



**Northumbria  
University**  
NEWCASTLE

# Ethics Online System (EOS) Reviewer and Chair Training

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ETHICSSUPPORT@NORTHUMBRIA.AC.UK



# Timescales

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- RIS triage – 3 working days
- Governance check – 5 working days
- Normal application review – 20 working days (paused when with the applicant)
- Amendment review – 10 working days



# Proportionate Review

- ‘Risk’/review level is determined by the [Ethical Governance in Research Policy](#)
- 1 reviewer

## Ethical Review Categories

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**Does your study involve any of the following: \*\*\*Read ALL questions and tick ALL that apply to avoid delays in processing your application\*\*\***

- Gathering data or information from human participants (e.g. via questionnaire / interview/survey/experiment/ VR)
- Collecting personal data, i.e. name, email, home address, computer IP address, phone number etc.
- Analysis of secondary data either in or outside of the public domain
- Participatory methodologies i.e. involvement of research participants or collaborators co-developing the research design, methods, analysis and/or impact and dissemination strategies
- Lab-based research
- Computer-based research eg simulation, modelling.
- The collection or use of information which is ‘commercially sensitive’
- Financial inducements other than expenses and compensation for time
- Gathering data/information at a physical location external to Northumbria University campuses, franchised locations, and not your normal place of work
- Collection of samples such as plants, soils etc, that might disturb the environment or archaeological remains
- Access to secondary materials or sources in print and online, such as news media (magazines, newspapers, TV, radio, news websites), scholarly publications, and reports by Civil Society Organisations and government agencies, relating to extremism, radicalisation, or terrorism (including extreme or terror groups).
- Individuals or groups where permission of a gatekeeper is normally required for initial or continued access to participants (e.g. NGOs, community leaders)



# Full Review

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- 2 reviewers and 1 chair assigned

- Research with potentially vulnerable participants or groups, including people under 18 (which may require DBS clearance)
- Discussion (e.g. interviews) of highly sensitive topics that may cause undue stress to participants, and researchers, including, but not exclusively: sexual behaviour, drug use; abuse or exploitation; trauma; pornography.
- Access to records of personal or sensitive confidential information, including genetic or other biological information concerning identifiable individuals
- Funding from a source that may be controversial (e.g. due to the nature of the funder, or a conflict of interest).
- Covert methods of investigation or deception.
- Collection of data, information, materials relating to extremism, radicalisation, or terrorism (including extreme or terror groups) e.g., social media, personal and organisational websites (including manifestos and programmatic opinions on such topics), interviews, surveys, AI-generated content (including ChatGPT or similar, deep fake visual and audio material, and so forth), etc.
- Work that involves direct observation of, or participation in, activities during which it is anticipated that illegal activity, or regulatory breach is likely to occur (e.g. hunting, drug dealing, accessing the dark web, hacking).
- Research with international partners, or research undertaken outside of the UK where there may be issues of local practice and political sensitivities.
- Intrusive interventions including the use of drugs or other substances (e.g. food, drink, placebos or drugs); and, or, procedures involving physical distress (e.g. prolonged testing) or emotional distress (e.g. stress or anxiety), that are greater than those you would encounter in everyday life.
- Funding/ sponsorship from, or the involvement of, the UK Ministry of Defence, Military (UK and International), and or, EU Security funding call.
- The collection of data/information that might be confidential or classified (e.g. protected by the Official Secrets Act) .
- The funding body e.g. Economic and Social Research Council funded projects require Research Ethics Committee review
- The collection of bodily tissue e.g. blood, saliva, urine samples from living persons (which may require licence under the HTA and additional training).
- Culturally sensitive art, artefacts or monuments, or sites.
- Research with animal subjects



# “Catch-all” Review Category

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Ethical review required for other reasons NOT included in the categories above

- Where the applicant ticks this category (at the bottom of the list), the system will allocate this for Proportionate Review.
- Reviewers need to ensure that, after reading the details of the project, all the correct Ethical Review Categories have been selected



# Accessing Assigned Reviews

- The Reviewer Portal can be accessed via the [Reviewer Tile on the webpages](#), or via the link in email notifications.
- This leads you straight to your Work Area.
- 'Reviews to Complete' in the first tile, then moves through the process to the left.
- 'Revisions to Review' to note as well
- To start, click on the application

