

RMP Ethics – How to Guide

Getting Started in Integrity IQ

Purpose: This guide is designed to provide a high-level introduction to the Integrity IQ user interface, and how to navigate Integrity IQ as an applicant.

Context: Integrity IQ is an intuitive platform that allows users to manage their Research Ethics Projects throughout the project lifecycle.

System Access: Integrity IQ: <https://ethics.utas.edu.au>

External Users only – requirements for Two-Factor Authentication (2FA):

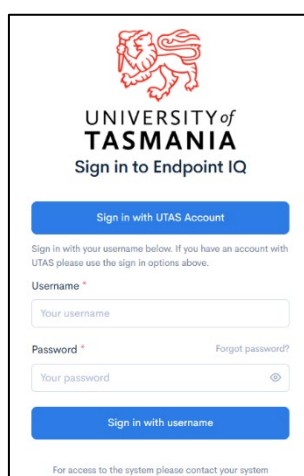
- Microsoft Authenticator Application – Download from [IOS](#), [Android](#), [Microsoft Support Pages](#)
- New users can request access by emailing human.ethics@utas.edu.au

Support: The comprehensive help section provides users an ability to self-service 24/7. The Research Ethics Unit (REU) supports all aspects of ethics at the University and can be contacted via:

- animal.ethics@utas.edu.au
- human.ethics@utas.edu.au

Authentication Application Support: Limited support is available for Microsoft Authentication apps from the University of Tasmania's IT Support team: (03) 6226 1818 (Mon – Fri - 9:00AM-5:00PM)

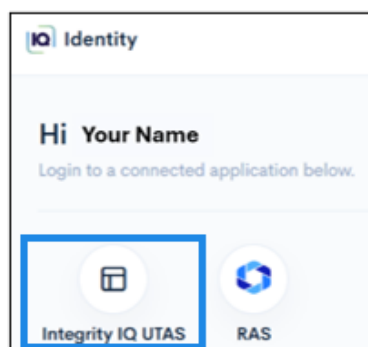
Logging into Integrity IQ: <https://ethics.utas.edu.au>



Internal Researchers can 'Sign in with UTAS Account' (SSO).

External Researchers can request access by emailing human.ethics@utas.edu.au

After account setup, external users can login using their email address as the username.



External users will need to select the 'Integrity IQ UTAS' icon to navigate to their personal Integrity IQ dashboard.

