

Always consult your Supervisor before completing your ethics application

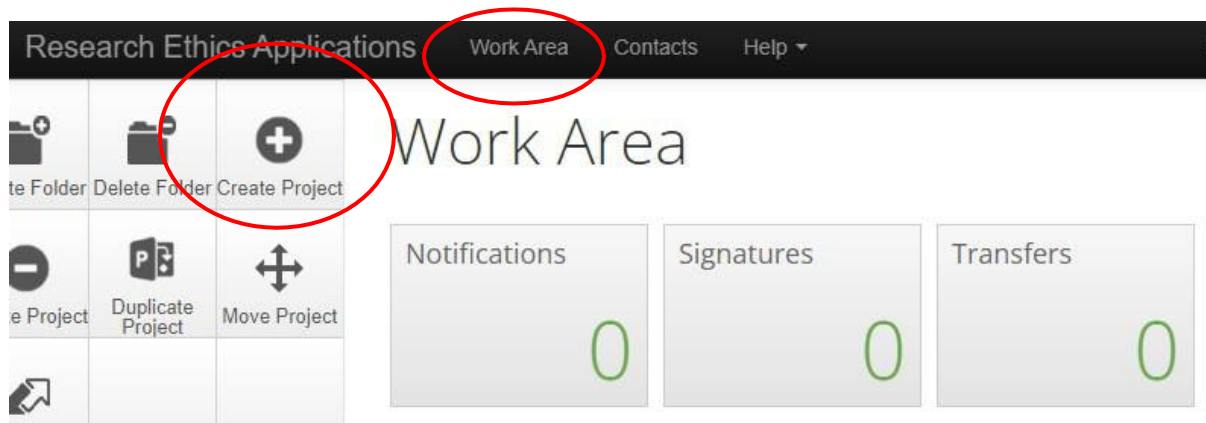
Step One: Accessing the Ethics Application System

Click on the link to access the ethics application platform on Infonetica:

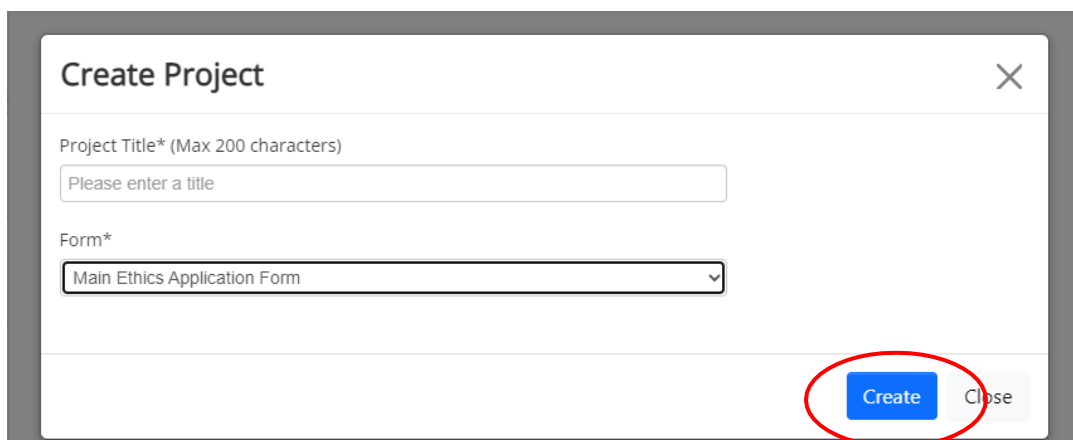
<https://ethicsapplication.northumbria.ac.uk/>

Step Two: Creating an application

In the Work Area dashboard click the tile Create Project



This will bring a pop-up page where you **input the title of your project** and choose the type of form from the **drop-down menu** (N.B. Northumbria currently has only one form – Main Ethics Application Form). Press the blue **Create** button.





You have now successfully created your project's ethics application.

The next page you see is the project tree page.

Action Required on Form	Status	Review Reference	Date Modified
Yes	Not Submitted	N/A	19/09/2022 14:17

Step Three: Completing the Ethics Application Form

You can now complete the ethics application form by completing all mandatory sections and chose the ethics review categories that match your research project. You can navigate to any part of the form from here and the form will automatically save.

To begin click the button **Click 'Start Here'**

Section

- Begin Application
- Ethics Review
- Research Project Questions
- Research Data Management
- Project Timescale
- Health and Safety
- Supporting Documents
- Insurance
- Declaration

Questions

- START HERE
- Ethical Review Categories
- General Aims and Research Design
- Data Management
- Project Duration
- Health and Safety
- Additional Documents
- Insurance
- Applicant Declaration

