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 an 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.
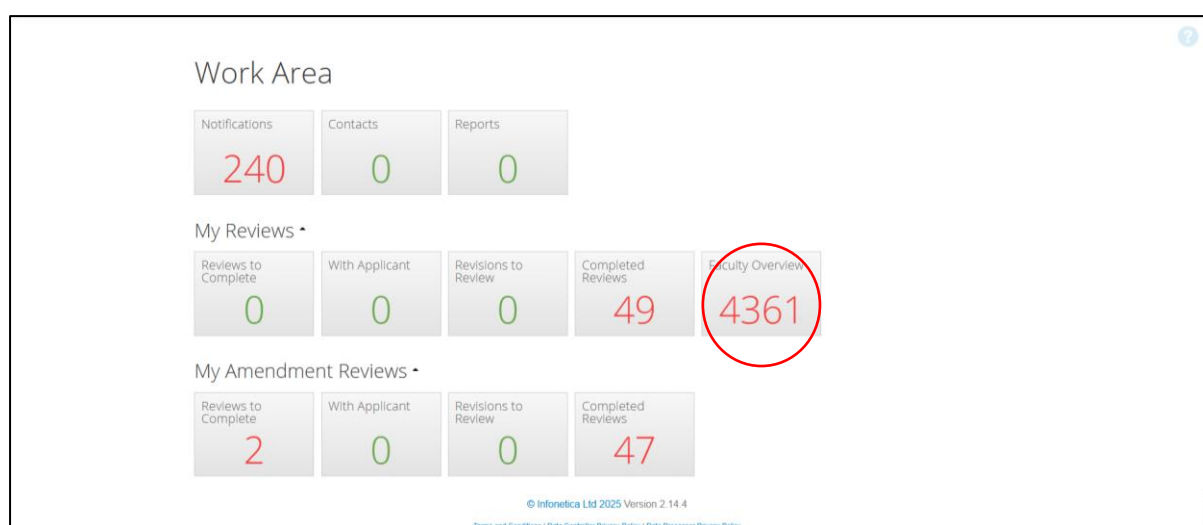
APPLICATION ID NUMBER

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 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. As you can see, 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 to look up an application.

