

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

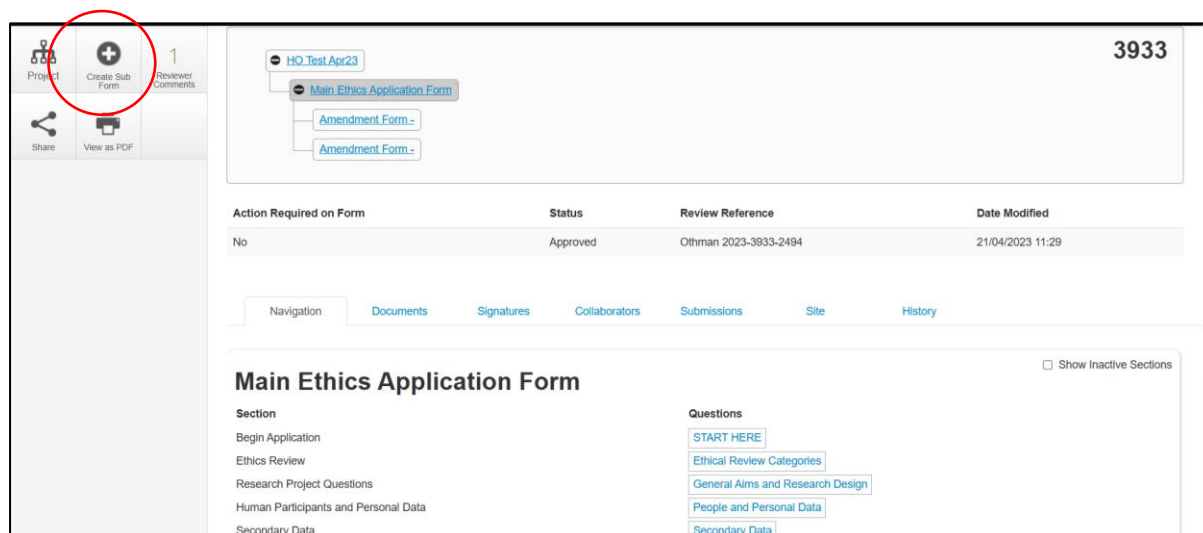
Follow this link to access the [Ethics Online System](#) – or navigate to the Application portal from the [Ethics and Integrity webpages](#).

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 top left of the page in the Actions Panel, click 'Create Sub Form'.



Action Required on Form	Status	Review Reference	Date Modified
No	Approved	Othman 2023-3933-2494	21/04/2023 11:29

Navigation | Documents | Signatures | Collaborators | Submissions | Site | History

Main Ethics Application Form

Section

- Begin Application
- Ethics Review
- Research Project Questions
- Human Participants and Personal Data
- Secondary Data

Questions

- START HERE
- Ethical Review Categories
- General Aims and Research Design
- People and Personal Data
- Secondary Data

