

Reviewing an Ethics Application

Reviewer User Guide

For information relating to the review process, risk levels, etc. please read the **Ethical Governance in Research Policy** on the ethics and integrity web page: <https://www.northumbria.ac.uk/research/ethics-and-integrity/>

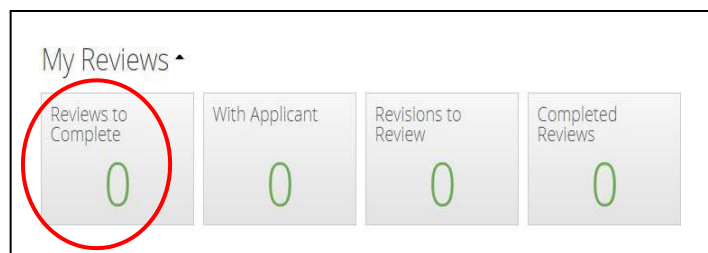
Step One: Log in and Work Area

Click the link to the Ethics Online system **reviewer platform** within Infonetica.
<https://ethicsreviewer.northumbria.ac.uk/>

The Infonetica dashboard is known as your **Work Area** which you navigate via **tiles**.

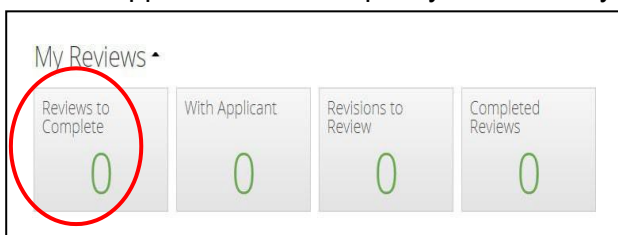
By clicking on the tiles, you access different actions or information in the system. Different users will have different numbers of tiles. Reviewers will usually have the following Tiles:

- **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)



Step Two: 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.



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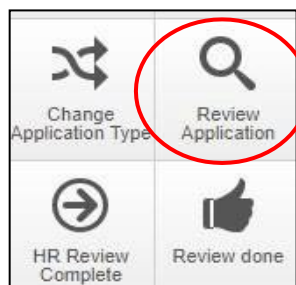
This will display the **Review** dashboard. Click on the application that you want to review by clicking anywhere on the area highlighted in yellow.

Review Reference	Project Id	Project Title	Applicant Title	Applicant First Name	Applicant Last Name	Application Type	Review Committee	User Reviewer Type
2022-0023-16	23	Niall's pretend project 16/09/22	Mr	Niall	Nesbitt	High Risk	Faculty of Arts, Design and Social Sciences	★

Step Three: Reviewing A Proportionate Risk Application i.e. only one Reviewer is required

There are four key steps to review the application:

- 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 SEE THE COMMENTS****
- Choose to **Approve, Reject** or **Suggest Revisions**



a) Choose: Review Application

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

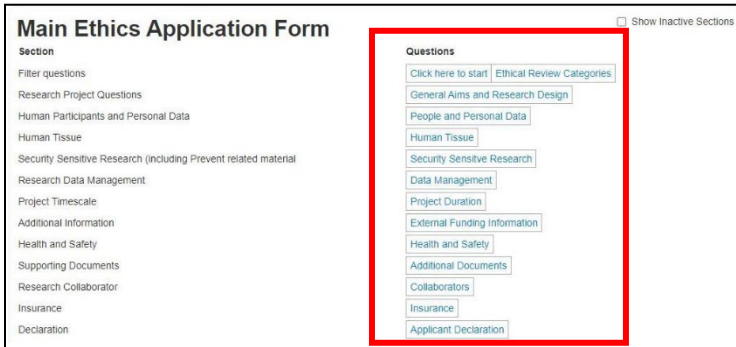


b) Reading the Application

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 Action Panel.

