

AFPVC RKE AND AHoS RKE ETHICS TROUBLESHOOTING GUIDE

AFPVC RKE AND AHoS RKE PERMISSIONS AND VISIBILITY

The AFPVC RKEs has permission to view and search all applications from their respective faculty, and the AHoS RKEs have permission to view and search all applications from their respective school.

If requests for updates are received, you can follow this guide to search for the relevant application. In the first instance, you should direct the applicant to their own work area so they can look for an update themselves, but if further investigation is needed you can follow these steps.

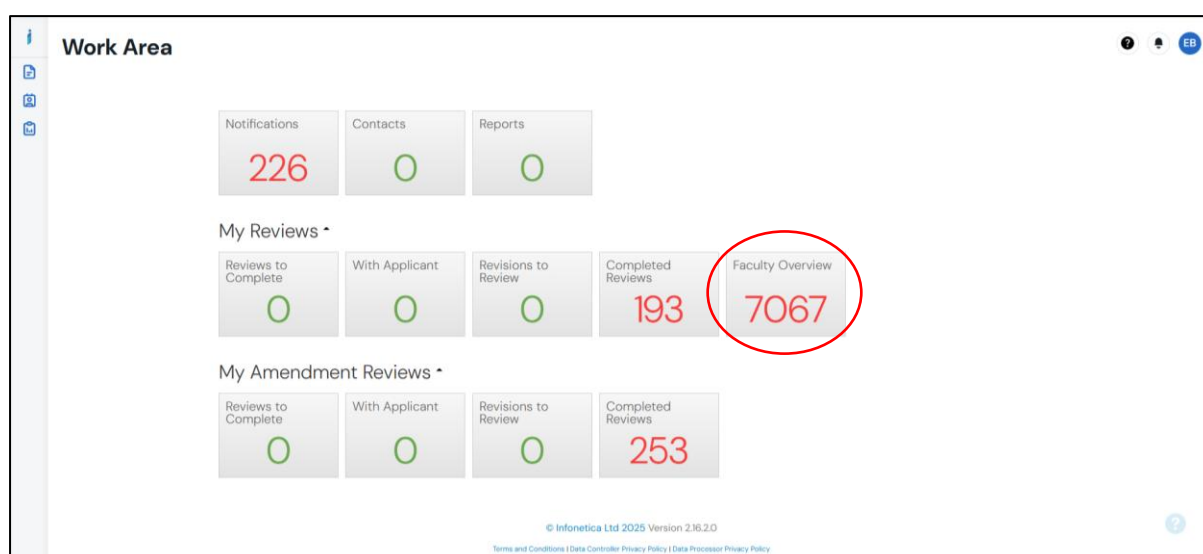
APPLICATION ID NUMBER

The application number is either 4 or 5 digits and is the unique ID number needed to search all applications. If you receive a longer 3 part number, it's the middle section that is the ID number you need. The other numbers refer to the stage in the review workflow.

For example, if you receive 2024-**8018**-8234, **8018** is the application ID number you need.

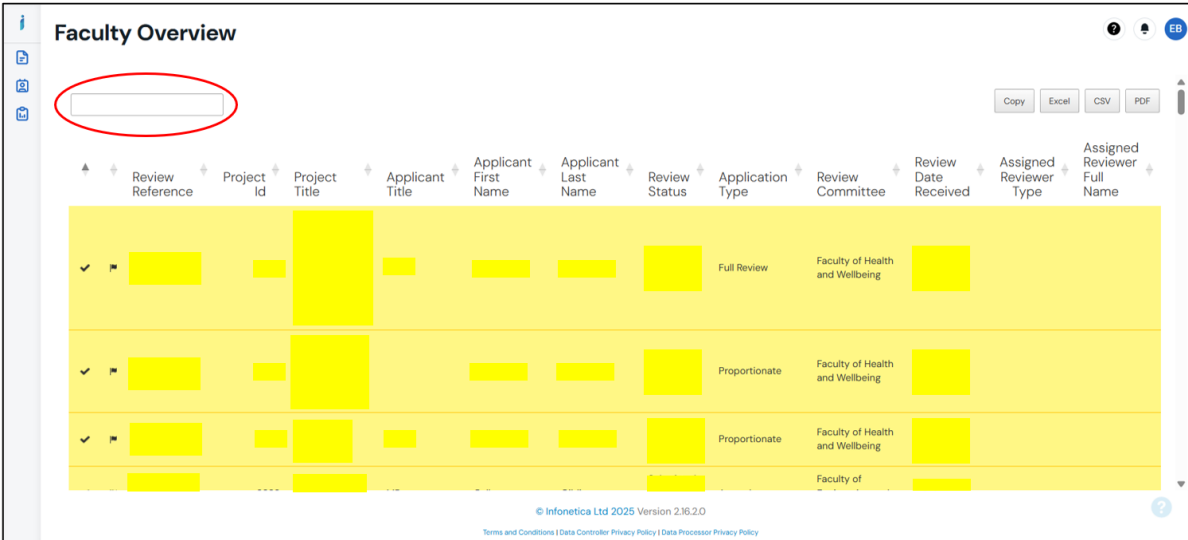
SEARCHING FOR AN APPLICATION

When you log into your reviewer work area, you can click on 'Faculty Overview' to search all applications that you have permissions to view.