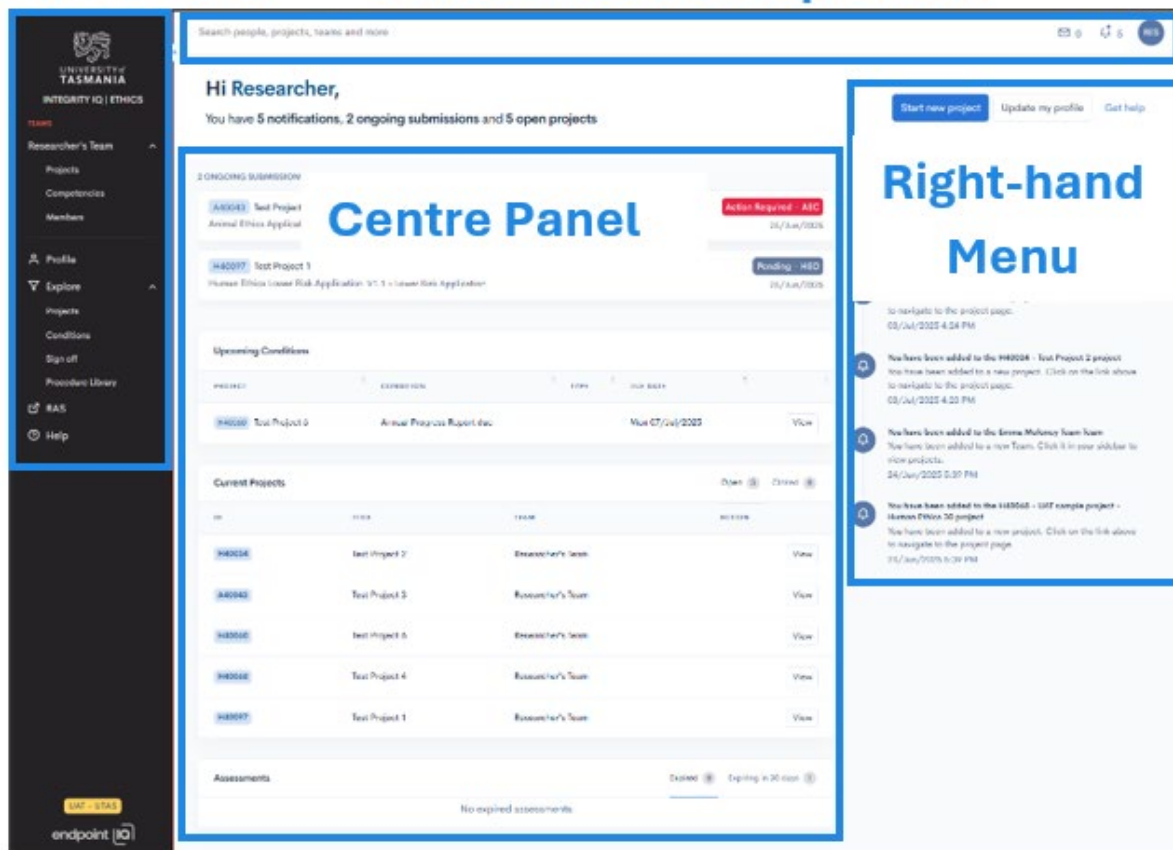


External users, please ensure that the Two Factor Authentication recovery codes are saved. These are essential should access to your authentication application be lost.

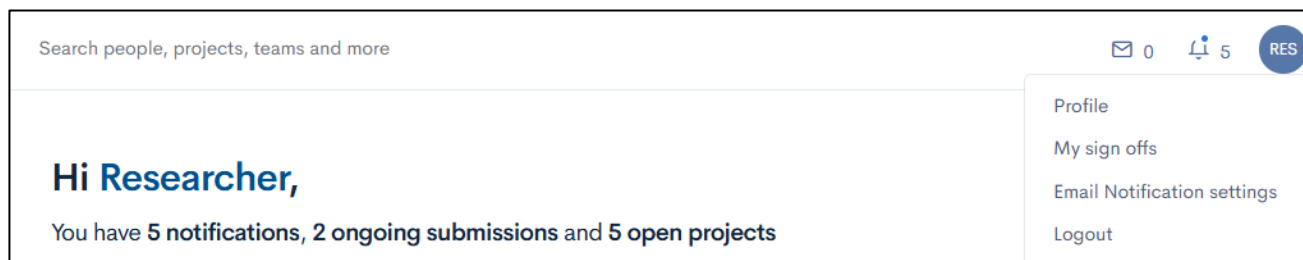
Your **personal Integrity IQ dashboard** will now display.

Left-hand menu

Search Bar and Top Menu

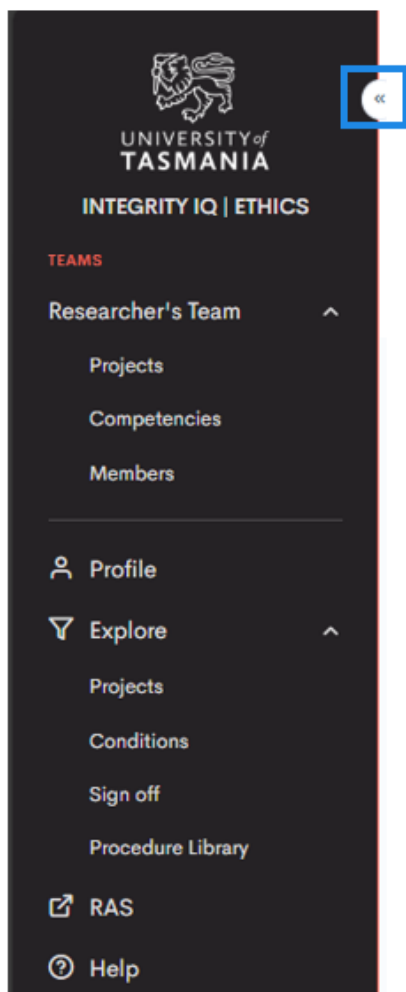


Search Bar and Top Menu – accessible from any screen in Integrity IQ:



- **Search Bar:** will allow you to search projects, committees and teams to which you have access.
- **Message Envelope:** quick access to messages using the envelope icon.
- **Notifications:** quick access to notifications using the bell icon.
- **Profile Menu (circular image with your initials or your profile picture):**
Quick access to:
 - Update your profile
 - Email notification settings
 - Logout
 - 'My sign offs' - is not relevant to UTAS processes

Left-hand menu – accessible from any screen in Integrity IQ:



UTAS organisation logo: Click this to return to your dashboard.

