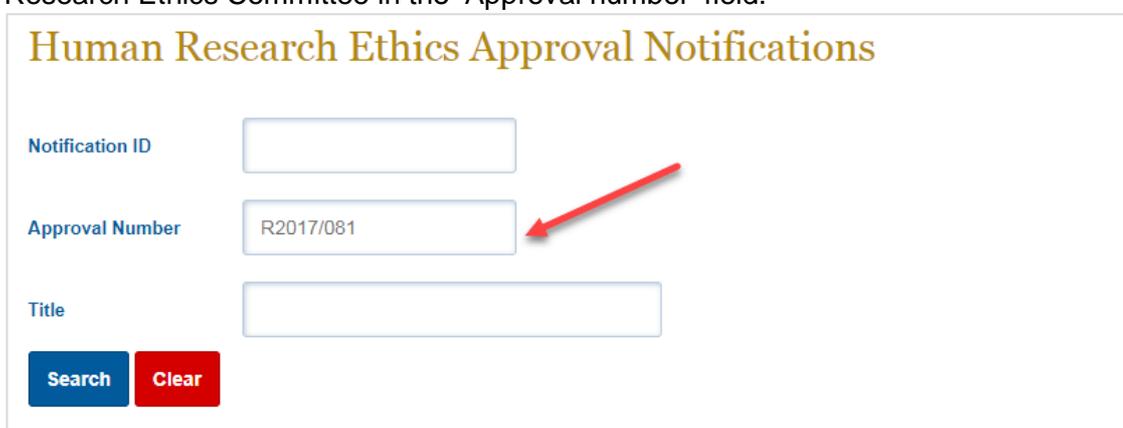
Notifications of Human Research Ethics Approval made prior to October 2017 will only be visible to researchers using the Utility report. This guide outlines the steps for researchers to search for and access these notifications using the Utility report.

Procedure

1. Go to <https://rme6-utility.adelaide.edu.au/>
2. Log in using your University A number and password.
3. In the Utility, click the hyperlink 'Human Research Ethics Approval Notifications'.



4. The page will open to a search screen. Below the set of search options is a list of all notifications you are listed on.
5. You have three search options, Notification ID, Approval Number or Title:
 - a. To search for **Notification ID**, enter the number in the 'Notification ID' field. This is the system generated number provided when the notification was submitted.
 - b. To search for **Approval Number**, enter the approval number given by the external Human Research Ethics Committee in the 'Approval number' field.



The screenshot shows the search form for Human Research Ethics Approval Notifications. The title is 'Human Research Ethics Approval Notifications' in a gold font. Below the title are three search fields: 'Notification ID', 'Approval Number', and 'Title'. The 'Approval Number' field contains the text 'R2017/081' and is highlighted with a red arrow. Below the search fields are two buttons: 'Search' (blue) and 'Clear' (red).

- c. To search by **project title**, type the title in the 'Title' field. Part of the title can be entered. For example searching for "Human" finds all notifications you are listed on with the word human in the title.

Human Research Ethics Approval Notifications

Notification ID

Approval Number

Title

[Search](#) [Clear](#)

- 6. Click **Search**.

Human Research Ethics Approval Notifications

Notification ID

Approval Number

Title

[Search](#) [Clear](#)

- 7. To open a selected notification, click the 'View' button next to the notification.

Notification ID	Title	Approval Number	Application Status	Start Date	End Date	View
32160	Another test notification	2012 approval #5	Accepted	30/04/2012	30/04/2015	View
32147	Test title.	2017 Approval #10	Accepted	08/09/2017	30/09/2020	View

Displaying all 2 notifications

8. A print view of the notification will be opened. It is designed to print using your browser's standard print function. An example of part of a report is provided below.

Human Research Ethics Approval Notification - 32150

This page is designed to be printed by using your browser's standard print function.

Human Research Ethics Application Title

Notification ID	32150
Project Start Date	15/09/2017
Project End Date	30/09/2020

1. Human Ethics Research Approval

Approval Obtained From	Australian Defence Human Research Ethics Committee (including DSTO Ethics Review Panel)
Approval Number	H-2017-000
Approval Date	15/09/2017

2. Chief Investigator Details

Name	[REDACTED]
Work Phone	[REDACTED]
Email	[REDACTED]
Department	7130 - Research Services
University Classification	Professional
University Type	Internal
Employing Institution if title holder	

3. Co-investigator Details

Name	[REDACTED]
Work Phone	[REDACTED]

TIPS:

- Notifications made in the previous system (prior to October 2017) do **not** need to be resubmitted in the new version of the form.
- If the notification has been updated since you first submitted it e.g. change of title, personnel etc. this updated information should be reflected in the Utility report.
- If details in the notification have changed, contact the Human Research Ethics Secretariat hrec_notification@adelaide.edu.au.

Contact us

For further support or questions, contact a member of the Support Team via researchsystems@adelaide.edu.au.

For further information about the Human Research Ethics Approval notification process, refer to the [Human Research Ethics Approval Notification webpage](#).