From this list of applications, you can already see some information about each application (blurred out below for confidentiality). You can see the project ID number, project title, applicant name, the stage of each review, application type, and who is assigned to each application. A committee/full review will have three lines for each application – you can click on any of the lines to open the application.

You can also type into the search bar – using either text or the project ID number - to look up an application.



Faculty Overview

Search:

Copy Excel CSV PDF

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	Assigned Reviewer Full Name
✓							Full Review	Faculty of Health and Wellbeing			
✓							Proportionate	Faculty of Health and Wellbeing			
✓							Proportionate	Faculty of Health and Wellbeing			
								Faculty of			

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TIMELINE PAGE OF AN APPLICATION

From the Timeline page, you can see most information about the application.

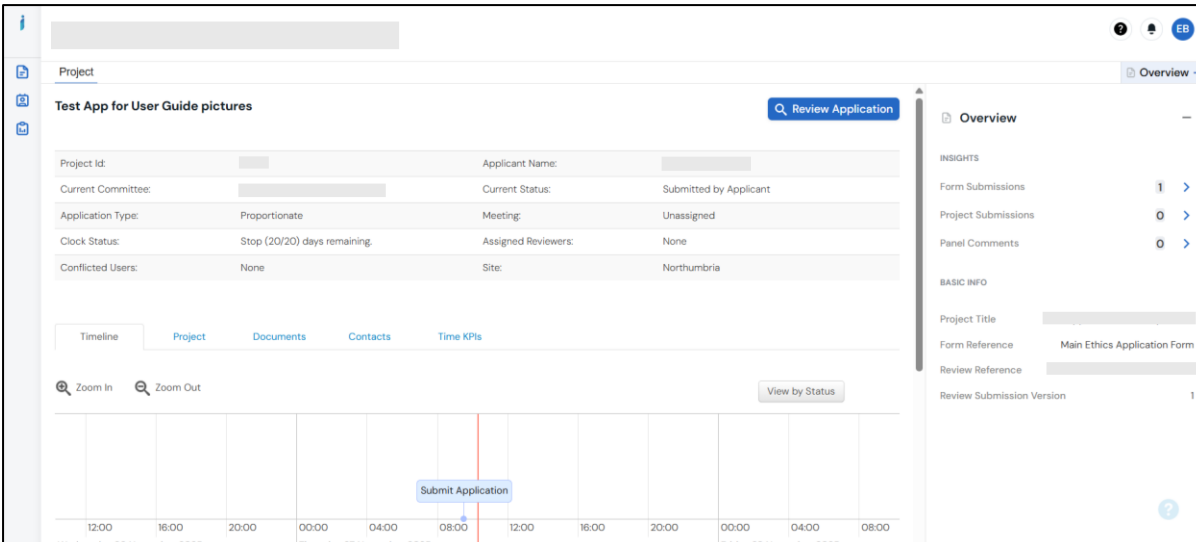
You can see how many days is left for the reviewer (/s and chair) to return a decision under 'Clock Status'.

You can see which reviewer (/s and chair) is assigned to the application.

And you can see which stage the review is at – see below for a guide to the different stages.

'Meeting' is a function that is not currently used but is offered by the system provider.