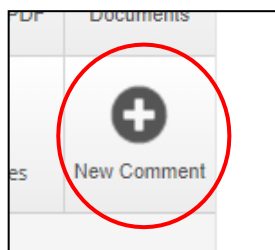
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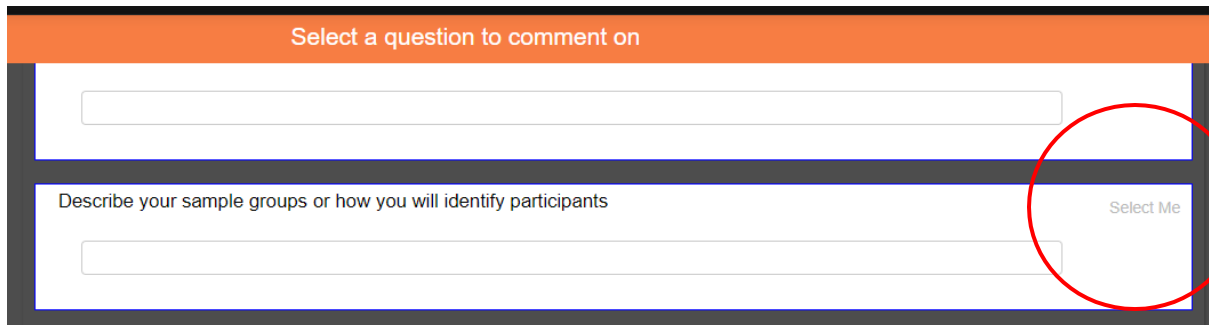
NB. You cannot read the application on one screen as each screen/page allows you to add comment relating to each question. Click on **Start Here** to review the form.

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

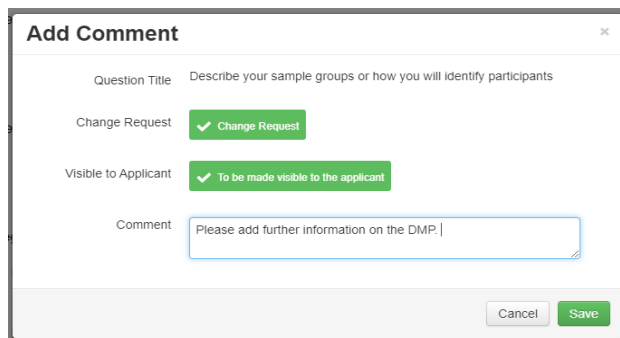


To request a revision, you can comment on any section of the application. Click **New Comment** on the left of the screen.

You can then choose which question to comment on by clicking **Select me**.



Ensure that comments are **made visible to the applicant** and if it is a **change request** or **comment**. Otherwise, the applicant will not be able to see them. Then press **Save**.



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**

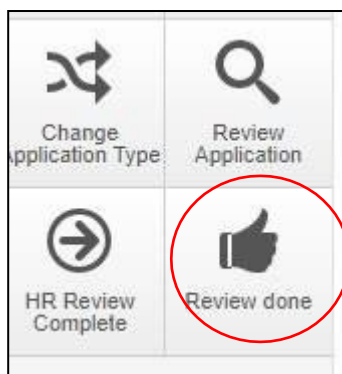
From here you can choose whether to **Approve**, **Reject** or **Request Revisions** by clicking the appropriate tile:



Step Five: Reviewing A Full Review Application i.e. Two Reviewers and a Chair Reviewer (Moderator) are required

There are four key steps to review the application; the first three are the same as reviewing a **proportionate** 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** button.



This will enable the Chair (who has the moderator functionality) to confirm the overall decision, which will then automatically send it the applicant with the overall decision.

Complete the pop-up and add any additional comments for the Chair Reviewer/Moderator or Admin.

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HR Review Complete

Action Date: Now

Timeline Notes: done

HR Review Complete Close

Are you sure you wish to perform this action?

Yes No

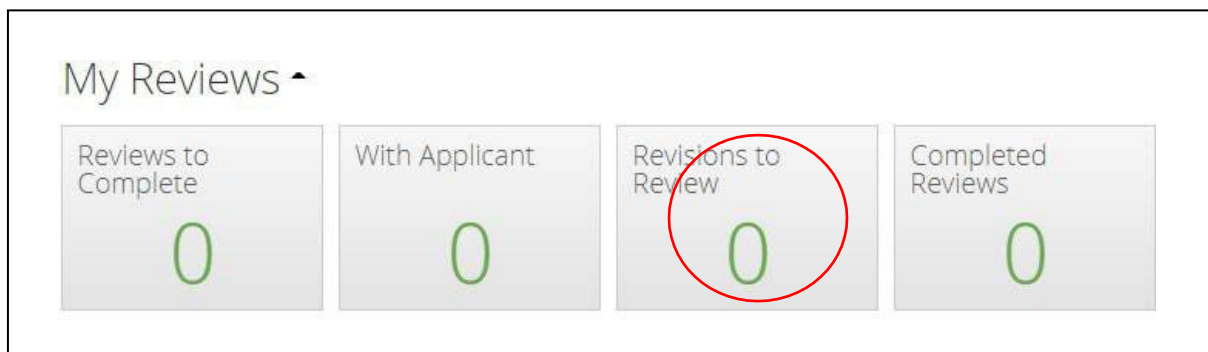
Action	Event Date
Review done*	07/11/2022 10:09
Review done*	04/11/2022 11:48
Assign Reviewers	03/11/2022 16:07
Submit Application	31/10/2022 18:49

NB: This indicates both Reviewers have completed their review. **The Chair should only review/moderate the submissions once both Reviewers have done so.**

Note:
The submission remains in the Reviewer's **Work Area** until the Chair chooses the submission from his work area.

