Submitting an Amendment to an Approved Ethics Application

Staff & Student User Guide

The content in this guide depends on which ethics system your project gained ethical approval.

Section A: Describes creating an amendment where the ethics application was approved via the previous Ethics Online System (before October 2022)

Section B: Describes creating an amendment where the ethics application was approved in the current Ethics Online System (after October 2022)
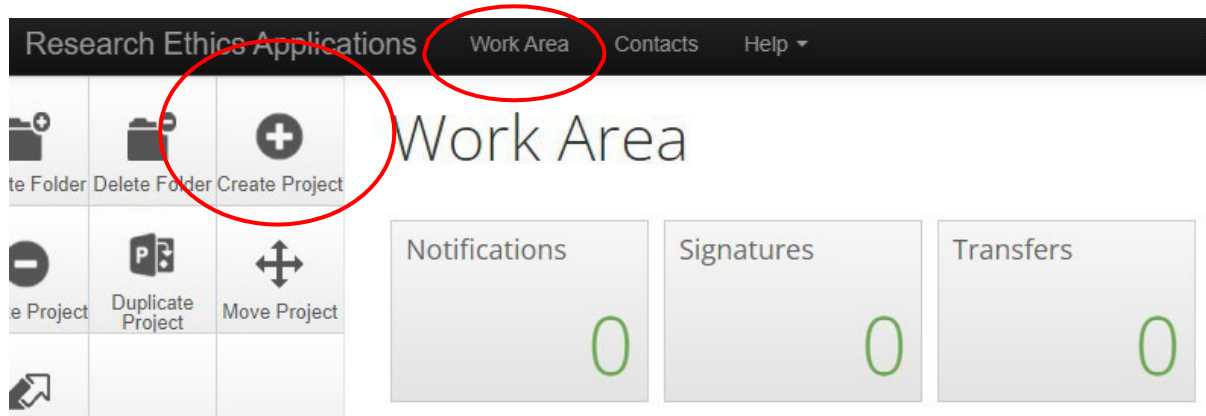
SECTION A

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 amendment

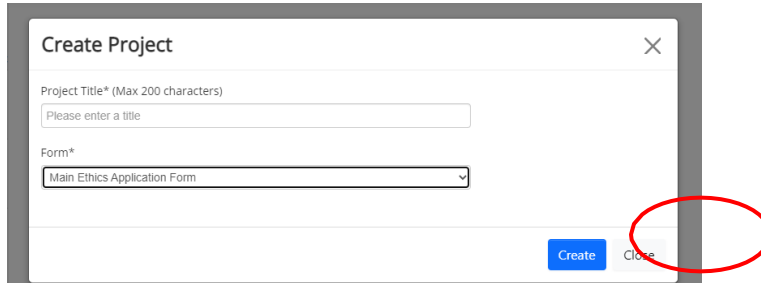In the Work Area dashboard click the tile Create Project

This will bring a pop-up page where you **input the title of your project** (we recommend you include "Amendment" in the title) 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.

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Northumbria University NEWCASTLE

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

The next page you see is the project tree page.

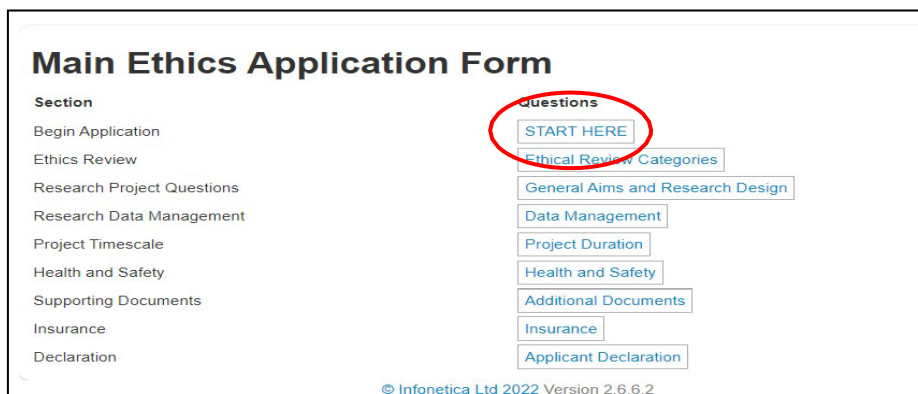## Step Three: Completing the Ethics Application Form

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.

As your project has already been approved, you can summarise details of your project and explain the main change. Please remember to upload the PDF of the approved ethics application. This is no longer available in the old system which is now offline. If you don't have it, please complete the Main Application for the Whole Project i.e. not as an amendment.
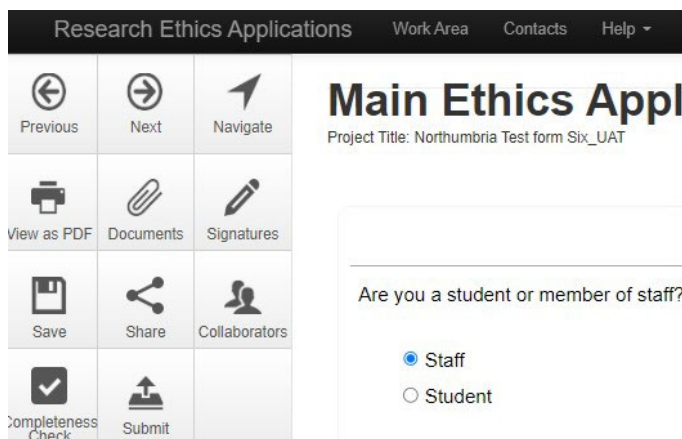
To begin click the button **Click 'Start Here'**