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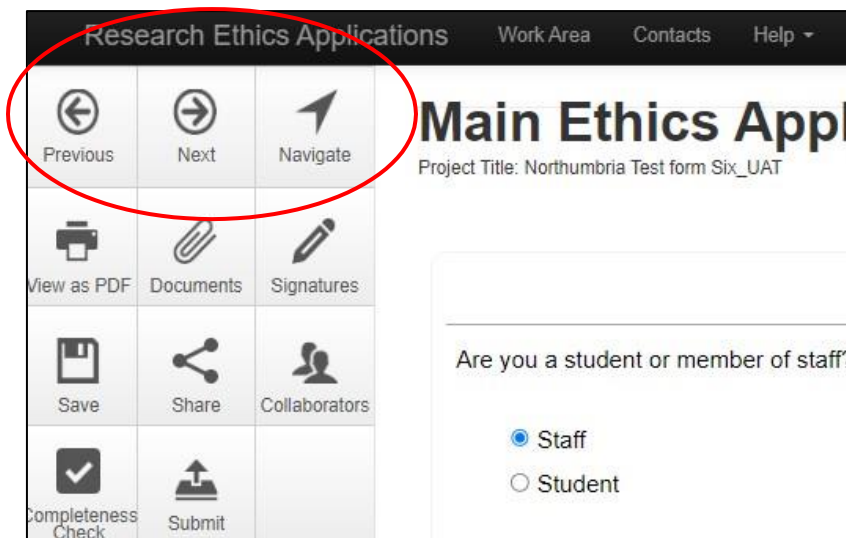
The question sections listed in blue are mandatory sections and must be completed.

You can move backwards and forwards in the from via buttons at the end of each page. The form will automatically save as you populate it.

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Submitting an Ethics Application

Quick Start Student User Guide

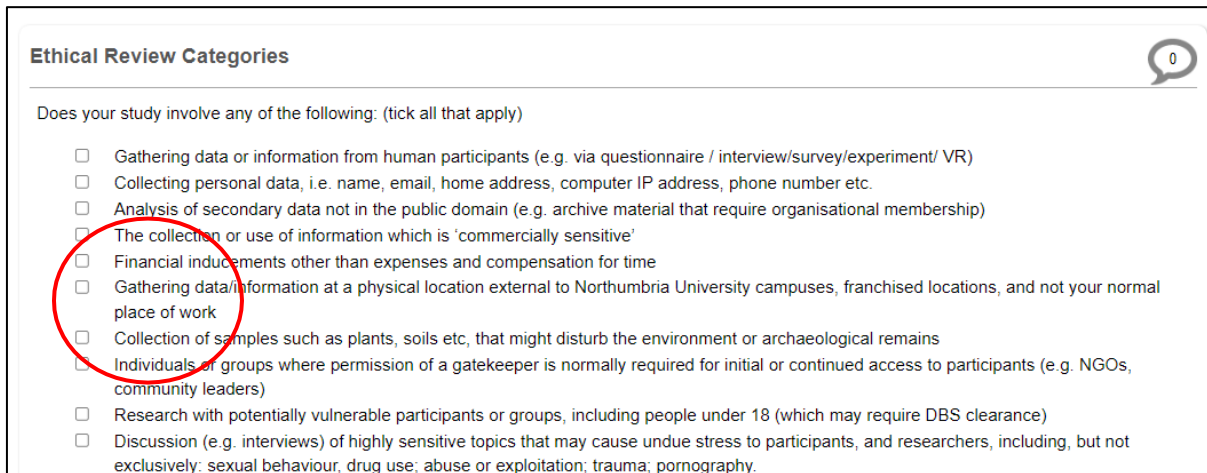


You can use the menu on the **left** of the page to **navigate** the form (the navigate button will take you back to the main ethics application page where you can work through any questions by your own choice).

You can use the **completeness check** to see what questions you have left to complete.

Step Four: Ethical Review Categories

A key feature of the new ethics system is the smart form, which relies on the user choosing the **correct ethical review categories**. These automatically filter applications through to proportionate or full review. Speak to your Supervisor to ensure you choose the correct categories.



NB. Applicants can track what questions they need to complete from the main form home page (by clicking the **navigation** button). From here you can see all sections to complete for your project (these are highlighted in blue text in the picture below).

Submitting an Ethics Application

Quick Start Student User Guide

Step Five: Submit your application



Northumbria
University
NEWCASTLE

When you have completed the questions, all students will need to:

- (a) Click on the blue box and your Supervisor will automatically receive notification to complete the form.

Declaration

I confirm that I have answered all of the sections as fully and accurately as possible.

Once you have signed the form it will automatically be checked for compliance with ethical and governance policies at Northumbria before being allocated for ethical review.

If you are a student once your supervisor has signed the signature request your form will be automatically submitted.

Supervisor Signature

Request Signature

NB If the name of your Supervisor does not appear, it means they have not yet accessed the ethics system and will need to do so by:

Clicking on the link <https://ethicsapplication.northumbria.ac.uk/>

The University Single Sign On means their account will be created; they should check their title is there and enter it if it isn't.

They do not need to do anything else other than log back in when they get a signature request via email. You should then 'find' them in the system in order to request their signature on your application.

- (b) Then by clicking the **Sign** button, you are signing the form.

Declaration

I confirm that I have answered the above sections as fully and accurately as possible.

Applicant Signature

Sign

Once your Supervisor has reviewed your application, your application will be **automatically submitted** for triage and a completeness check, and then reviewers will be assigned. Your review will be complete within 20 working days.

You will receive an email to confirm the submission of your application. You can download a copy of your application at any time.

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