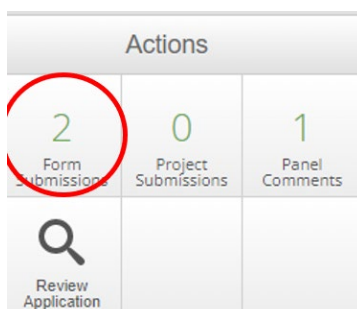
Step Six: Reviewing any changes: Role of Reviewer for Proportionate Review submissions only

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

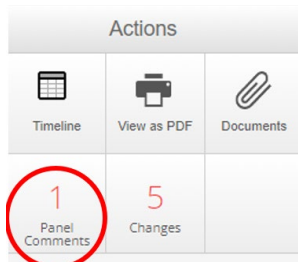
2 Form Submissions	0 Project Submissions	1 Panel Comments
Review Application		

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

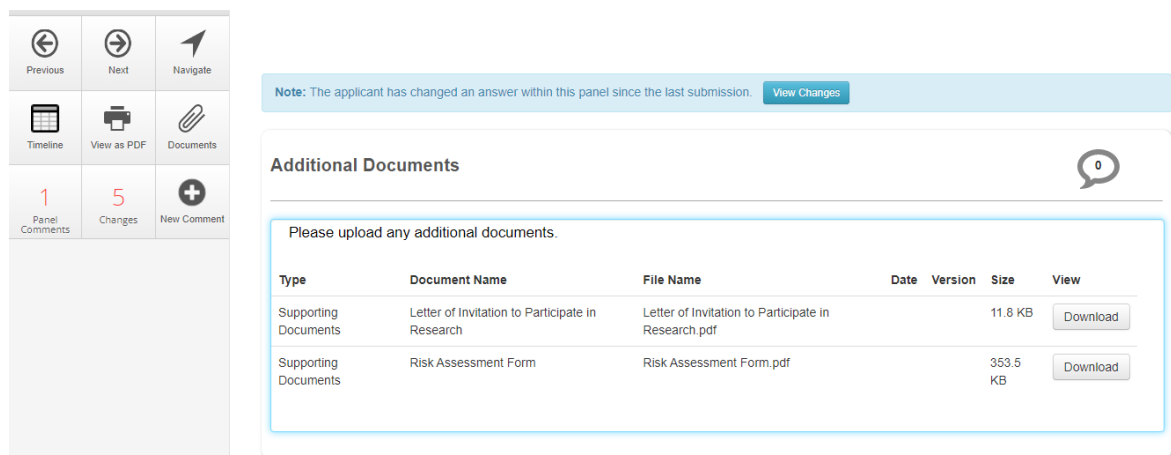
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You can check the revisions made to the application by clicking on the left-hand panel **Comments** tile



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



Note: The applicant has changed an answer within this panel since the last submission. [View Changes](#)

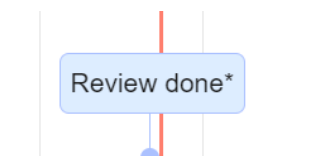
Additional Documents

Please upload any additional documents.

Type	Document Name	File Name	Date	Version	Size	View
Supporting Documents	Letter of Invitation to Participate in Research	Letter of Invitation to Participate in Research.pdf			11.8 KB	Download
Supporting Documents	Risk Assessment Form	Risk Assessment Form.pdf			353.5 KB	Download

You can then **Approve** or **Reject** the application or ask for **further revisions** following the process above.