Work Area

Notifications 175	Contacts 0	Reports 0
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My Reviews ▾

Reviews to Complete 1	With Applicant 9	Revisions to Review 1	Completed Reviews 77
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My Amendment Reviews ▾

Reviews to Complete 0	With Applicant 1	Revisions to Review 0	Completed Reviews 24
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ETHICS LEADS ONLY

Copy Excel CSV PDF

Under Review



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	★

Showing 1 to 1 of 1 entries

Previous 1 Next



# Overview of Reviewing

- Four steps to reviewing:
  1. Select an application to review
  2. Read the application
  3. If necessary, add comments
  4. Choose to approve, suggest revisions, or reject
- Note: Reject cancels the application – try not to use this!
- Start by clicking on the blue page titles

Work Area		
Actions		
1 Form Submissions	0 Project Submissions	0 Panel Comments
 Review Application	 Approve	 Reject
 Suggest Revisions (Rev)		

## Main Ethics Application Form

### Section

[Begin Application](#)  
[Ethics Review](#)  
[Research Project Questions](#)  
[Human Participants and Personal Data](#)  
[Secondary Data](#)  
[Research Data Management](#)  
[Project Timescale](#)  
[Health and Safety](#)  
[Supporting Documents](#)  
[Insurance](#)  
[Declaration](#)

### Questions

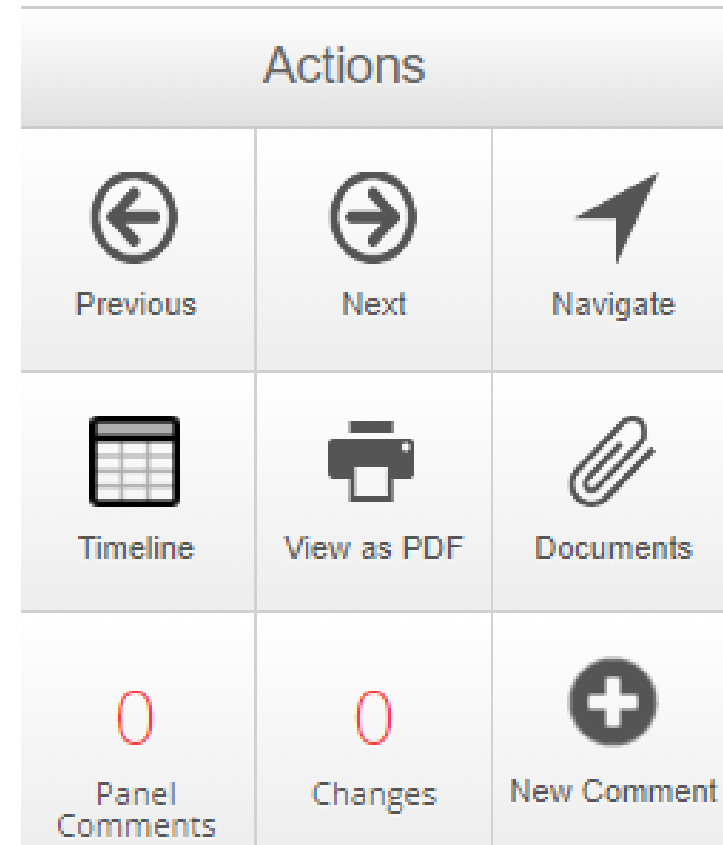
[START HERE](#)  
[Ethical Review Categories](#)  
[General Aims and Research Design](#)  
[People and Personal Data](#)  
[Secondary Data](#)  
[Data Management](#)  
[Project Duration](#)  
[Health and Safety](#)  
[Additional Documents](#)  
[Insurance](#)  
[Applicant Declaration](#)



# Navigation

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- Move through the application using the Action tiles on the left of the screen:
- Previous and Next tile to move through the pages in order
- Navigate tile takes you back to the contents page





