

## Step One: Log in and Work Area

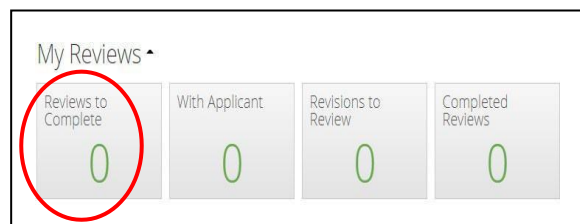
For information relating to the review process, risk levels, etc. please read the **Ethical Governance in Research Policy** on the ethics and integrity web page: <https://www.northumbria.ac.uk/research/ethics-and-integrity/>

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.

- **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)

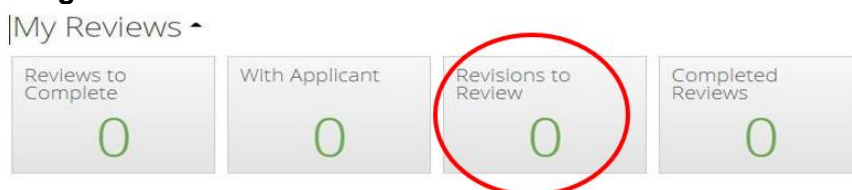


## Step Two: Accessing an application

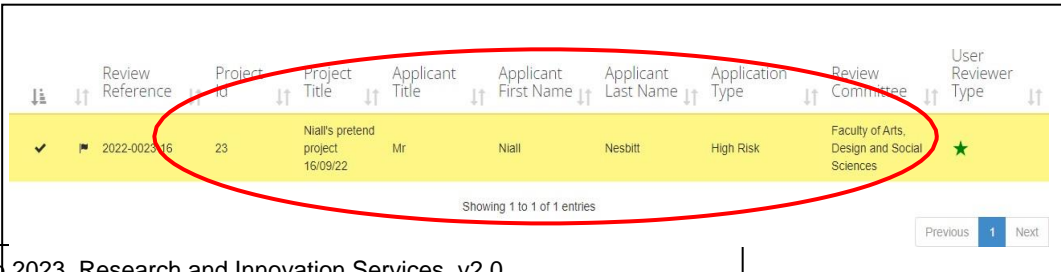
Chair Reviewers are generally assigned to moderate Full Review (previously High risk) submissions.

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

**Access applications where in your role as Chair you need to review the revisions on the third tile along.**



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	★

Showing 1 to 1 of 1 entries

Previous 1 Next

Look at the Timeline to check whether both Reviewers have completed their Review:



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

This indicates both Reviewers have completed their review.

**The Chair should only review/moderate the submissions once both Reviewers have done so. Note that the submission remains in the Reviewer's Work Area until the Chair chooses the submission from his work area.**

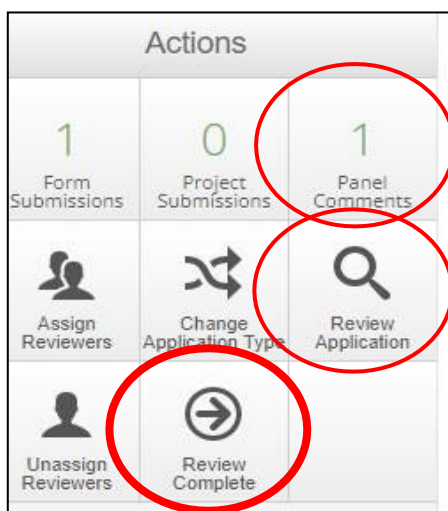
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Review Reference	Project ID	Project Title	Applicant Title	Applicant First Name	Applicant Last Name	Application Type	Review Committee	User Reviewer Type
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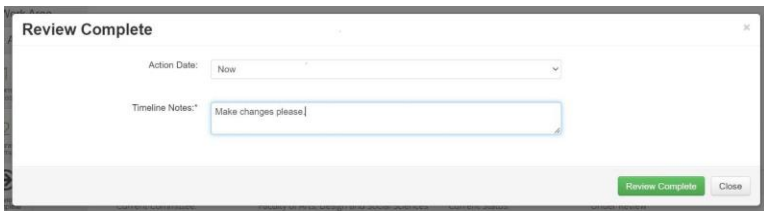
## Step Three: Moderating the Application as a Chair



As a Chair, you are moderating the outcome of the Reviewers role. 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.

This is not the final step for the Chair!



