



VICTORIAN INSTITUTE
OF FORENSIC MEDICINE

ETHICAL REVIEW MANAGER (ERM)

Submitting an online research application: A Guide for Researchers.

12 November 2018

Version 2





Contents

Using the Ethical Review Manager (ERM) to submit a research application.....	3
1. Logging into the ERM system.....	3
2. Creating a new application	4
3. How to share your application form with others.....	8
4. How to sign your application form.....	15
5. How to save and submit your application form	18
6. How to download or view documents attached to a research application.....	21
7. How to duplicate an application form.....	22
8. How to correspond through the ERM system.....	23
9. How to print an application form	26
10. How to transfer ownership of an application to another person.....	27
11. How to delete an application form	28
12. How to submit a sub-form.....	29

Using the Ethical Review Manager (ERM) to submit a research application

This is a step-by-step guide for the submission of a new research application to the Research Advisory Committee and the VIFM Ethics Committee.

1. Logging into the ERM system

To log into the ERM system, copy the following address into your browser and save it in your bookmark bar.

<https://vifm.forms.ethicalreviewmanager.com/Account/Login>

Insert your email address and password and click on “Log in”, or “Register” if you are logging into the system for the first time.

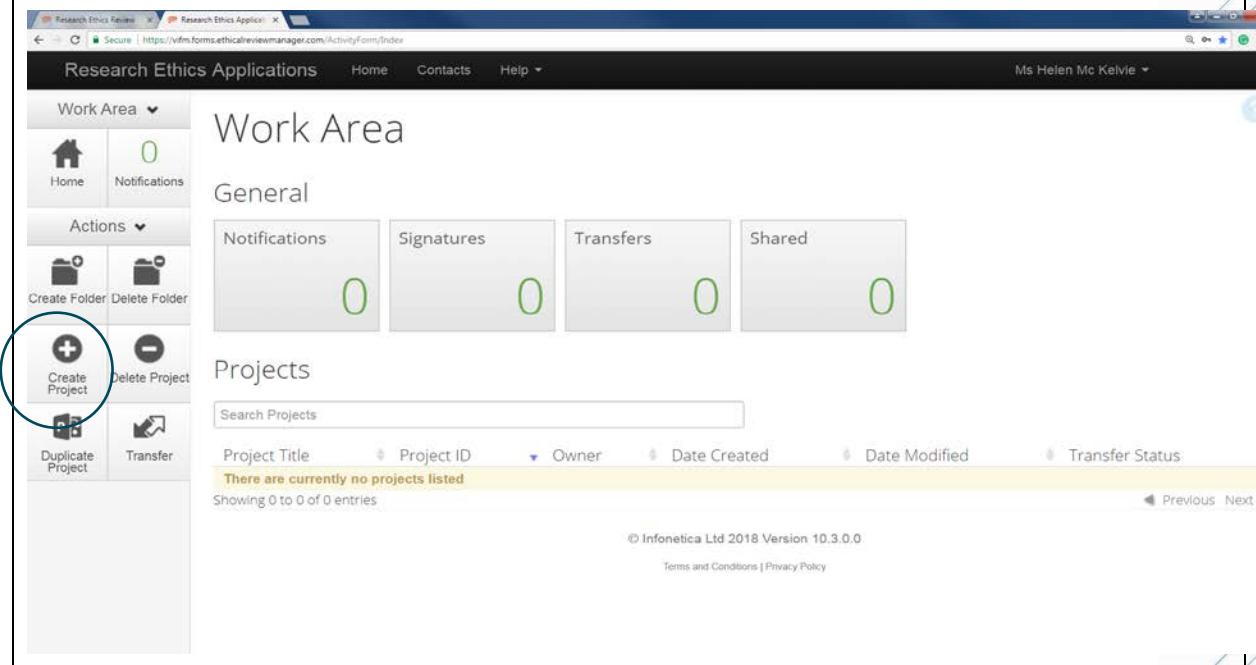
The screenshot shows a web browser window titled "Research Ethics Review". The address bar displays the URL: https://vifm.review.ethicalreviewmanager.com/Account/Login?ReturnUrl=%2FWorkArea%2FIndex. The main content area is a login form with the following fields:

- Email Address: Helen.Mckelvie@vifm.org
- Password: (Redacted)
- Log in: A blue button with white text, circled in red to indicate it is the action to take.
- Forgotten Password: A link in blue text next to the Log in button.

The top navigation bar includes links for "Research Ethics Review", "Work Area", "Contacts", "Help", and "Log in". The "Log in" link is also present in the top right corner of the login form itself.

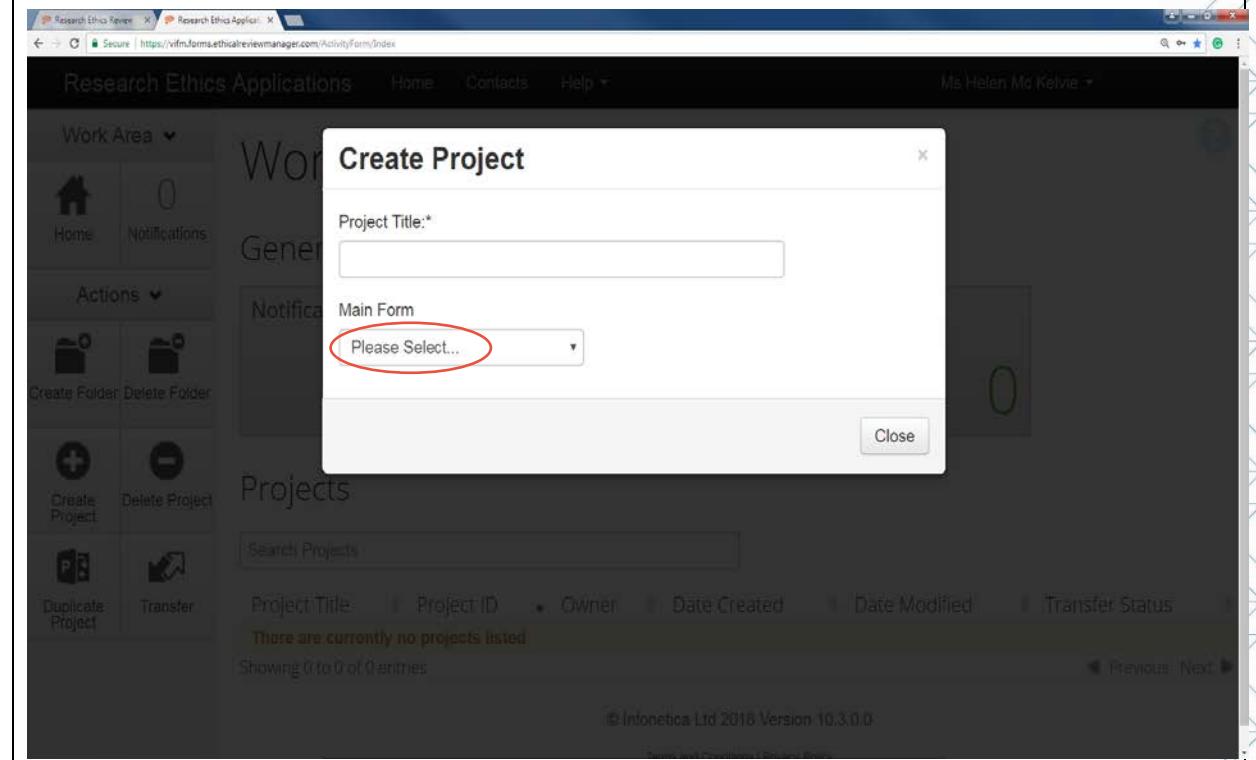
2. Creating a new application

When you have logged into the ERM, you will see your work area which looks like this screen. To start an application, click on the “Create Project” tile on the side navigation bar.



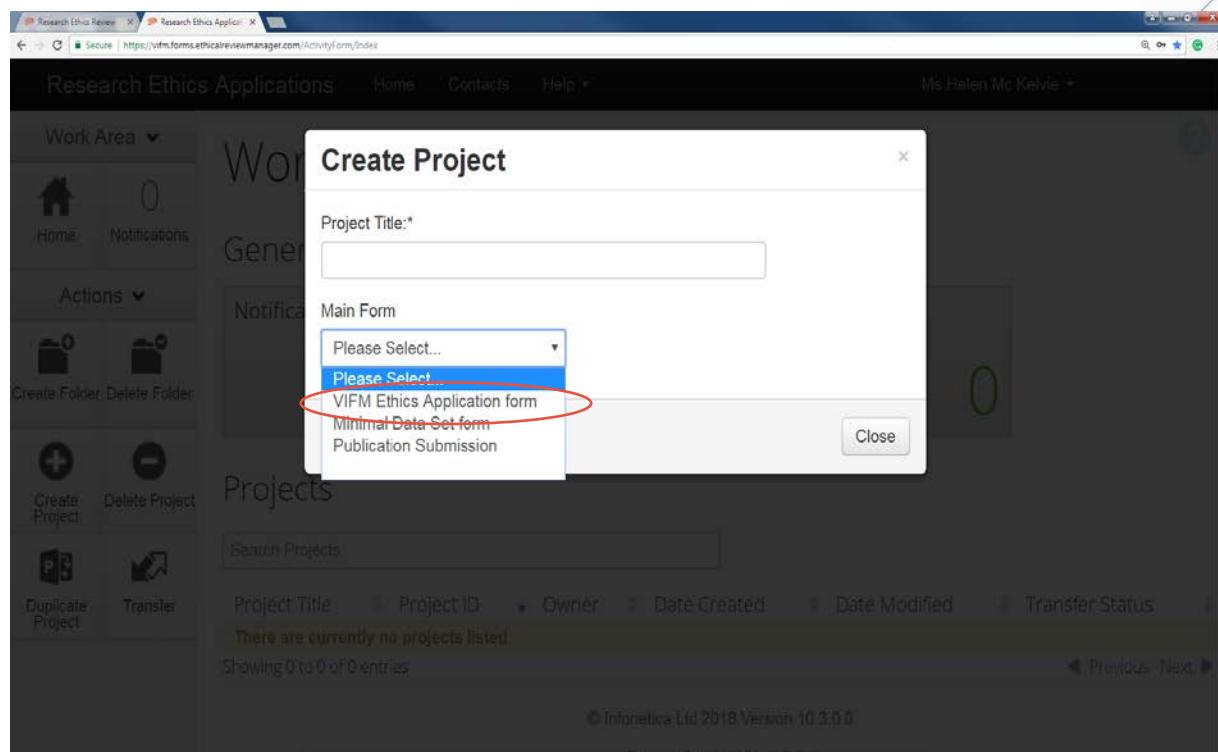
The screenshot shows the 'Research Ethics Applications' interface. On the left, there's a sidebar titled 'Work Area' with icons for Home and Notifications. Below it is another sidebar titled 'Actions' with icons for Create Folder, Delete Folder, Create Project (which is circled in blue), Delete Project, Duplicate Project, and Transfer. The main content area is titled 'Work Area' and 'General'. It shows four boxes: Notifications (0), Signatures (0), Transfers (0), and Shared (0). Below this is a section titled 'Projects' with a search bar and a message: 'There are currently no projects listed'. At the bottom, there are links for 'Terms and Conditions | Privacy Policy' and copyright information: '© Infonetica Ltd 2018 Version 10.3.0.0'.