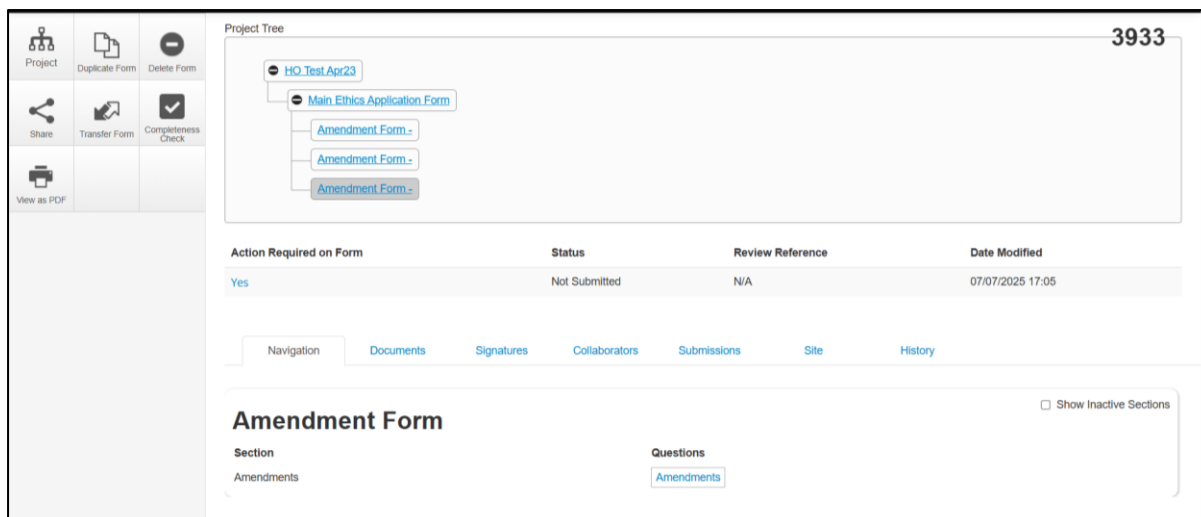
☐ Show Inactive Sections

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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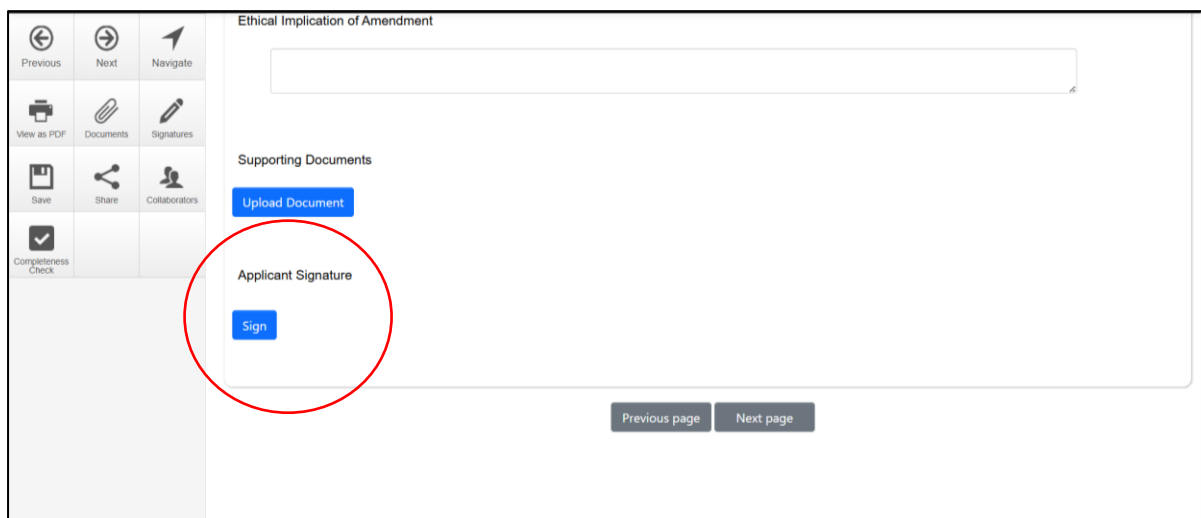


The screenshot shows the 'Amendment Form' interface. On the left is a sidebar with icons for Project, Duplicate Form, Delete Form, Share, Transfer Form, Completeness Check, and View as PDF. The main area displays a 'Project Tree' for 'HO Test Apr23' with a 'Main Ethics Application Form' and three 'Amendment Form' entries. Below this is a table with columns: Action Required on Form, Status, Review Reference, and Date Modified. The table shows one row with 'Yes' for action, 'Not Submitted' for status, 'N/A' for review reference, and '07/07/2025 17:05' for date modified. At the bottom, there are tabs for Navigation, Documents, Signatures, Collaborators, Submissions, Site, and History. The 'Amendment Form' section is active, showing a 'Section' dropdown set to 'Amendments' and a 'Questions' dropdown set to 'Amendments'. A 'Show Inactive Sections' checkbox is also visible.

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 'Ethical Implication of Amendment' form. The left sidebar contains icons for Previous, Next, Navigate, View as PDF, Documents, Signatures, Save, Share, Collaborators, and Completeness Check. The main area has a text input field for 'Ethical Implication of Amendment'. Below this is a 'Supporting Documents' section with an 'Upload Document' button. Further down is the 'Applicant Signature' section, which contains a blue 'Sign' button circled in red. At the bottom of the form are 'Previous page' and 'Next page' buttons.

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.

