

# Chair Role

## Quick Start User Guide

### Step One: Log in and Work Area

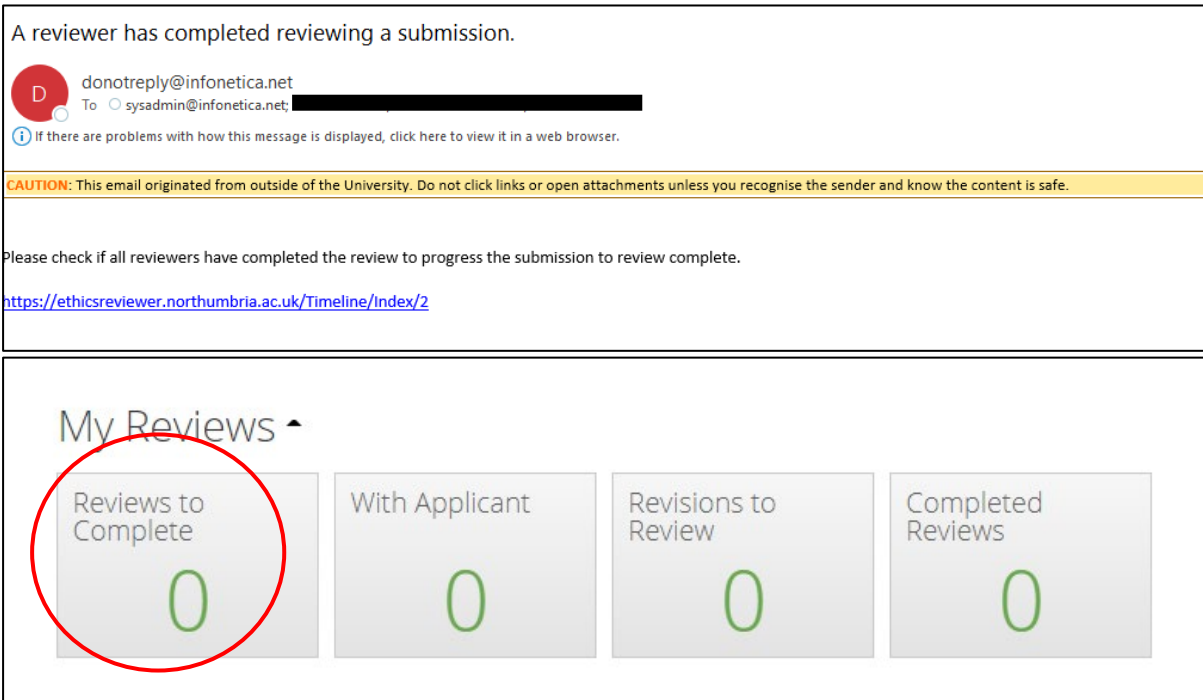
Click the link to the Ethics Online system **reviewer platform** within Infonetica. <https://ethicsreviewer.northumbria.ac.uk>

The Infonetica dashboard is known as your **Work Area** which you navigate via **tiles**.


By clicking on the tiles, you access different actions or information in the system. Different users will have different numbers of tiles.


### Step Two: Accessing an application

Access applications that require your review by clicking on the **Under Review** tile, or via the **email notification that you have been assigned a review**.



A reviewer has completed reviewing a submission.

 donotreply@infonetica.net  
To: sysadmin@infonetica.net; [redacted]


 If there are problems with how this message is displayed, click here to view it in a web browser.

**CAUTION:** This email originated from outside of the University. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Please check if all reviewers have completed the review to progress the submission to review complete.

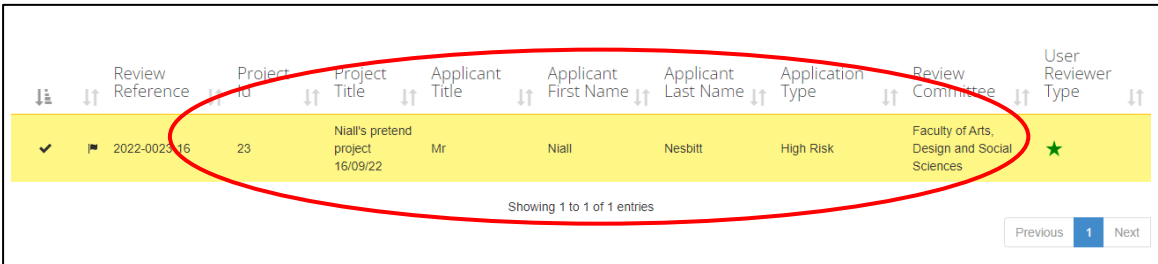
<https://ethicsreviewer.northumbria.ac.uk/Timeline/Index/2>















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My Reviews 

Reviews to Complete 0	With Applicant 0	Revisions to Review 0	Completed Reviews 0
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This will display the **Review** dashboard. Click on the application that you want to review by clicking anywhere on the area highlighted in yellow.