This will take you to the next screen. Click on “Please select” to reveal a drop-down menu of forms.

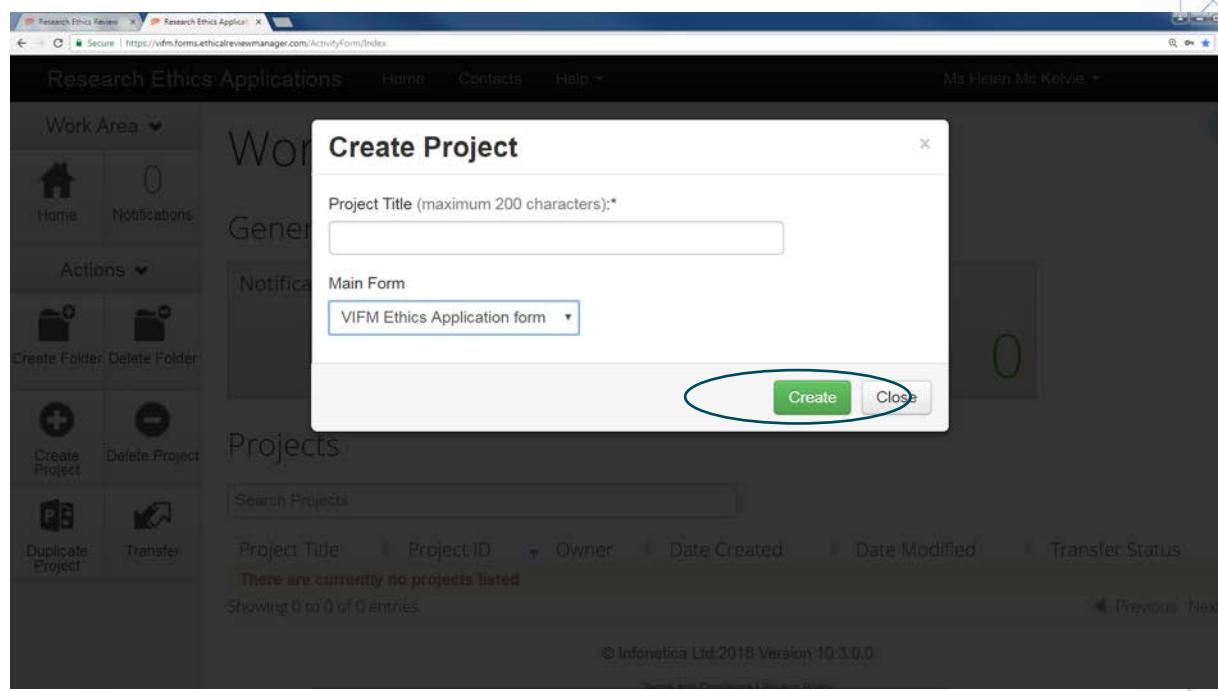


The screenshot shows a 'Create Project' dialog box overlying the main interface. The dialog has fields for 'Project Title:' and 'Main Form'. The 'Main Form' field contains the text 'Please Select...' and is circled in red. There is a 'Close' button at the bottom right of the dialog.

Select the “VIFM Ethics Application form” to create a new research application.



Enter the Project Title and click on “Create”.



Click on “Project Title and Summary” to begin filling out the form.

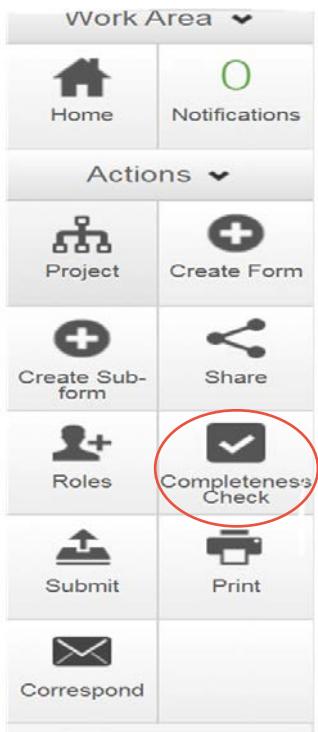
The screenshot shows the 'VIFM Ethics Application form' page. On the left, there is a sidebar with various actions like Home, Notifications, Project, Create Form, etc. The main area has tabs for Navigation, Documents, Signatures, Collaborators, Submissions, Correspondence, and History. Below these tabs, the 'VIFM Ethics Application form' title is displayed. Under 'Section', there are buttons for Project Title, Project Details, Investigator(s), and Filter Questions. To the right, under 'Questions', there is a list: 'Project Title and Summary' (which is circled in blue), 'Project plan', 'Contact Details', 'External Investigator(s)', 'Collaboration(s)', and 'Project Type'. A yellow banner at the top of the browser window says '1080 Version: v.3.5'.

Click on “Next” tile in the navigation bar to go to the next page of the application form and on the “Previous” tile to go back a page. The “Navigate” tile can be used to bring you to particular sections of the form. To navigate the form simply click the name of the section listed in the index for the form and you will be redirected to that part of the application form.

If VIFM has updated the application form, you will see a yellow banner at the top of the browser. Simply click the “update text” highlighted in blue and the form will be updated.

The screenshot shows the 'VIFM Ethics Application form' page. On the left, there is a sidebar with actions like Previous (circled in red), Next, Navigate, Print, Documents, Signatures, Save, Share, Roles, Collaborators, Completeness Check, and Submit. The main area has sections for 'Project Title' and 'Project Summary'. The 'Project Title' section contains fields for 'Full title of your project' and 'Short Title (this is the title your project will be known by)'. The 'Project Summary' section contains a field for 'Please provide a Plain English summary of your project (800 character limit)'. A yellow banner at the top of the browser window says '1080 Version: v.3.5'.

To check that you have completed the application form, click on “Completeness Check” to identify any incomplete sections. You will need to complete these sections before you can submit the form.



3. How to share your application form with others

If you wish to share your application form with co-investigators, managers, students or collaborators, click on the “Share” tile in the side navigation bar. By sharing your application form, the recipient is able to view and edit the form, depending on the level of access you have granted them. Clicking on “Share” will take you to the next screen.



There are two ways you can select people to share the application with. You can enter the email address of the person you wish to share your form with.

If you insert an email address for a person who has not been registered on the ERM, a warning will be displayed with an option to invite the co-investigator to join the ERM – see below. You will need to click on the “invite” button to send the person you wish to share the form with an invitation to register on the ERM.

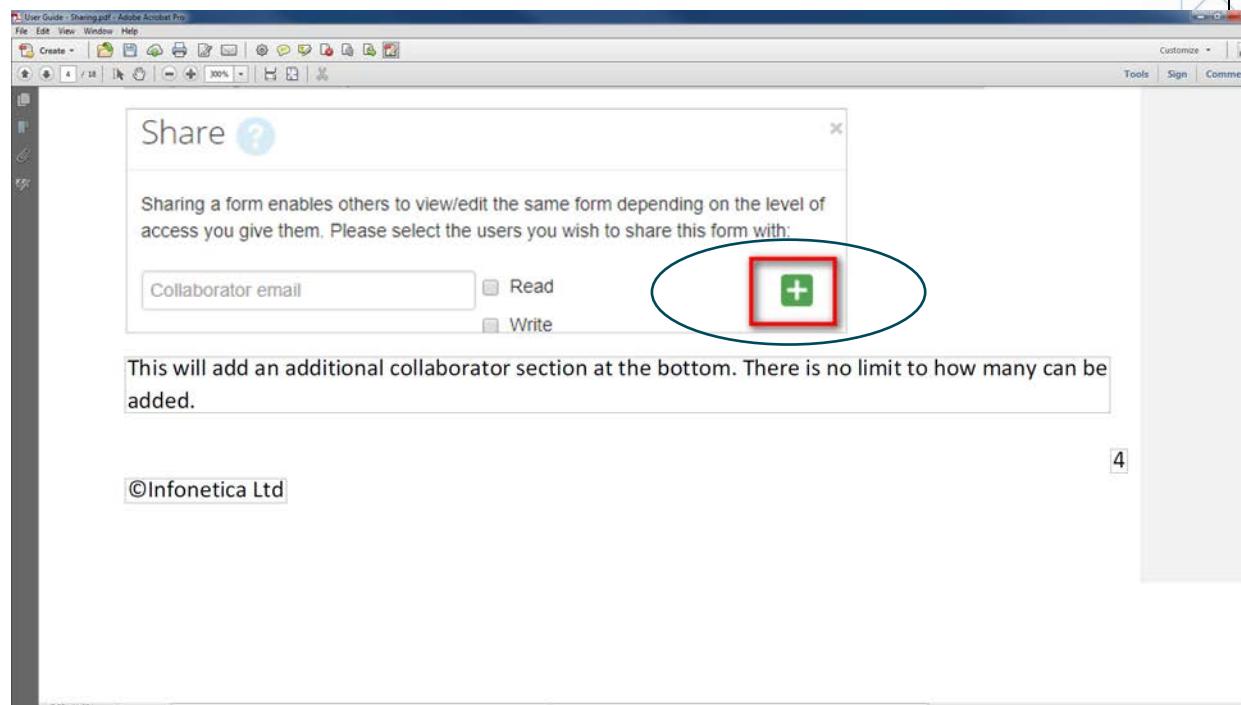
Sharing a form enables others to view/edit the same form depending on the level of access you give them. Please select the users you wish to share this form with:

