

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 and 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.

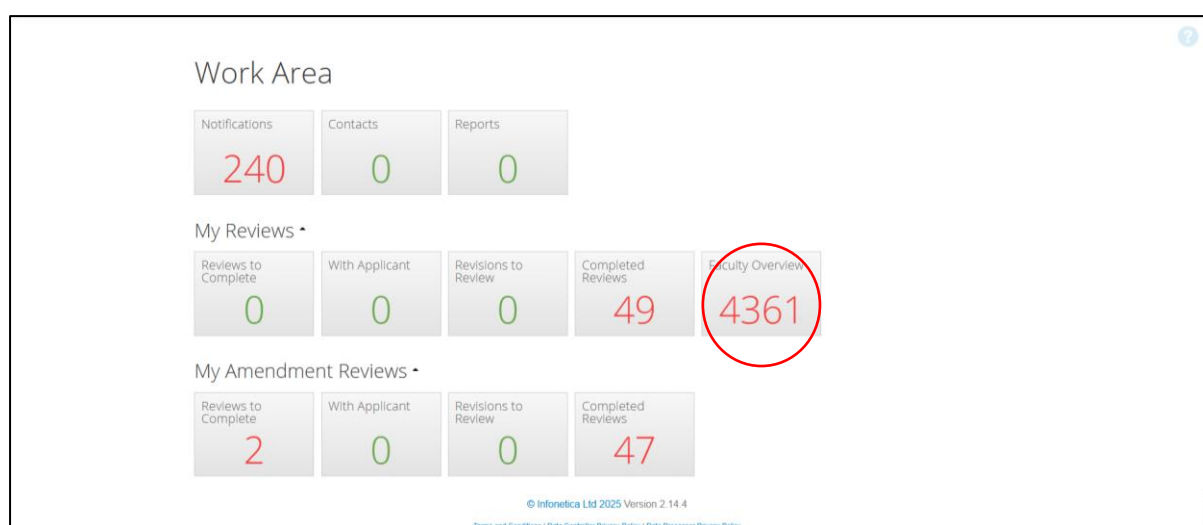
APPLICATION ID NUMBER

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.

Faculty Overview

[Copy](#) [Excel](#) [CSV](#) [PDF](#)

	Review Reference	Project Id	Project Title	Applicant Title	Applicant First Name	Applicant Last Name	Review Status	Application Type	Review Committee	Review Date Received	Assigned Reviewer Type	Assigned Reviewer Full Name
✓							Revisions Received (Full)	Proportionate	Faculty of Health and Life Sciences	15/07/2025 17:29	Submission Reviewer	Professor Thomas Pollet
✓							Revisions Received (Full)	Proportionate	Faculty of Health and Life Sciences	15/07/2025 17:29	Submission Reviewer	Dr Fiona Dodd

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.

Work Area

Actions

2

Form Submissions

0

Project Submissions

7

Panel Comments

Review Application

Project Title:

Form Reference: Main Ethics Application Form

Review Reference:

