

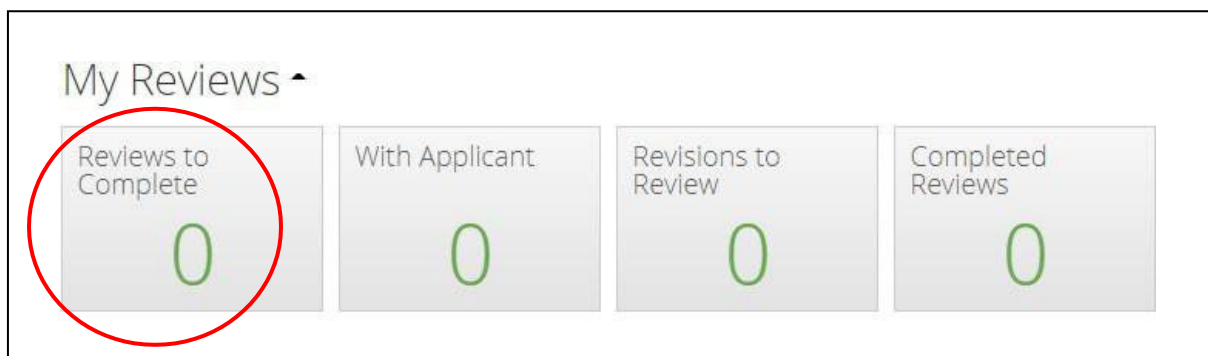
Step One: Log in and Work Area

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**.

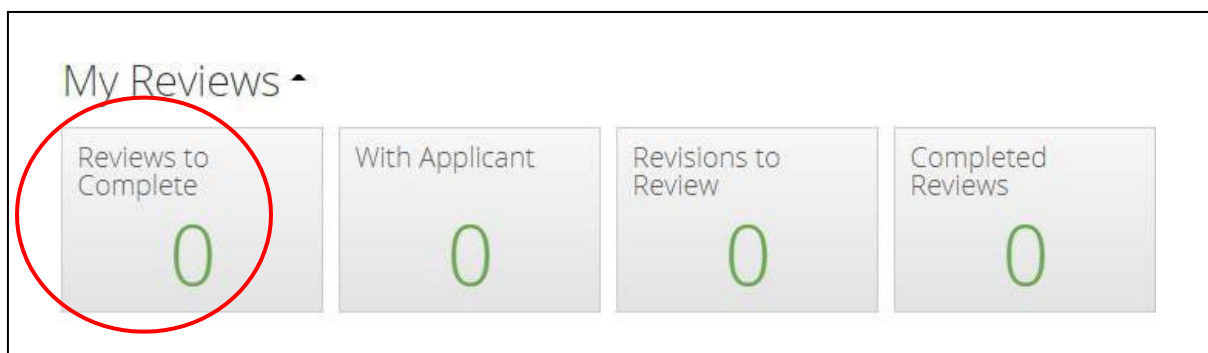
By clicking on the tiles, you access different actions or information in the system. Different users will have different numbers of tiles. Reviewers will usually have the following Tiles:

- **Notifications** (which will show you any actions you are required to undertake)
- **Reviews to Complete** (When you have an application to review)
- **With Applicant** (When you have sent an application with revisions back to an applicant)
- **Revisions to Review** (When you are required to review any revisions).
- **Completed Reviews** (An archive of your completed reviews)



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**.



Reviewing an Ethics Application User Guide



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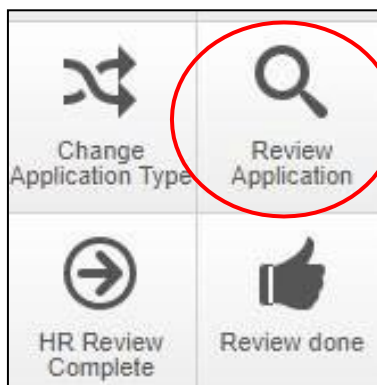
This will display the **Review** dashboard. Click on the application that you want to review by clicking anywhere on the area highlighted in yellow.