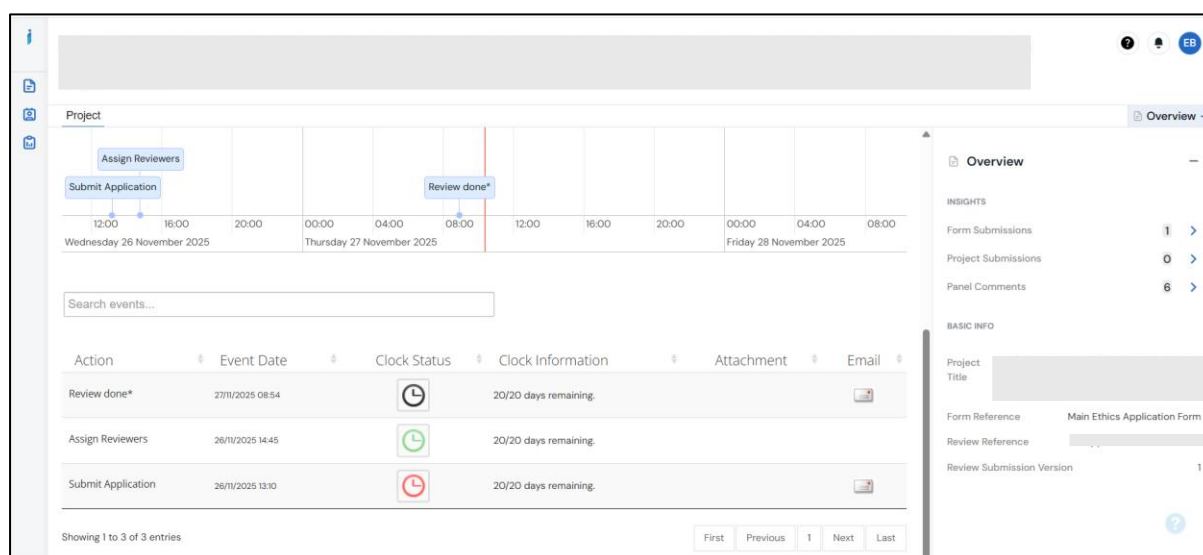
'Site' means which university the application is linked to, which will always be Northumbria.



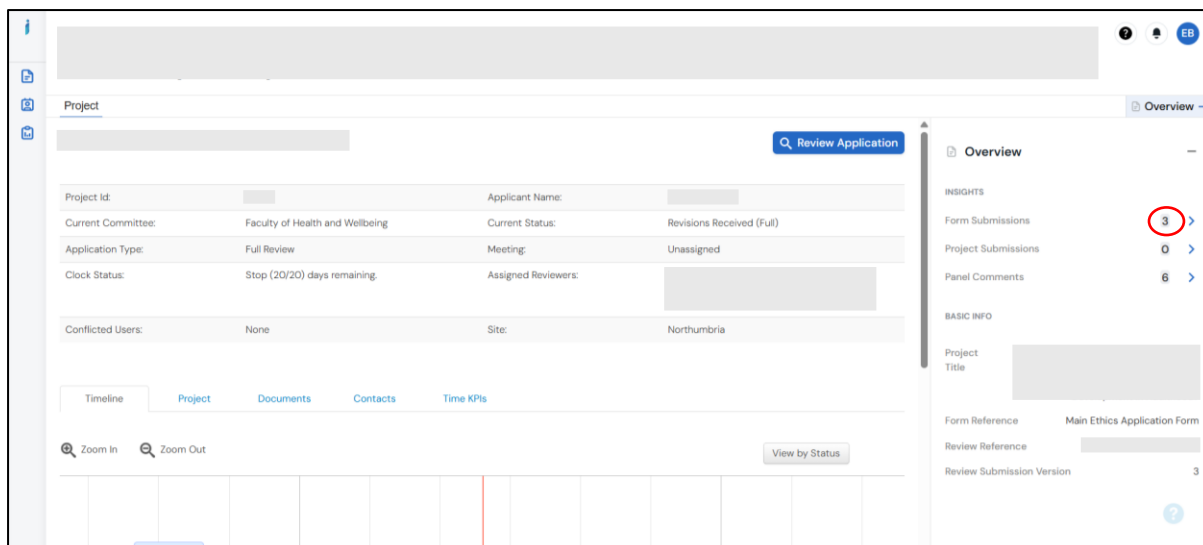
Title of stage	Meaning
Submit application	Application has been submitted and sent to the Ethics team for triage check
Changes Req'd by RIS/Suggest Revisions	Application has been returned to the applicant with revisions requests
Changes Rec'd by RIS	Application has been returned to the Ethics team following revisions
Under Gov Review	Application has been assigned to the governance team to perform a DBS check
Gov Review Complete	Governance team have completed their review – it is then returned to the Ethics team for them to assign to reviewers
Under Review	With the reviewer (/s and chair)
Revisions Suggested (Rev)	Revisions suggested to the applicant by the reviewer (proportionate applications only)
Revisions Suggested (Chair)	Revisions suggested to the applicant by the chair (full applications only)
Review Completed	Chair has seen that the two reviews are done and has moved it into their work area for actions
Approved	Application has been approved and a confirmation letter has been sent

Rejected	Application has been rejected and cannot be reopened (NB: The applicant can duplicate a rejected application and resubmit if they need to)
Switched to Full/Proportionate	Where changes to the application require a different review pathway (action performed by the Ethics team)

At the bottom of the Timeline page, you can see the different actions that have been taken. You can click on these for further information including who undertook each action and when this was performed, as well as any timeline notes that may have been added. You can use the above table to understand what each stage/action means.