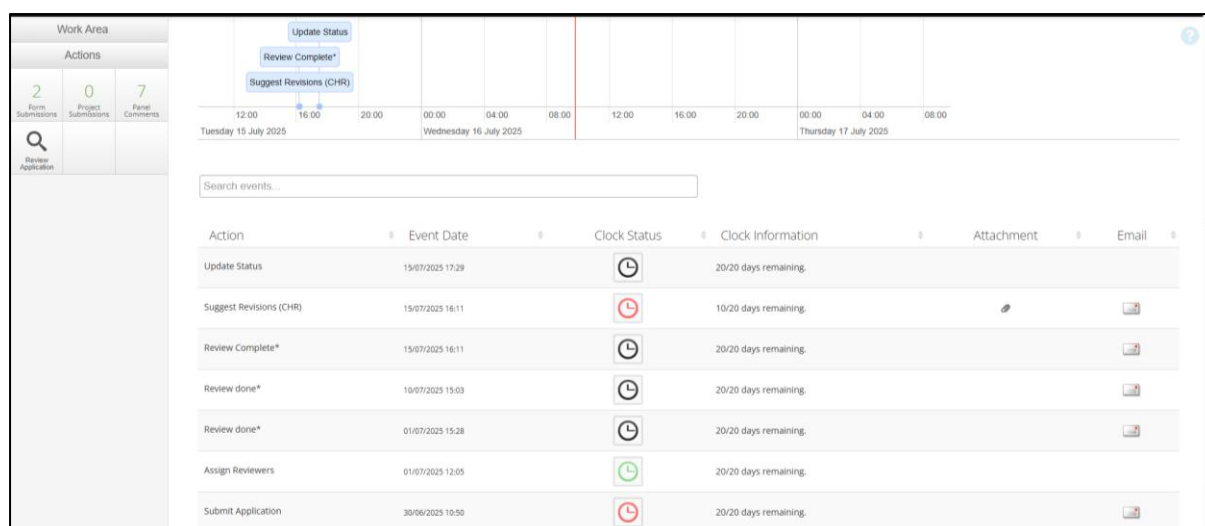
Review Submission Version: 2

Project Id:	Applicant Name:
Current Committee:	Faculty of Health and Life Sciences
Application Type:	Proportionate
Clock Status:	Stop (20/20) days remaining
Current Status:	Revisions Received (Full)
Meeting:	Unassigned
Assigned Reviewers:	<div>(Assigned Chair)</div> <div>(Submission Reviewer)</div> <div>(Submission Reviewer)</div>
Conflicted Users:	None
Site:	Northumbria

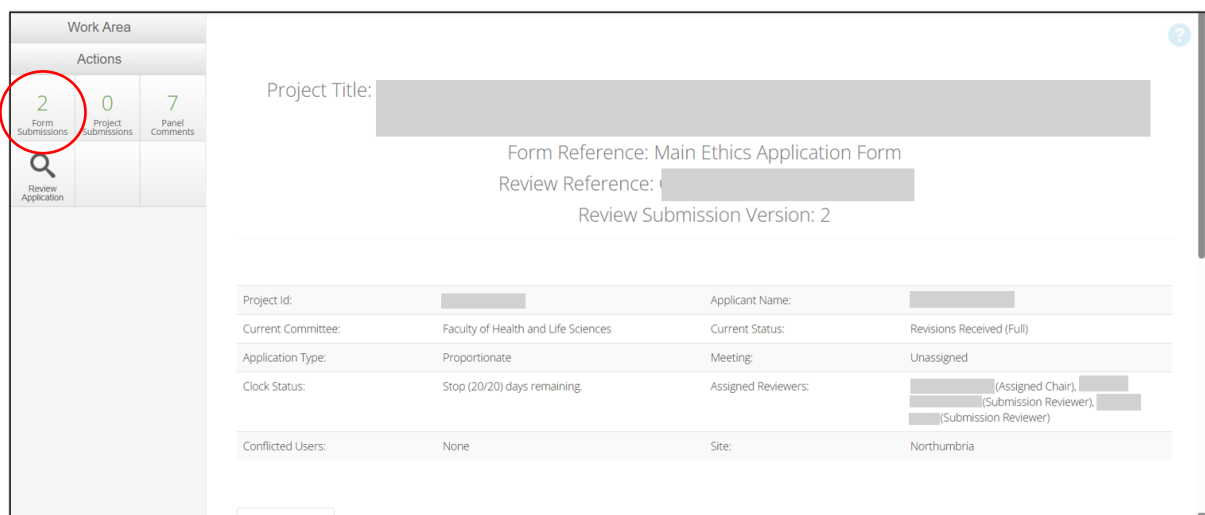
[Timeline](#)
[Project](#)
[Documents](#)
[Contacts](#)
[Time KPIs](#)

Title of stage	Meaning
Submit application	Application has been submitted and sent to the Ethics team for triage check
Changes Req'd by RIS/Suggest Revisions	Application has been returned to the applicant with revisions requests
Changes Rec'd 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.