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The question sections listed in blue are mandatory sections and must be completed. You can use the buttons at the end of each page to progress through the form.
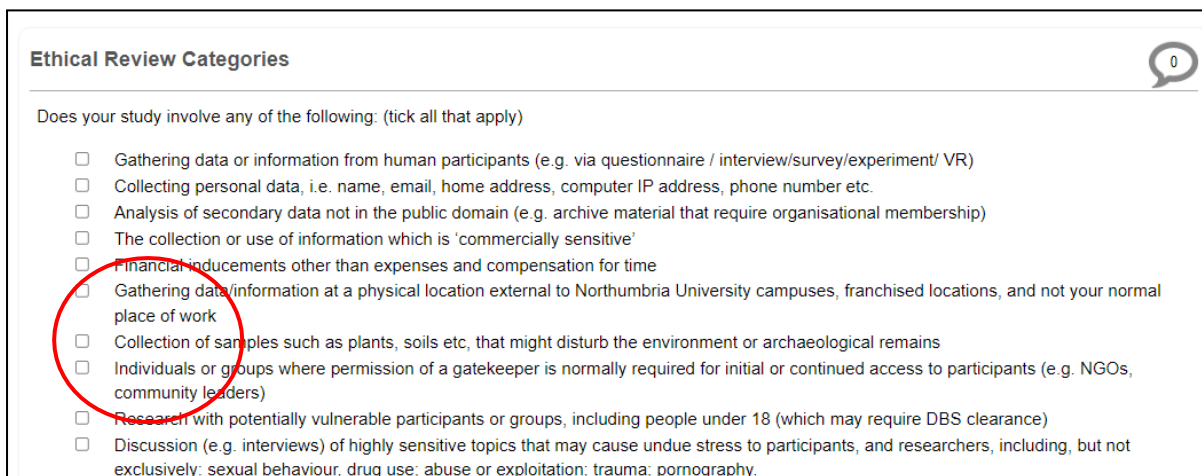

You can use the menu on the **left** of the page to **navigate** the form (the navigate button will take you back to the main ethics application page where you can work through any questions by your own choice).

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.

The applicant can choose (by tick box) as many categories as relevant to their project. Additional questions will then be created in their application relevant to their area of research. For example, should the applicant tick the box for:

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☐	Funding/ sponsorship from, or the involvement of, the UK Ministry of Defence, Military (UK and International), and or, EU Security funding call.

Security sensitive research questions will appear in the form.

NB. Applicants can track what questions they need to complete from the main from 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).

Main Ethics Application Form

Section	Questions
Filter questions	Click here to start / Ethical Review Categories
Research Project Questions	General Aims and Research Design
Human Participants and Personal Data	People and Personal Data
Secondary Data (not in the public domain)	Secondary Data
Commercially Sensitive data	Confidential or Commercially Sensitive Data
Environmental Data	Physical Environment
Human Tissue	Human Tissue
Animal Subjects	Animal Subjects
Security Sensitive Research (including Prevent related material)	Security Sensitve Research
Research on Culturally Sensitive Art, Artefacts or Monuments	Culturally Sensitive Artefacts and sites
Children and Vulnerable Adults	Children and Vulnerable Adults
Research Data Management	Data Management
Project Timescale	Project Duration
Additional Information	External Funding Information
Health and Safety	Health and Safety
Supporting Documents	Additional Documents
Research Collaborator	Collaborators
Insurance	Insurance

Step Five: Submit your application

When you have completed the questions, you will be asked for your signature on the applicant declaration page. 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 you have completed this page your amendment application will be **automatically submitted** for triage and completeness check, and an Amendment Reviewer assigned. Your review will be complete within 10 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.

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SECTION B

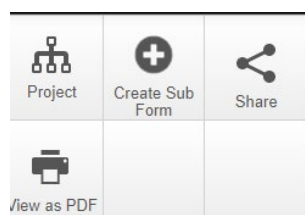## Step One: Accessing the Ethics Application System

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

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

Step Two: Creating an amendment

In the Work Area dashboard, click on the Project Title of the existing Approved Application for the project you wish to amend.
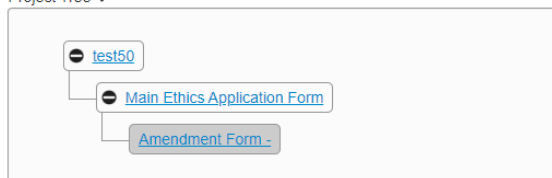
When it has opened, click on the tile **Create Sub Form** tile

Then choose **Amendment Form** from the available Drop-down options then click **Create**

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

The next page you see is the project tree page.

Then Click on **Amendments** button, under Question

Step Three: Completing the Ethics Application Form

You can now complete the amendment form by completing the sections.

You can navigate to any part of the form from here and the form will automatically save.
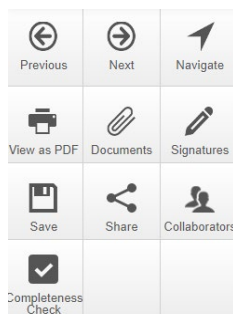
You do not need to upload the main Approved application as this amendment is attached to it and available to the Reviewer.

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You can use the **Completeness Check** tile to see what questions you have left to complete.

Step Four: Submit your application

When you have completed all of the sections, you will be asked for your signature as Applicant.. 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 you have signed, your amendment application will be **automatically submitted,** and a Reviewer 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/