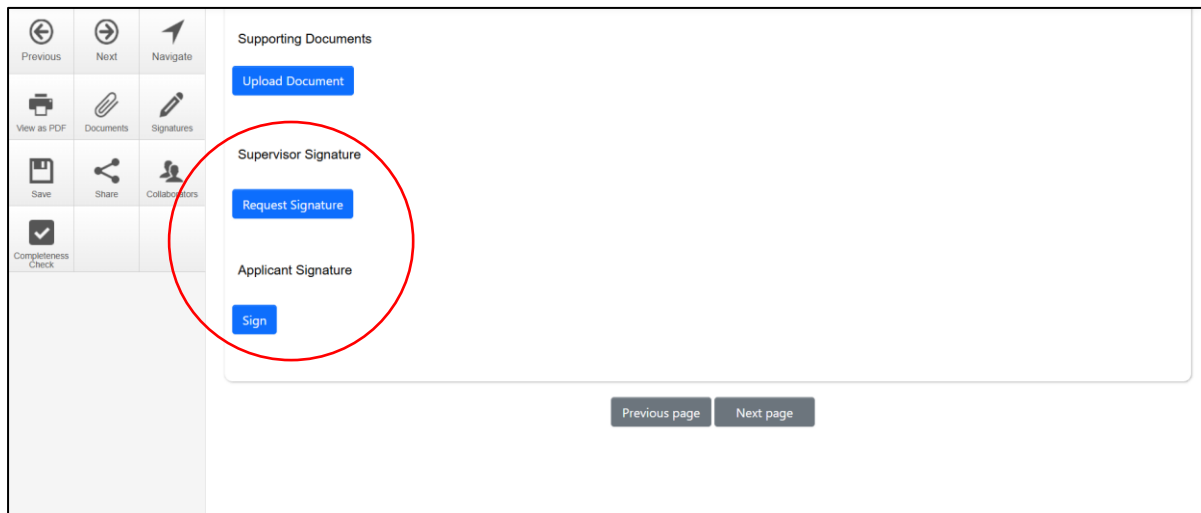
Then, also sign the form yourself by clicking the blue 'Sign' button.

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

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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 a web interface for submitting an ethics application. On the left is a sidebar with icons for navigation (Previous, Next, Navigate), document management (View as PDF, Documents, Signatures), and collaboration (Save, Share, Collaborators). The main area is titled 'Supporting Documents' and contains an 'Upload Document' button. Below this, there are two signature sections: 'Supervisor Signature' with a 'Request Signature' button, and 'Applicant Signature' with a 'Sign' button. A red circle is drawn around these two buttons. At the bottom of the main area are 'Previous page' and 'Next page' buttons.

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.

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

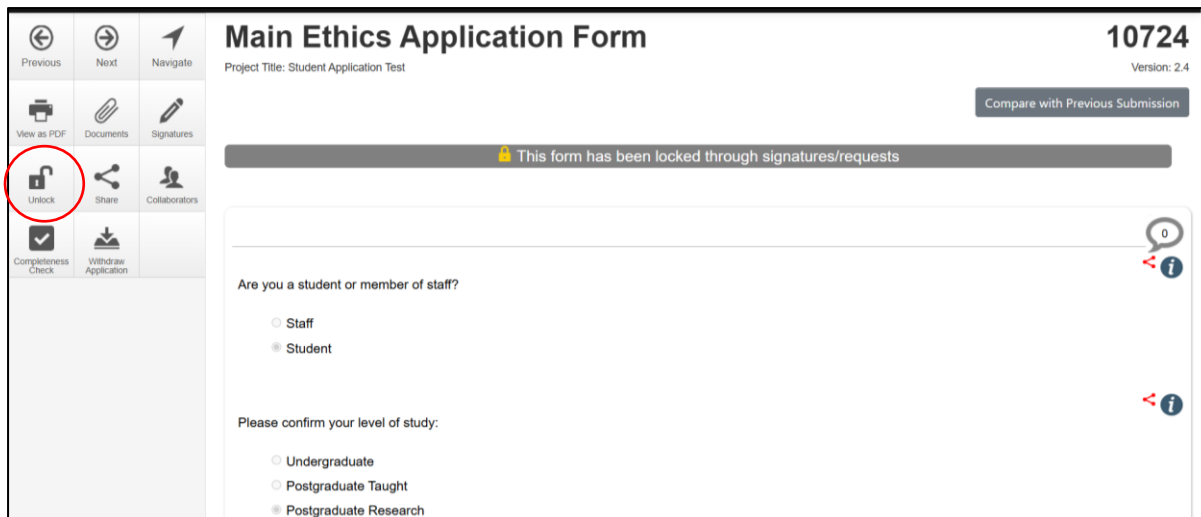
It is a normal, iterative part of the reviewing process to receive revision requests from either the Ethics and Integrity team or the reviewers in your school.

