

## SUBMITTING AN AMENDMENT TO AN APPROVED ETHICS APPLICATION: STAFF AND STUDENT USER GUIDE

If your original application was submitted in the previous Ethics system (before October 2022), please follow the steps on [page 5](#).

### Step 1: Log into the Ethics Online System

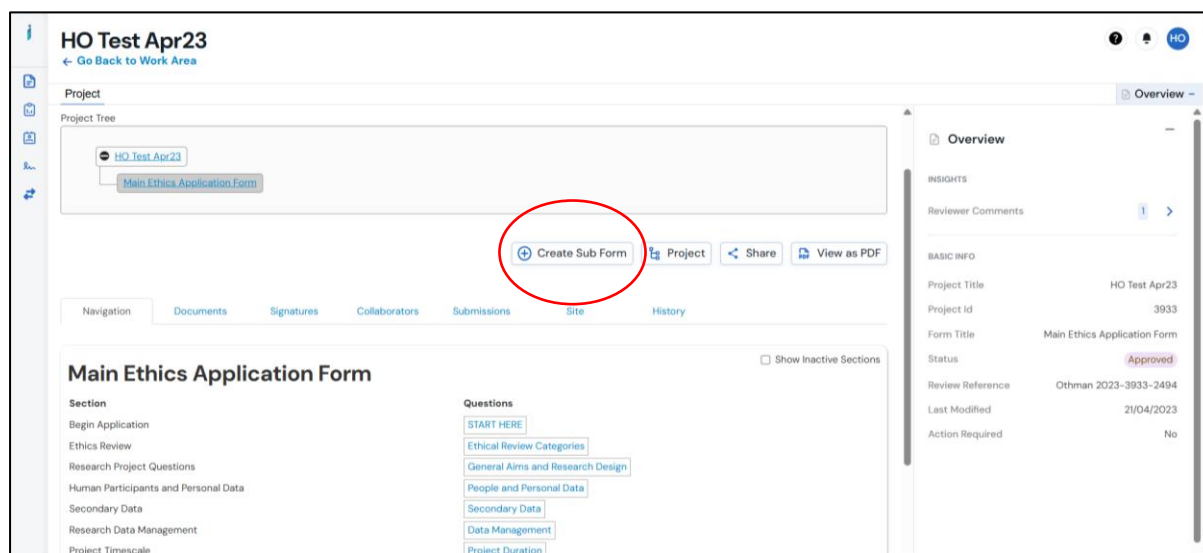
Follow this link to access the [Ethics Online System](#) – or navigate to the Application portal from the [Ethics and Integrity webpages](#).

This will take you straight into your Work Area as the system uses your university details and single-sign on.

### Step 2: Creating an application

In your Work Area, click on the approved project which you want to add an amendment to.

Once in the application, in the centre of the page in the Actions Bar, click 'Create Sub Form'.