john.does@gmail.com

Read
 Write
 Submit
 Share
 Create all sub forms
 Receive notifications

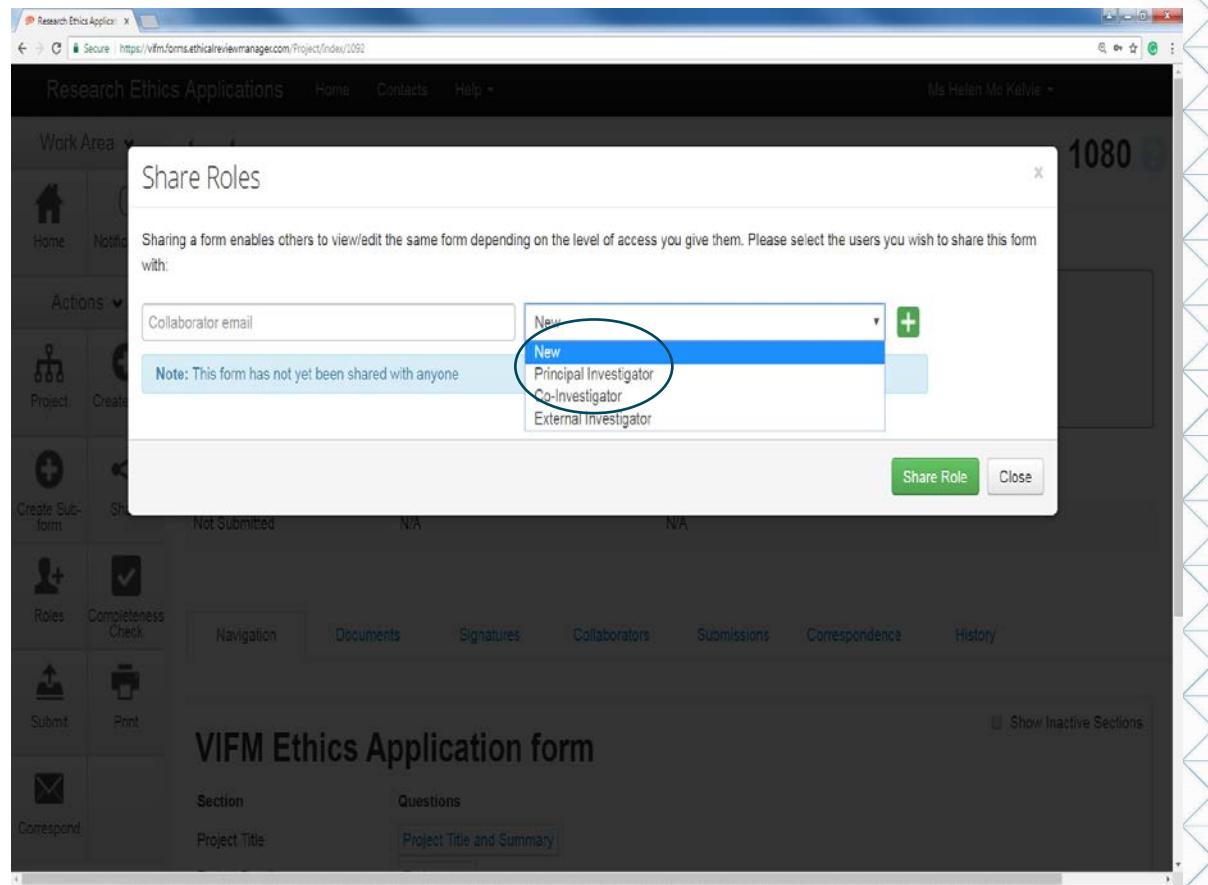
User does not exist on the system Invite

If the person with whom you wish to share the form is already registered on the ERM, you can also add them as a collaborator by clicking the “plus” sign shown below. Please note that all collaborators are added individually. This allows the permissions to be set individually.



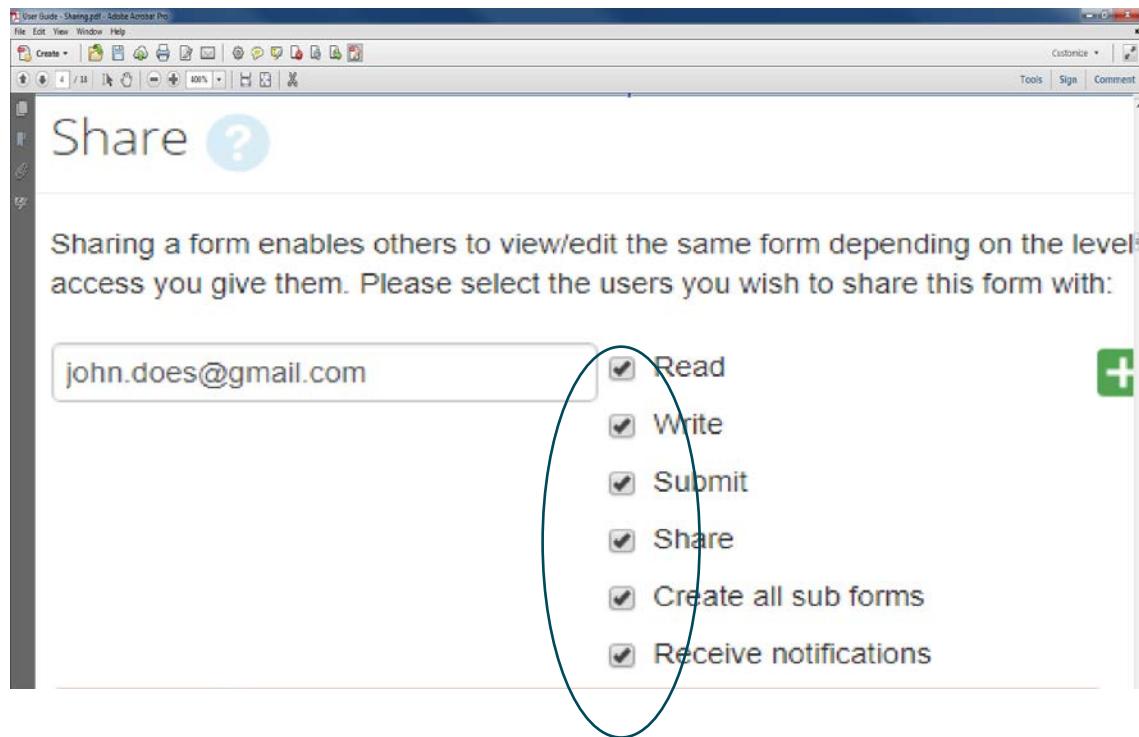
4

You will need to select the role of the person that you wish to add as a collaborator.



9

You can set the level of access that a collaborator has by ticking the boxes in the Share screen shown below. “Read” only access will only allow the collaborator to read the form. “Read and Write” access allows the collaborator to read and edit the form. Full access allows the collaborator to read, write, share and submit the form, giving the same permissions for form held by the original owner.



If the application is shared as “Write” it is possible that two or more collaborators will be editing the same panel. A warning will be displayed, but note that the application changes will be saved by whoever saves them last. It is advised that you restrict the “write” access to the key investigators, so that you can track changes to the form more easily.

If you have prepared the application form as a co-investigator, and would like the principal investigator to submit the form, share it with the principal investigator and select “Submit” in the menu below.

The screenshot shows a PDF document titled "User Guide - Sharing.pdf" open in Adobe Acrobat Pro. The main content is a "Share" section. It displays an email address "john.does@gmail.com" in a text input field. To its right is a vertical list of sharing permissions, each with a checked checkbox:

- Read
- Write
- Submit (This option is circled in red)
- Share
- Create all sub forms
- Receive notifications

A green plus sign icon is located at the top right of the permission list.

Once you have shared the application the person will receive the following message in their ERM.

The screenshot shows a web-based application window titled "Research Ethics Applications". The main area is dark-themed, while a modal dialog box is displayed in the center. The dialog has a title "Message" and contains the following information:

Project Short Title: bjhhouhkl
Date: 14/09/2018 11:25 AM

Ms Yetunde Daramola has requested to share their form with you

At the bottom of the dialog are two buttons: "View Form" and "Close". In the background, the REAP interface shows a "Work Area" with a "Notifications" tab selected, showing one notification. A small "1" is visible next to the notifications tab. The status bar at the bottom of the screen shows the copyright notice "© Infoneta Ltd 2016 Version 10.4.0.0".

Once added, the collaborators are visible by clicking on the "Collaborators" tile.

The screenshot shows the 'VIFM Ethics Application form' interface. On the left, a sidebar titled 'Actions' includes icons for Previous, Next, Navigate, Print, Documents, Signatures, Save, Share, Roles, Collaborators (which is highlighted with a blue circle), Completeness Check, and Submit. The main area has sections for 'Project Title' and 'Project Summary'. Below these, a note states: 'You can edit the level of access given to each collaborator by clicking on the "Edit Permissions" button.' A callout bubble points to the 'Edit Permissions' button in the 'Collaborators' modal window.

You can edit the level of access given to each collaborator by clicking on the “Edit Permissions” button.

The screenshot shows the 'Collaborators' modal window. It lists current collaborators: Ms Fiona Leahy, Ms Yetunde Daramola, and Ms Helen Mc Kelvie. For each, it shows their access level and a 'Edit Permissions' button. The 'Edit Permissions' button for Ms Fiona Leahy is highlighted with a blue circle. At the bottom, there's a 'Percentage contribution on project' input field (set to 80) and a question 'Are there any others involved in the project? (please tick all that apply)'.

Name	Access	Edit Permissions
Ms Fiona Leahy	Read, Write, Submit, Share, Create all sub forms, Receive notifications	Edit Permissions
Ms Yetunde Daramola	Project Owner and Form Owner	Edit Permissions
Ms Helen Mc Kelvie	Read, Write	Edit Permissions

The “Share” tile will signify how many share requests you have, these can be accessed by clicking on the tile and clicking on the share table.

