

# MACQUARIE UNIVERSITY RESEARCH OFFICE: Ethics

## How the Macquarie University Animal Ethics Committee utilises technology

- Actual use of Distributor for AEC purposes
- Establishing and maintaining these systems
- Plans for the future

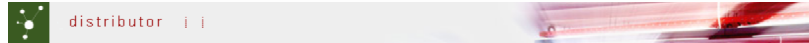
## HOW THE MACQUARIE UNIVERSITY ANIMAL ETHICS COMMITTEE UTILISES TECHNOLOGY

- **DISTRIBUTOR** is a secure online web based system used for efficiently disseminating any volume of documents to any size of group or committee for review online.
- **DISTRIBUTOR** can be used as a tool for simply disseminating documents quickly to committees or groups of recipients, saving both print and postage costs, or as a full online review system for applications or proposals. Any file format can be uploaded.

- **DISTRIBUTOR** allows you to organise registered users into committees and groups. You can then create batches of documents and assign access rights so that individuals are able to log on to the secure website and view them.
- **DISTRIBUTOR** offers total flexibility in access rights. It is possible to publish a batch of documents to a full committee but restrict access to a number of documents within the batch for particular members of that committee (e.g. where there is a conflict of interest or where a committee member is named as the PI on a document under review)

- The discussion forum and online review functions can be easily set up for a batch of documents. All protocols can be viewed online prior to AEC meetings.
- Used for pre-meeting comments prior to AEC meetings. Progress and final reports are reviewed using Distributor.
- In the case of the Executive of the Animal Ethics Committee (a smaller Committee who review only addition of personnel to existing Animal Research Authorities), the online review function has replaced the need for a physical meeting

# ACTUAL USE OF DISTRIBUTOR FOR AEC PURPOSES



## AVAILABLE MEETINGS

- HOME / VIEW DOCUMENTS
- EDIT PERSONAL DETAILS
- EMAIL NOTIFICATION OPT IN
- LOG OUT

The following batches of documents are available for review :

### ANIMAL ETHICS BATCHES

- [New person request](#) [FOR EXECUTIVE CONSIDERATION](#)
- [AEC MARCH 2011 Late Items](#)
- [AEC MARCH 2011 Appendix A Cover letter](#)
- [AEC MARCH 2011 ITEM 11: IPR Reports](#)
- [AEC MARCH 2011 ITEM 10: Amendments](#)
- [AEC MARCH 2011 ITEM 9: Progress Reports](#)
- [AEC MARCH 2011 ITEM 8: New Applications](#)
- [AEC FEB 2011 ITEM 11: IPR Reports](#)
- [AEC FEB 2011 ITEM 10: Collaborative work](#)
- [AEC FEB 2011 ITEM 4: ADVERSE EVENTS \(AMU HELP/UK\)](#)
- [AEC FEB 2011 ITEM: MINUTES FROM AEC MEETING DEC 2010](#)
- [AEC FEB 2011 ITEM 11: FINAL REPORTS](#)
- [AEC FEB 2011 ITEM 8: NEW PROTOCOLS](#)
- [AEC FEB 2011 ITEM 9: PROGRESS REPORTS](#)
- [AEC FEB 2011 ITEM 10: AMENDMENTS](#)
- [AEC FEB 2011 ITEM 13: NOTIFICATION OF COLLABORATIVE WORK](#)
- [AEC FEB 2011 ITEM 11: FOR EXECUTIVE CONSIDERATION \(Deferred to Feb 2011 meeting\)](#)

**Batch list** →



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Director: Research Ethics, Macquarie University



## HOME / CURRENT DOCUMENTS

- HOME / VIEW DOCUMENTS
- EDIT PERSONAL DETAILS
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### AEC MARCH 2011 ITEM 9: PROGRESS REPORTS