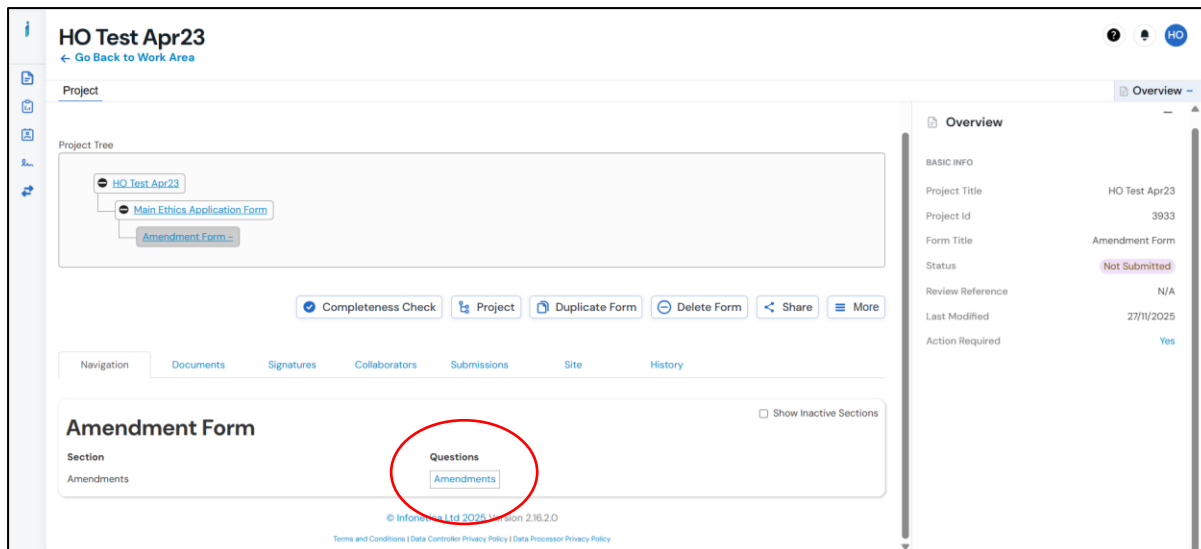


Then click 'Amendment Form' from the drop down, and then click 'Create'.

### Step 3: Completing your application

The next page you see is the Navigation page containing the project tree and the amendment form. Click on the blue title of the 'Amendments' page.

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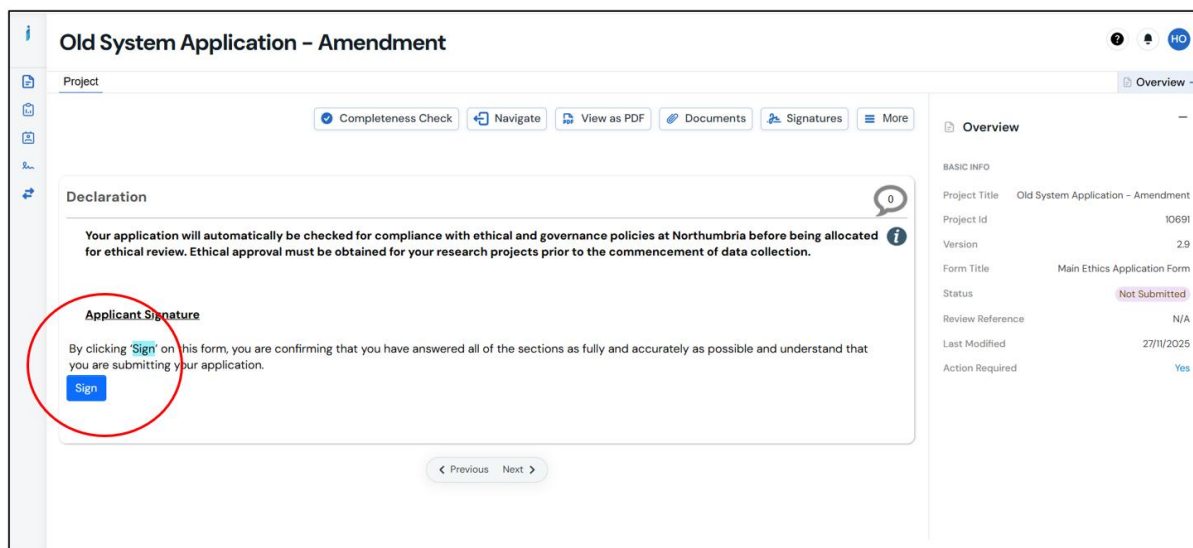


The screenshot shows the 'HO Test Apr23' project page. The 'Project Tree' on the left lists 'HO Test Apr23', 'Main Ethics Application Form', and 'Amendment Form'. The 'Amendment Form' is selected, and the 'Questions' tab is highlighted with a red circle. The 'Amendments' sub-tab is also visible. The 'Overview' panel on the right shows project details: Project Title 'HO Test Apr23', Project Id '3933', Form Title 'Amendment Form', Status 'Not Submitted', Review Reference 'N/A', Last Modified '27/11/2025', and Action Required 'Yes'.

Then fill out the single page form.

When you have completed all the questions, you will be asked to sign off the form at the bottom of the page.

If you are a member of staff, by clicking the blue 'Sign' button, you will be signing off the form and it will automatically be submitted.