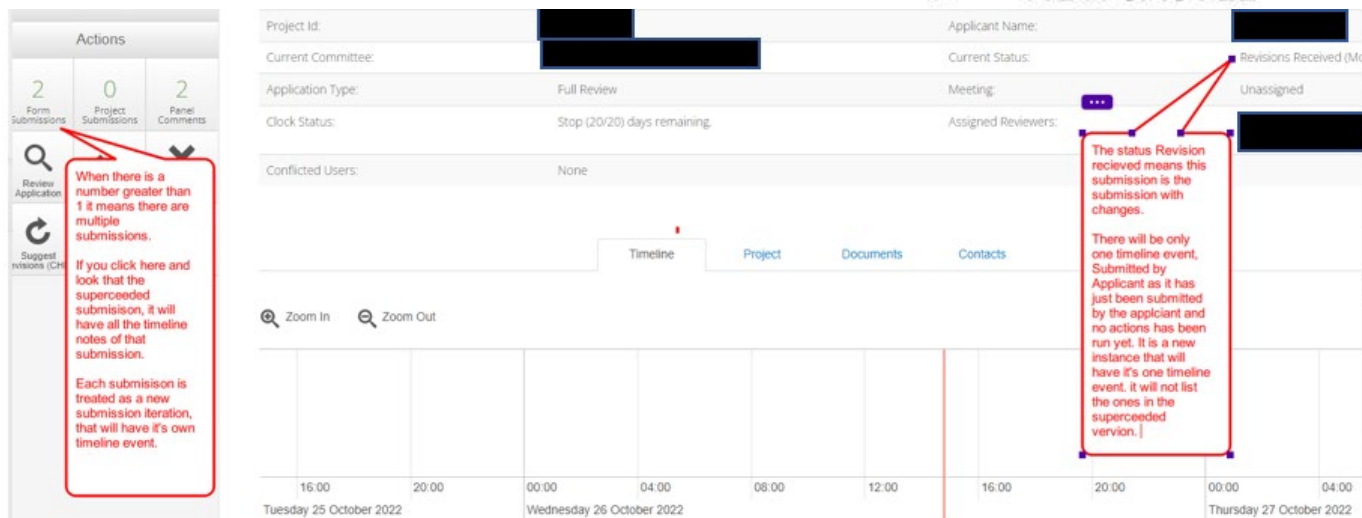
NB Where there are two Reviewers assigned, you can click on **Timeline** and then **View By Action** (on the right) to complete your review; it will show “**Review done**”.



How to understand different iterations of the submission form as a Reviewer

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Actions

- 2 Form Submissions
- 0 Project Submissions
- 2 Panel Comments
- Review Application
- Suggest Revisions (Chair)

When there is a number greater than 1 it means there are multiple submissions.

If you click here and look that the superceeded submission, it will have all the timeline notes of that submission.

Each submission is treated as a new submission iteration, that will have it's own timeline event.

The status Revision recieved means this submission is the submission with changes.

There will be only one timeline event, Submitted by Applicant as it has just been submitted by the applicant and no actions has been run yet. It is a new instance that will have it's one timeline event, it will not list the ones in the superceeded version.

Project Id: [Redacted] Applicant Name: [Redacted]
 Current Committee: [Redacted] Current Status: [Redacted]
 Application Type: Full Review Meeting: [Redacted]
 Clock Status: Stop (20/20) days remaining. Assigned Reviewers: [Redacted]
 Conflicted Users: None

Timeline | Project | Documents | Contacts

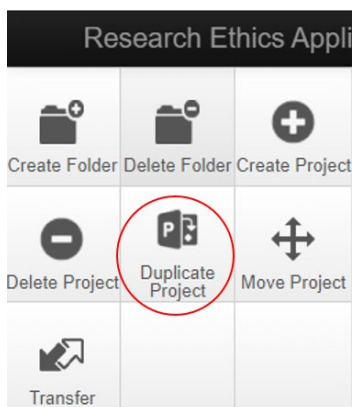
Zoom In | Zoom Out

16:00 20:00 00:00 04:00 08:00 12:00 16:00 20:00 00:00 04:00
 Tuesday 25 October 2022 Wednesday 26 October 2022 Thursday 27 October 2022

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

If the Chair has **Approved** the submission, the applicant 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.



Research Ethics Appli

- Create Folder
- Delete Folder
- Create Project
- Delete Project
- Duplicate Project**
- Move Project
- Transfer

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

Please note the timescale for a review is 20 working days from the date the Reviewer(s)/Chair is initially allocated 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**.

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

For Faculty and Departmental Support

Everyone can access system User Guides under the heading **New Ethics System User Guides and Guidance** at this link: <https://www.northumbria.ac.uk/research/ethics-and-integrity/>

For Faculty and Departmental Support

Feb 2023. Research and Innovation Services. v2.0

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Staff can contact the Department Ethics Lead or Faculty Ethics Director; their contact details can be accessed [here](#) (Staff only)

Additional Support

Everyone can access [Ethics Online FAQs here](#).