**Review Complete**

Action Date:

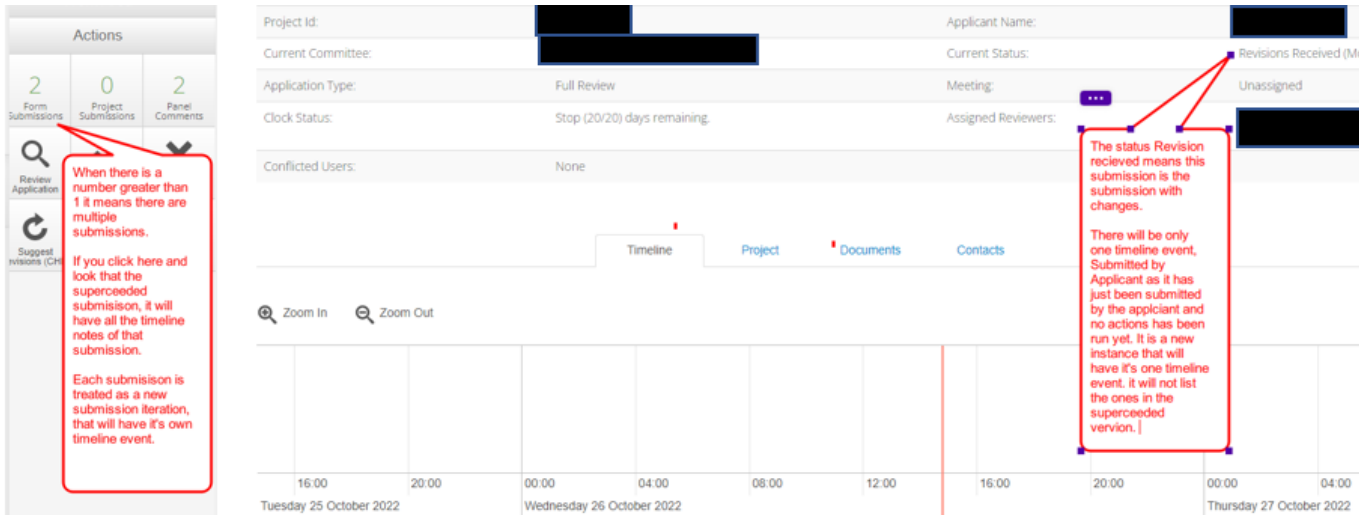
Timeline Notes:

Actions		
1 Form Submissions	0 Project Submissions	9 Panel Comments
Change Application Type	Review Application	Approve
Reject	Suggest Revisions (CHR)	

You must then choose an outcome for the application:

- **Approve**
- **Reject**
- **Suggest Revisions**

## How to understand different iterations of the submission form as a Chair (Moderator)



**Actions**

2 Form Submissions	0 Project Submissions	2 Panel Comments
Review Application		Approve
Suggest Revisions (CHR)		

**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.**

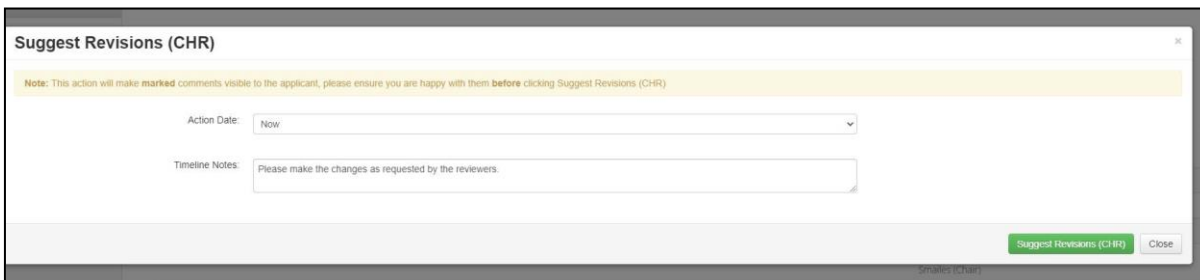
Project Id: [Redacted] Applicant Name: [Redacted]  
 Current Committee: [Redacted] Current Status: Revisions Received (MC)  
 Application Type: Full Review Meeting: Unassigned  
 Clock Status: Stop (20/20) days remaining Assigned Reviewers: [Redacted]  
 Conflicted Users: None

Timeline | Project | Documents | Contacts

Zoom In | Zoom Out

16:00 20:00 00:00 04:00 08:00 12:00 16:00 20:00 00:00 04:00  
 Tuesday 25 October 2022 Wednesday 26 October 2022 Thursday 27 October 2022

If you choose **Suggest 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:

Timeline Notes:

# Reviewing an Ethics Application Chair Reviewer User Guide



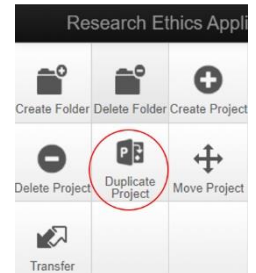
Northumbria  
University  
NEWCASTLE

**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 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 rejected submission which can then be improved and resubmitted.



Please note the timescale for a review is 20 working days from the date the Reviewer(s)/Chair is initially allocated by Research and Innovation Services. The “clock” stops once the Reviewer/Chair directs the form back to the Applicant and the “clock” starts again when they received it back into their **Work Area**.