The screenshot shows the 'Old System Application - Amendment' page. The 'Declaration' section contains a warning: 'Your application will automatically be checked for compliance with ethical and governance policies at Northumbria before being allocated for ethical review. Ethical approval must be obtained for your research projects prior to the commencement of data collection.' Below this, the 'Applicant Signature' section states: 'By clicking "Sign" on this form, you are confirming that you have answered all of the sections as fully and accurately as possible and understand that you are submitting your application.' The 'Sign' button is highlighted with a red circle. The 'Overview' panel on the right shows project details: Project Title 'Old System Application - Amendment', Project Id '10691', Version '2.9', Form Title 'Main Ethics Application Form', Status 'Not Submitted', Review Reference 'N/A', Last Modified '27/11/2025', and Action Required 'Yes'.

If you are a student, you will need to request your supervisor's sign off.

First, click 'Request Signature' and search for your supervisor's name in the pop-up, then request their signature.

If you cannot find their name in the system, this means they have not been into the Ethics Online System before. Ask them to log in to the Application Portal using the links/instructions in Step 1. Then, you should be able to find them in the 'Request Signature' pop-up.

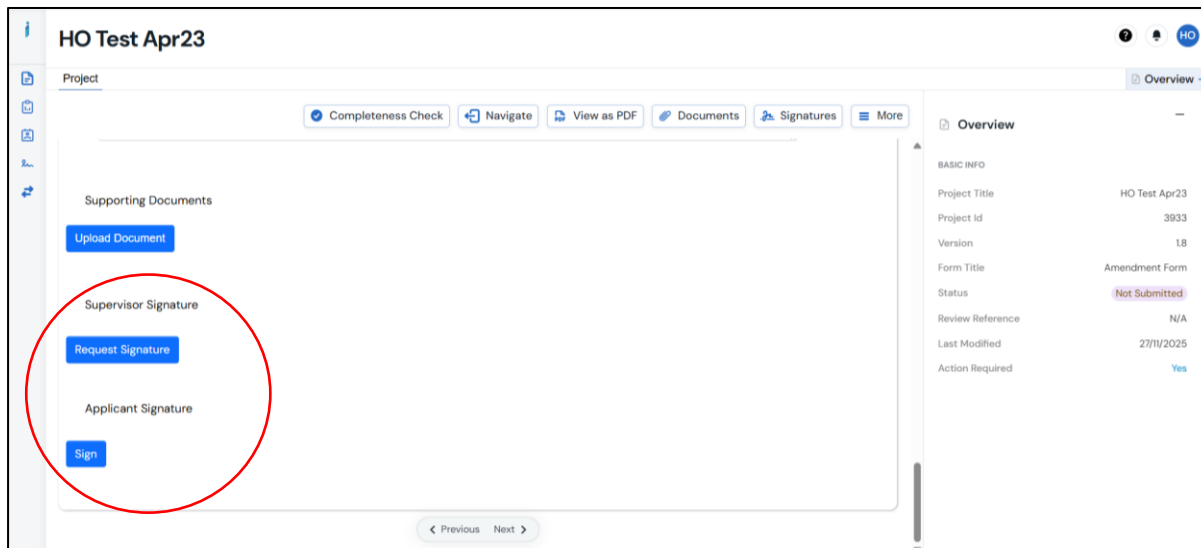
Then, also sign the form yourself by clicking the blue 'Sign' button.

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It is important to click both buttons and get both signatures at the same time.

When both signatures are on the form, it will automatically be submitted for review.

It is the responsibility of the student to follow up with the supervisor for their signature.



The screenshot shows the 'HO Test Apr23' application form. The 'Supervisor Signature' section is circled in red, containing a 'Request Signature' button. The 'Applicant Signature' section contains a 'Sign' button. The right sidebar shows the 'Overview' tab with the following details:

BASIC INFO	
Project Title	HO Test Apr23
Project Id	3933
Version	1.8
Form Title	Amendment Form
Status	Not Submitted
Review Reference	N/A
Last Modified	27/11/2025
Action Required	Yes

Following this, your application will be reviewed by the Ethics and Integrity team in Research and Innovation Services (RIS), and then by the [AHO S RKE](#) from your School.

Any notifications regarding applications will be emailed to you from Infonetica (the system provider). If you are not receiving these emails, please first check your junk/spam inbox. You can also check the 'Notifications' tile in your Work Area.