# Some of the main things to lookout for in the application

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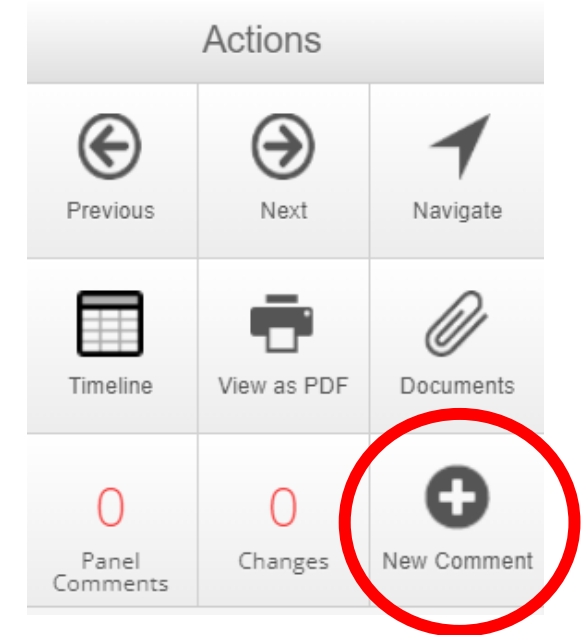
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- Not limited to:
- Extra focus on the “discussion of highly sensitive topics”
  - Context is important (e.g. anonymous questionnaire vs. face-to-face interviews)
- Causing distress in the line of investigation
  - Relative questions are okay as long as there's clear, informed consent and a good debrief sheet with useful resources
- Ensuring that it's clear that consent is being given
- OneDrive as the place for data storage
- RIS triage ensures form completeness, the details of the research project are for the Reviewer/s to consider

# Adding Comments or Suggestions



- When you want to ask for further comments, information, or clarification, or to suggest a revision – click the ‘New Comment’ tile in the Actions Panel on the left
- Then click on the section you want to add the comment to



Select a question to comment on

Describe your sample groups or how you will identify participants Select Me



# Making Your Comments Visible

- Default is unticked
- To make comments visible, click on 'Change Request' and 'Visible to Applicant', and then add your comment
- From the Timeline, 'Suggest Revisions'
- Common problem from an administrative perspective

Actions		
1 Form Submissions	0 Project Submissions	1 Panel Comments
Assign Reviewers	Change Application Type	Review Application
Approve	Suggest Revisions (Rev)	Unsuccessful
Withdraw		

**Add Comment** ✕

Question Title Describe your sample groups or how you will identify participants

Change Request  Change Request

Visible to Applicant  To be made visible to the applicant

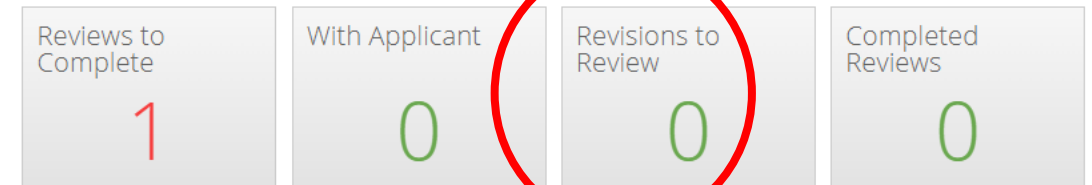
Comment





# After Revisions Have Been Made

- You can re-enter the portal in the same way as before (webpages or link in the email)
- Select the appropriate tile
- Open the application
- Choose to 'Review Application'
- Note: The system has created a new version of the form so the original is still accessible should you wish to view it

## My Reviews ▾

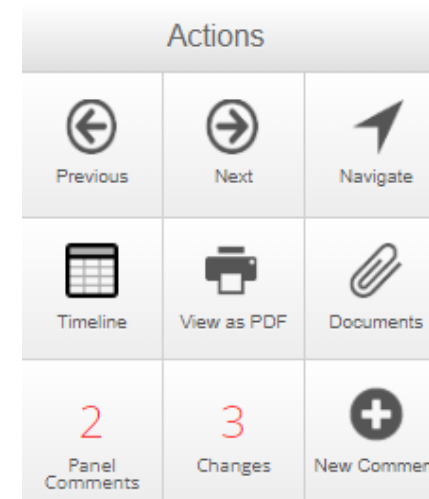


Actions		
2 Form Submissions	0 Project Submissions	4 Panel Comments
 Review Application	 Review Complete	



# After Revisions Have Been Made

- Navigate through the application using 'Actions' panel
- Or click on 'Changes' to jump to changes
- 'Panel Comments' (under 'Previous') to show your previous comments
- Where changes have been made, at the top of the page, there'll be a blue box which highlights the changes made on the page.
- Deleted parts in red, added parts in green



