

Reviewing an Ethics Application Reviewer and Chair User Guide

This User Guide covers Full Review and Proportionate Review processes

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B	Accessing an application
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A: Log in and Work Area

Click the link to the Ethics Online system **Reviewer platform** within Infonetica.

<https://ethicsreviewer.northumbria.ac.uk/>

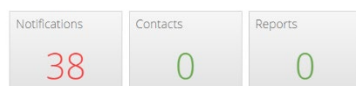
Please refer to the Ethical Governance in Research Policy on the ethics web page here for details of review categories, review requirements etc: <https://www.northumbria.ac.uk/research/ethics-and-integrity/>

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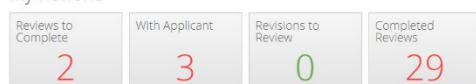
The system dashboard is known as your **Work Area** which you navigate using **tiles**.

By clicking on the tiles, you access different actions or information in the system. Different users will have different numbers of tiles. Reviewers will usually have the following Tiles:

### Work Area



### My Reviews -



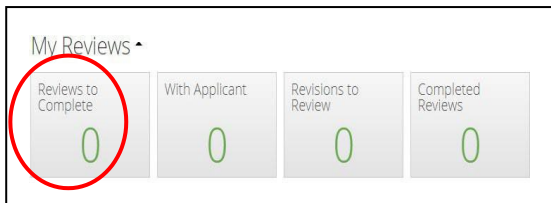
- Notifications** (which will show you any actions you are required to undertake)
- Reviews to Complete** (When you have an application to review)
- With Applicant** (When you have sent an application with revisions back to an applicant)
- Revisions to Review** (When you are required to review any revisions).
- Completed Reviews** (An archive of your completed reviews)

Please note the approved timescale for a review is 20 working days from the date the Reviewer(s)/Chair is initially assigned to an application by Research and Innovation Services. The “clock” stops once the Reviewer directs the form back to the Applicant and the “clock” starts again when they received it back into their **Work Area**.

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## B: Accessing an application

Access applications that require your review by clicking on the **Under Review** tile in your **Work Area**, or via the email notification that you have been assigned a review.



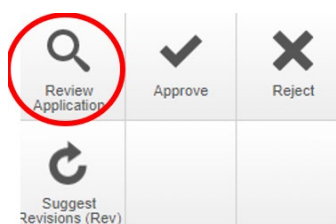
This will display the **Review** dashboard. Click on the application that you want to review by clicking anywhere on the area highlighted in yellow.



## C: Reviewing an Application requiring Proportionate Review i.e. only one Reviewer is required

There are four key steps to review the application (on left of screen under **Actions**):

- Choose **Review Application**
- Read the application (via the form functionality)
- Add Comments** (if necessary) and select **Change Request** and **click to Make comments visible to applicant** **\*\*IMPORTANT STEP\*\* OTHERWISE APPLICANT WILL BE UNABLE TO VIEW YOUR COMMENTS\*\***
- Choose to:  
**Suggest Revisions** if you wish the applicant to make some changes to the form and resubmit  
**Approve** if you are happy to Approve the application  
or **Reject** to cancel the application. NB The Applicant would need to submit a new application to and can use the Duplicate Project tile to do so)



### a) Choose: **Review Application**

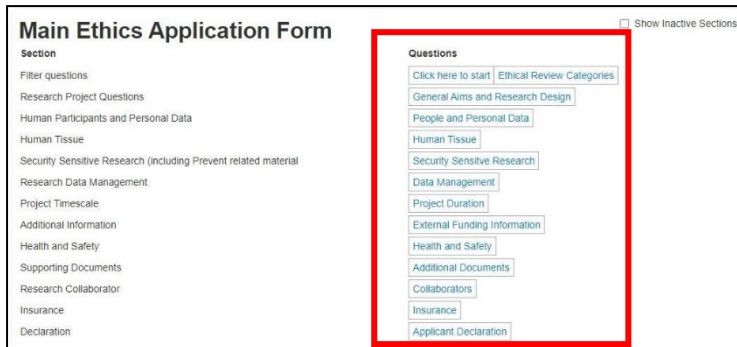
On the left of your screen on the Action panel click **Review Application**.

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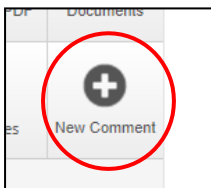
## b) Reading the Application

Complete your review by navigating through the form and reading the application. You can navigate through the form using the **Previous / Next** buttons, or the **Navigate** button, all are available on the left side of the screen on the **Actions** Panel.