### Step 4: Revision Requests

It is a normal, iterative part of the reviewing process to receive revision requests from either the Ethics and Integrity team or the reviewers in your school.

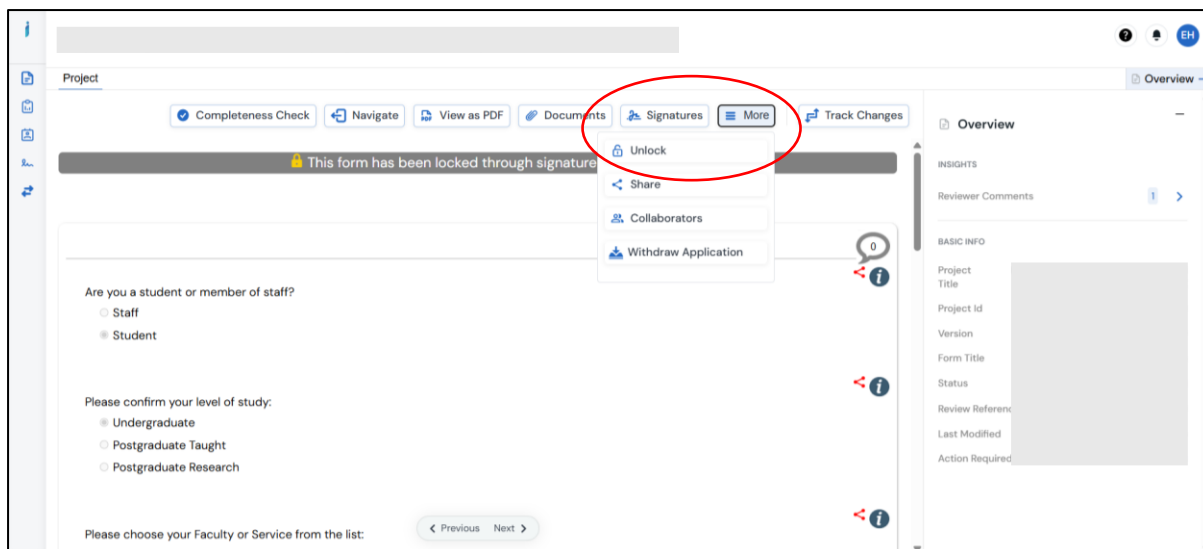
You will receive an email notification detailing the changes that have been requested. If you receive a blank email, please contact the Ethics and Integrity team at [ethicssupport@northumbria.ac.uk](mailto:ethicssupport@northumbria.ac.uk) and include the 4 or 5 digit project ID number.

You can also view the comments inside the system under the 'Overview' tab on the right of your screen.

To re-enter the system, you can either click on the system link in your notification email or go via the same way as detailed in Step 1.

To make changes to your application form, you may be required to unlock your application. To do this, you need to open the application, navigate to any page, and click 'More' in the centre of the page, and then 'Unlock' (padlock icon).

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This will then remove signatures and allow you to make revisions in line with the comments.

If you need further support with completing the revisions, please consult your supervisor, [AHoS RKE](#), or research mentor. Alternatively, you can contact the Ethics and Integrity team at [ethicssupport@northumbria.ac.uk](mailto:ethicssupport@northumbria.ac.uk).

To resubmit, sign off the form again (as detailed in step 3) and your application will be resubmitted automatically.