Review Reference	Project id	Project Title	Applicant Title	Applicant First Name	Applicant Last Name	Application Type	Review Committee	User Reviewer Type
2022-0023-16	23	Niall's pretend project 16/09/22	Mr	Niall	Nesbitt	High Risk	Faculty of Arts, Design and Social Sciences	★

Step Three: Reviewing A Proportionate Risk Application i.e. only One Reviewer is required

There are four key steps to review the application

- Choose Review Application
- Read the application (via the form functionality)
- Add Comments and select Change Request and visible to applicant
- Choose to Approve, Reject or Suggest Revisions



a) Choose: Review Application

On the left of your screen on the Action panel click **Review Application**.



b) Reading the Application

Complete your review by navigating through the form and reading the application. You can navigate through the form using the **Previous / Next** buttons, or the **Navigate** button, all are available on the left side of the screen on the Action Panel.

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Main Ethics Application Form

Section

Filter questions

Research Project Questions

Human Participants and Personal Data

Human Tissue

Security Sensitive Research (including Prevent related material)

Research Data Management

Project Timescale

Additional Information

Health and Safety

Supporting Documents

Research Collaborator

Insurance

Declaration

Questions

Click here to start | Ethical Review Categories

General Aims and Research Design

People and Personal Data

Human Tissue

Security Sensitive Research

Data Management

Project Duration

External Funding Information

Health and Safety

Additional Documents

Collaborators

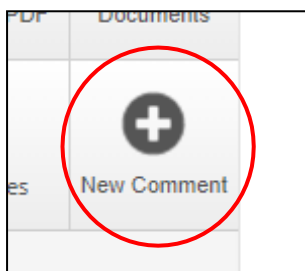
Insurance

Applicant Declaration

Show Inactive Sections

NB. You cannot read the application on one screen to allow you to add comments to each question. Click on Start Here to review the form.

c) Add comments and select change request and visible to applicant



To request a revision, you can comment on any section of the application. Click **New Comment** on the left of the screen.

You can then choose which question to comment on by clicking **Select me**.

Select a question to comment on

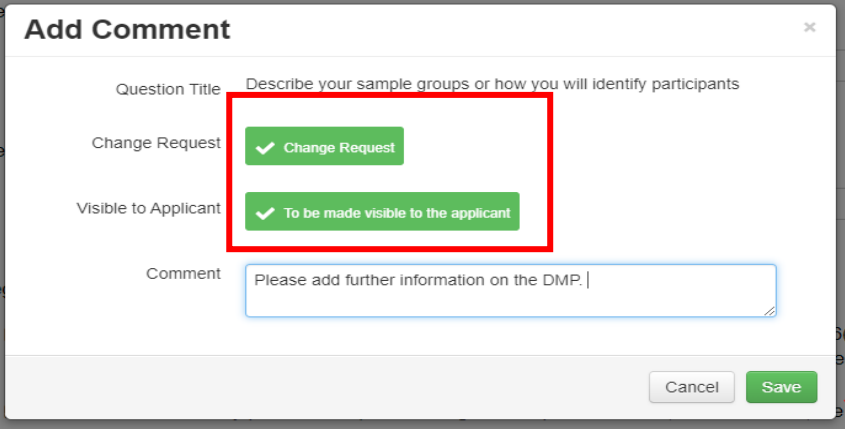
Describe your sample groups or how you will identify participants

Select Me

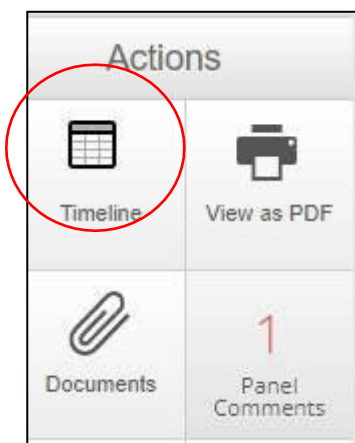
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Ensure that comments are **made visible to the applicant** and if it is a **change request** or comment. Press Save.



NB Form Comments are overall comments and not related to a specific question. These types of Comments are not shared with the Applicant when an application/form is returned. These types of Comments are only viewed on the Review side.



d) Choose to Approve, Suggest Revisions or Reject

For single reviewer applications (i.e. Proportionate Risk level) first
Navigate back to **Timeline**

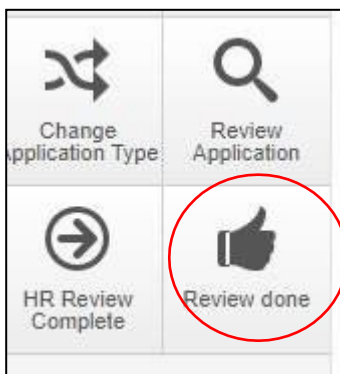
From here you can choose whether to approve, reject or request revisions by clicking the appropriate button.