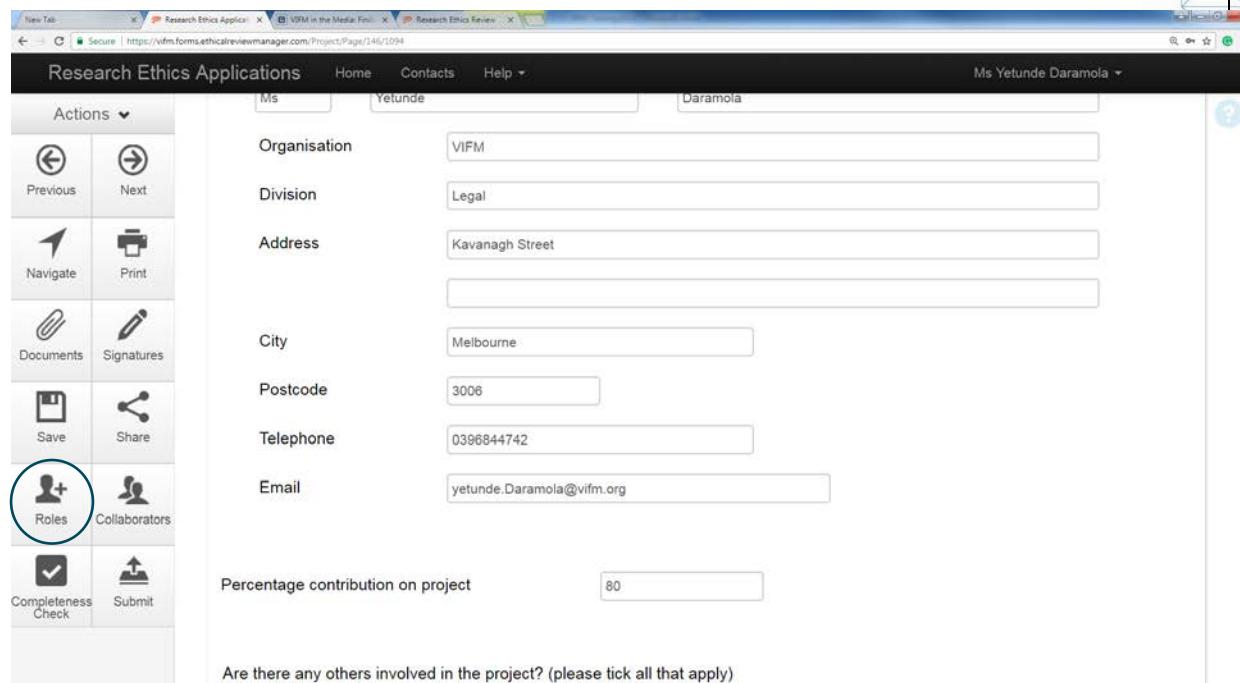
The screenshot shows the 'Work Area' section of the interface. On the left, there's a sidebar with 'Actions' (Notifications, Create Folder, Delete Folder, Create Project, Delete Project, Duplicate Project, Transfer) and 'Folders' (2018, 3). The main area has four tiles: 'Notifications' (20), 'Signatures' (0), 'Transfers' (0), and 'Shared' (1, circled in red). Below these are sections for 'Folders' (2018, 3) and 'Projects' (Search Projects).

The screenshot shows the 'Shared Forms' page. The sidebar includes 'Work Area' (Home, Notifications) and 'Actions' (Create Folder, Delete Folder, Create Project, Delete Project, Duplicate Project, Transfer). The main area features a search bar ('Search forms') and a table with one entry:

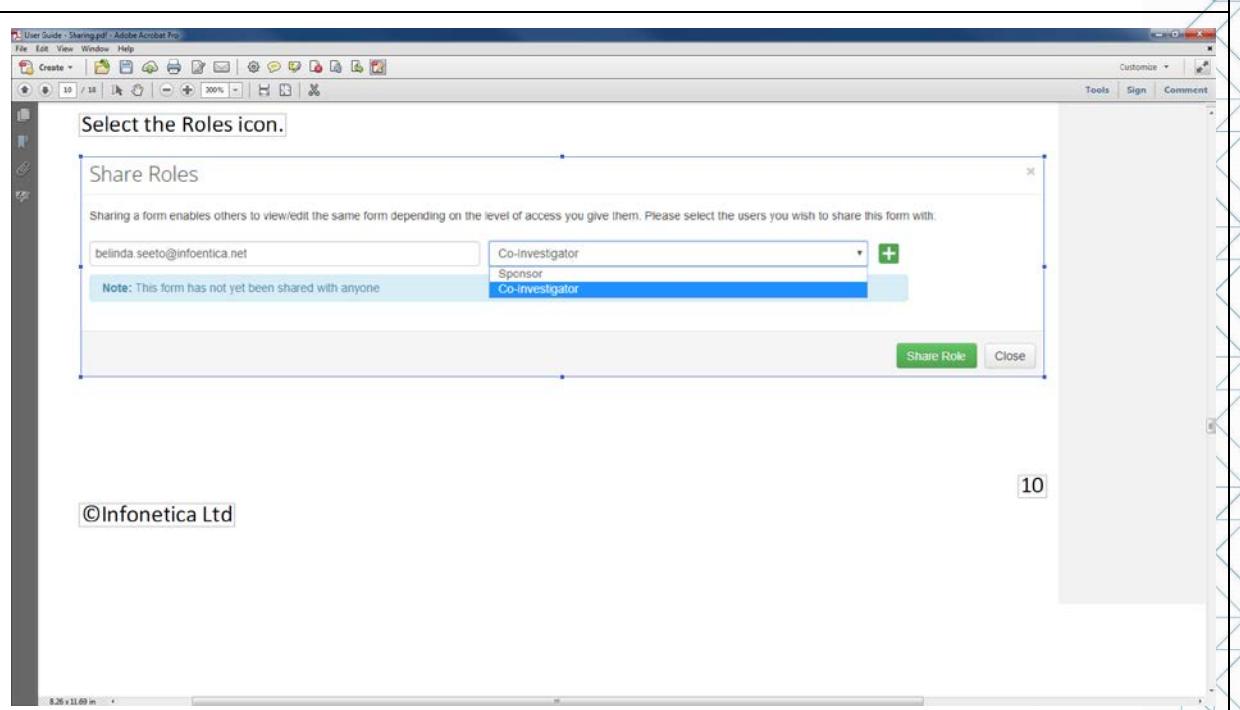
Project Title	Project Id	Form Title	Access	Action
test	1080	VI FM Ethics Application form	Read, Write, Submit, Share, Create all sub forms, Receive notifications	View Form Reject

At the bottom, it says 'Showing 1 to 1 of 1 entries' and includes links for '© Infonetica Ltd 2018 Version 10.7.0.0', 'Terms and Conditions', 'Privacy Policy', 'View Form', 'Reject', 'Previous', and 'Next'.

Clicking on “Role” enables the same function as the “Share button”. You can specify the level of access for each collaborator. Permissions and access can also be given using applicant roles.



The screenshot shows a web-based application for managing research ethics applications. On the left, there is a sidebar with various actions: Previous, Next, Navigate, Print, Documents, Signatures, Save, Share, Roles (which is circled in blue), Completeness Check, and Submit. The main form displays organization details: Organisation (VIFM), Division (Legal), Address (Kavanagh Street), City (Melbourne), Postcode (3006), Telephone (0396844742), and Email (yetunde.Daramola@vifm.org). Below these fields is a text input for 'Percentage contribution on project' with the value '80'. At the bottom, there is a question: 'Are there any others involved in the project? (please tick all that apply)'.

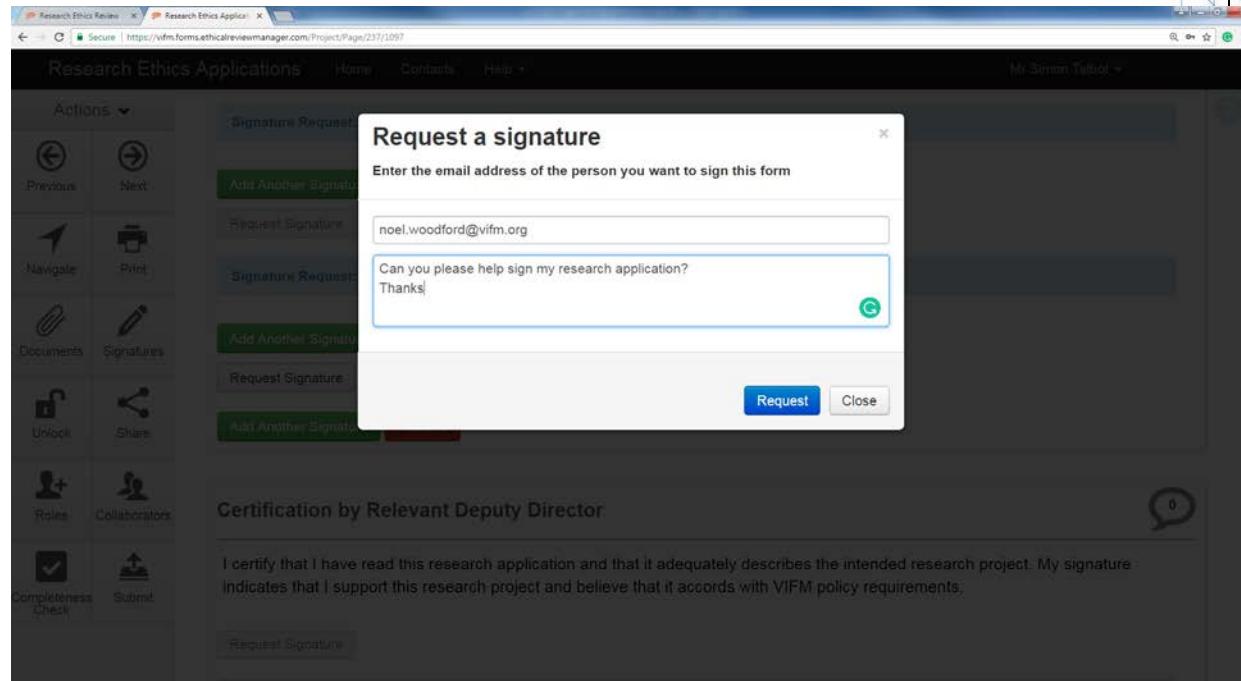


The screenshot shows the 'Share Roles' dialog box from Adobe Acrobat Pro. It lists users to share with: belinda.seeto@infoentica.net (Co-Investigator) and another user (Sponsor, Co-Investigator). A note at the bottom states: 'Note: This form has not yet been shared with anyone'. There are 'Share Role' and 'Close' buttons at the bottom right. The dialog box has a title bar 'User Guide - Sharing.pdf - Adobe Acrobat Pro' and a toolbar with various icons.