Welcome Mr (9) DEC WIMALLEY

**Documents available for review within a "batch"** →

Document Title	Comments
progress report - Mar 2011	1 Comments (1 by you)
1 - Progress Report - Mar 2011	2 Comments (0 by you)
Progress Report - Mar 2011	0 Comments (1 by you)
Progress Report	4 Comments (0 by you)
2010_10_10_1000000 - progress report - Mar 2011	2 Comments (0 by you)
1/progress_report - Mar 2011	2 Comments (0 by you)



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distributor 1 1

AEC MARCH 2011 ITEM 9: PROGRESS REPORTS - VIEW COMMENTS

ITEM: VIEW COMMENTS  
BEST PERSONAL USE ONLY  
EMAIL NOTIFICATION OPTION  
LOG OUT

PROGRESS REPORT - MAR 2011

**GENERAL COMMITTEE COMMENT ONLY (i.e. these comments will NOT be sent to the researcher)**

**AUTOMATICALLY CREATED**  
06/03/2011 11:20 PM

The approval for this study was from March 2010 to March 2011. The study has not begun for lack of staff but we are told it is to begin "ASAP". In view of the time frame originally approved, is there an amendment application to extend the period of the study mooted? Or is a new application needed. If so, is that application # 20110009?

**MS (EO) AEO: MHAILEY**  
06/03/2011 16:34 PM

Full approval is until March 2012 (2011 is just when the current IARA expires) so this should be ok. Very observant of you though!

I think it might be worth putting in the Report forms "full approval duration" so they have to specify - because I can see by looking up in my spreadsheet when it finishes, but the AEO doesn't have access to this - would this help AEO members?!

I think this would help members. It would certainly assist me.

**06/03/2011 16:44 PM**  
**06/03/2011 16:48 PM**  
**06/03/2011 08:43 PM**

Yep, good idea!

That would be great thanks

It would be helpful. I thank!

**ADD COMMENT**

**AUTOMATICALLY CREATED**  
06/03/2011 11:20 PM

**COMMITTEE QUESTIONS THAT WILL BE SENT TO THE RESEARCHER(S) (PLEASE PHRASE YOUR QUESTIONS AS POLITELY AND UNOFFENSIVELY AS POSSIBLE)**

**ADD COMMENT**

**CREATE DISCUSSION** **EXPAND / SHOW ALL 13**  
**CLOSE**

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Distrib-User Version: 2.0  
Distributor Designed by: Chris Christou/aidles

MACQUARIE UNIVERSITY

**Dr Karolyn White**  
**Director: Research Ethics, Macquarie University**

Please select your decision status (and comment if you wish) on the above by close of business Tuesday 5 April 2011.

Kind regards,  
Bec

See decisions made by others for these documents >

2010\_039 - Add personnel

**Attached:**

- Letter outlining why the request is urgent
- New person request

2 Comments (1 by you)

Make your decision  
 **MAKE YOUR DECISION**  
 APPROVED  
 NOT APPROVED  
 NEED MORE INFORMATION

Click on each document title to view the decisions made by other recipients or click 'EXPAND / SHOW ALL >>' to see all recipient decisions for all documents.

2010_039 - Add personnel	Decision
(Chair / Dy)	APPROVED
(A)	APPROVED
(B)	NEED MORE INFORMATION
(C)	APPROVED
(D)	APPROVED
(RC)	NONE SET
(RC)	NONE SET
Karolyn White	NONE SET

**EXPAND / SHOW ALL >>**

MACQUARIE UNIVERSITY

## **ISSUES IN ESTABLISHING AND MAINTAINING THESE SYSTEMS**

- Very specialised (only two people know how to manage Distributor, and both are external to MQ) so any changes are costly and cannot be done within our office
- The process of uploading and downloading documents can be very slow as it is a webapp and therefore relies on internet connection speed

## **PLANS FOR THE FUTURE**

- Continue to use Distributor until on-line form developed.
- Potential to expand AEC Distributor use in line with current HREC practice – committee members can post comments if they are unable to attend committee meetings.

**Dr Karolyn White**

*Director, Research Ethics*

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