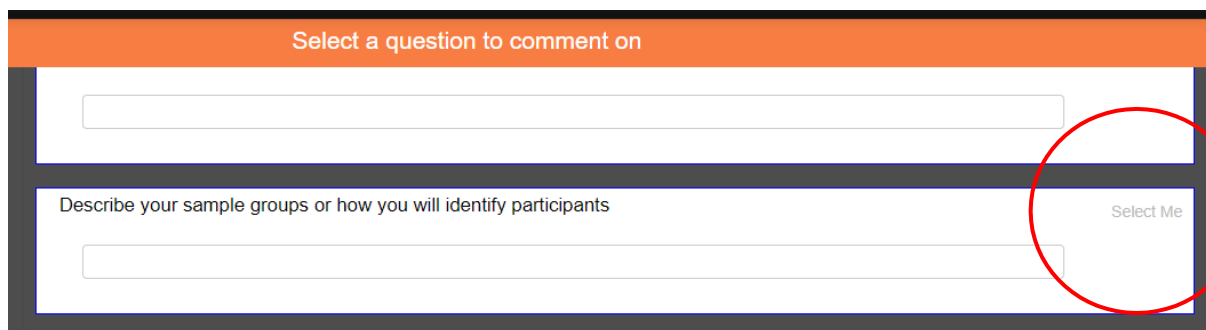
**NB.** You cannot read the application on one screen as each screen/page allows you to add comment relating to each question. Click on **Start Here** to review the form.

## c) Add comments and select change request and make comments visible to applicant

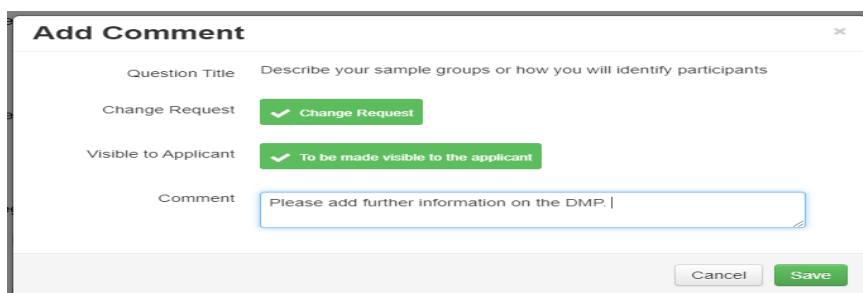


To request a revision, you can comment on any section of the application. Click **New Comment** on the left of the screen.

You can then choose which question to comment on by clicking **Select me** or just clicking in the area of the section.



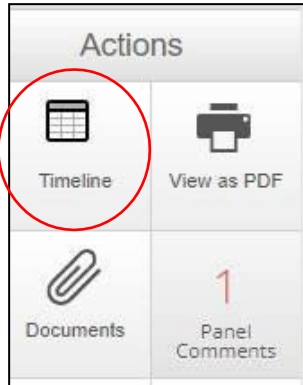
Ensure that comments are **made visible to the applicant** and if it is a **change request** or **comment**. If they don't show as green as shown in the image below, they have not been made visible and the applicant will not be able to see them. Then press **Save**.



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NB Form Comments are overall comments and not related to a specific question. These types of Comments are not shared with the Applicant when an application/form is returned. These types of Comments are only viewed on the Review side.



### d) Choose to Approve, Suggest Revisions or Reject

For single reviewer applications (i.e. Proportionate Risk level) first Navigate back to **Timeline**

From here you can choose whether to **Approve**, **Reject** or **Request Revisions** by clicking the appropriate tile:



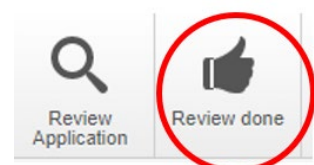
**Suggest Revisions** if you wish the applicant to make some changes to the form and resubmit  
NB Don't add comments for the Applicant in the pop up box as they will be unable to see them. They must be added within the form.

**Approve** if you are happy to Approve the application  
or **Reject** to cancel the application. NB The Applicant would need to submit a new application to and can use the Duplicate Project tile to do so)

## D: Reviewing an Application requiring Full Review i.e. Two Reviewers and a Chair Reviewer (Moderator) are required

There are more steps to review the application where Full Review is required; the first four are the same as reviewing a **proportionate review** application:

1. Choose **Review Application**
  2. Read the application (via the form functionality)
  3. **Add Comments** if necessary and select **Change Request** and click to make comments visible to the applicant **\*\*IMPORTANT STEP\*\* OTHERWISE APPLICANT WILL BE UNABLE TO SEE THE COMMENTS\*\***
  4. Navigate back to **Timeline**
  5. Click on the **Review Done** tile
- The Reviewer does not have the option to **Approve**, **Reject** or **Return for Revisions**; this is the role of Chair for Full Review applications



# Reviewing an Ethics Application

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Note: Reviewers can add any additional comments for the Chair Reviewer in the Timeline Notes section if required.

Action Date:

Timeline Notes:\*

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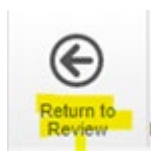
Are you sure you wish to perform this action?

- The Chair must wait until **both** Reviewers have completed their review. This shows as **Review Done** in the Timeline **for each Reviewer**. The Chair should check there is one **Review Done** by each Reviewer by clicking on it; it will reveal the name of the Reviewer.

| Action             | Event Date       |
|--------------------|------------------|
| Review done*       | 07/11/2022 10:09 |
| Review done*       | 04/11/2022 11:48 |
| Assign Reviewers   | 03/11/2022 16:07 |
| Submit Application | 31/10/2022 18:49 |

If the Chair does **Review Complete** before both Reviewers have completed their **Review Done** actions,

the Chair can use the **Return to Review** tile to return the application to the reviewers. No notification emails are issued when this action is used.