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 and include the 4 or 5 digit project ID number.

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 the 'Unlock' button (padlock icon) in the Actions Panel on the left hand side of your form.

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Main Ethics Application Form 10724
Version: 2.4

Project Title: Student Application Test

Compare with Previous Submission

This form has been locked through signatures/requests

Are you a student or member of staff?

☐ Staff

☒ Student

Please confirm your level of study:

☐ Undergraduate

☐ Postgraduate Taught

☒ Postgraduate Research

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.

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

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

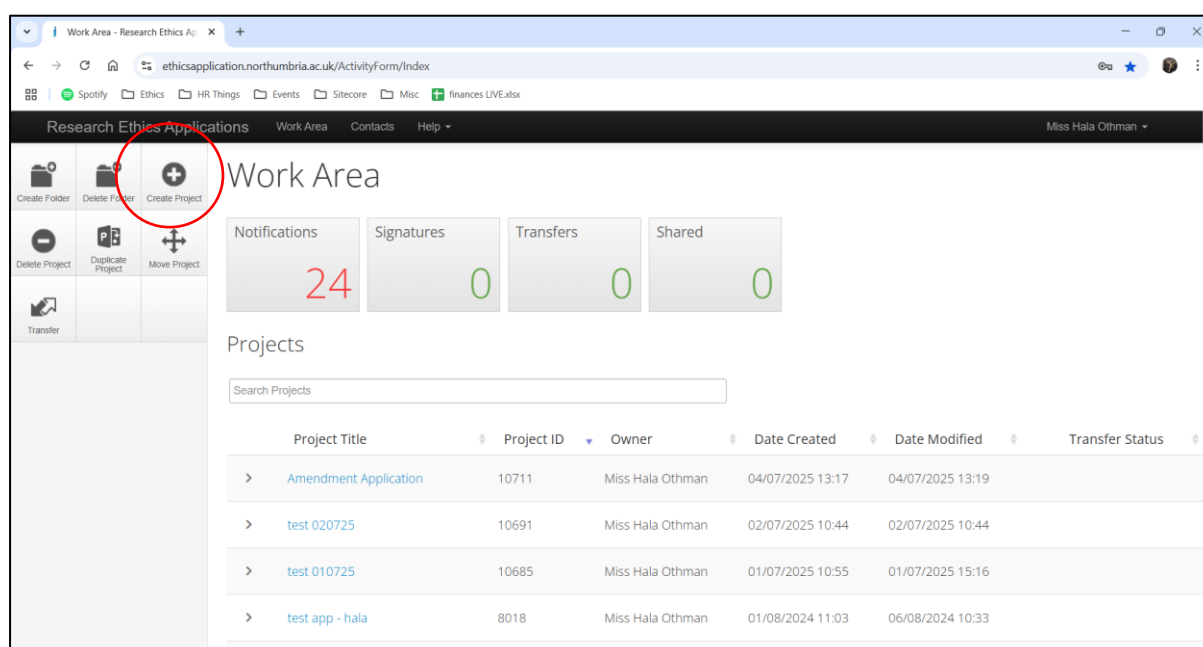
Step 1: Log into the Ethics Online System

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 Panel in the top left corner.