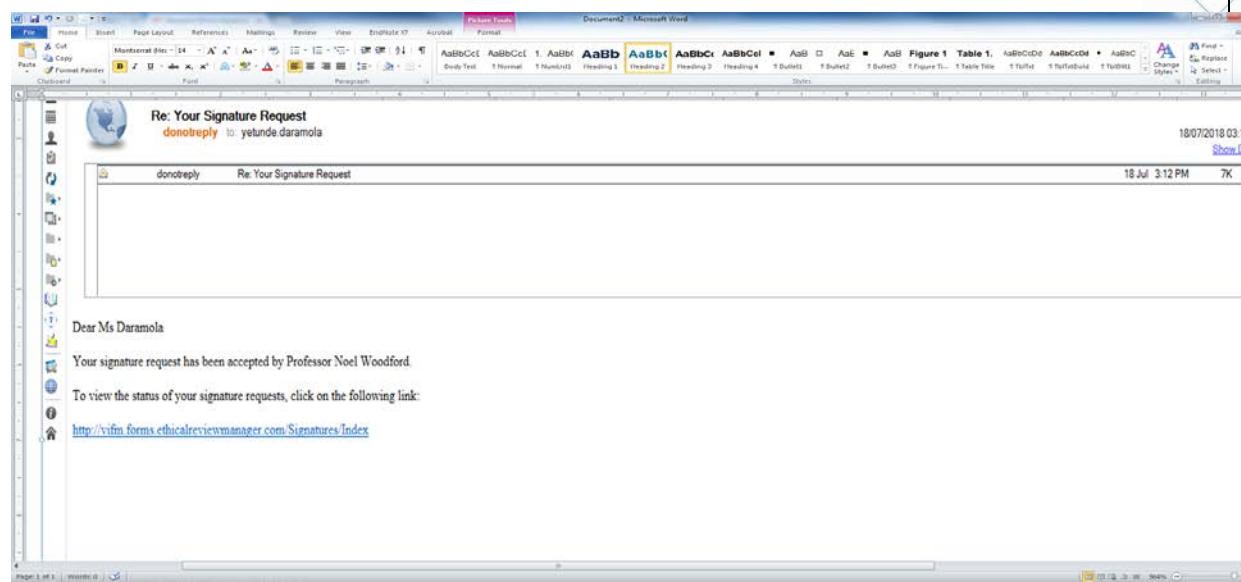
4. How to sign your application form

You sign your form by typing in your email address and clicking on sign.

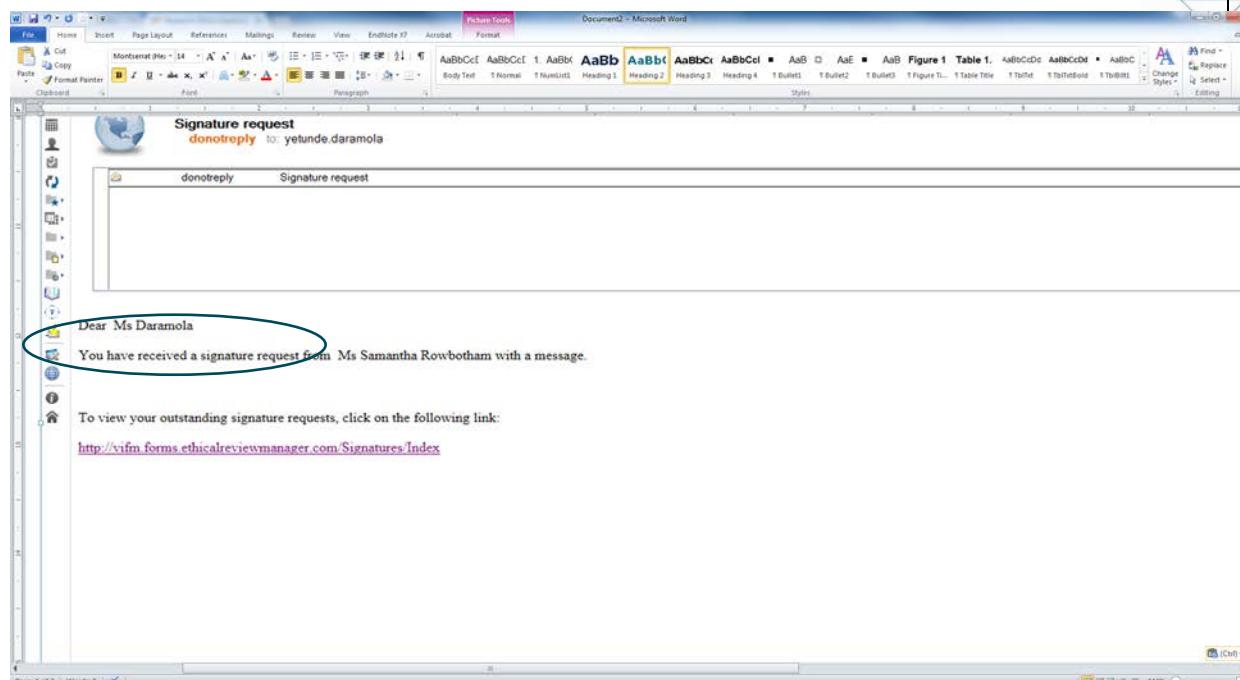
You seek the signatures of the Head of Service and Head of Institution by clicking on request signature which takes you to the screen below, then you type in in the email address and message and click on request to send your request.



You will receive notification in your registered email when a task such as a signature request is completed.



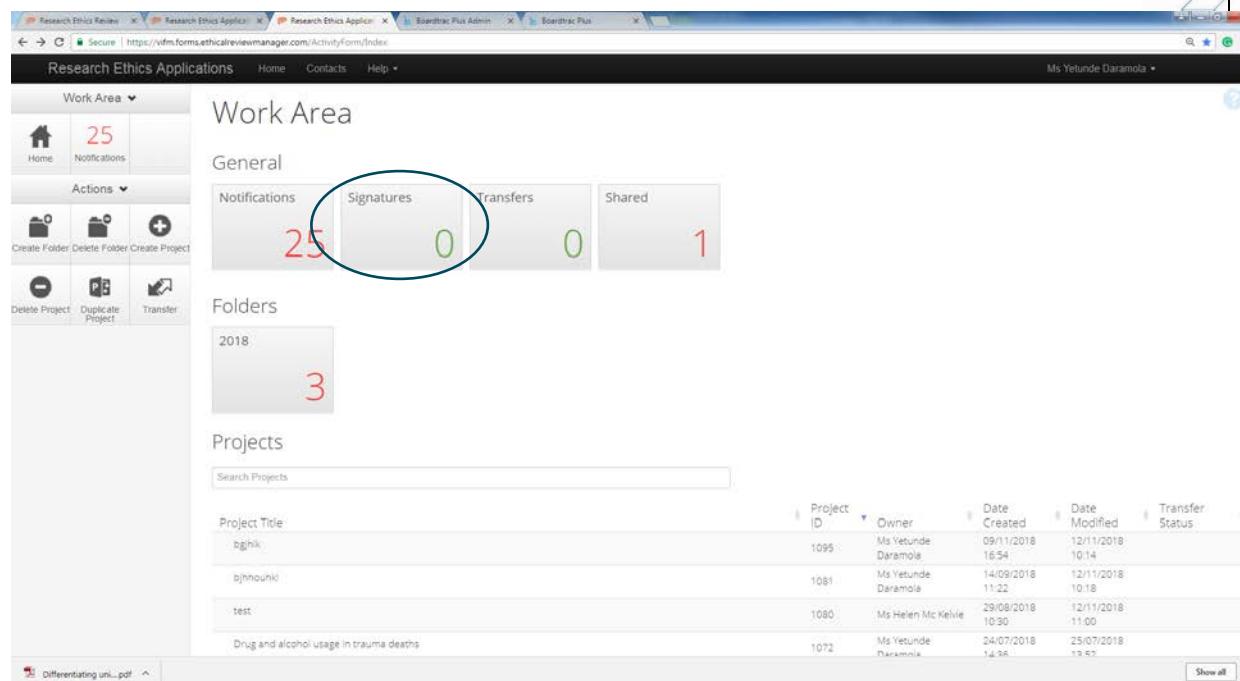
If you receive a request from a co-investigator for your signature on an application, you will receive an email as set out below. To sign a form, just click on the link in the email notifying you of the signature request.



This will take you to the home page, where you log in and view the form. To sign, you need to enter your registered email address and click "Sign". You will not be able to sign a form if you do not view it or if you are not a registered user.

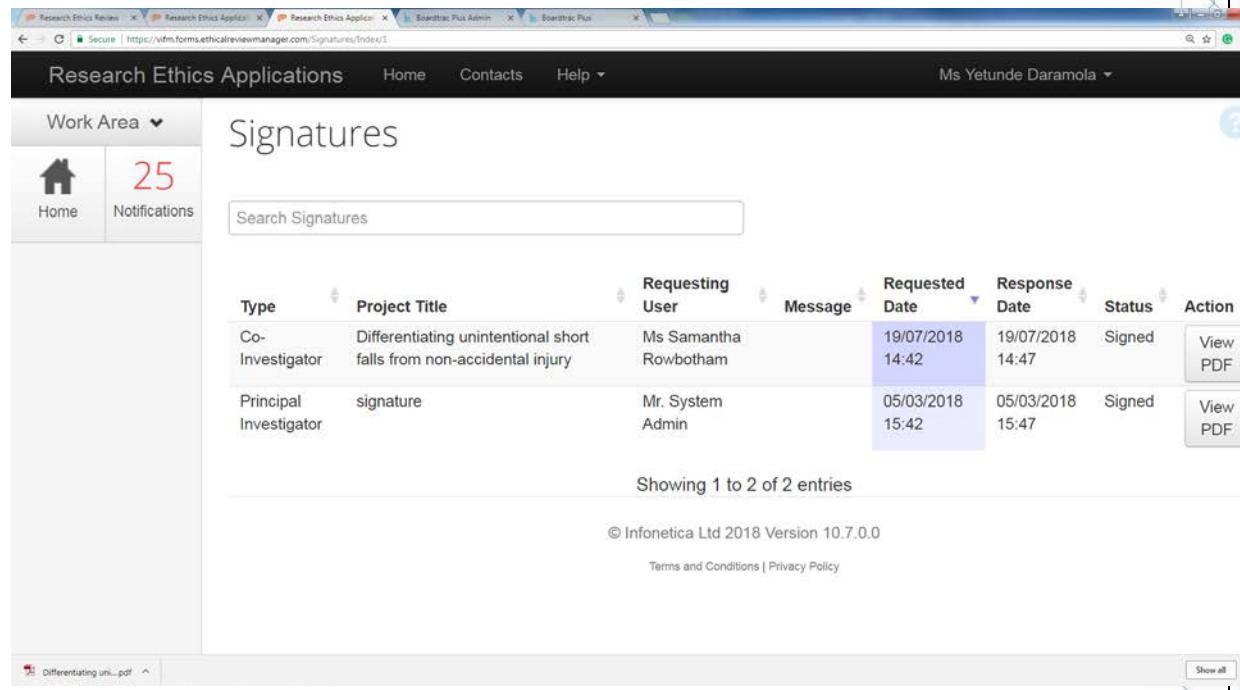
The screenshot shows a web browser window for "Research Ethics Review". The URL is <https://vifm.reviewethicalreviewmanager.com/Account/Login?ReturnUrl=%2fWorkArea%2fIndex>. The page has a header with "Research Ethics Review", "Work Area", "Contacts", "Help", and "Log in". Below the header is the "VICTORIAN INSTITUTE OF FORENSIC MEDICINE" logo. The main content area is titled "Research Ethics Review" and contains a "Log in" form. The form includes fields for "Email Address" (containing "Helen.Mckelvie@vifm.org") and "Password" (represented by a yellow redacted box). There are "Log in" and "Forgotten Password" buttons at the bottom of the form.