In the Overview section on the right, you can see how many form submissions there have been, this means how many iterations of the form there have been. If you click on this number, you can view the different submissions.



Project Overview

[Review Application](#)

Project Id: [redacted] Applicant Name: [redacted]

Current Committee: Faculty of Health and Wellbeing Current Status: Revisions Received (Full)

Application Type: Full Review Meeting: Unassigned

Clock Status: Stop (20/20) days remaining Assigned Reviewers: [redacted]

Conflicted Users: None Site: Northumbria

Timeline Project Documents Contacts Time KPIs

Zoom In Zoom Out View by Status

Overview

INSIGHTS

Form Submissions 3 >

Project Submissions 0 >

Panel Comments 6 >

BASIC INFO

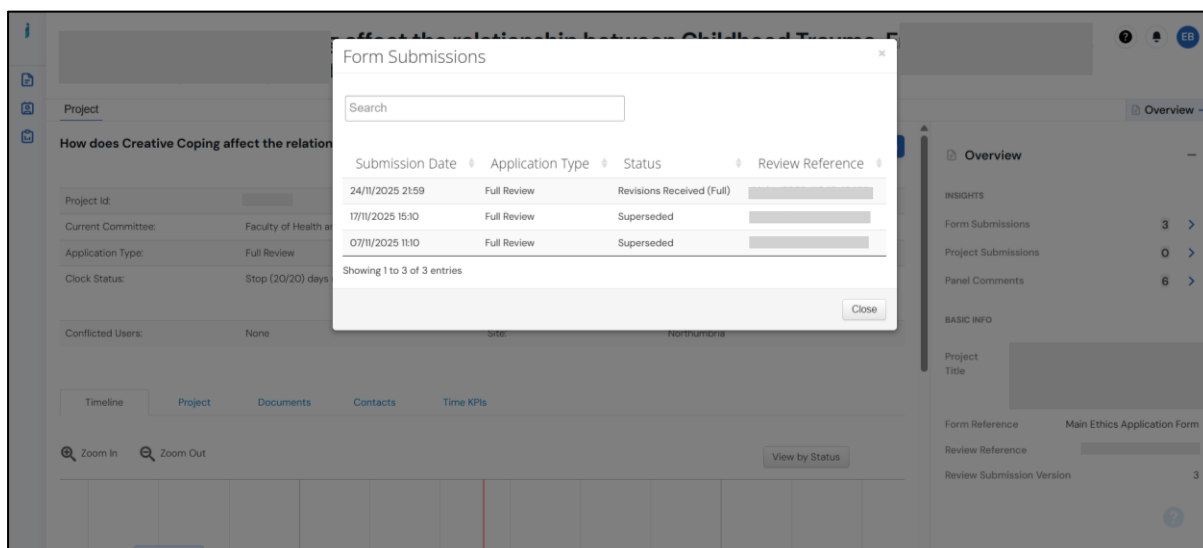
Project Title [redacted]

Form Reference Main Ethics Application Form

Review Reference [redacted]

Review Submission Version 3

You can also click on these to go back to view them.



Form Submissions

Search [redacted]

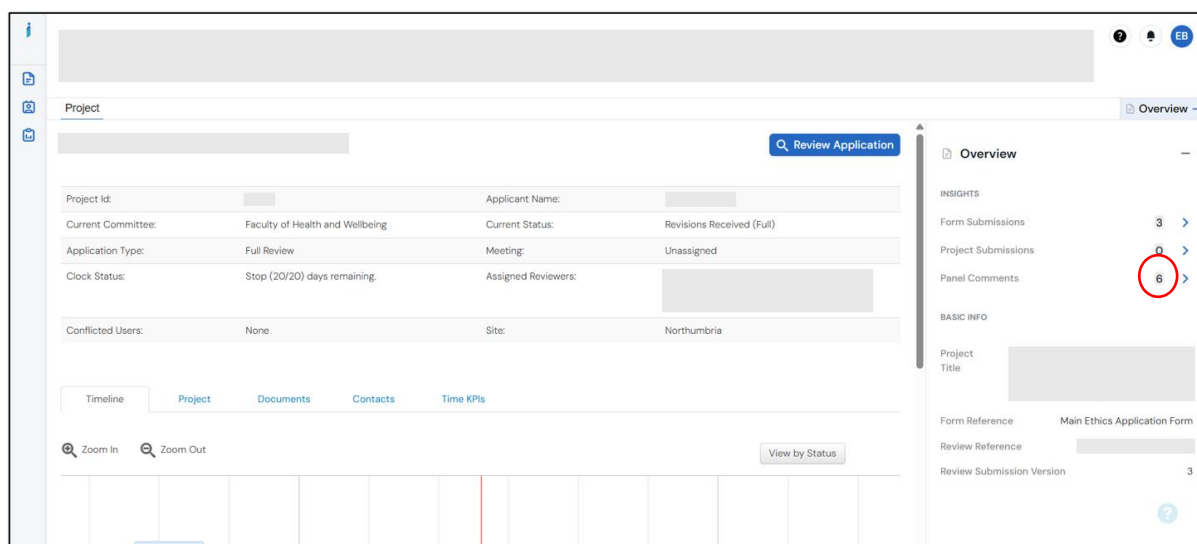
Submission Date	Application Type	Status	Review Reference
24/11/2025 21:59	Full Review	Revisions Received (Full)	[redacted]
17/11/2025 15:30	Full Review	Superseded	[redacted]
07/11/2025 11:10	Full Review	Superseded	[redacted]