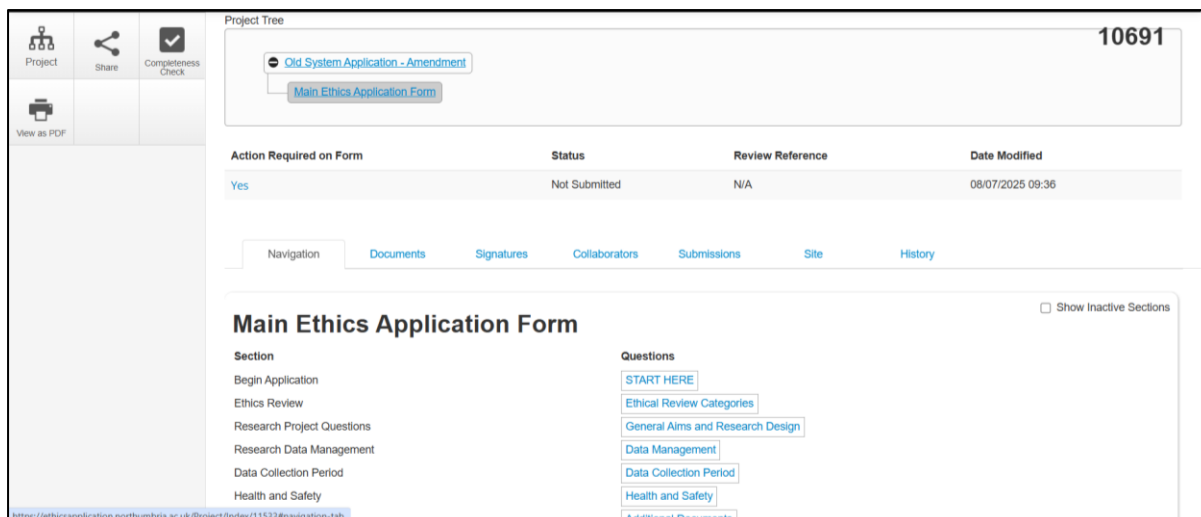
In the pop up, input the title of the project you wish to add an amendment to. Please also include the word 'Amendment' in the title.

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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Project Tree

10691

Old System Application - Amendment

Main Ethics Application Form

Action Required on Form	Status	Review Reference	Date Modified
Yes	Not Submitted	N/A	08/07/2025 09:36

Navigation Documents Signatures Collaborators Submissions Site History

Show Inactive Sections

Main Ethics Application Form

Section

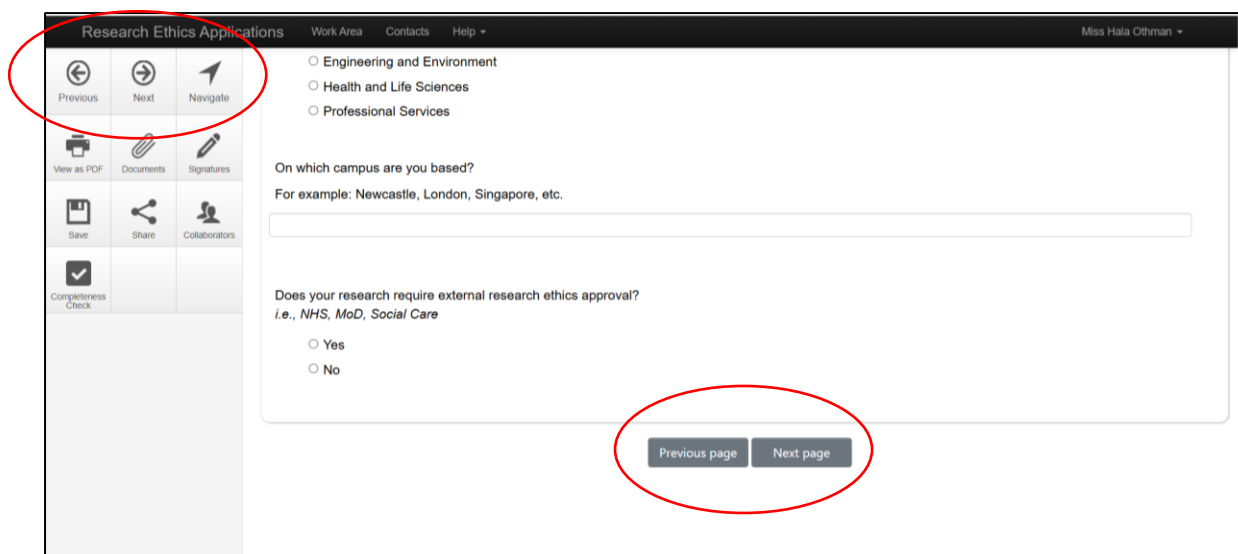
- Begin Application
- Ethics Review
- Research Project Questions
- Research Data Management
- Data Collection Period
- Health and Safety