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.
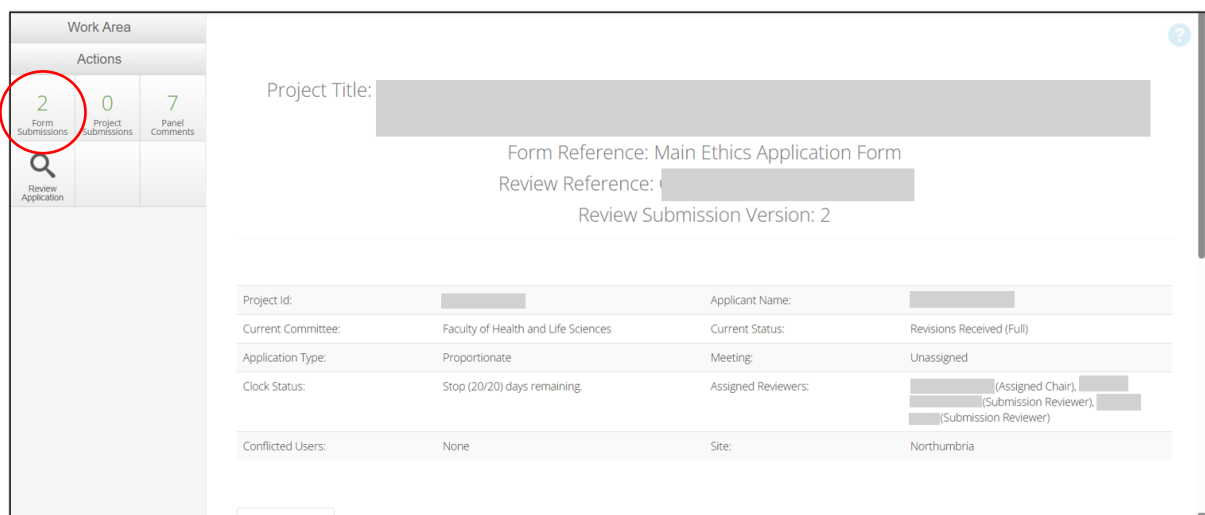
Title of stage	Meaning
Submit application	Application has been submitted and sent to the Ethics team for triage check
Changes Reqd by RIS/Suggest Revisions	Application has been returned to the applicant with revisions requests
Changes Recd by RIS	Application has been returned to the Ethics team following 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.
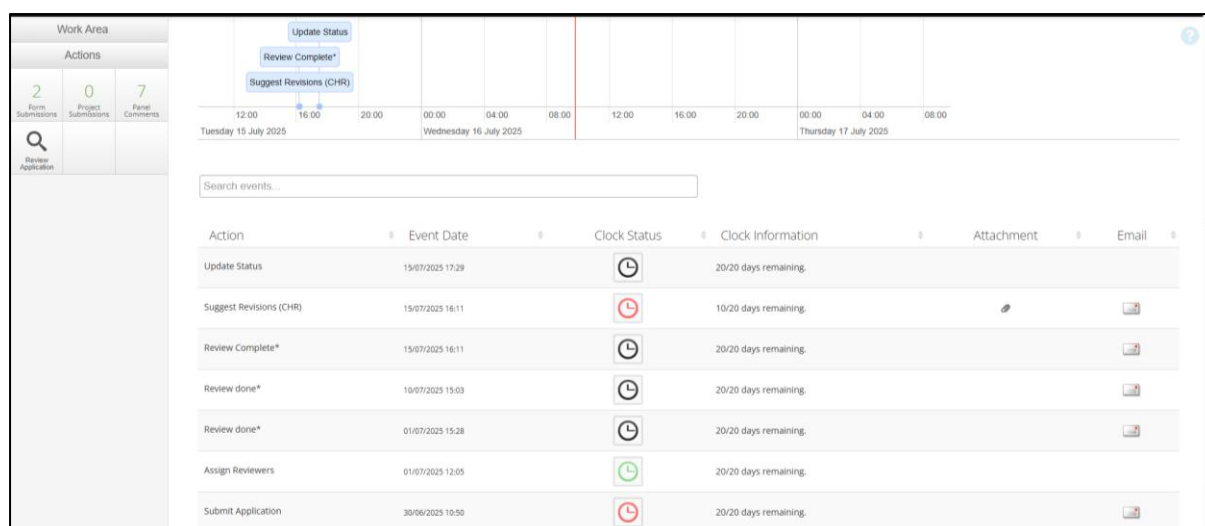
In the Actions panel on the left, you can see how many form submissions there have been, this means how many iterations of the form there have been. If you click on this number, you can view the different submissions.
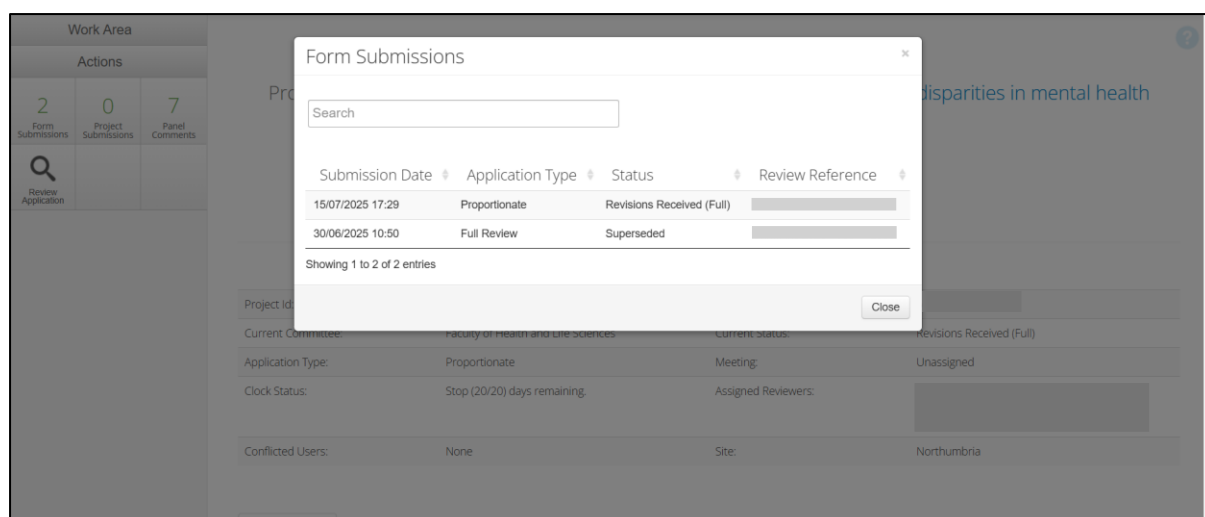