Showing 1 to 3 of 3 entries

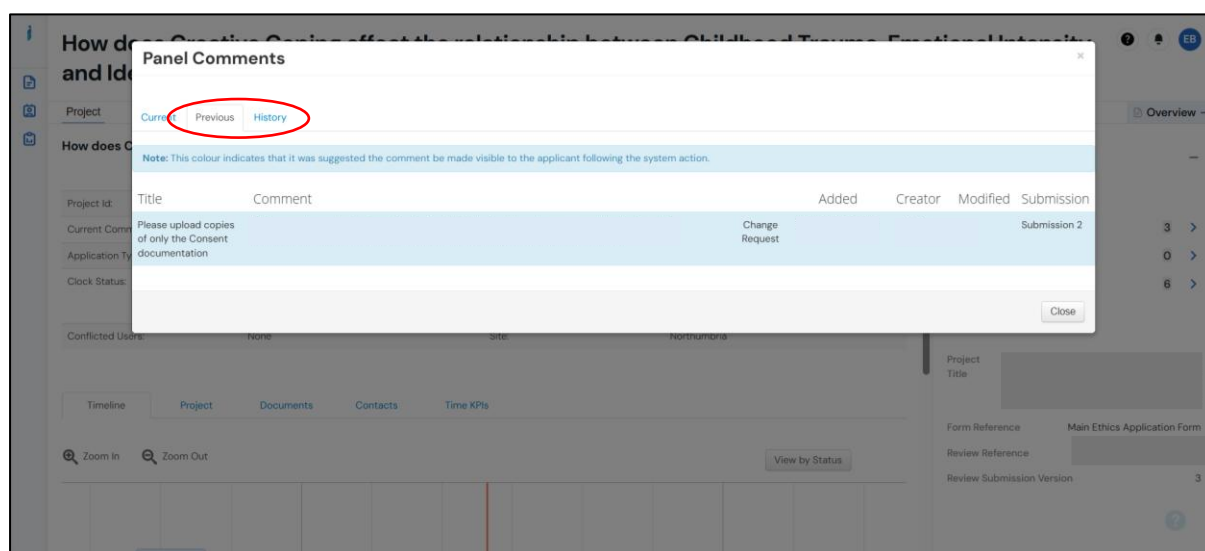
Close

VIEWING COMMENTS AND CHANGES

If you click on Panel Comments, you can view what has been said about the application.