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

## For Faculty and Departmental Support

Everyone can access system User Guides under the heading **New Ethics System User Guides and Guidance** at this link: <https://www.northumbria.ac.uk/research/ethics-and-integrity/>

## For Faculty and Departmental Support

Staff can contact the Department Ethics Lead or Faculty Ethics Director; their contact details can be accessed [here](#) (Staff only)

## **Additional Support**

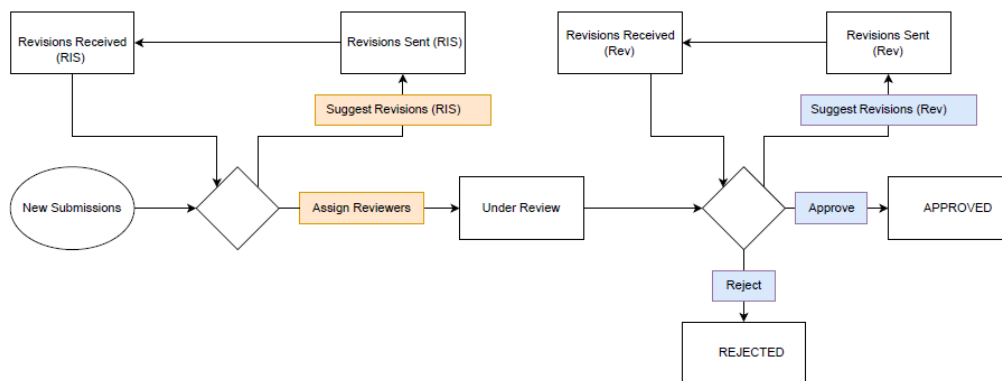
Everyone can access [Ethics Online FAQs here](#).

If you have any queries for content **not** covered by the User Guides and the Help tab within the ethics system, please contact [ethicssupport@northumbria.ac.uk](mailto:ethicssupport@northumbria.ac.uk) quoting your **Project ID** from the Ethics Online System

**System Workflow Diagrams can be found on the next page**



## Workflow for Ethics Applications requiring Proportionate Review



**Action** Actions highlighted in orange are admin/RIS actions

**Action** Actions highlighted in blue are assigned Reviewer actions

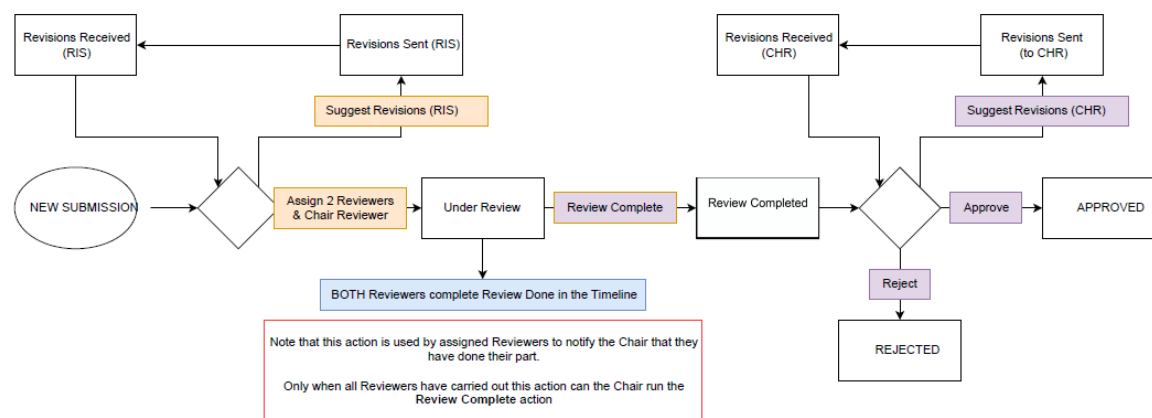
**Rejected** Unfilled boxes reflects a submission's status and tiles in the work area

**Review Application** Review Application - a system action available to every user who has access to a submission used to review the application form

**Change Application Type** Change Application Type - a system action available to users with Admin role used to change a submission's application type (risk level) at any stage of the review process.

**Change Application Type** Please note: if two different approval letters are issued for high risk and low risk applications, the admin must change the submission's application type before running the Approve action

## Workflow for Ethics Applications requiring Full Review



**Action** Actions highlighted in orange are admin/RIS actions

**Action** Actions highlighted in purple are Chair (Moderator) actions

**Action** Actions highlighted in blue are assigned Reviewer actions

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**Review Application** Review Application - a system action available to every user who has access to a submission used to review the application form

**Change Application Type** Change Application Type - a system action available to users with Admin role used to change a submission's application type (risk level) at any stage of the review process.

**Change Application Type** Please note: if two different approval letters are issued for high risk and low risk applications, the admin must change the submission's application type before running the Approve action