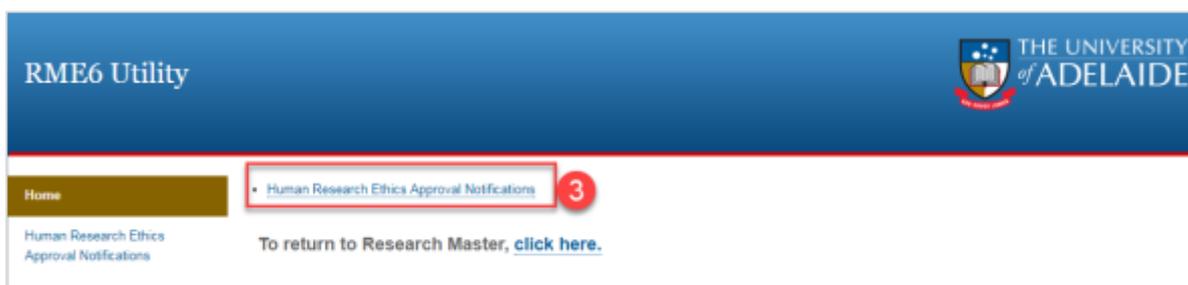# Using Utility to access past Notifications of Human Research Ethics Approval
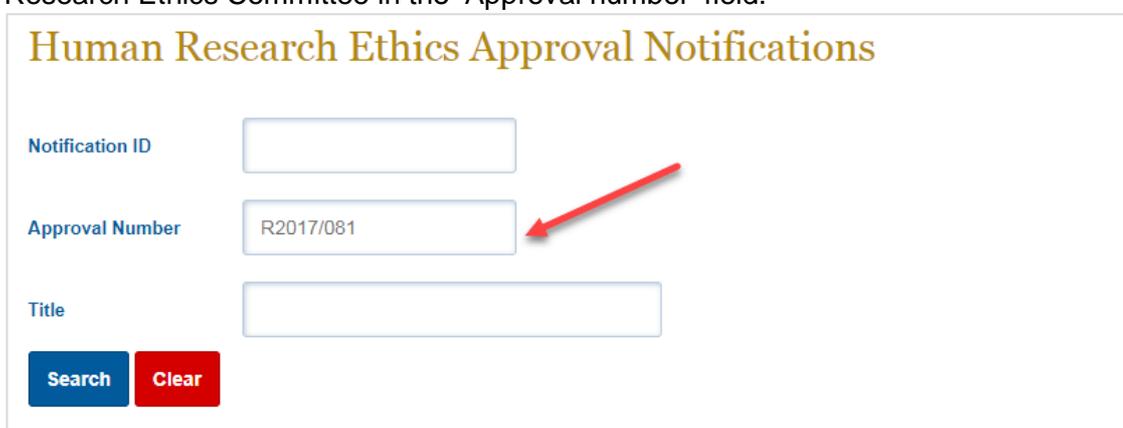
## Introduction

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.

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.



6. Click **Search**.



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

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 | |
| Work Phone | |
| Email | |
| Department | 7130 - Research Services |
| University Classification | Professional |
| University Type | Internal |
| Employing Institution if title holder | |

### 3. Co-investigator Details

| | |
|---|---|
| Name | |
| Work Phone | |

**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.