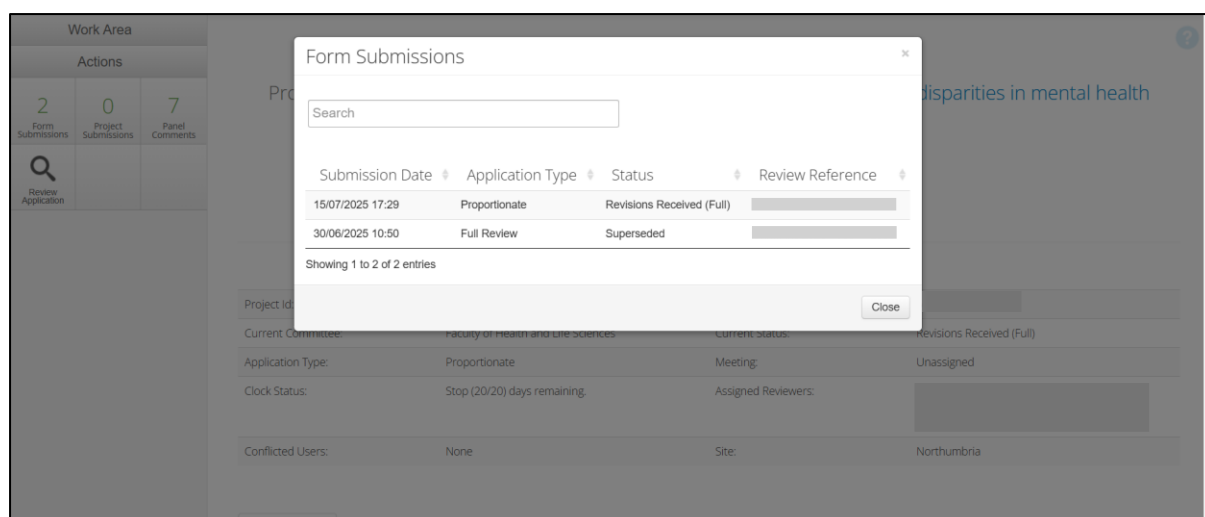
The screenshot shows the 'Form Submissions' view. The 'Actions' panel on the left has the '2' for Form Submissions circled in red. The main area displays the following information:

Project Title: [Redacted]
 Form Reference: Main Ethics Application Form
 Review Reference: [Redacted]
 Review Submission Version: 2

Project Id:	[Redacted]	Applicant Name:	[Redacted]
Current Committee:	Faculty of Health and Life Sciences	Current Status:	Revisions Received (Full)
Application Type:	Proportionate	Meeting:	Unassigned
Clock Status:	Stop (20/20) days remaining.	Assigned Reviewers:	[Redacted] (Assigned Chair), [Redacted] (Submission Reviewer), [Redacted] (Submission Reviewer)
Conflicted Users:	None	Site:	Northumbria

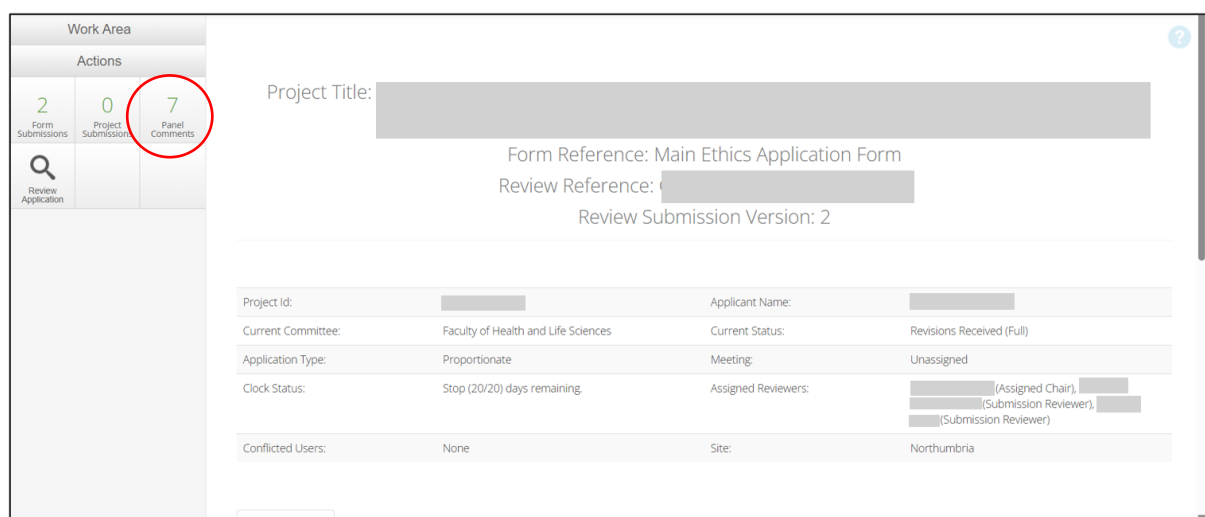
At the bottom, there are tabs for Timeline, Project, Documents, Contacts, and Time KPIs.