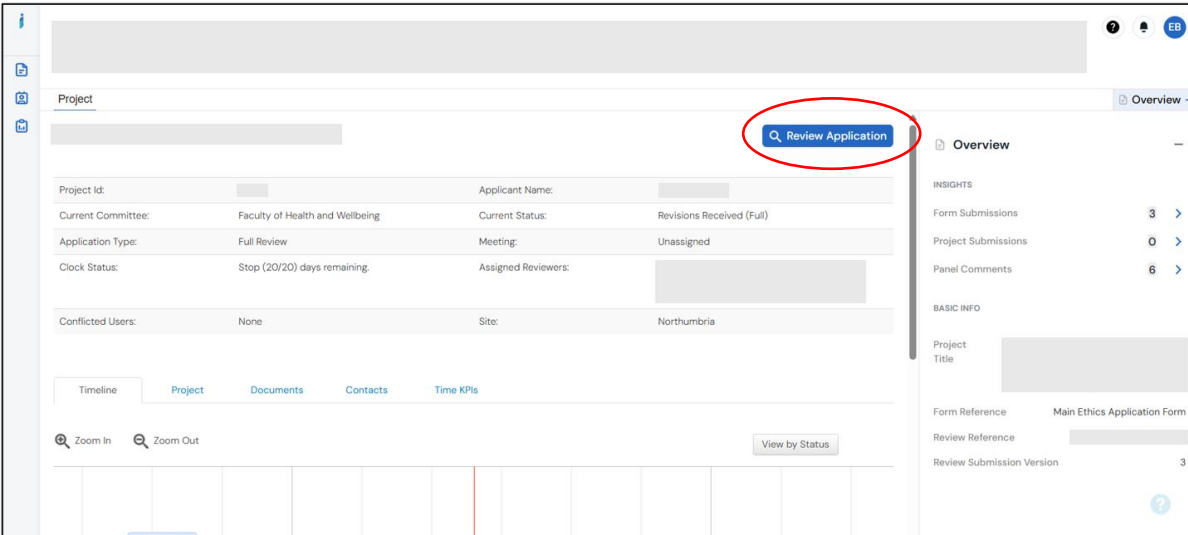


Initially, you might not see any comments if there aren't any attached to the current version of the form, but if you click on 'Previous', you can see comments from the previous submission and if you click 'History' you can see older comments too.



You can click on the comments to jump the relevant page in the form.

You can also view the changes between the newest version of the form and the previous submission. To do this, from the Timeline page, click 'Review Application' (magnifying glass icon) in the centre of the page.



The screenshot shows the 'Project' overview page. A red circle highlights the 'Review Application' button in the top right corner. The page displays various project details and a timeline at the bottom.

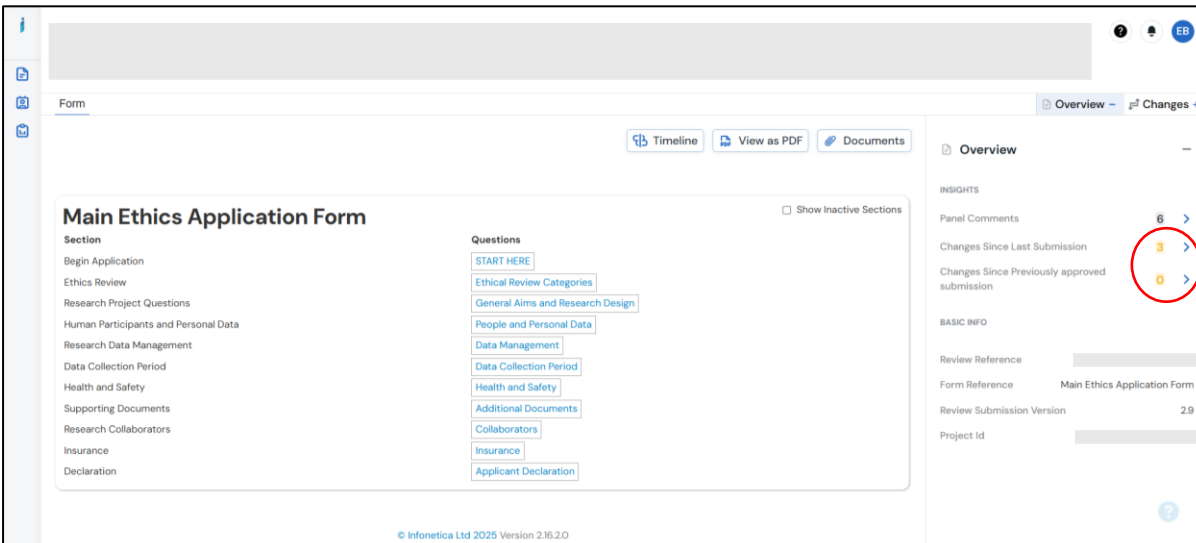
Project Details	
Project Id:	Applicant Name:
Current Committee: Faculty of Health and Wellbeing	Current Status: Revisions Received (Full)
Application Type: Full Review	Meeting: Unassigned
Clock Status: Stop (20/20) days remaining.	Assigned Reviewers:
Conflicted Users: None	Site: Northumbria

Timeline: Project Documents Contacts Time KPIs

Zoom In Zoom Out View by Status

This will take you to the 'Navigate' page where you can see a contents page consisting of page titles. You can click on any of these to open them and then use the 'Previous' and 'Next' buttons to flip through the pages of the form. Alternatively, you can click on 'Navigate' in the Actions Bar and this will take you back to the list of page titles.

You can also jump straight to the questions where there have been revisions by clicking on the 'Changes' tab next to the Overview section on the right hand side.



The screenshot shows the 'Main Ethics Application Form' with the 'Changes' tab selected. A red circle highlights the 'Changes Since Last Submission' section in the right-hand sidebar.