- **(<<):** Collapse button located next to the search bar can be used to minimise the menu bar on the left panel.
- **Teams:** Your team of collaborators, menu to manage your teams.
 - Projects – shows your current projects
 - Competencies – shows your team member's competency records
 - Members – shows the current members of your Team.
- **Profile:** Some fields are prefilled by the HR system automatically.
 - Editable fields are managed by the user.
 - Profile details will be visible to the project team, the Research Ethics Unit and research ethics committee members.
- **Explore:** Provides access to review project submission details, statuses and conditions for projects on which you are a Chief Investigator or project member.
- **RAS:** Takes you to the RAS login portal. At Integrity IQ go-live, there will be no integration between systems.
- **Help:** Comprehensive support content including:
 - FAQs
 - Downloadable processes
 - Animal Ethics and Human Ethics **templates**
 - Video tutorial library and training videos.

Centre Panel - Dashboard content

2 ONGOING SUBMISSIONS

A40043 Test Project 3
Animal Ethics Application V1.0 - Minimal risk application
25/Jun/2025
Action Required - AEC

H40097 Test Project 1
Human Ethics Lower Risk Application V1.1 - Lower Risk Application
25/Jun/2025
Pending - HEO

Upcoming Conditions

PROJECT	CONDITION	TYPE	DUE DATE	
H40050 Test Project 6	Annual Progress Report due	Mon	07/Jul/2025	View

Current Projects Open 5 Closed 0

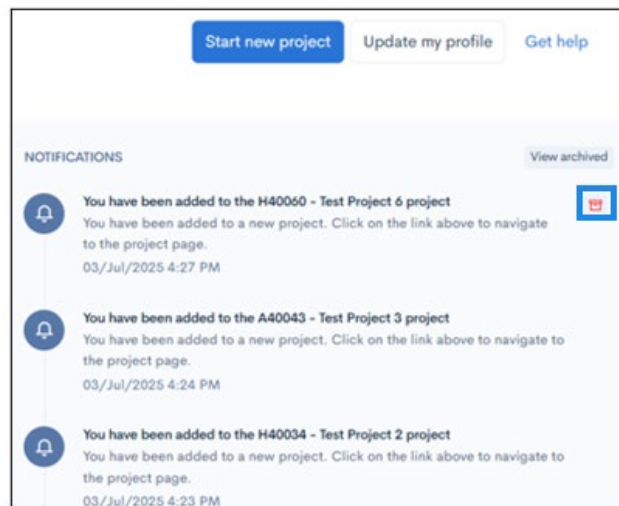
ID	TITLE	TEAM	ACTION
H40034	Test Project 2	Researcher's Team	View
A40043	Test Project 3	Researcher's Team	View
H40050	Test Project 6	Researcher's Team	View
H40058	Test Project 4	Researcher's Team	View
H40097	Test Project 1	Researcher's Team	View

Assessments Expired 0 Expiring in 30 days 1

No expired assessments

- **Ongoing Submissions:** At-a-glance status for your in-progress submissions.
- **Upcoming Conditions:** At-a-glance upcoming conditions and due dates.
 - Clicking the project number or 'View' will take you to the Project Conditions tab.
 - Click on the 'Overview' tab to begin completing the condition task.
- **Current Projects:** List of all current projects. Clicking on the project number or 'View' will take you to the project overview.
- **Assessments:** List of Animal Ethics competency records that have expired or are approaching expiration.

Right-hand menu – Dashboard content:



- **Notifications:** Communications relating to your projects. Use the red 'Archive' icon to mark them as read.
 - Use the 'View archived' to see notifications marked as read.
- **Start new project:** Opens the menu pop-up to begin creating a new project.
- **Update my profile:** Some fields are prefilled by the HR system automatically.
 - Editable fields are managed by the user.
 - Profile details will be visible to the project team, the Research Ethics Unit and research ethics committee members.
- **Get Help:** Comprehensive support content including:
 - FAQ
 - Downloadable processes
 - Animal Ethics and Human Ethics **templates**
 - Video tutorial library and training videos.