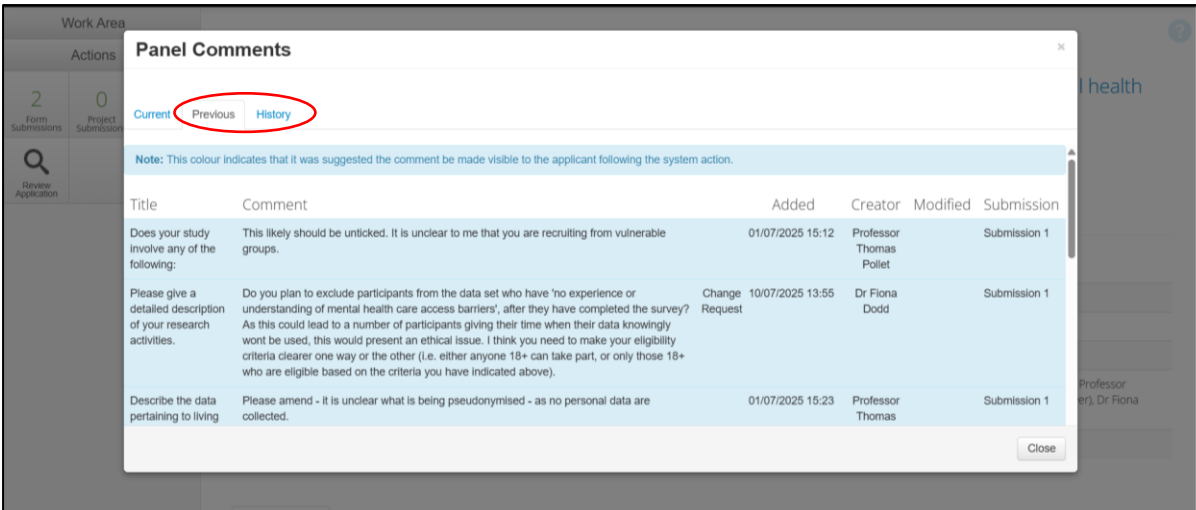You can also click on these to go back to view them.

VIEWING COMMENTS AND CHANGES

If you click on Panel Comments, you can view what has been said about the application.
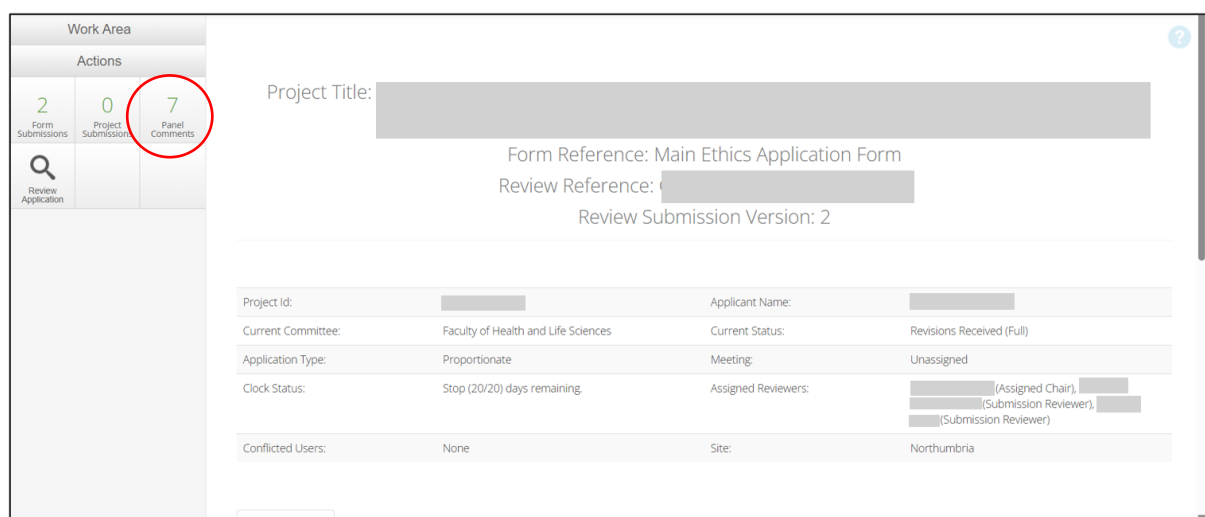
Initially, you might not see any comments if there aren't any attached to the current version of the form, but if you click on 'Previous', you can see comments from the previous submission and if you click 'History' you can see older comments too.