Form Overview Timeline View as PDF Documents

Main Ethics Application Form

Section: Begin Application, Ethics Review, Research Project Questions, Human Participants and Personal Data, Research Data Management, Data Collection Period, Health and Safety, Supporting Documents, Research Collaborators, Insurance, Declaration

Questions: START HERE, Ethical Review Categories, General Aims and Research Design, People and Personal Data, Data Management, Data Collection Period, Health and Safety, Additional Documents, Collaborators, Insurance, Applicant Declaration

Overview Overview

INSIGHTS

Panel Comments: 6

Changes Since Last Submission: 3

Changes Since Previously approved submission: 0

BASIC INFO

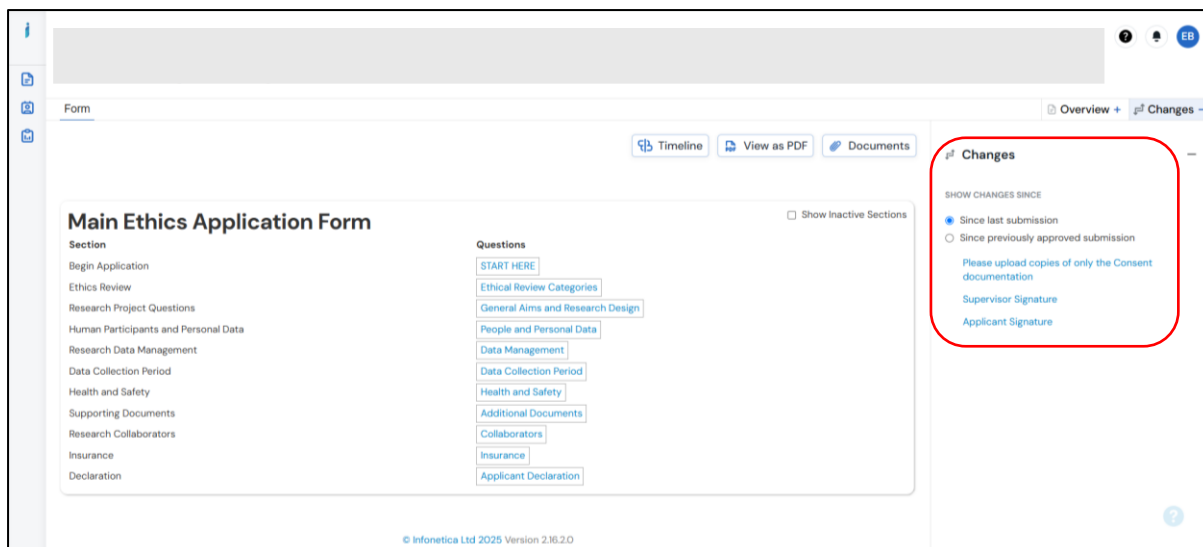
Review Reference: Main Ethics Application Form

Form Reference: Main Ethics Application Form

Review Submission Version: 2.9

Project Id:

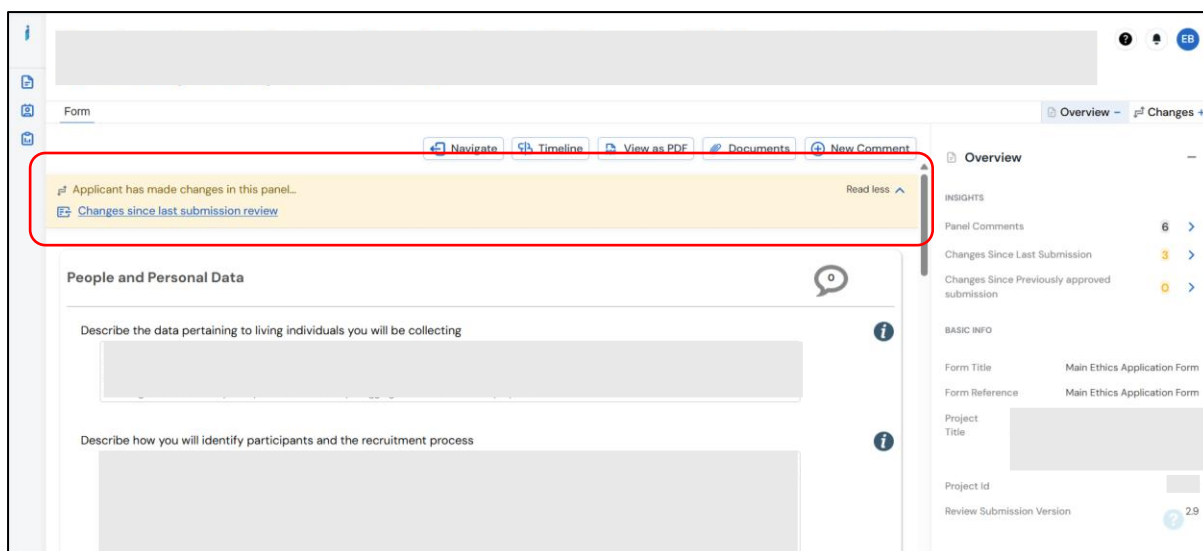
This then shows you each question that has had revisions, and you can click on these to jump to each change.