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

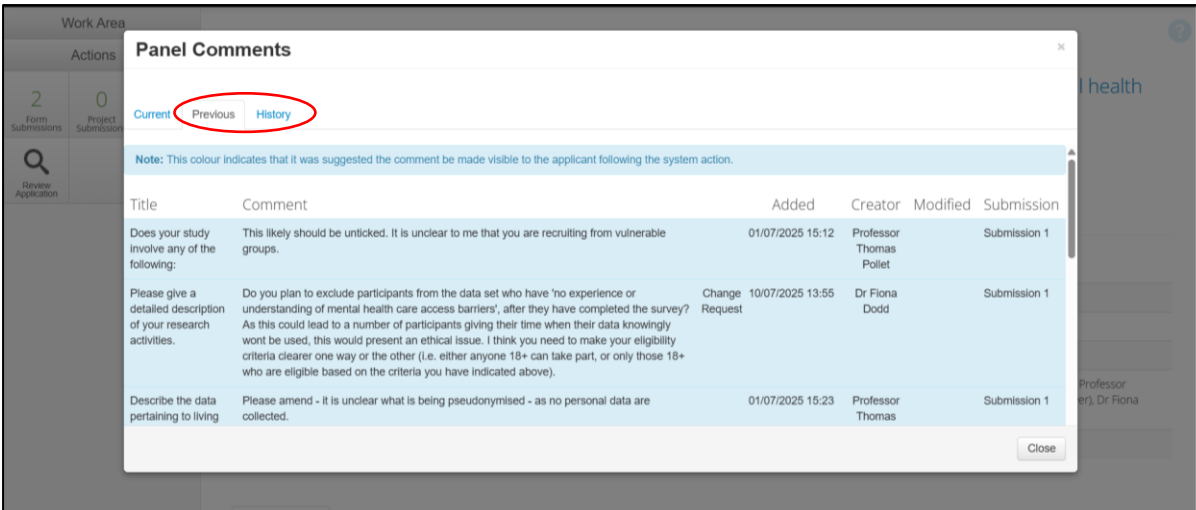


VIEWING COMMENTS AND CHANGES

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.



Panel Comments

Current Previous History

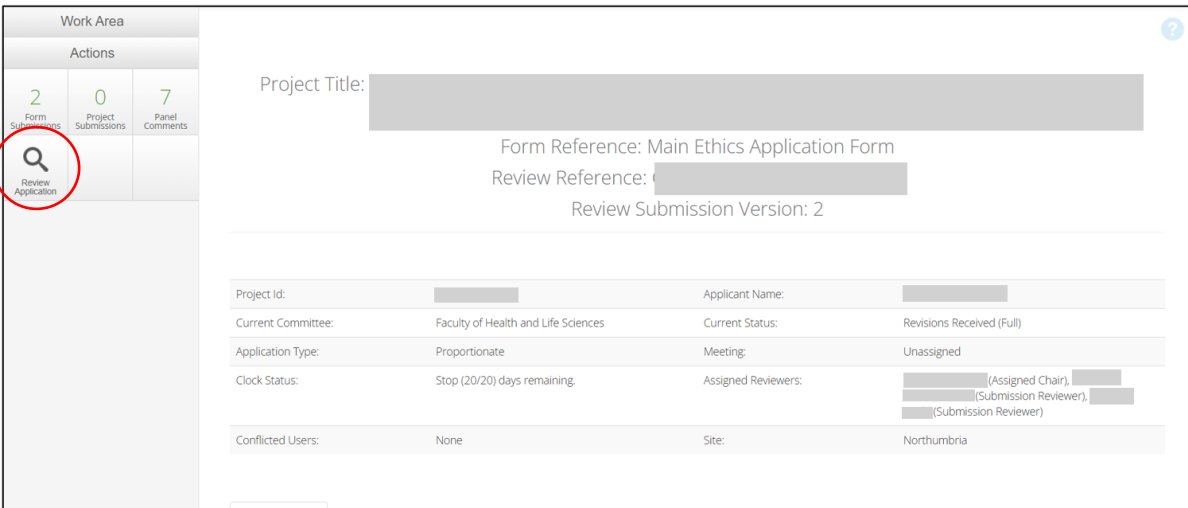
Note: This colour indicates that it was suggested the comment be made visible to the applicant following the system action.