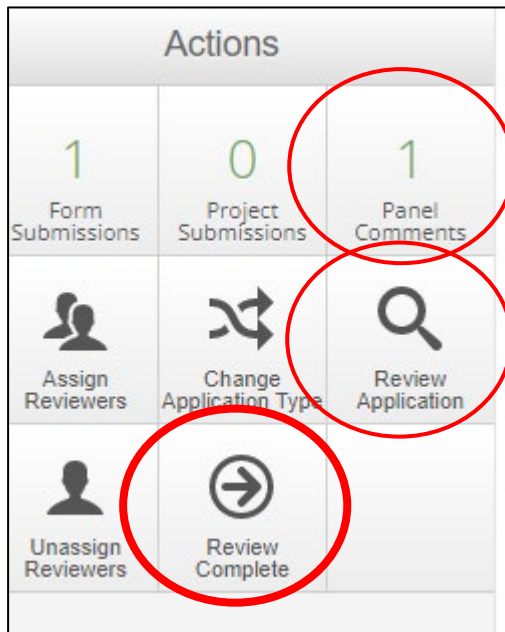


										
Review Reference	Project Id	Project Title	Applicant Title	Applicant First Name	Applicant Last Name	Application Type	Review Committee	User Reviewer Type		
 	2022-002316	23	Niall's pretend project 16/09/22	Mr	Niall	Nesbitt	High Risk	Faculty of Arts, Design and Social Sciences		

Showing 1 to 1 of 1 entries

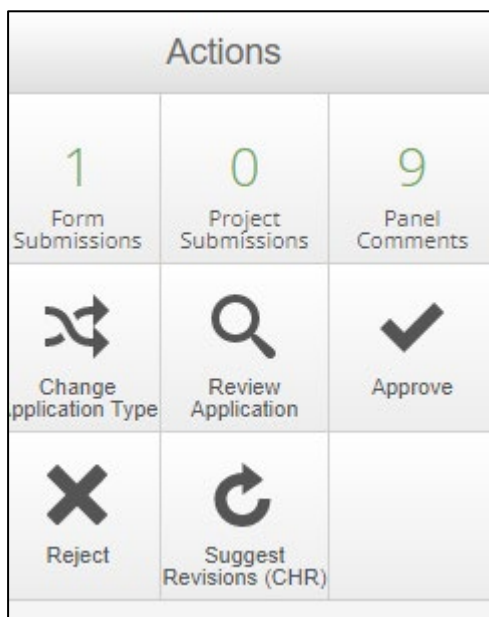
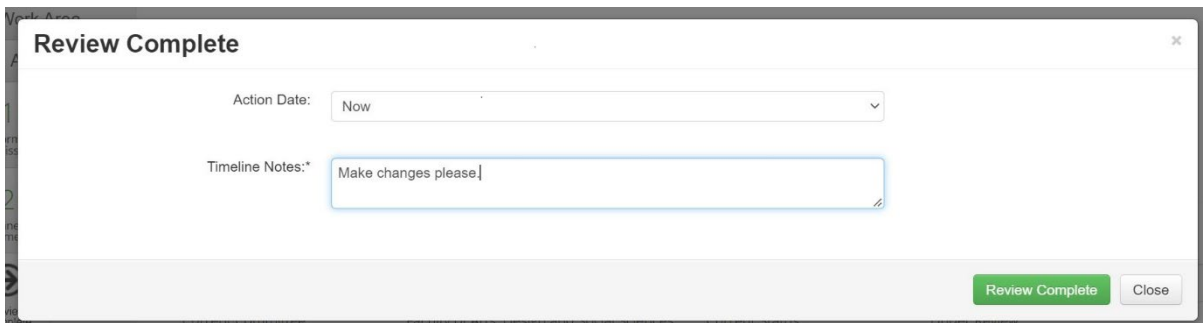
Previous **1** Next

### Step Three: Moderating the Application as a Chair



As a Chair, you are moderating the reviewer's outcome. There are several actions you can take here, including:

- Checking the reviewers' comments by clicking **Panel Comments**
- Read the application by clicking **Review Application**
- Add comments and select change request and visible to applicant
- Choose **Review Complete** to confirm the review is done and to send it to the applicant.



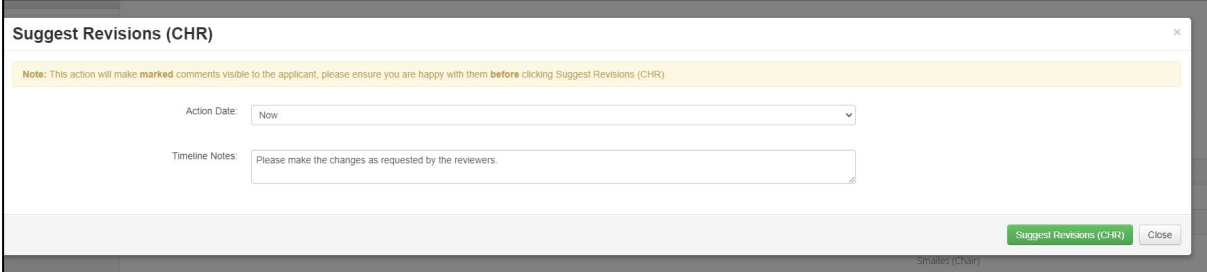
You can then choose the outcome of the application.

- Approve
- Reject
- Request revisions

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## Quick Start User Guide

If you are suggesting revisions, the following pop up will appear.



Suggest Revisions (CHR)

Note: This action will make marked comments visible to the applicant, please ensure you are happy with them before clicking Suggest Revisions (CHR)

Action Date: Now

Timeline Notes: Please make the changes as requested by the reviewers.

Suggest Revisions (CHR) Close

The applicant will receive an automatic email to confirm the status of the application.

For support in using the system including online training materials, user guides and FAQs please visit: [www.northumbria.ac.uk/research/ethics-and-integrity/](http://www.northumbria.ac.uk/research/ethics-and-integrity/)