Questions

- START HERE
- Ethical Review Categories
- General Aims and Research Design
- Data Management
- Data Collection Period
- Health and Safety
- Additional Documents

<https://ethicsapplication.northumbria.ac.uk/Project/index/11533#navigation-tab>

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



Research Ethics Applications Work Area Contacts Help

Miss Hala Othman

Previous Next Navigate

View as PDF Documents Signatures

Save Share Collaborators

Completeness Check

Engineering and Environment

Health and Life Sciences

Professional Services

On which campus are you based?

For example: Newcastle, London, Singapore, etc.

Does your research require external research ethics approval?
i.e., NHS, MoD, Social Care

Yes

No

Previous page Next page

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).

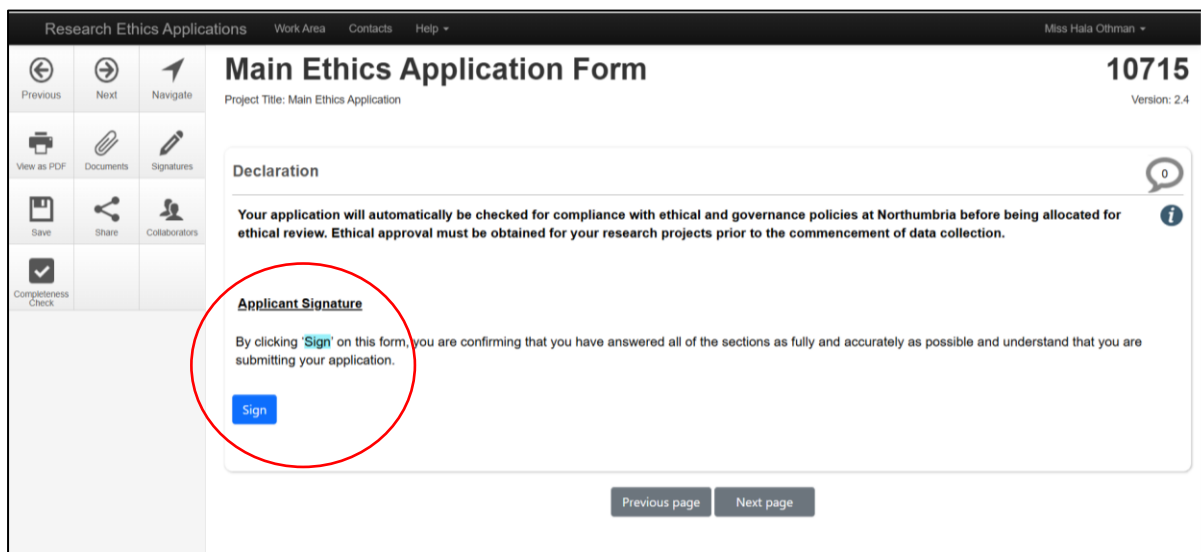
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If you need any further information on the questions, please click on the 'i' to the right of the questions to read the information in the pop-up.

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.