The screenshot shows the 'Main Ethics Application Form' interface. On the right side, there is a 'Changes' panel highlighted with a red box. This panel contains the following text:

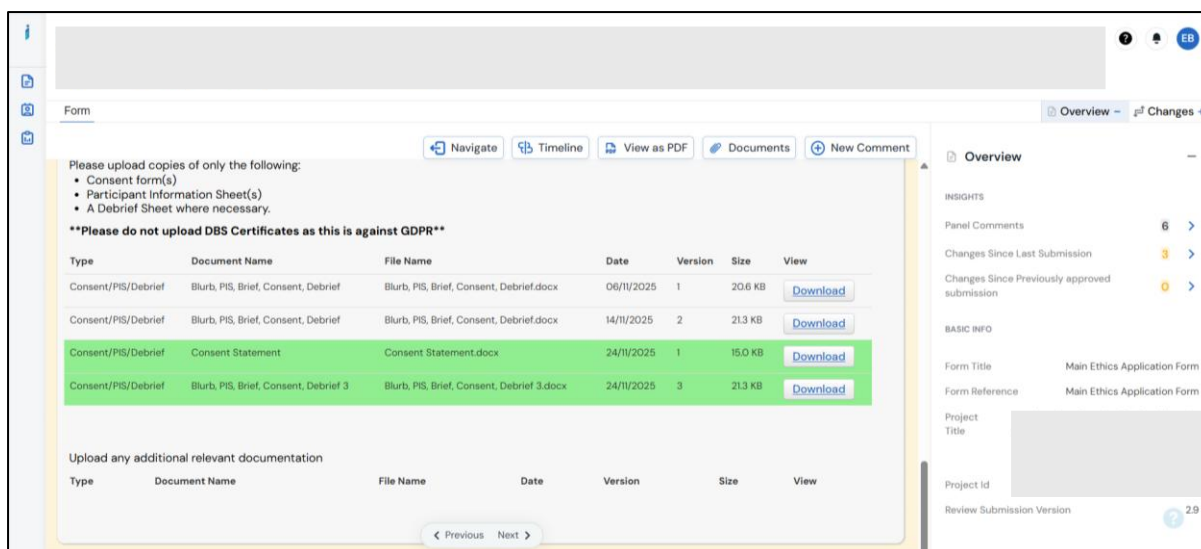
- SHOW CHANGES SINCE
- ☒ Since last submission
- ☐ Since previously approved submission
- Please upload copies of only the Consent documentation
- Supervisor Signature
- Applicant Signature

On pages where changes have been made, at the top, there will be a yellow banner. If you click 'Read more' and then 'Changes since last submission review' you will be able to see the revisions side by side.



The screenshot shows the 'Main Ethics Application Form' interface. At the top, there is a yellow banner with the text: "Applicant has made changes in this panel...". Below the banner, there is a link: "Changes since last submission review". The banner and link are highlighted with a red box.

Any text or attachments that have been deleted show up in red, and any text or attachments that have been added show up in green.



Form

Overview - Changes +

Please upload copies of only the following:

- Consent form(s)
- Participant Information Sheet(s)
- A Debrief Sheet where necessary.

****Please do not upload DBS Certificates as this is against GDPR****

Type	Document Name	File Name	Date	Version	Size	View
Consent/PIS/Debrief	Blurb, PIS, Brief, Consent, Debrief	Blurb, PIS, Brief, Consent, Debrief.docx	06/11/2025	1	20.6 KB	Download
Consent/PIS/Debrief	Blurb, PIS, Brief, Consent, Debrief	Blurb, PIS, Brief, Consent, Debrief.docx	14/11/2025	2	21.3 KB	Download
Consent/PIS/Debrief	Consent Statement	Consent Statement.docx	24/11/2025	1	15.0 KB	Download
Consent/PIS/Debrief	Blurb, PIS, Brief, Consent, Debrief 3	Blurb, PIS, Brief, Consent, Debrief 3.docx	24/11/2025	3	21.3 KB	Download

Upload any additional relevant documentation

Type	Document Name	File Name	Date	Version	Size	View
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Overview

INSIGHTS

Panel Comments 6 >

Changes Since Last Submission 3 >

Changes Since Previously approved submission 0 >

BASIC INFO

Form Title Main Ethics Application Form

Form Reference Main Ethics Application Form

Project Title

Project Id

Review Submission Version 2.9

If you need further support with a particular application, please email the Ethics team at ethicssupport@northumbria.ac.uk and include the 4 or 5 digit project ID number.

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