



THE AGA KHAN UNIVERSITY

ETHICS REVIEW COMMITTEE

Frequently Asked Questions (FAQs)

ETHICS REVIEW MANAGER SOFTWARE



How do I create an application?

1. Login to Infonetica ERM <https://aku.forms.ethicalreviewmanager.com>
2. Select the "Create Project" tile on left hand side of the screen.
3. Add title of the project and create.
4. Start at the "Contact Information of Applicant & PI " section of the application.
5. Use the "Next" button on the left hand side of the screen to navigate to the next section of the application and complete each section sequentially.
6. Click "Save" to save your application.
7. Click "Submit" to submit your application to our office for review.

How do I share an application?

1. Click on the "Home" to view your Work Area - Homepage.
2. Click on the project you want to share.
3. Click on the "Share" tile on the left hand side panel.
4. In the "Collaborator email" field enter the email address of the people you would like to share the application with. Select the permissions relevant to this person eg. read, write.
5. Click the Plus icon to add more investigators and list their email as above. An email will be sent to the collaborator - they will now be able to log in to ERM and view the application in their "Shared Forms" tile.

How do I transfer an application?

1. Click on the "Home" to view your Work Area - Homepage.
2. Click on the "Transfer" tile on the left hand side panel.
3. Enter the email address of the new owner (Chief Investigator of the project), an optional message for the new owner.
4. Select the project from the list and then click Transfer.
5. An email will be sent to the new owner (Chief Investigator of the project) - they will need to log in to ERM, click on the project to view it, and then click the tile "Accept Transfer" underneath the "Actions" panel on the left hand side of the page.
6. Once the Chief Investigator accepts the transfer the initial applicant will lose all access to it. As the Project Owner, the Chief Investigator will then need to 'share' the

application with them again, giving them the access rights you feel they require (read, write, submit, notifications, etc).

Will I be notified when applications are approved?

Yes, you will receive an email notification from donotreply@infonetica.net. Please note that this email is outgoing only. You will also receive a notification on your Work Area – Notification tile.

What is my reference number for the application?

It is a submission year and two number, e.g. 2018-000-000

What is my Project ID number for the application?

It is a middle number of the reference number, e.g. 2016-0123-000

How can I update new version of form?

We are constantly releasing new versions of the form to fix issues that have been identified. You are seeing the message on the top of your form "Note: There is a newer version of the form. Update". Please click on "Update" to update a most recent version of the form.

Can departmental coordinators submit an ethics application?

Yes, but they have to get the application signed by the supervisor/PI of the study before the submission.

How to edit the access permissions for investigators?

Log into ERM and click on the project. Click the 'Collaborators' button on the left hand side or the 'Collaborators' tab in the middle of the page. Click the 'Edit' button for the relevant person and change their permissions as required.

Can I delete my project?

Yes, you can delete a project if you have not submitted it. Once submitted, you can no longer delete the project, but you can withdraw it from review if the research is no longer going ahead.

How do I withdraw my project from review?

Log into ERM and click on the project you want to withdraw. Click the 'Withdraw Application' button on the left hand side.

How do I submit an amendment, annual report or adverse event report of a project that has been given manual approval by previous ERC?

1. Login to Infonetica ERM <https://aku.forms.ethicalreviewmanager.com>
2. Select the "Create Project" tile on left hand side of the screen.
3. Add title of the approved project and create.
4. Start at the "Contact Information of Applicant & PI" section of the application.
5. Use the "Next" button on the left hand side of the screen to navigate to the next section of the application and select "Approved by previous ERC" in Q1.
6. Upload documents which have been approved by previous ERC.
7. Click "Save" to save your application.
8. Click "Submit" to submit your application to our office for review. You will received the acknowledgment letter from ERC chair on your submission.

9. Login to ERM and Click on acknowledged project. Select 'Create Sub Form' from the 'Actions' tool bar on the left hand side. You must have permission to "Create all sub forms" to see this button.
10. Create "ongoing study report".
11. Click on 'Identification' section to begin completing the form.
12. Complete the questions on the form as required.
13. Click 'Submit' from the 'Actions' tool bar on the left hand side of the screen.

How do I submit an amendment, annual report or adverse event report for a project that has been created and approved on ERM?

1. Login to Infonetica ERM.
2. Click on the "Home" icon to view your Work Area - Homepage.
3. Select the relevant project.
4. Select 'Create Sub Form' from the 'Actions' tool bar. You must have permission to "Create all sub forms" to see this button.
5. Create "ongoing study report".
6. Click on 'Identification' section to begin completing the form.
7. Complete the questions on the form as required.
8. Click 'Submit' from the 'Actions' tool bar on the left hand side of the screen.

How do I complete the resubmission of my application?

1. If changes are required by ERC on your application, it will be returned to you and will appear as a notification and you will also receive an email notification along with ERC comments.
2. Login to ERM and click on the relevant project.
3. Use the Reviewer Comments button on the left hand side of the screen to view ERC comments on your application.
4. Once you have responded to the suggested changes and modify your application accordingly, remember to submit the form again to send it back to the Ethics Committee. A confirmation message/email will be received.

I am trying to complete a “signature request” but system does not recognize my supervisors email address.

If the email remains Red then your supervisor/PI has not logged onto the system. Please inform your supervisor/PI to create his/her account onto the system.

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