

Quick guide to applying for ethics approval in Hōkai

Introduction:

This document is a quick guide to applying for human and animal ethics approval online in [Hōkai](#). For detailed instructions refer to the [Nuku modules](#).

Accessing Hōkai

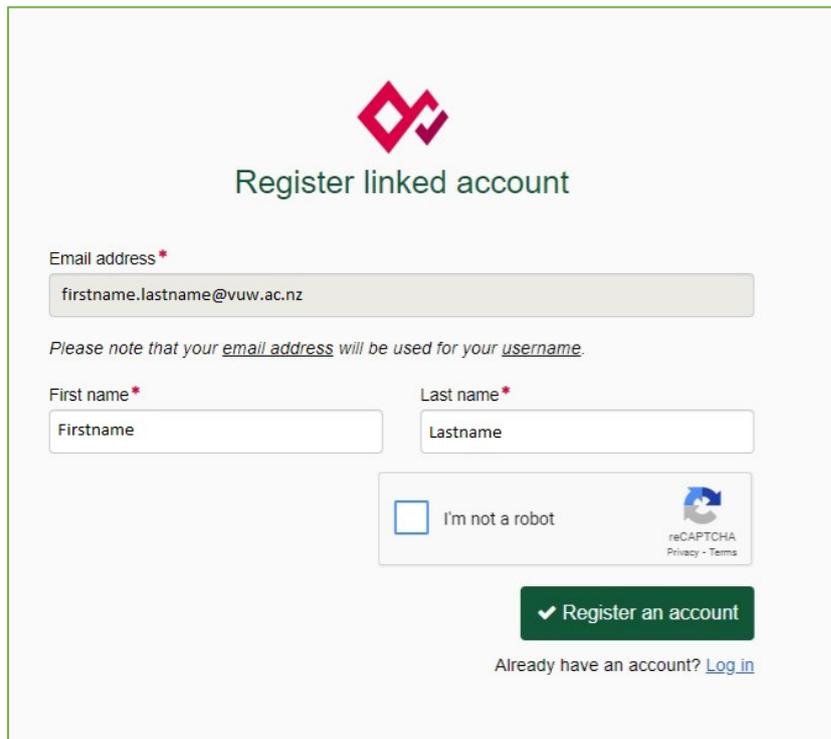
University staff account holders

University staff and postgraduate thesis students must log in to Hōkai using the single sign-on button. Users from the ResearchMaster ethics system have been migrated to Hōkai. If you have not accessed Hōkai or ResearchMaster for ethics previously you will be asked to register your account.

1. Click on the University Single Sign On button.
2. This will direct you to the University's Single Sign On authentication system.
3. If you are not automatically logged in to Hōkai you will be asked to register your account.

Register your staff account with Hōkai.

1. Once you have logged in to the University's Single Sign On authentication system, you will be directed to the Hōkai Register linked account screen. Your details will auto populate.
2. Review your details and tick the reCAPTCHA box.
3. Click Register an account.




Register linked account

Email address*

Please note that your [email address](#) will be used for your [username](#).

First name* Last name*

I'm not a robot 
reCAPTCHA
Privacy - Terms

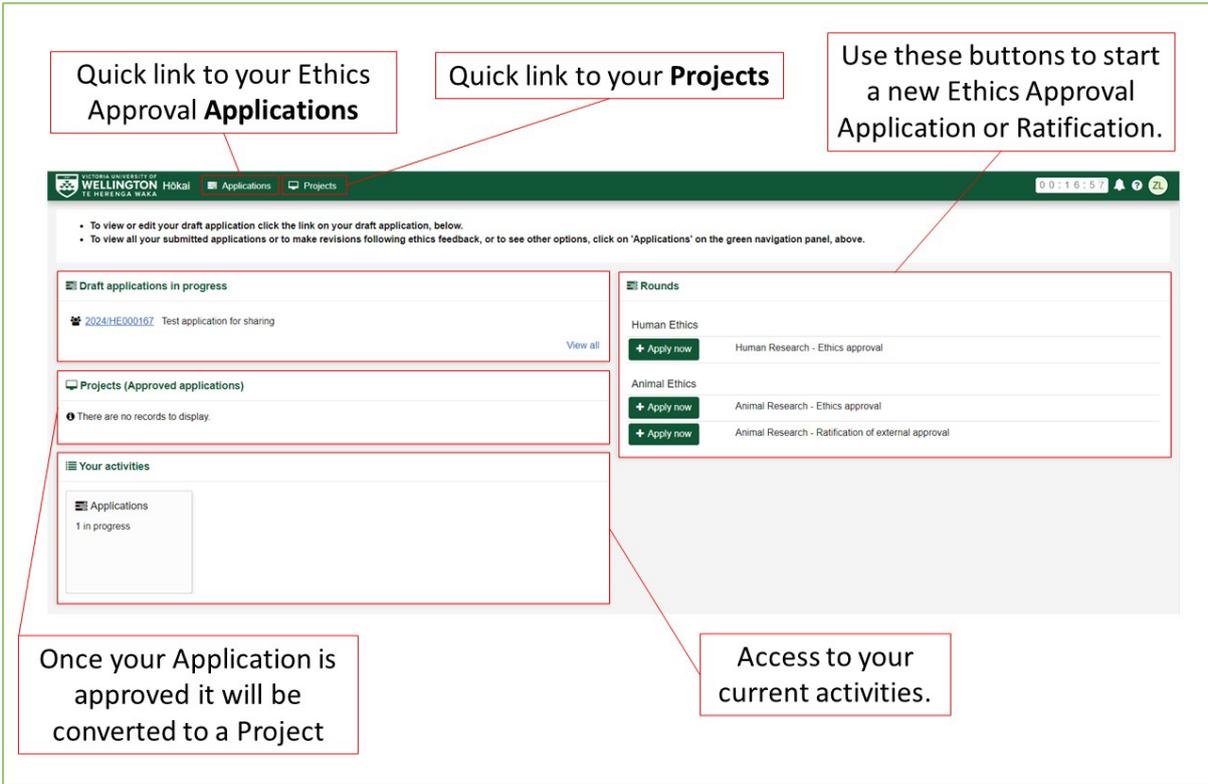
Already have an account? [Log in](#)

Request access

Honours students, Master's by coursework students, and external applicants must [request access](#). Once access has been provisioned you will need to login using the email address and password provided.

