User Guide for Ethics Leads to check status of department applications

From your **Work Area** in the Reviewer portal: https://ethicsreviewer.northumbria.ac.uk/

Click on **Faculty Overview**

Use the search box by adding the surname or the 4 digit number (the middle 4 digits) for the ethics application eg 2023-**4220**-3560 so 4220 is the actual application references. The other numbers refer to the journey through the review workflow.

Click on the yellow line to access the relevant application. This screen provides lots of info including:

- the type of review required i.e. Full Review (2 reviewers and a Chair Reviewer) or Proportionate Review (one Reviewer required) and the names of the Reviewers
- the status eg Under Review, Revisions SuggestedRev (to Applicant), Revisions Recd (by Reviewer or RIS) etc
- How many days are remaining of the 20 working day permitted for the review cycle

On the left, under **Actions**, we can see there has been **1 Comment** has been made and there have been **2 versions of the application form submitted.** Click on any of these tiles for more information for example:
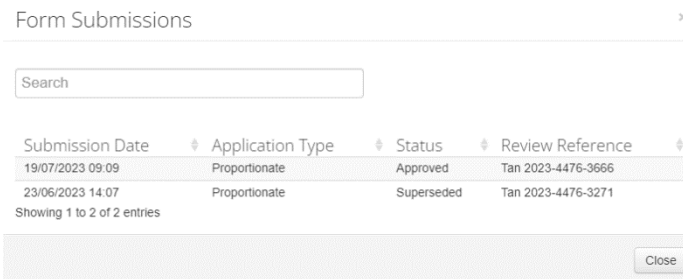
Panel Comments, then **Previous** tab to find out what the comments were, for example:

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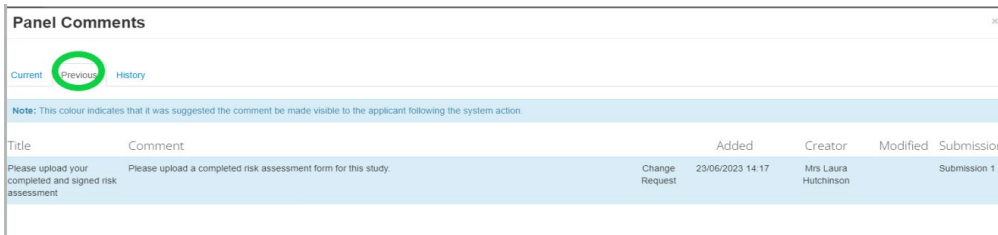
Form Submissions will show the history of the superseded application forms (i.e. different version of the original as each form is altered) for example:


This form was originally submitted 26th June and following revision(s), it was resubmitted 19th July 2023.

Click on either version of the form noting the latest version will show the current application.
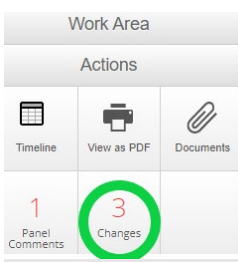
You can now either use the **Review Application** to tab through the application. Any changes will be clearly highlighted at the tope of any relevant page(s) for example:

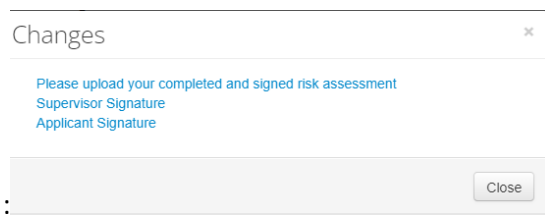Click on **View Changes** for more details.
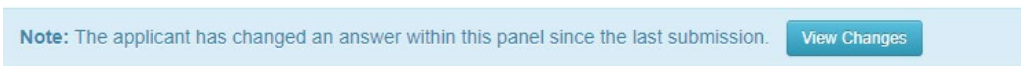
OR you can access them directly by clicking on the **Changes** tile for example:
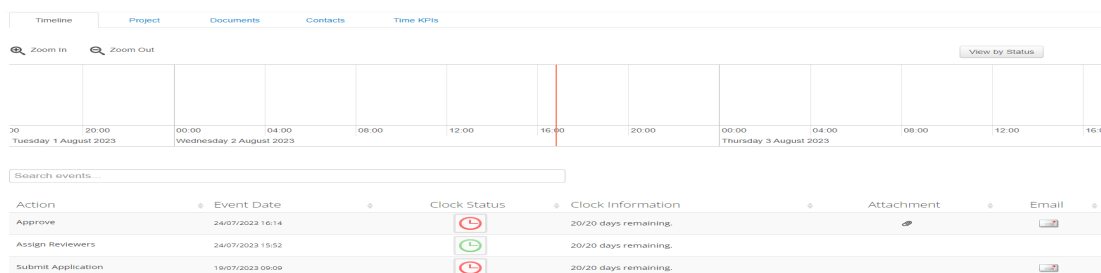

This will detail the changes and you can click on any to view it.

For example :

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Further down the page, check out the Timeline (only visible on the Reviewer portal):

This is a snapshot showing various actions including:

- The date the application was submitted
- The date Reviewer(s) were Assigned, Application Approved/Rejected/Returned for Revisions etc.

For **Proportionate Review applications,** the timeline will show **Approve**

For **Full Review applications**, the timeline will show a **Review Done** action by <u>**each of the two Reviewers,**</u> then a **Review Complete** action by the Chair and finally **Approve**.

Terminology in the system timeline

Notes:

1. *RIS means Research and Innovation Services*
2. *There are only 20 characters available for the title of each tile*

TITLE OF TILE	MEANING
Submit Application	Application received by RIS NB RIS has 3 working days to triage an application
Changes Reqd by RIS/Suggest Revisions	Form returned to Applicant; changes requested by RIS
Changes Recd by RIS	Form received back from the Applicant to RIS with changes made
Under Gov Review	Form is with a Governance Team eg DBS Team etc.

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Gov Review Complete	Governance Review Complete i.e. DBS check for student cases. Form is returned to RIS to add Reviewer(s) or Return for Revisions.
Under Review	With one or more Reviewers. *NB Agreed timescale for review is 20 working days. 10 working days for Amendments.*
Revisions Suggested (REV)	Revisions suggested by Reviewer (where Proportionate Review)
Revisions Suggested (CHR)	Revisions suggested by Chair (where Full Review)
Revisions Recd byREV	Revisions received by Reviewer (where Proportionate Review)
Revisions Recd byCHR	Revisions received by Chair (where Full Review)
Review Completed	Chair action for Full Review application once both Reviewers have completed their action to review Done
Approved	Applicant and in student cases, the Supervisor receive an email with Word document attaching letter of Approval.
Rejected	The form has been cancelled and cannot be restarted NB Applicant can use Duplicate Project tile to copy contents into a new application form
Switched to Full/Proportionate	Where changes to the application cause a change in the review required

If you would like to suggest anything else for inclusion in this guide, please email
ethicssupport@northumbria.ac.uk

If you have a query on a particular application, please email ethicssupport@northumbria.ac.uk remembering to include the Project ID and applicant name