

# 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**

Work Area

Notifications	Contacts	Reports
16	0	0

My Reviews -

Reviews to Complete	With Applicant	Revisions to Review	Completed Reviews	Faculty Overview
0	0	0	15	193

My Amendment Reviews -

Reviews to Complete	With Applicant	Revisions to Review	Completed Reviews
0	0	0	0

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.

## Faculty Overview

rutherford

Copy Excel CSV

Review Reference	Project Id	Project Title	Applicant Title	Applicant First Name	Applicant Last Name	Review Status	Application Type	Review Committee	Review Date Received	Assigned Reviewer Type
✓			MR			Revisions Received (Rev)	Proportionate	Faculty of Health and Life Sciences	12/07/2023 15:37	

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

Research Ethics Review

Work Area Meetings Contacts Reports Help Settings Mrs Gillian Drinkard

Project Title: An evaluation

Form Reference: Main Ethics Application Form

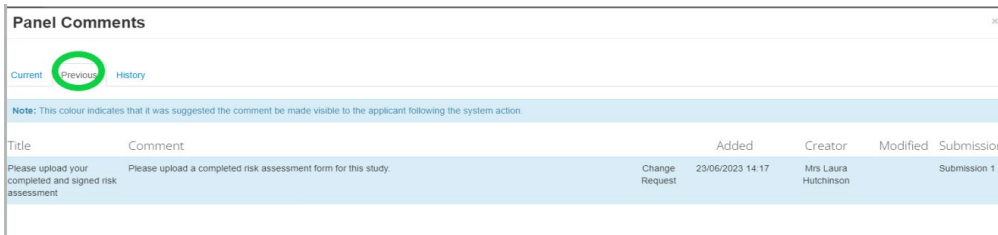
Review Reference:

Project Id:	4220	Applicant Name:	
Current Committee:	Faculty of Health and Life Sciences	Current Status:	Under Review
Application Type:	Proportionate	Meeting:	Unassigned
Clock Status:	Start (20/20) days remaining.	Assigned Reviewers:	(Submission Reviewer)
Conflicted Users:	None	Centre:	Northumbria

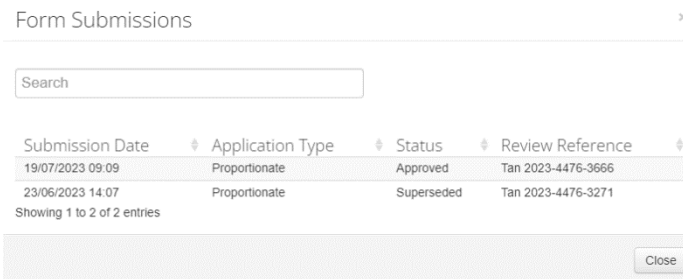
On the left, under **Actions**, we can see there has been **1 Comment** has been made and there have been **2 versions of the application form submitted**. Click on any of these tiles for more information for example:

**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:

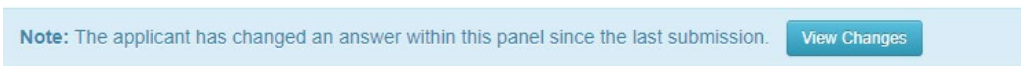


This form was originally submitted 26<sup>th</sup> June and following revision(s), it was resubmitted 19<sup>th</sup> July 2023.

Click on either version of the form noting the latest version will show the current application.

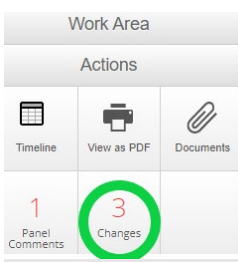
You can now either use the **Review Application** to tab through the application. Any changes will be clearly highlighted at the top of any relevant page(s) for example:

Click on **View Changes** for more details.

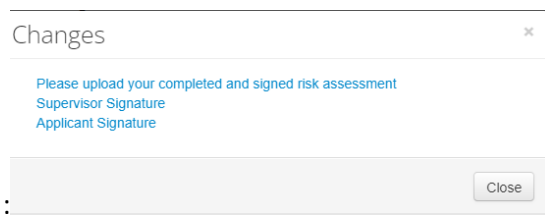


**OR** you can access

them directly by clicking on the **Changes** tile for example:



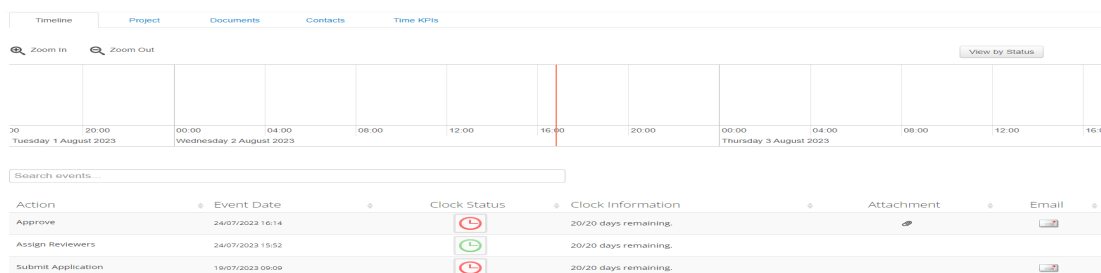
This will detail the changes and you can click on any to view it.



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**

Action	Event Date	Clock Status	Clock Information	Attachment	Email
Approve	31/07/2023 10:56		19/20 days remaining.		
Assign Reviewers	28/07/2023 09:04		20/20 days remaining.		
Submit Application	28/07/2023 07:55		20/20 days remaining.		

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

Action	Event Date	Clock Status	Clock Information	Attachment	Email
Approve	13/06/2023 22:09		20/20 days remaining.		
Review Complete*	13/06/2023 22:09		20/20 days remaining.		
Review done*	13/06/2023 10:17		20/20 days remaining.		
Review done*	13/06/2023 08:52		20/20 days remaining.		
Submit Application	01/06/2023 10:16		20/20 days remaining.		

## 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 Req'd by RIS/Suggest Revisions	Form returned to Applicant; changes requested by RIS
Changes Rec'd 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. <i>NB Agreed timescale for review is 20 working days. 10 working days for Amendments.</i>
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](mailto:ethicssupport@northumbria.ac.uk)

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