## AMENDMENT APPLICATIONS TO PROJECTS APPROVED IN THE PREVIOUS ETHICS SYSTEM (BEFORE OCTOBER 2022)

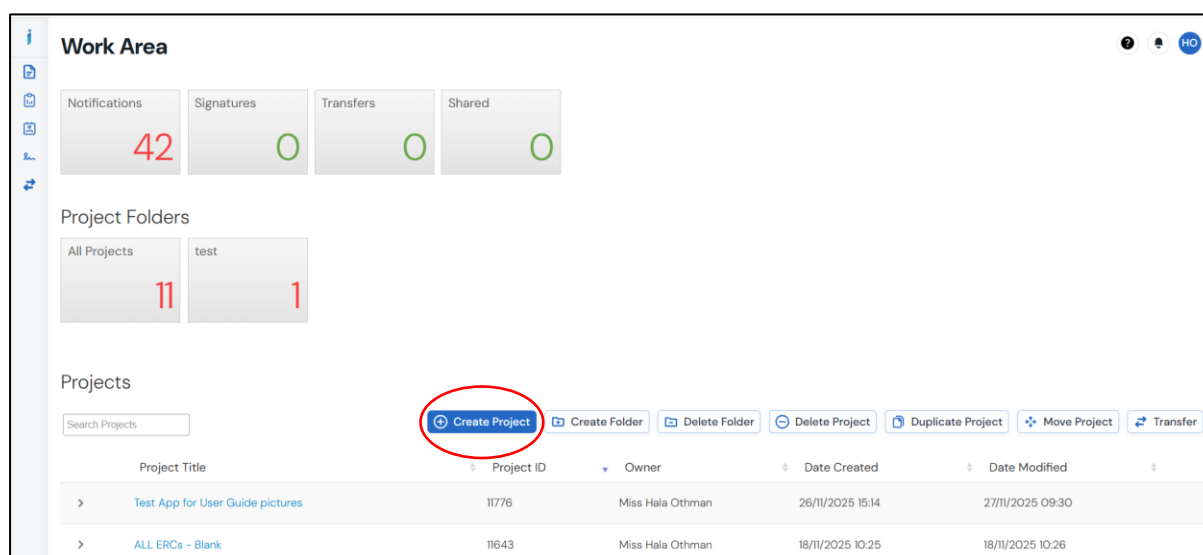
### Step 1: Log into the Ethics Online System

Follow this link to access the [Ethics Online System](#) – or navigate to the Application portal from the [Ethics and Integrity webpages](#).

This will take you straight into your Work Area as the system uses your university details and single-sign on.

### Step 2: Creating an application

In your Work Area, click on 'Create Project' in the Actions Bar in the centre of the page.



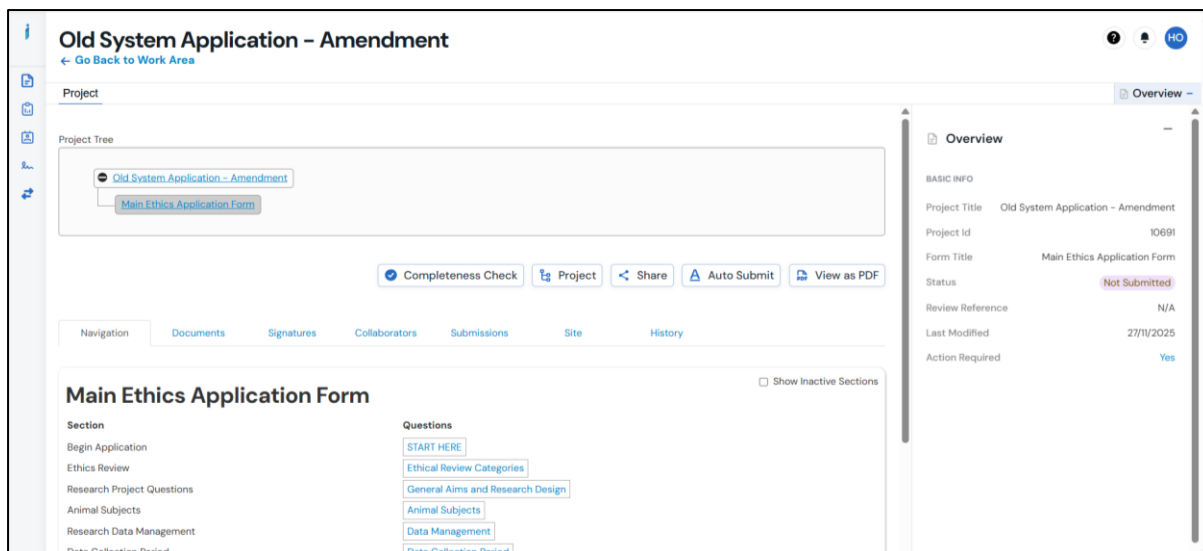
In the pop up, input the title of the project you wish to add an amendment to. Please also include the word 'Amendment' in the title.