Step Five: Reviewing A Full Committee Risk Application i.e. Two Reviewers and a Chair Reviewer (Moderator) are required

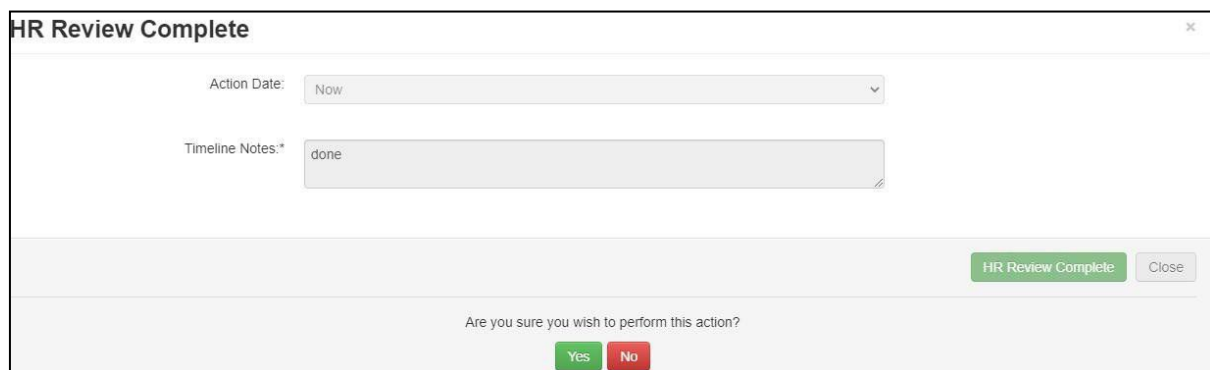
There are four key steps to review the application the first three are the same as reviewing a proportionate application:

1. Choose Review Application
2. Read the application (via the form functionality)
3. Add Comments and select Change Request and visible to applicant
4. Navigate back to **Timeline**
5. Click on the **Review Done** button.



This will enable the Chair (who has the moderator functionality) to confirm the overall decision, which will then automatically send it the applicant with the overall decision.

Complete the pop-up and add any additional comments for the Chair Reviewer/Moderator or Admin.



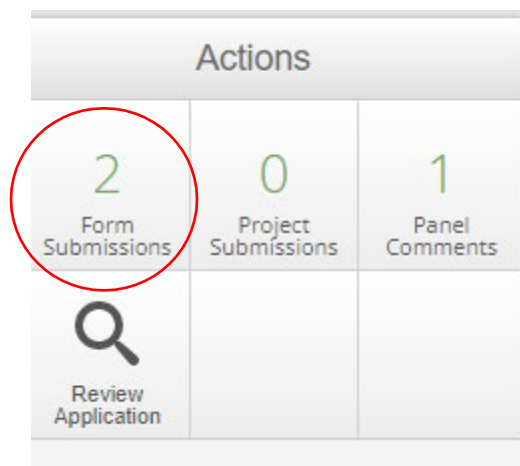
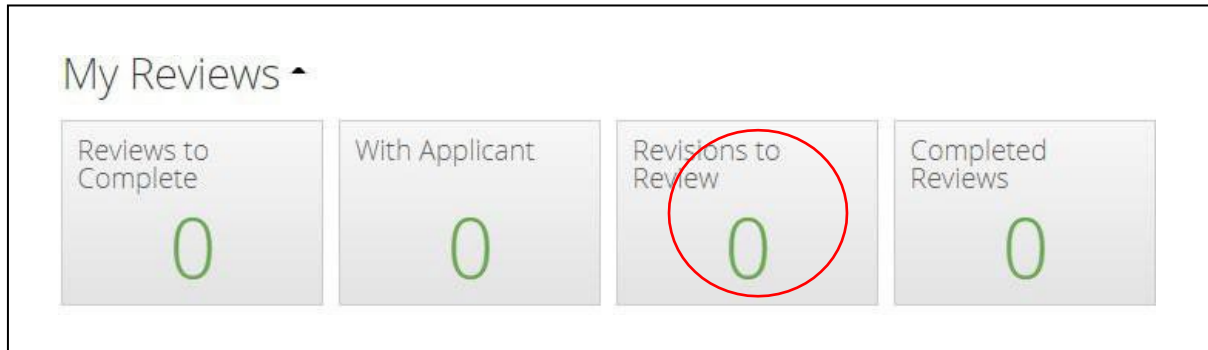
Action	Event Date
Review done*	07/11/2022 10:09
Review done*	04/11/2022 11:48
Assign Reviewers	03/11/2022 16:07
Submit Application	31/10/2022 18:49