Title	Comment	Added	Creator	Modified	Submission
Does your study involve any of the following:	This likely should be unticked. It is unclear to me that you are recruiting from vulnerable groups.	01/07/2025 15:12	Professor Thomas Pollet		Submission 1
Please give a detailed description of your research activities.	Do you plan to exclude participants from the data set who have 'no experience or understanding of mental health care access barriers', after they have completed the survey? As this could lead to a number of participants giving their time when their data knowingly won't be used, this would present an ethical issue. I think you need to make your eligibility criteria clearer one way or the other (i.e. either anyone 18+ can take part, or only those 18+ who are eligible based on the criteria you have indicated above).	Change Request 10/07/2025 13:55	Dr Fiona Dodd		Submission 1
Describe the data pertaining to living	Please amend - it is unclear what is being pseudonymised - as no personal data are collected.	01/07/2025 15:23	Professor Thomas		Submission 1

Close

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).



Work Area

Actions

2 Form Submissions 0 Project Submissions 7 Panel Comments

Review Application

Project Title: [Redacted]

Form Reference: Main Ethics Application Form

Review Reference: [Redacted]

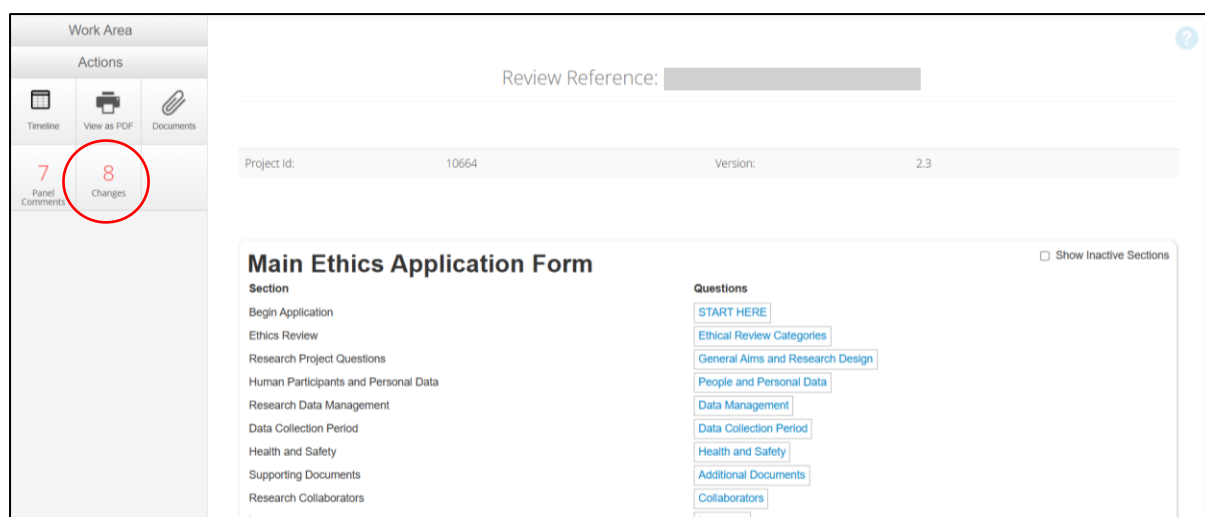
Review Submission Version: 2

Project Id:	[Redacted]	Applicant Name:	[Redacted]
Current Committee:	Faculty of Health and Life Sciences	Current Status:	Revisions Received (Full)
Application Type:	Proportionate	Meeting:	Unassigned
Clock Status:	Stop (20/20) days remaining.	Assigned Reviewers:	[Redacted] (Assigned Chair), [Redacted] (Submission Reviewer), [Redacted] (Submission Reviewer)
Conflicted Users:	None	Site:	Northumbria