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).
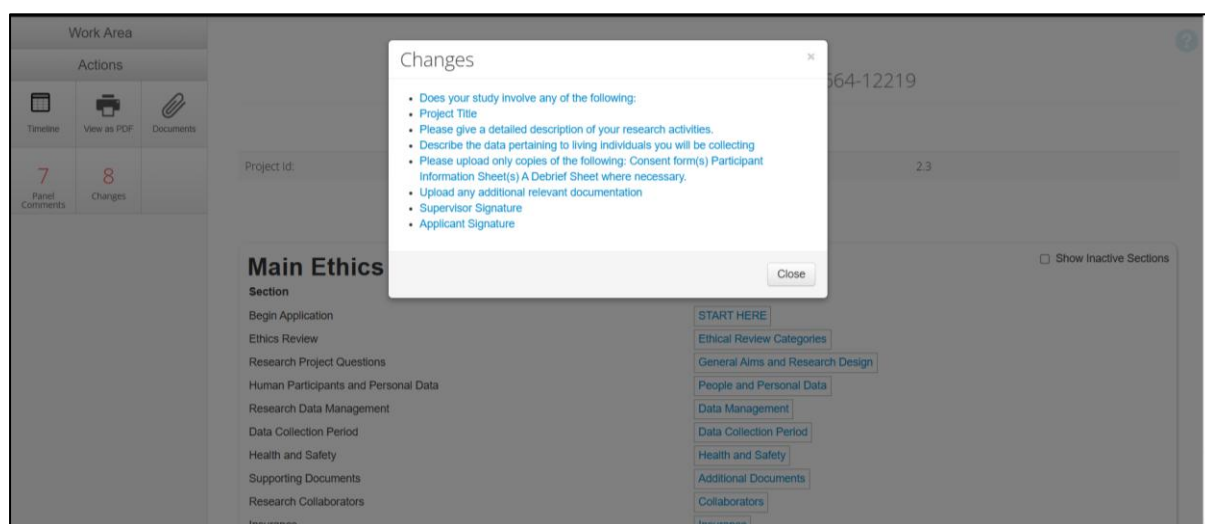
This will take you to the 'Navigate' page where you can see a contents page consisting of page titles. You can click on any of these to open them and then use the 'Previous' and 'Next' buttons to flip through the pages of the form. Alternatively, you can click on 'Navigate' in the Actions Panel and this will take you back to the list of page titles.
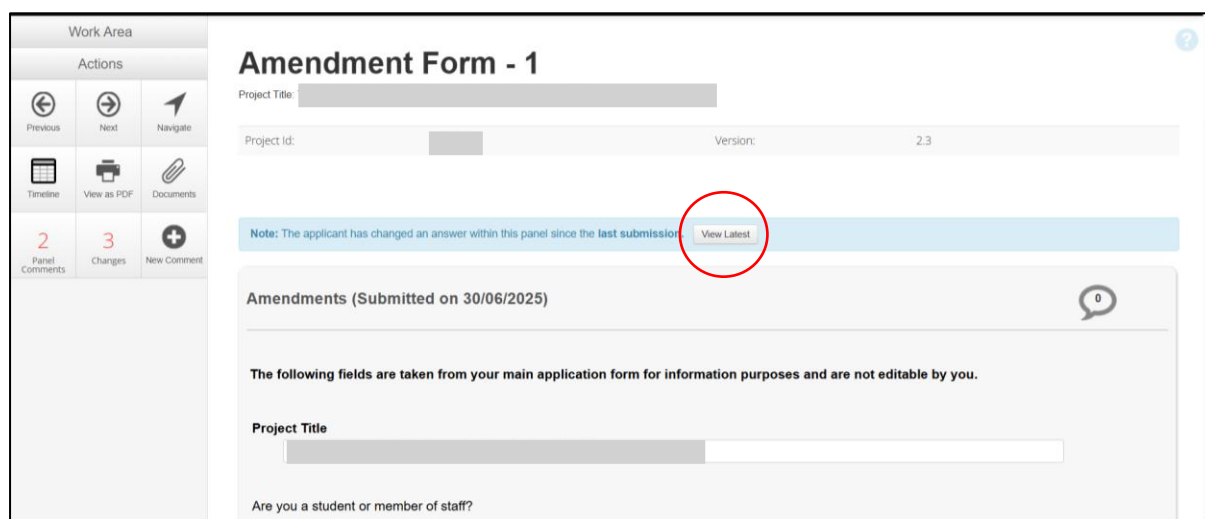
You can also jump straight to the questions where there have been revisions by clicking on 'Changes' in the Actions Panel.

Northumbria University NEWCASTLE

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

On pages where changes have been made, at the top, there will be a blue banner. If you click the blue 'View Changes' button you will be able to see the revisions side by side.

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.

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.