Research Ethics Applications Work Area Contacts Help Miss Hala Othman

Main Ethics Application Form

Project Title: Main Ethics Application 10715 Version: 2.4

Previous Next Navigate

View as PDF Documents Signatures

Save Share Collaborators

Completeness Check

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 page Next page

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

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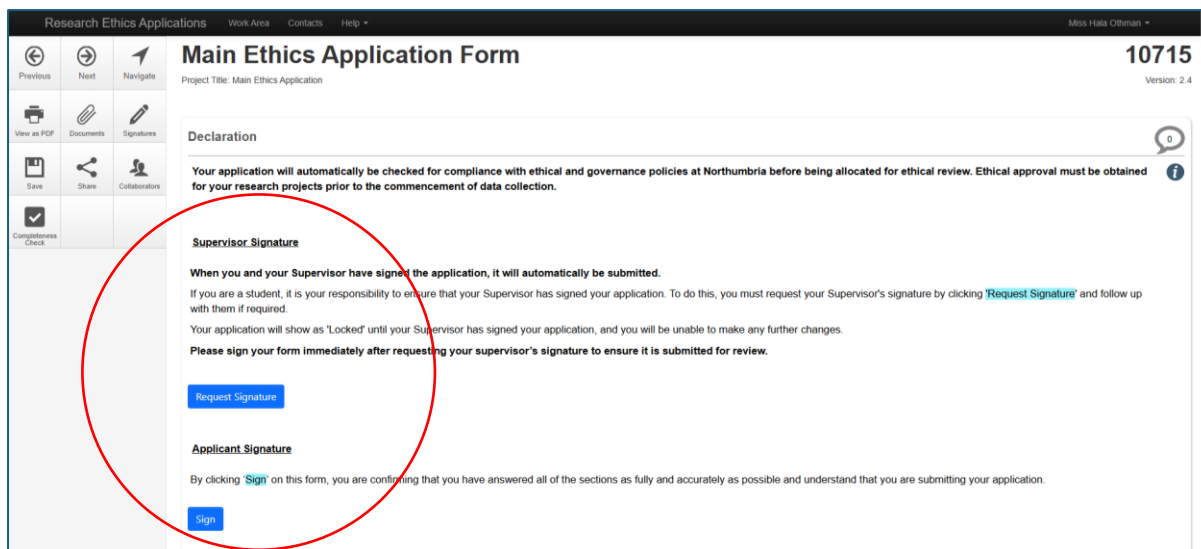
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The screenshot shows the 'Main Ethics Application Form' interface. On the left is a sidebar with navigation icons: Previous, Next, Navigate, View as PDF, Documents, Signatures, Save, Share, Collaborators, and a 'Completeness Check' icon. The main content area is titled 'Main Ethics Application Form' with a project title 'Main Ethics Application' and a version number '10715'. The 'Declaration' section states that the application will be checked for compliance with ethical and governance policies. Below this, the 'Supervisor Signature' section explains that the application will be submitted once signed by the supervisor. A red circle highlights the 'Request Signature' button. The 'Applicant Signature' section explains that clicking 'Sign' confirms the accuracy of the information. A 'Sign' button is also visible at the bottom of the form.

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 send 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.

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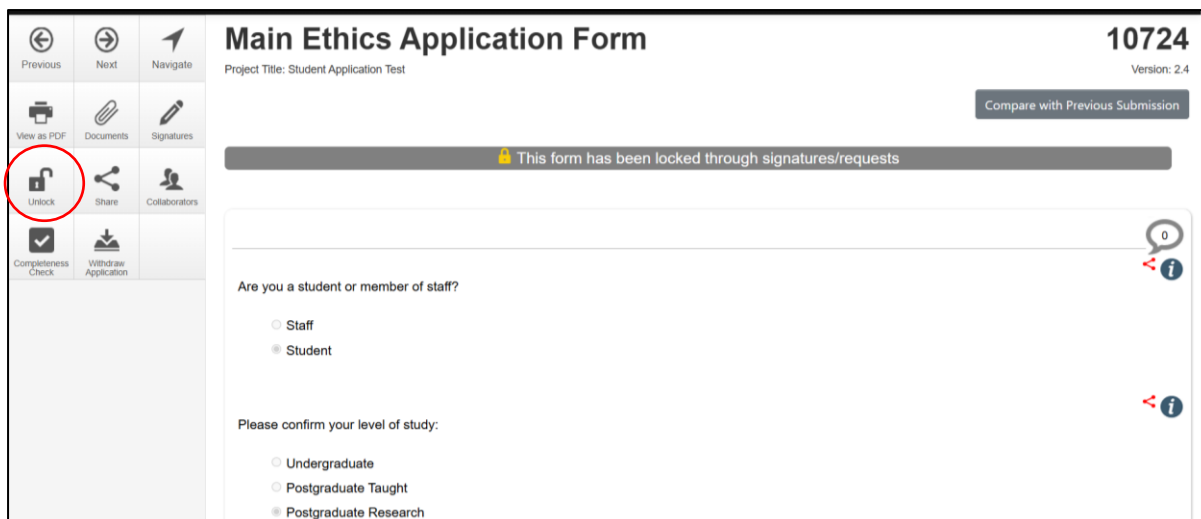
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To resubmit, sign off the form again (as detailed in step 4) and your application will be resubmitted automatically.

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