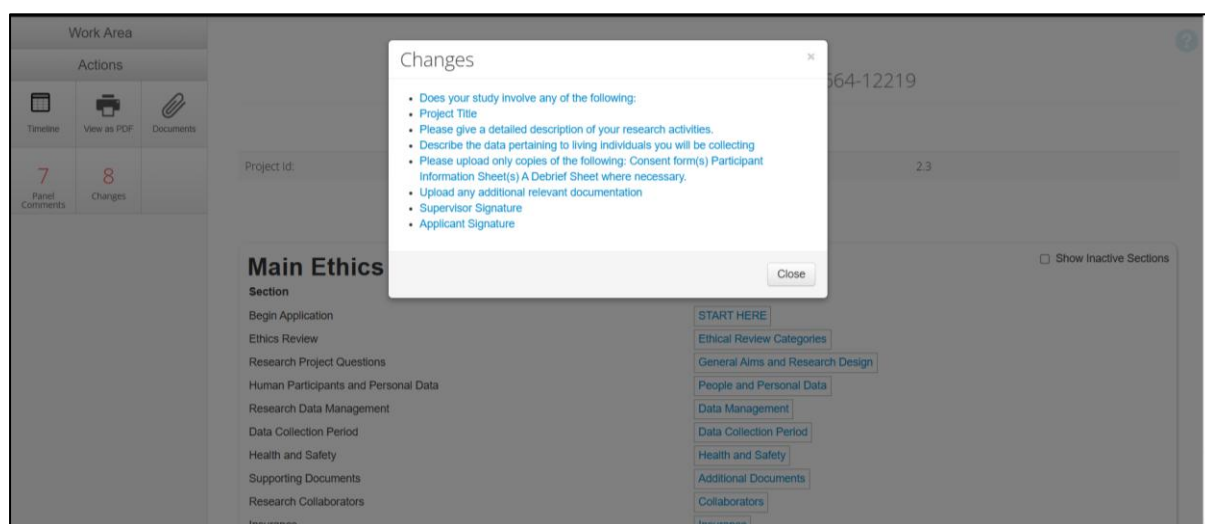
Timeline Review Documents Contacts Time KPIs

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.

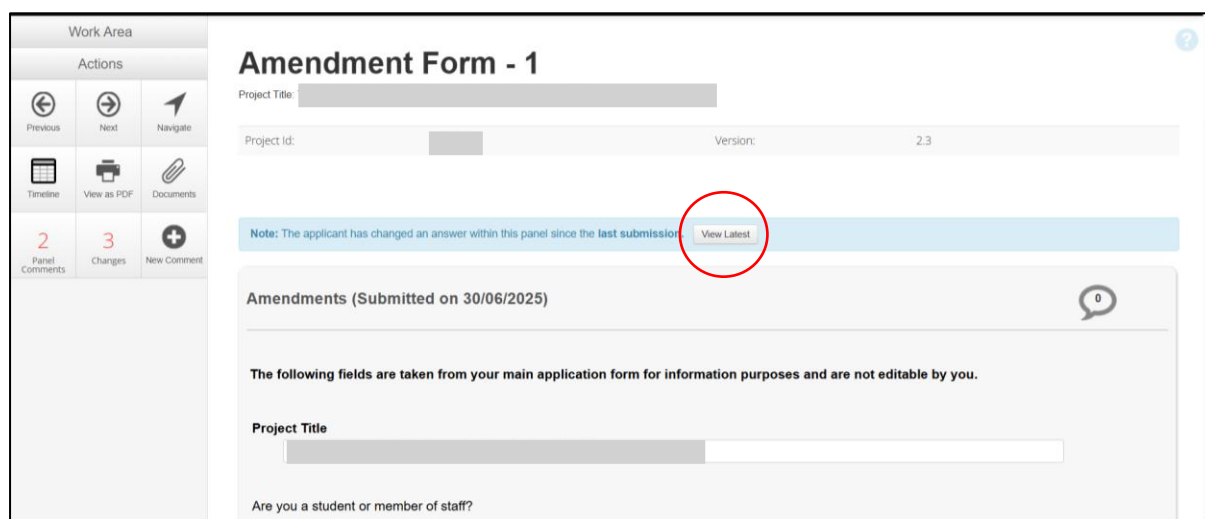
You can also jump straight to the questions where there have been revisions by clicking on 'Changes' in the Actions Panel.



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.

Work Area

Actions

Previous

Next

Navigate

Timeline

View as PDF

Documents

2
Panel Comments

3
Changes

New Comment

Ethical Implication of Amendment

No further ethical implication from the amendment.

Supporting Documents

Type	Document Name	File Name	Date	Version	Size	View
Supporting Documents	Consent	Consent.docx	29/06/2025	2	40.5 KB	Download
Supporting Documents	Debrief	Debrief.docx	29/06/2025	2	37.0 KB	Download
Supporting Documents	Info Sheet	Info Sheet.docx	29/06/2025	2	40.8 KB	Download
Supporting Documents	Social Media Post	Social Media Post.docx	29/06/2025	2	13.0 KB	Download
Supporting Documents	Recruitment Poster	Screenshot 2025-06-29 at 21:46:17.png	29/06/2025	2	1.4 MB	Download
Supporting Documents	Debrief	Debrief.docx	02/07/2025	3	37.1 KB	Download
Supporting Documents	Recruitment Poster	Screenshot 2025-07-02 at 18:20:02.png	02/07/2025	3	1.4 MB	Download

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.