You can view all of the signatures and requests for signatures by clicking on the “Signatures” tile located in your “Work Area”.



The screenshot shows the 'Work Area' section of the software. It includes a sidebar with 'Home' (25 notifications) and 'Actions' (Create Folder, Delete Folder, Create Project, Delete Project, Duplicate Project, Transfer). The main area has sections for 'General', 'Folders', and 'Projects'. In the 'General' section, there are four boxes: 'Notifications' (25), 'Signatures' (0, circled in green), 'Transfers' (0), and 'Shared' (1). Below these are 'Folders' (2018, 3) and 'Projects' (a list of projects with their details like Project ID, Owner, Date Created, Date Modified, and Transfer Status).

A box will appear displaying both the signatures that are on the form along with the requested signatures yet to be completed – see screen below.



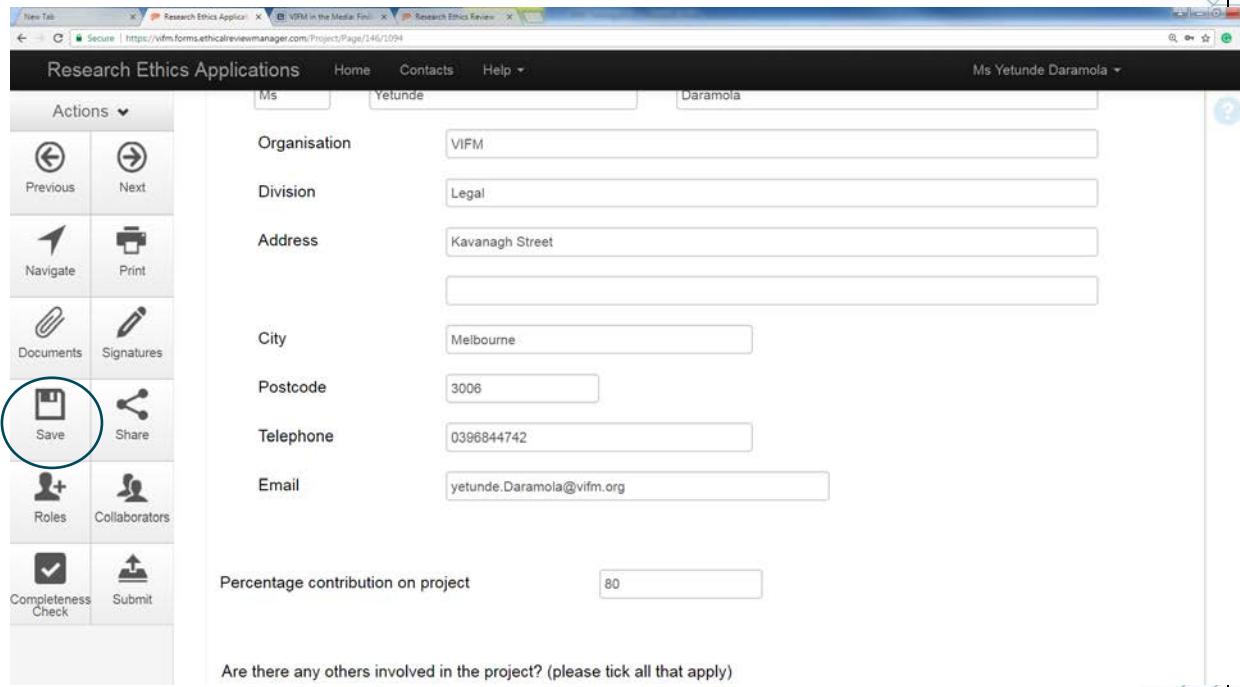
The screenshot shows the 'Signatures' page. It has a search bar and a table with columns: Type, Project Title, Requesting User, Message, Requested Date, Response Date, Status, and Action. Two entries are listed:

Type	Project Title	Requesting User	Message	Requested Date	Response Date	Status	Action
Co-Investigator	Differentiating unintentional short falls from non-accidental injury	Ms Samantha Rowbotham		19/07/2018 14:42	19/07/2018 14:47	Signed	<button>View PDF</button>
Principal Investigator	signature	Mr. System Admin		05/03/2018 15:42	05/03/2018 15:47	Signed	<button>View PDF</button>

At the bottom, it says 'Showing 1 to 2 of 2 entries' and includes links for '© Infonetica Ltd 2018 Version 10.7.0.0', 'Terms and Conditions', and 'Privacy Policy'.

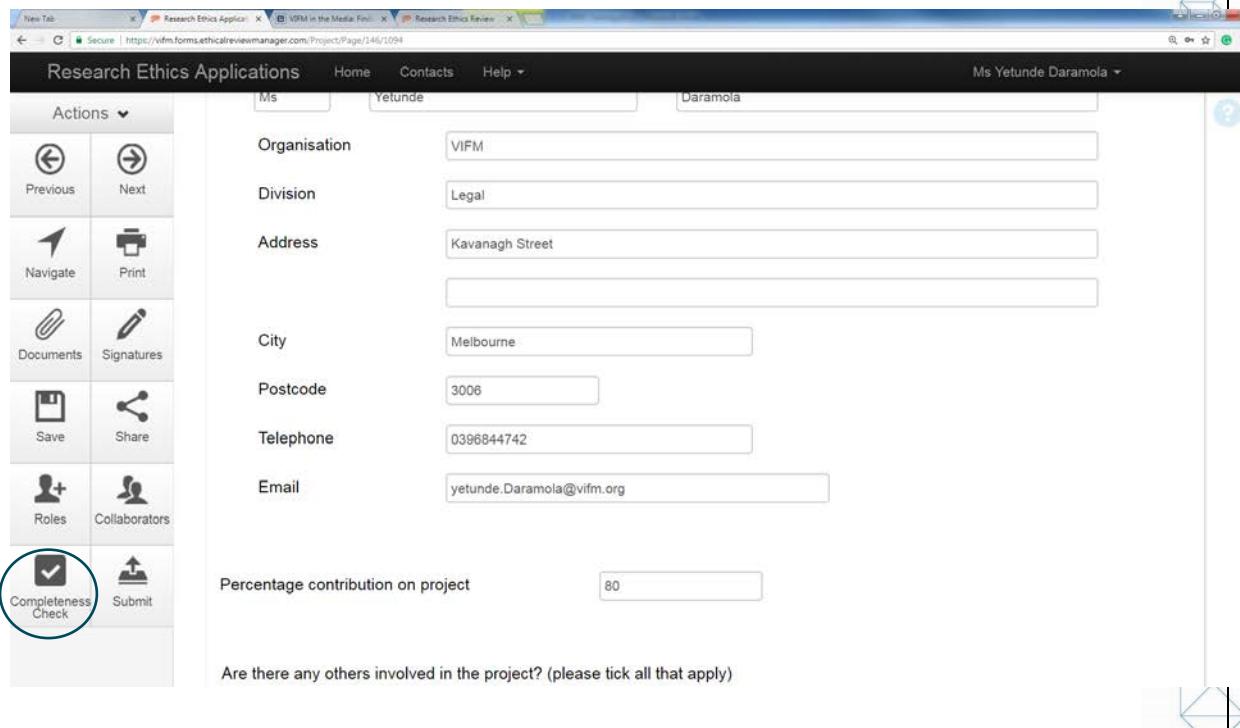
5. How to save and submit your application form

To save changes to the form simply click the “Save” tile located on the side navigation bar.



The screenshot shows a web-based application interface for 'Research Ethics Applications'. The left sidebar contains a 'Actions' menu with various icons: Previous, Next, Navigate, Print, Documents, Signatures, Save (circled in blue), Share, Roles, Collaborators, Completeness Check (circled in blue), and Submit. The main form area has fields for Organisation (VIFM), Division (Legal), Address (Kavanagh Street), City (Melbourne), Postcode (3006), Telephone (0396844742), Email (yetunde.Daramola@vifm.org), and Percentage contribution on project (80). Below the form is a question: 'Are there any others involved in the project? (please tick all that apply)'.

You can only submit a form if all of the relevant questions have been answered. You may conduct a completeness check by clicking on the “Completeness Check” tile in the side navigation bar.



This screenshot is identical to the one above, showing the same form fields and sidebar actions. The 'Completeness Check' button in the sidebar is circled in blue, indicating it has been selected.

Once the form has been completed, click on the “Submit” tile in the side navigation bar.