Then select 'Main Ethics Application Form' in the drop down, and then select 'Create'.

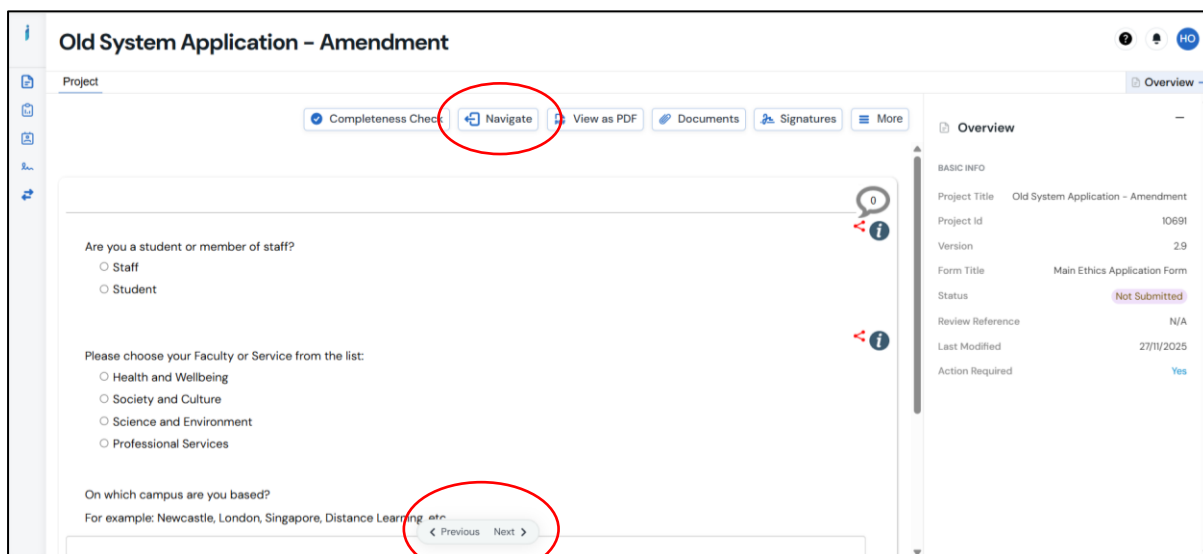
### Step 3: Completing your application

When you create the application, you will start on the 'Navigation' page. From here, you can click on any of the blue page titles to fill out your responses.

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Once inside the form, you can use the 'Previous' and 'Next' buttons at the bottom of the page, to flip through the pages. Alternatively, you can click on 'Navigate' in the Actions Bar and this will take you back to the list of page titles.



On the 'Ethical Review Categories' page, please only select the very bottom category: 'Ethical review required for other reasons NOT included in the categories above'.

On the 'General Aims and Research Design' page, please clearly state that this is an amendment submission for an application approved previously in the old ethics review system. Please outline the original project and then any amendment/s that you are making.

Please fill out the rest of the mandatory pages, referring to the original application where needed. On the 'Additional Documents' page, please upload any relevant documents from the original project (e.g. approval letters).