If you have any queries for content **not** covered by the User Guides and the Help tab within the ethics system, please contact ethicssupport@northumbria.ac.uk **quoting your Project ID** from the Ethics Online System

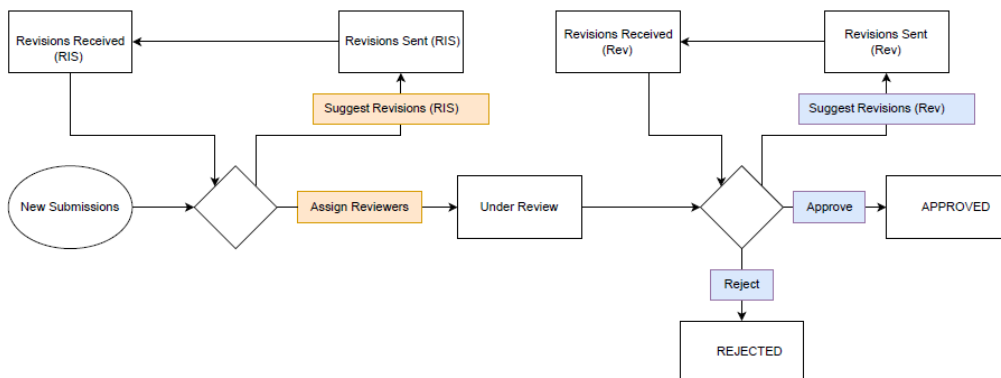
System Workflow Diagrams can be found on the next page

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Workflow for Ethics Applications requiring Proportionate Review



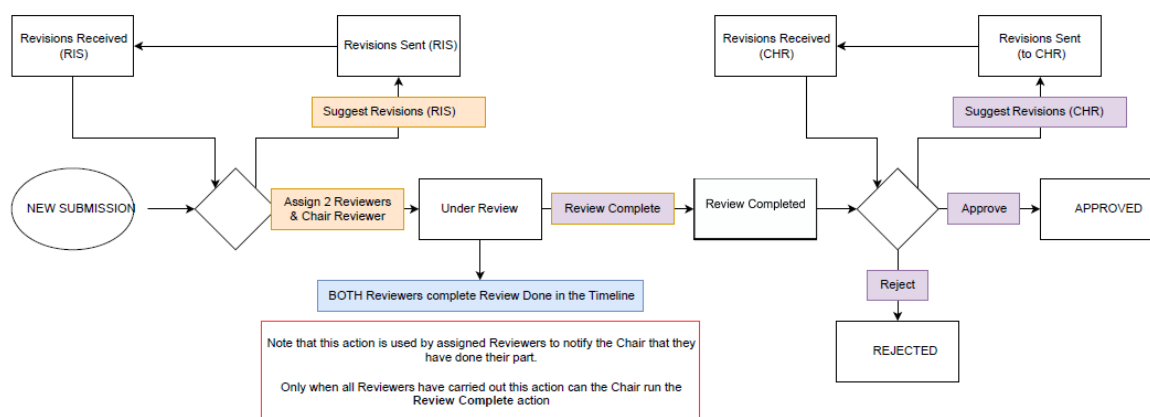
- Action** (orange box) Actions highlighted in orange are admin/RIS actions
- Action** (blue box) Actions highlighted in blue are assigned Reviewer actions
- Rejected** (unfilled box) Unfilled boxes reflects a submission's status and tiles in the work area

Review Application Review Application - a system action available to every user who was access on a submission used to review the application form

Change Application Type - a system action available to users with Admin role used to change a submission's application type (risk level) at any stage of the review process.

Change Application Type Please note: if two different approval letters are issued for high risk and low risk applications, the admin must change the submission's application type before running the Approve action

Workflow for Ethics Applications requiring Full Review



- Action** (orange box) Actions highlighted in orange are admin/RIS actions
- Action** (purple box) Actions highlighted in purple are Chair (Moderator) actions
- Action** (blue box) Actions highlighted in blue are assigned Reviewer actions
- Rejected** (unfilled box) Unfilled boxes reflects a submission's status and tiles in the work area

Review Application Review Application - a system action available to every user who was access on a submission used to review the application form

Change Application Type - a system action available to users with Admin role used to change a submission's application type (risk level) at any stage of the review process.

Change Application Type Please note: if two different approval letters are issued for high risk and low risk applications, the admin must change the submission's application type before running the Approve action