NB: This indicates both Reviewers have completed their review. **The Chair should only review/moderate the submissions once both Reviewers have done so.**

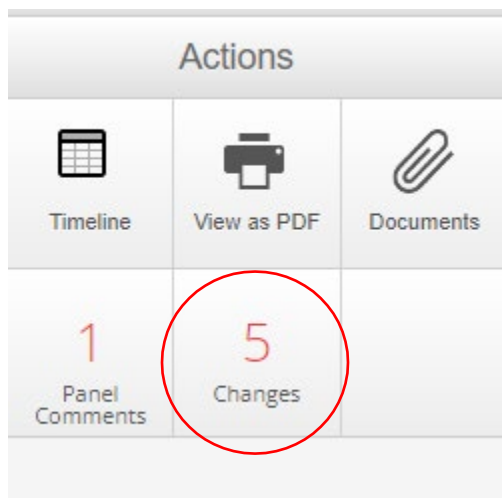
The submission remains in the Reviewer's Work Area until the Chair chooses the submission from his work area.

Step Six: Reviewing any changes: Role of Reviewer for Proportionate Review submissions only

You can review any changes by clicking the link in an email notification (sent once the applicant has completed them). Or by accessing them from the **Revisions to Review** tile.



Ensure that you are reviewing the form that the applicant has made changes to. This will appear as from submission two or three.



You can check the revisions by clicking on the left-hand panel Comments tile.

This will take you to a pop up of each of the sections completed by the applicant – see below.

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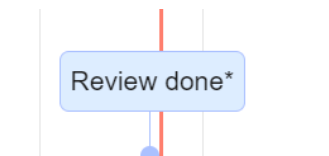
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Type	Document Name	File Name	Date	Version	Size	View
Supporting Documents	Letter of Invitation to Participate in Research	Letter of Invitation to Participate in Research.pdf			11.8 KB	Download
Supporting Documents	Risk Assessment Form	Risk Assessment Form.pdf			353.5 KB	Download

You can then **Approve** or **Reject** the application or ask for **further revisions** following the process above.

NB Where there are two Reviewers assigned, you can click on **Timeline** and then **View By Action** (on the right) to complete your review; it will show **“Review done”**.



How to understand different iterations of the submission form as a Reviewer:

When there is a number greater than 1 it means there are multiple submissions.
If you click here and look that the superceeded submission, it will have all the timeline notes of that submission.
Each submission is treated as a new submission iteration, that will have it's own timeline event.

The status Revision recieved means this submission is the submission with changes.
There will be only one timeline event, Submitted by Applicant as it has just been submitted by the applicant and no actions has been run yet. It is a new instance that will have it's one timeline event, it will not list the ones in the superceeded version.]

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

If the Chair has **Approved** the submission, the applicant will receive an email confirming this with an attachment letter confirming the project has been Approved.

If the Chair has Suggested Revisions, the applicant will need to address those comments before the

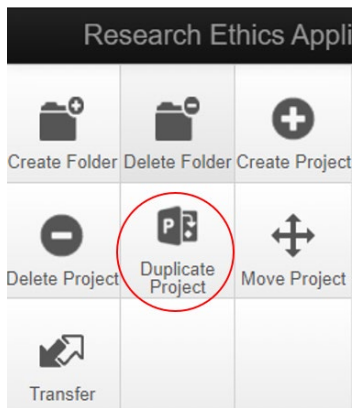
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submission is then returned to the Chair for a final decision.



If the Chair has **Rejected** the submission, the form is **cancelled**; the Applicant can use the Duplicate Project to create a new form based on the reject submission which can then be improved and resubmitted.

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