Dashboard

The Hōkai dashboard provides easy access to start new applications, access draft applications, or manage amendments.



The screenshot shows the Hōkai dashboard interface with several callout boxes:

- Quick link to your Ethics Approval Applications:** Points to the 'Applications' link in the top navigation bar.
- Quick link to your Projects:** Points to the 'Projects' link in the top navigation bar.
- Use these buttons to start a new Ethics Approval Application or Ratification:** Points to the '+ Apply now' buttons in the 'Rounds' section.
- Once your Application is approved it will be converted to a Project:** Points to the 'Draft applications in progress' section.
- Access to your current activities:** Points to the 'Your activities' section.

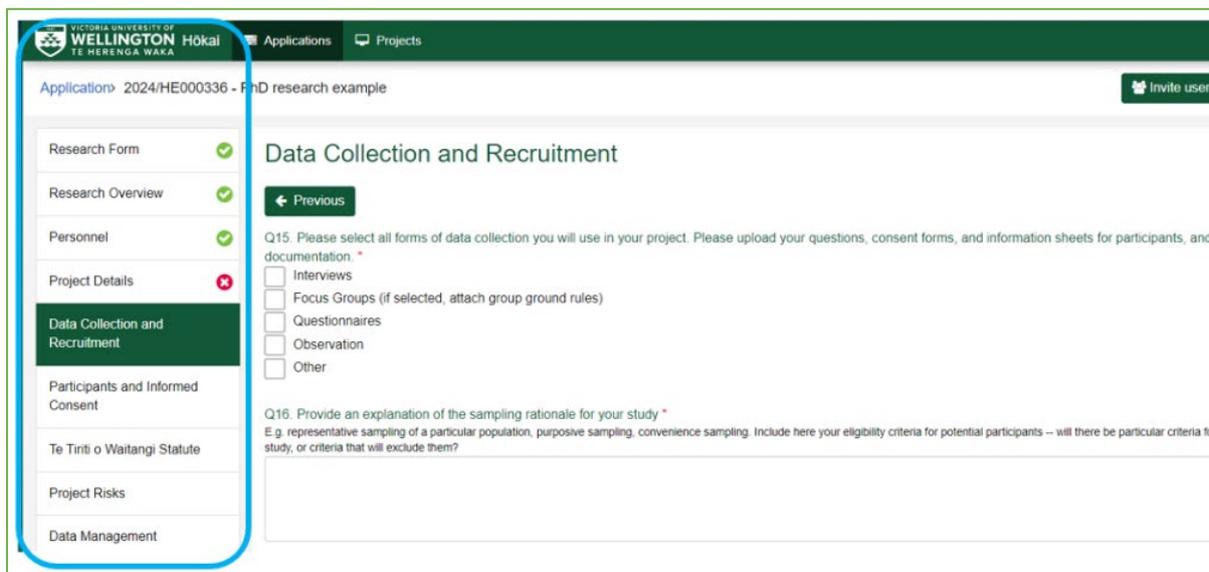
The dashboard content includes:

- Navigation:** Applications, Projects, and user profile (00-16-57).
- Instructions:**
 - To view or edit your draft application click the link on your draft application, below.
 - To view all your submitted applications or to make revisions following ethics feedback, or to see other options, click on 'Applications' on the green navigation panel, above.
- Draft applications in progress:** Shows a draft application with ID 2024-HE-000167 and a 'View all' link.
- Projects (Approved applications):** Shows 'There are no records to display.'
- Your activities:** Shows 'Applications' with '1 in progress'.
- Rounds:**
 - Human Ethics: '+ Apply now' for Human Research - Ethics approval.
 - Animal Ethics: '+ Apply now' for Animal Research - Ethics approval and '+ Apply now' for Animal Research - Ratification of external approval.

Quick instructions:

1. Create and complete a new application

- 1.1. From the Records tile on the dashboard, click '+ Apply Now' under Human or Animal Ethics.
- 1.2. Complete all sections of the form.



2. Add your project team

- 2.1. Click on the Personnel tab of the Application form.
- 2.2. Select the appropriate role from the Role of Researcher dropdown.
- 2.3. Add a user using the 'Search contact' field to search by name or email address.
- 2.4. Click 'Confirm Contact'
- 2.5. Click '+ Add Another' to add another member.

Note: You will need to assign a role to yourself, usually this is the Principal Investigator role. Masters or Honours students must assign the Principal Investigator role to their Primary Supervisor.

3. Submit your application for approval

Only the Principal Investigator can submit a completed ethics application for approval. For applications as part of a Masters or Honours project, the students Primary Supervisor must be listed as the Principal Investigator.

- 3.1. Review the full application, ensuring all required documents are attached.
- 3.2. Navigate to the 'Application Sign Off' section
- 3.3. Click 'Accept and Submit' to agree to the declaration and submit the application for review by the Animal (AEC) or Human Ethics Committee (HEC).

Hōkai Help

For technical or system support contact hokai@vuw.ac.nz

Animal Ethics Application Support

For support applying for Animal ethics contact Animal-ethics@vuw.ac.nz.

Human Ethics Application Support

For support applying for Human ethics contact Human-ethics@vuw.ac.nz