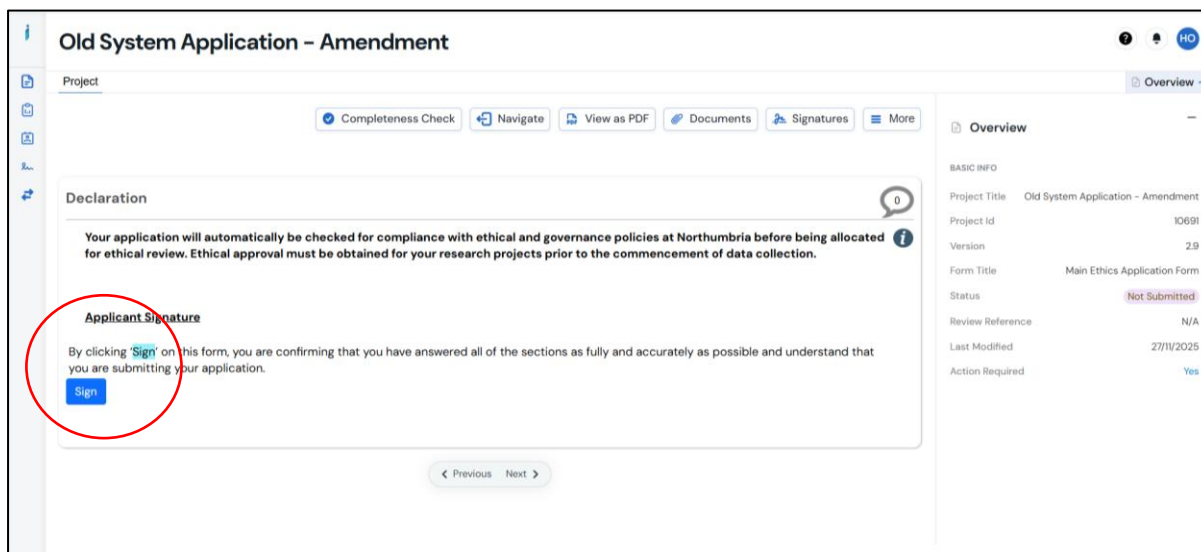
## Submitting an Amendment to an Approved Ethics Application: Staff and Student User Guide

If you need any further information on the questions, please click on the 'i' to the right of the questions to read the information in the pop-up.

### Step 4: Submitting your application

When you have completed all the questions, you will be asked to fill out the 'Declaration' section.

If you are a member of staff, clicking the blue 'Sign' button, will sign off the form and it will automatically be submitted.



**Old System Application - Amendment**

Project

Completeness Check | Navigate | View as PDF | Documents | Signatures | More

**Declaration**

Your application will automatically be checked for compliance with ethical and governance policies at Northumbria before being allocated for ethical review. Ethical approval must be obtained for your research projects prior to the commencement of data collection.

**Applicant Signature**

By clicking 'Sign' on this form, you are confirming that you have answered all of the sections as fully and accurately as possible and understand that you are submitting your application.

**Sign**

< Previous | Next >

**Overview**

BASIC INFO

Project Title	Old System Application - Amendment
Project Id	10691
Version	2.9
Form Title	Main Ethics Application Form
Status	Not Submitted
Review Reference	N/A
Last Modified	27/11/2025
Action Required	Yes

If you are a student; first, click 'Request Signature' and search for your supervisor's name in the pop-up, then request their signature.

If you cannot find their name in the system, this means they have not been into the Ethics Online System before. Ask them to log in to the Application Portal using the links/instructions in Step 1. Then, you should be able to find them in the 'Request Signature' pop-up.

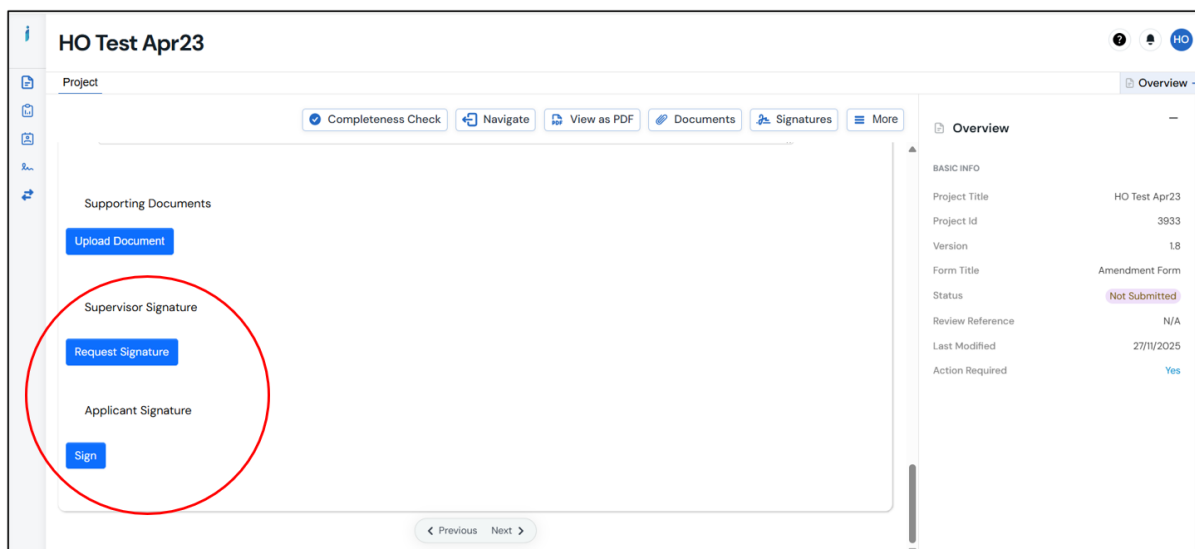
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Following this, your application will be reviewed by the Ethics and Integrity team in Research and Innovation Services (RIS), and then by the [AHoS RKE](#) from your School.