## E: Reviewing revisions

You can review any changes by clicking the link in an email notification (sent once the applicant has completed them). Or by accessing them from the **Revisions to Review** tile.

My Reviews ▾

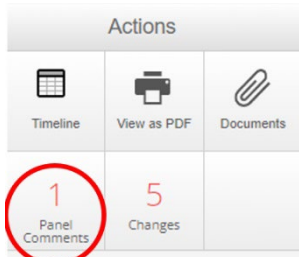
|                     |                |                     |                   |
|---------------------|----------------|---------------------|-------------------|
| Reviews to Complete | With Applicant | Revisions to Review | Completed Reviews |
| 0                   | 0              | 0         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

| Actions                 |                          |                     |
|-------------------------|--------------------------|---------------------|
| 2<br>Form Submissions   | 0<br>Project Submissions | 1<br>Panel Comments |
| 🔍<br>Review Application |                          |                     |

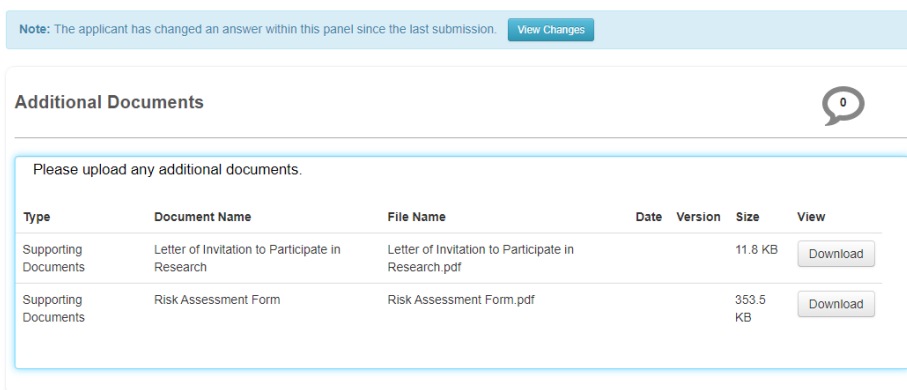
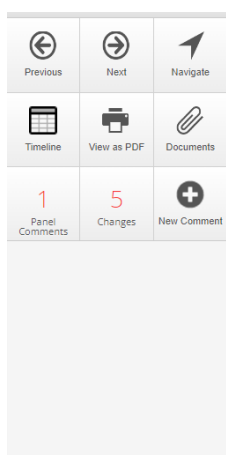
Make sure that you are reviewing the latest version of the application so that from that the applicant has made changes to. In this case, click on the **2 Form Submissions** tile then click on the latest version of the submission in the pop up.

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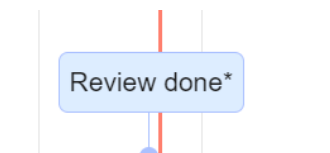
Check the revisions made to the application by clicking on the left-hand panel **Comments** tile



This will take you to a pop up of each of the sections completed by the applicant – see below.



You can then **Approve** or **Reject** the application or ask for **further revisions** following the process above. NB If returning the application for changes/revisions, don't add comments for the Applicant in the pop up box as they will be unable to see them. They must be added within the form when in Review Application action.



NB Where there are two Reviewers assigned, you can click on **Timeline** and then **View By Action** (on the right) to complete your review; it will show **“Review done”**.

## F: Understanding different versions of the Application form

The applicant will receive an automatic email to confirm the status of the application.



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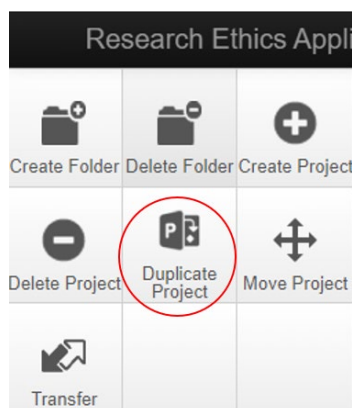


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University  
NEWCASTLE

If the Chair has **Approved** the submission, the applicant (and Supervisor if a student application) will receive an email confirming this with an attachment letter confirming the project has been Approved.

If the Chair has **Suggested Revisions**, the applicant will need to address those comments before the submission is then returned to the Chair for a final decision.

## G: The Reject action



If a Reviewer/Chair **Rejects** the submission, the form is **cancelled**; the Applicant can use the **Duplicate Project** to create a new form based on the rejected submission which can then be improved and resubmitted.

## H: Help and Support

### For Faculty and Departmental Support

Staff can contact the Department Ethics Lead or Faculty Ethics Director; their contact details can be accessed [here](#) (Staff only). Department Ethics Leads and Ethics Directors have access to view and check status of all submissions within their department.

For support in using the system including online training materials, user guides and FAQs please visit: [www.northumbria.ac.uk/research/ethics-and-integrity/](http://www.northumbria.ac.uk/research/ethics-and-integrity/)