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





Type	Document Name	File Name	Date	Version	Size	View
Consent/PIS/Debrief	LM - Debrief Sheet	LM - Debrief Sheet.docx			60.4 KB	<a href="#">Download</a>
Consent/PIS/Debrief	LM - Information Sheet	LM - Information Sheet.docx			57.5 KB	<a href="#">Download</a>
Consent/PIS/Debrief	LM- Consent form	LM- Consent form.docx			58.2 KB	<a href="#">Download</a>
Consent/PIS/Debrief	LM - Debrief Sheet	LM - Debrief Sheet.docx			60.8 KB	<a href="#">Download</a>
Consent/PIS/Debrief	LM - Information Sheet	LM - Information Sheet.docx			72.3 KB	<a href="#">Download</a>

# Review Outcomes: Proportionate Reviews



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- Navigate to the 'Timeline' page
- Options in the 'Actions' panel to Approve, Suggest Revisions, or Reject
- Note: Reject cancels the application – try not to use this!

Actions		
1 Form Submissions	0 Project Submissions	0 Panel Comments
 Review Application	 Approve	 Reject
 Suggest Revisions (Rev)		



# Review Outcomes: Full Reviews

- When each Reviewer has completed their review and/or added any comments - they click the 'Review Done' tile.
- Reviewers on Full Review applications do not have the option to Approve, Suggest Revisions or Reject – on the Chair has these actions available to them.
- The application remains in the Work Area for both Reviewers until the Chair begins their action.
- The Chair checks the Timeline to ensure there are two 'Review Done' actions.
- The Chair should click on each to they are actions from the two different reviewers.



Actions		
1 Form Submissions	0 Project Submissions	1 Panel Comments
 Review Application	 Review done	





Action	Event Date
Review done*	21/09/2023 12:34
Review done*	21/09/2023 08:08
Submit Application	20/09/2023 14:27



# Review Outcomes: Full Reviews

- Chair then clicks 'Review Complete' to move the application into their Work Area
- They then undertake their own review, adding their comments should they wish to
- On the Timeline page, they can Approve, Suggest Revisions, or Reject
- Note: Reject cancels the application – try not to use this!
- If revisions have been suggested, the application returns to the applicant, and then back to the reviewers for their review again

Actions		
1 Form Submissions	0 Project Submissions	1 Panel Comments
 Review Application	 Review Complete	

Actions		
1 Form Submissions	0 Project Submissions	0 Panel Comments
 Review Application	 Approve	 Reject
 Suggest Revisions (Rev)		





# Once Completed

- The status of the application is then shown in the Timeline in 'Current Status' as Approved or Suggested Revisions

The screenshot displays the 'Research Ethics Review' system interface. The top navigation bar includes 'Work Area', 'Contacts', 'Reports', and 'Help'. The main content area shows details for a 'Main Ethics Application Form' with a 'Review Reference' field. Key details include: Project ID, Current Committee, Application Type (Full Review), Clock Status (Stop (20/20) days remaining), Conflicted Users (None), and Centre (Northumbria). The 'Current Status' is highlighted as 'Approved' with a red circle. Below the details is a navigation menu with 'Timeline' selected and circled in red. The timeline shows a horizontal axis from Tuesday 26 September 2023 to Wednesday 27 September 2023. Below the timeline is a table of events:

Action	Event Date	Clock Status	Clock Information	Attachment	Email
Approve*	21/09/2023 13:29	⏸	20/20 days remaining.		
Review Complete*	21/09/2023 13:28	⌚	20/20 days remaining.		
Review done*	21/09/2023 12:34	⌚	20/20 days remaining.		
Review done*	21/09/2023 08:08	⌚	20/20 days remaining.		



# Key Things to Remember

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- 20 working days for a normal application
- 10 working days for an amendment application (DELs only)
- Reviewers are anonymous
- Support is available on the [Ethics and Integrity webpages](#) – notably the User Guides, FAQs, and the [Ethical Governance in Research Policy](#)
- If you have any other queries, [contact your DEL or FRED](#)
- Where an inappropriate review has been assigned to you, please contact [ethicssupport@northumbria.ac.uk](mailto:ethicssupport@northumbria.ac.uk) - please quote the 4-digit ethics ID number