The Ethics and Integrity team have 3 working days to triage and review your application. They then send it on to the [AHoS RKE](#) from your School who have 10 working days to review and return a decision to you. If either of them sends you revision requests, this timeline is paused. In total, the review process should take no longer than 13 working days, so please allow enough time for the review process to take place before you would like your research activity to begin.

Any notifications regarding applications will be emailed to you from Infonetica (the system provider). If you are not receiving these emails, please first check your junk/spam inbox. You can also check the 'Notifications' tile in your Work Area.

### Step 6: Revision Requests

It is a normal, iterative part of the reviewing process to receive revision requests from either the Ethics and Integrity team or the reviewers in your school.

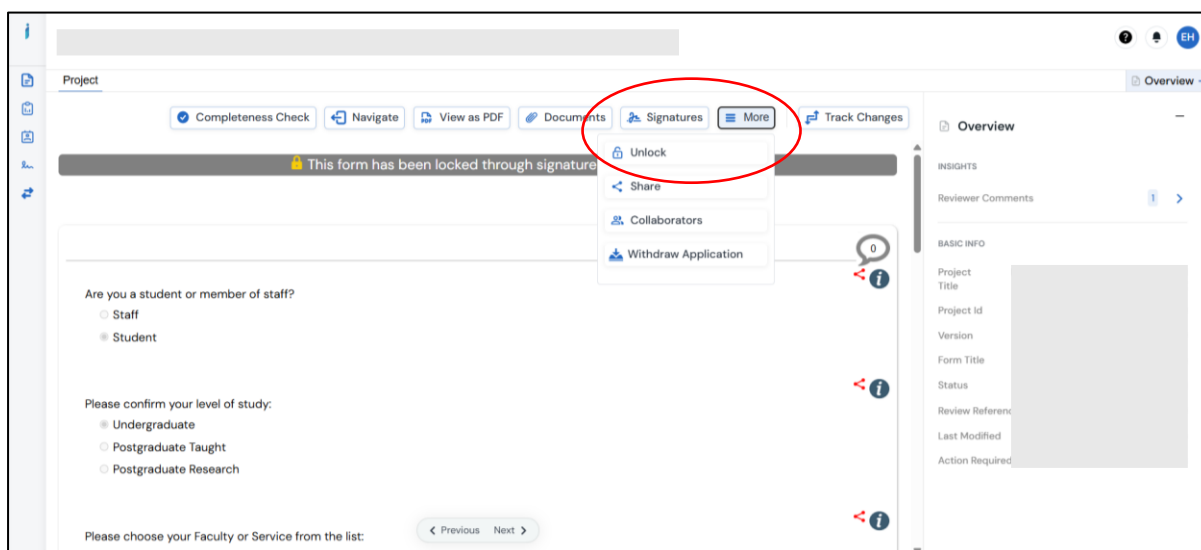
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This will then remove signatures and allow you to make revisions in line with the above comments.

If you need further support with completing the revisions, please consult your supervisor, [AHoS RKE](#), or research mentor. Alternatively, you can contact the Ethics and Integrity team at [ethicssupport@northumbria.ac.uk](mailto:ethicssupport@northumbria.ac.uk).

To resubmit, sign off the form again (as detailed in step 4) and your application will be resubmitted automatically.

For further support, please consult the [Ethics and Integrity webpages](#) which include contact information, other user guides, and answers to frequently asked questions.