The screenshot shows a software application window titled "Research Ethics Applications". The main area displays a form with the following fields and values:

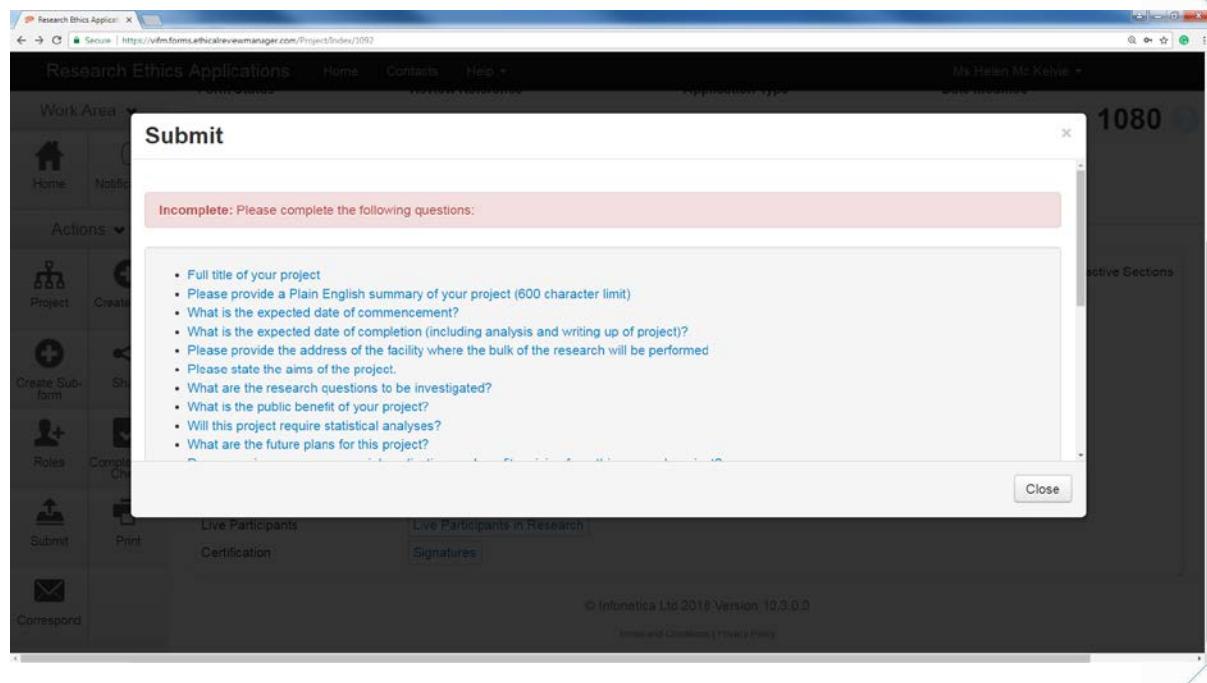
Organisation	VIFM
Division	Legal
Address	Kavanagh Street
City	Melbourne
Postcode	3006
Telephone	0396844742
Email	yetunde.Daramola@vifm.org

Below the form, there is a field labeled "Percentage contribution on project" with the value "80". At the bottom of the form area, there is a question: "Are there any others involved in the project? (please tick all that apply)".

The left sidebar contains a navigation menu with various icons and labels, including "Actions", "Previous", "Next", "Navigate", "Print", "Documents", "Signatures", "Save", "Share", "Roles", "Collaborators", "Completeness Check", and "Submit". The "Submit" button is circled in blue.

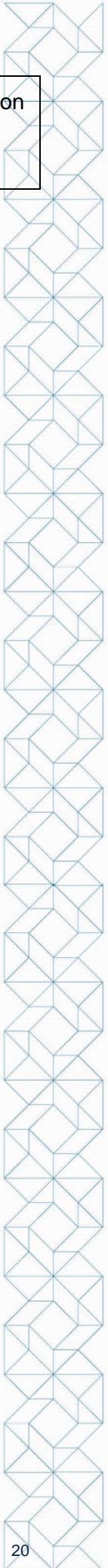
When you have clicked on the “Submit” tile, there will be two automatic completeness checks: the first to check that all relevant questions have been answered, and the second to ensure that any “parent” forms have been submitted before a “sub-form” is submitted.

If all the sections have not been completed, you will get the following message and you will not be able to submit your form. A list of all incomplete items will be displayed in a box. You can click on each item to take you to the question that needs to be completed.



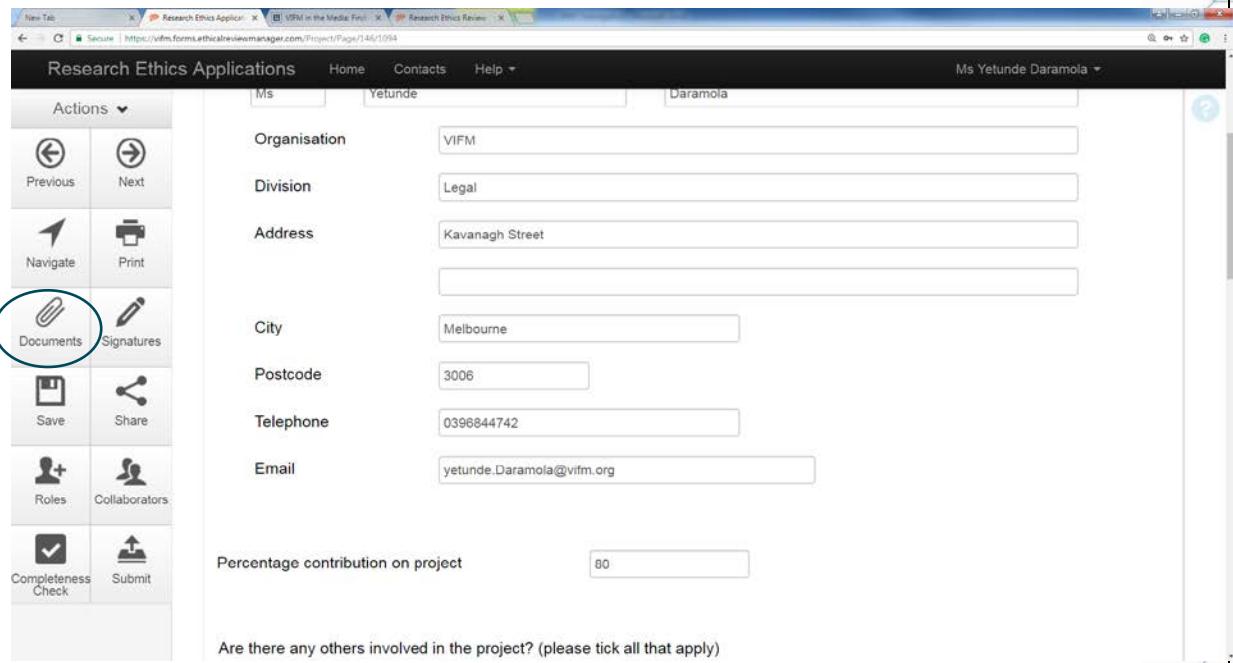


If the form is complete, click the Submit tile to submit the form and on successful submission you will be re-directed to a page congratulating you on your submission.



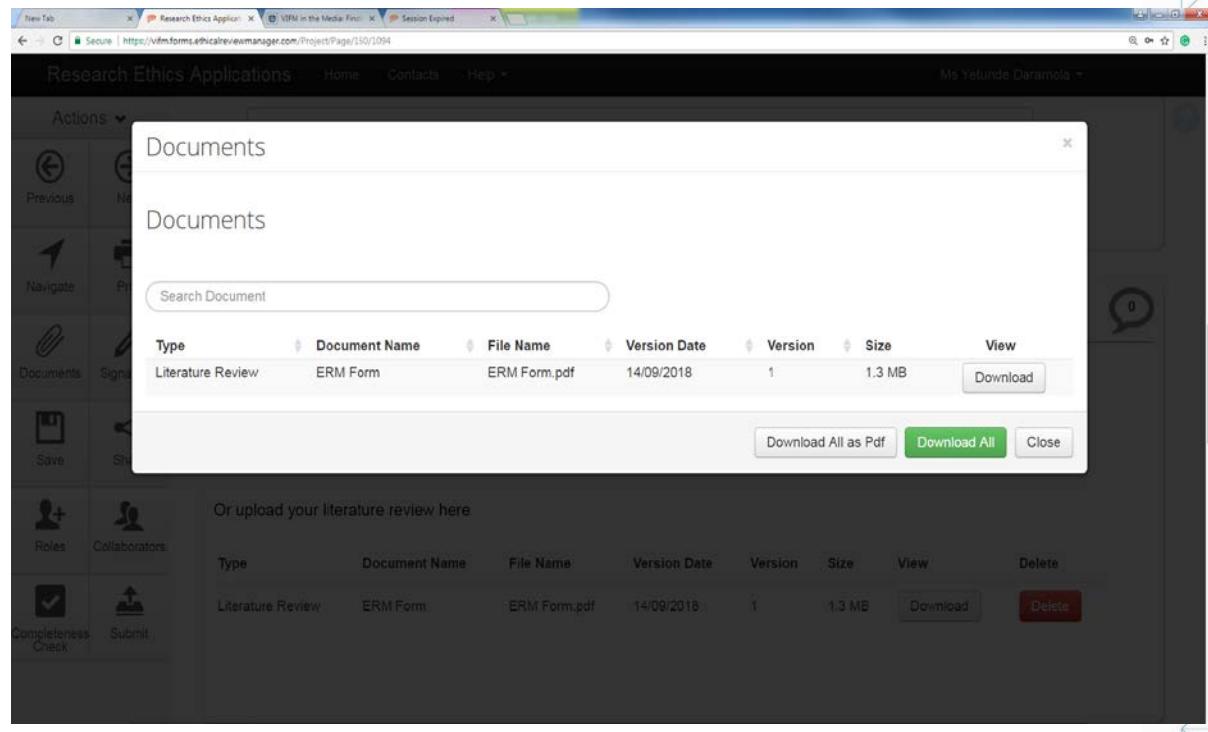
6. How to download or view documents attached to a research application

To download or view an attachment to a research form (such a uploaded literature review), click on the “ Documents” tile in the side navigation bar. This will display a table with all of the form documents.



The screenshot shows the 'Research Ethics Applications' interface. On the left, there is a sidebar with various actions: Previous, Next, Navigate, Print, Documents (which is circled in blue), Signatures, Save, Share, Roles, Collaborators, Completeness Check, and Submit. The main area displays form fields for an organization: Organisation (VIFM), Division (Legal), Address (Kavanagh Street), City (Melbourne), Postcode (3006), Telephone (0396844742), and Email (yetunde.Daramola@vifm.org). Below these fields is a text input for 'Percentage contribution on project' with the value '80'. At the bottom, there is a question: 'Are there any others involved in the project? (please tick all that apply)'.

You are able to download the document as a PDF and print as per normal.

