The online coversheet:

- enables online sign-offs for new human research ethics applications with an automated workflow
- is a SmartForm which helps users identify the type of ethics application to submit
- talks to ResearchMaster allowing applicants to link project funding and pre-populate fields
- allows for tracking the ethics application and review history
- includes the ethics application as an attachment to the coversheet
- sends automated emails to persons in the workflow to alert them to the required actions

The coversheet is a submission and pre-reviewing process; it is NOT ethical approval for your project. You may only commence your project when you receive formal email approval from the Office of Research Ethics and Integrity.

**Locating the Coversheet**

- The online coversheet is located in https://qutvirtual4.qut.edu.au
  - **Staff** and **Research Students**: Research Tab > Apply for Human Research Ethics Approval
  - **All students**: Study Tab > Forms > Apply for Human Research Ethics Approval

**Web compatibility**

- The online coversheet is not compatible with Internet Explorer version 8 and earlier
- It is compatible with Firefox, Google Chrome, Safari and Internet Explorer version 9 or later

**Who can access the online coversheet?**

- The online coversheet is only accessible to QUT Staff and students

**Help and support**

**Office of Research Ethics and Integrity**

For advice on submitting the online coversheet, please contact the Office of Research Ethics and Integrity
Phone: 3138 5123 Email: ethicscontact@qut.edu.au

**Access**

For issues regarding access to the links or portlet, please contact HiQ or the Digital Workplace