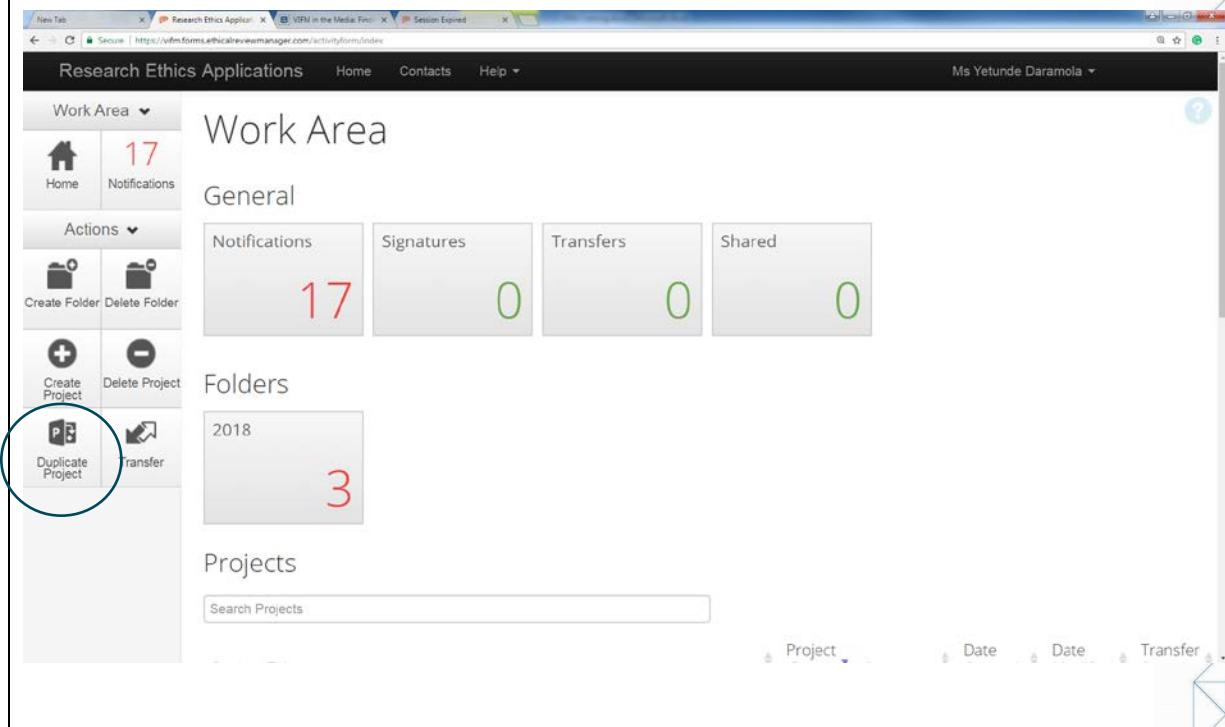


The screenshot shows a 'Documents' modal window. It contains a search bar labeled 'Search Document'. A table lists one document: Type (Literature Review), Document Name (ERM Form), File Name (ERM Form.pdf), Version Date (14/09/2018), Version (1), Size (1.3 MB), and a 'View' button. Below the table are three buttons: 'Download All as Pdf', 'Download All', and 'Close'. At the bottom of the modal, there is a section for uploading a literature review with a placeholder 'Or upload your literature review here' and a table for managing uploaded files, which currently shows the same document entry as the modal.

7. How to duplicate an application form

If you wish to create a similar project to one that you have already completed, you can save time by duplicating an existing project and then editing the new application.

Click on the “Duplicate Project” tile in the side navigation bar, select the project you wish to duplicate from the dropdown menu and click the “Duplicate” button.



The screenshot shows the 'Research Ethics Applications' interface. In the top left, there's a 'Work Area' sidebar with a 'Home' icon and '17 Notifications'. Below it are 'Actions' buttons for 'Create Folder' (with 0 notifications), 'Delete Folder', 'Create Project' (with 17 notifications), 'Delete Project', 'Duplicate Project' (circled in teal), and 'Transfer'. The main area has sections for 'General' (Notifications 17, Signatures 0, Transfers 0, Shared 0) and 'Folders' (2018 folder with 3 projects). At the bottom, there's a 'Projects' search bar and some filtering options.

8. How to correspond through the ERM system

Applicants and collaborators can send messages to the Research Advisory Committee through the ERM system. It is also possible to send documents attached to a message.

Applicants will also receive notifications from reviewers and administrators.

Correspondence can be initiated before and after submission.

Click on the “Correspond” tile to send a message to the Research Advisory Committee.



The screenshot shows the VIFM Ethics Application form with the "Correspond" dialog box open. The dialog box contains the following text and fields:

Note: This message will be delivered to members of Research Advisory Committee.

Please enter a message

Choose Files No file chosen

Send Close

To communicate with your collaborators, click on the speech bubble in the application form and insert your message. Please note that these comments are not visible to reviewers.

It is recommended that the form owner seek comments from collaborators by using the comment speech bubble. This is because if you grant “write” access to all of the collaborators, there is the possibility that a collaborator’s comment will not be saved, if two people are writing at the same time. The last person to save the changes, overwrites any changes being made by a collaborator who is editing at the same time.

The screenshot shows the 'VIFM Ethics Application form' interface. On the left, a sidebar contains various actions: Previous, Next, Navigate, Print, Documents, Signatures, Save, Share, Roles, Collaborators, and Completeness Check. The main area is titled 'Project Summary' and contains a text input field for a plain English summary of the project. To the right of the input field is a button labeled 'Comments (not visible to reviewers)'. A blue oval highlights the speech bubble icon in the top right corner of the main form area.

Clicking on the speech bubble take you to the next screen where you can add comment.

The screenshot shows a modal dialog box titled 'Comments +Add Comment'. Inside the dialog, a note states: 'Note: No comments have yet been added to this application. (Not visible to reviewers)'. There is a 'Close' button in the bottom right corner of the dialog. The background of the main application window is dark, while the dialog box is light-colored.



The screenshot shows a web-based application window titled "Research Ethics Applications". A modal dialog box is open, titled "Comments +Add Comment". Inside the dialog, there is a text input field labeled "Comment" with a placeholder "Type your comment here". Below the input field are two buttons: "Save" (green) and "Cancel". To the right of the input field, there are two columns: "Date Added" (set to "Now") and "Owner" (set to "You"). In the top right corner of the dialog, there is a "Close" button. The background of the application shows a sidebar with various icons and sections like "Actions", "Previous", "Next", "Navigate", "Documents", "Signatures", "Save", "Share", "Roles", "Collaborators", and "Completeness Check". At the top right of the main window, it says "1095 Version: V1".

Type in your comment, click save and close when you have finished.

9. How to print an application form

To print a form, simply click on the “Print” tile located on the side navigation bar. You will be redirected to the browsers print options where you must specify the formatting and click Print.



10. How to transfer ownership of an application to another person.

If you are no longer involved in a research project you can transfer the ownership of that form to another person by clicking on the "Transfer" tile.

The screenshot shows the 'Work Area' section of the system. It includes a summary of notifications (17), signatures (0), transfers (0), and shared items (0). Below this, there's a 'Folders' section with a folder named '2018' containing 3 items. The 'Actions' section contains buttons for 'Create Folder', 'Delete Folder', 'Create Project', 'Delete Project', 'Duplicate Project', and 'Transfer'. The 'Transfer' button is circled in blue.

This will take you to the next screen.

Select the project which you intend to transfer and enter the email address and message to the prospective owner of the project. The prospective owner needs to be registered on the ERM system in order for the project to be transferred to him or her.

The screenshot shows a 'Transfer Projects' dialog box in Microsoft Word. It displays a list of projects with their corresponding User Project ID and Project Title. The 'User Project Id' column includes entries like 0432, 0433, 0434, 0435, 0437, 0446, 0447, 0490, and 0491. The 'Project Title' column includes entries like 'Animal Ethics Test', 'Animal Ethics 2', 'AE3', 'AE4', 'AE5', 'AE6', 'Test of Forms', 'test', and 'test multiple forms'. At the bottom of the dialog, there is an error message: 'User belind.seeto@info0.net does not exist on the system'.

11. How to delete an application form

To delete a project, click on the “Delete Project” tile in the side navigation bar.

The screenshot shows the 'Work Area' section of the interface. It includes a 'General' summary with counts for Notifications (17), Signatures (0), Transfers (0), and Shared items (0). Below this are sections for 'Folders' (showing 3 items under '2018') and 'Projects' (with a search bar). A sidebar on the left contains icons for Home, Notifications, Actions (Create Folder, Delete Folder, Create Project, Delete Project, Duplicate Project, Transfer), and Folders (2018).

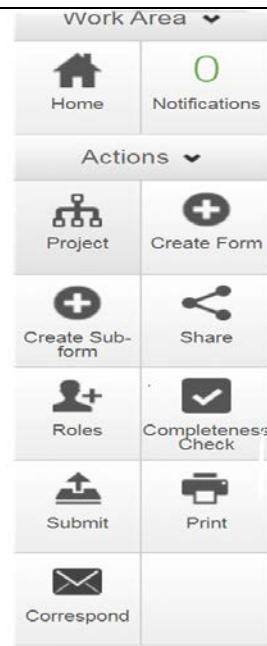
Then select the project you wish to delete from the dropdown menu. Click the Delete button.

A modal dialog box titled 'Delete Project' is displayed. It asks 'Please select project that you wish to delete:' with a dropdown menu containing 'bgjhik'. At the bottom, it asks 'Are you sure you want to remove this item?' with 'Yes' and 'No' buttons. The background of the main interface shows a darkened 'Work Area' dashboard with a 'Folders' section showing 3 items under '2018'.

12. How to submit a sub-form

There are a number of sub-forms in the ERM system for researchers to use. These are the Annual Report, Final Report, Amendment to an Approved Project and Publication Approval form.

To access these forms, click on the “Create Sub-form” tile in the side navigation bar.



Select the sub-form that you need from the drop down menu – see below. This will open the form so that you can complete it and submit.

The screenshot shows the VIFM Research Ethics Applications interface. In the center, a modal dialog box titled "Create Sub-form" is displayed. It contains a dropdown menu with the following options: "Annual Report form", "Final Report Form", "Publication Approval form", "Self Audit form", and "Publication Submission". The "Annual Report form" option is highlighted with a blue oval. At the bottom right of the dialog box are two buttons: "Create" and "Close". The background of the main interface shows a project tree with a node labeled "test" and several action buttons: Home, Notifications, Project, Create Form, Create Sub-form, Share, Roles, Completeness Check, Submit, Print, and Correspond. Below the dialog box, the main content area is titled "VIFM Ethics Application form" and shows sections for "Section" (Project Title) and "Questions" (Project Title and Summary). Navigation tabs like "Navigation", "Documents", "Signatures", "Collaborators", "Submissions", "Correspondence", and "History" are visible at the bottom.