

ETHICS AND INTEGRITY GUIDANCE AND RESPONSIBILITIES FOR RESEARCH SUPERVISORS

This document will outline the responsibilities for research supervisors relating to ethics and integrity, and provide step-by-step guidance on how to review and sign off your supervisee's ethics application in the Ethics Online System.

ROLE AND RESPONSIBILITIES

Regarding research ethics compliance and best practices, Research Supervisors are required to:

- Complete mandatory research ethics training ([which can be accessed here](#)).
- Consult the Supervisor User Guide (this document) to ensure that supervisee's ethics applications are completed appropriately.
- Have an awareness of the necessary ethics forms and procedures, and ensures their supervisee has knowledge of and follows these too.
- Review supervisee's ethics applications, and suggest improvements, before confirming the application can be submitted for ethics review.
- Ensure that data collection does not commence before ethical approval is secured, and that the project is conducted in accordance with the description of research activities in the ethics application.
- Where relevant, complete a review of and approves any health and safety risk assessments.
- Where changes to research projects occur, ensure amendments to their supervisee's ethics application are submitted.
- Maintain knowledge of research ethics and integrity, professional standards, and best practices; and communicates this to supervisees.
- Maintain knowledge of the [Ethical Governance in Research Policy](#) and the language used within it.

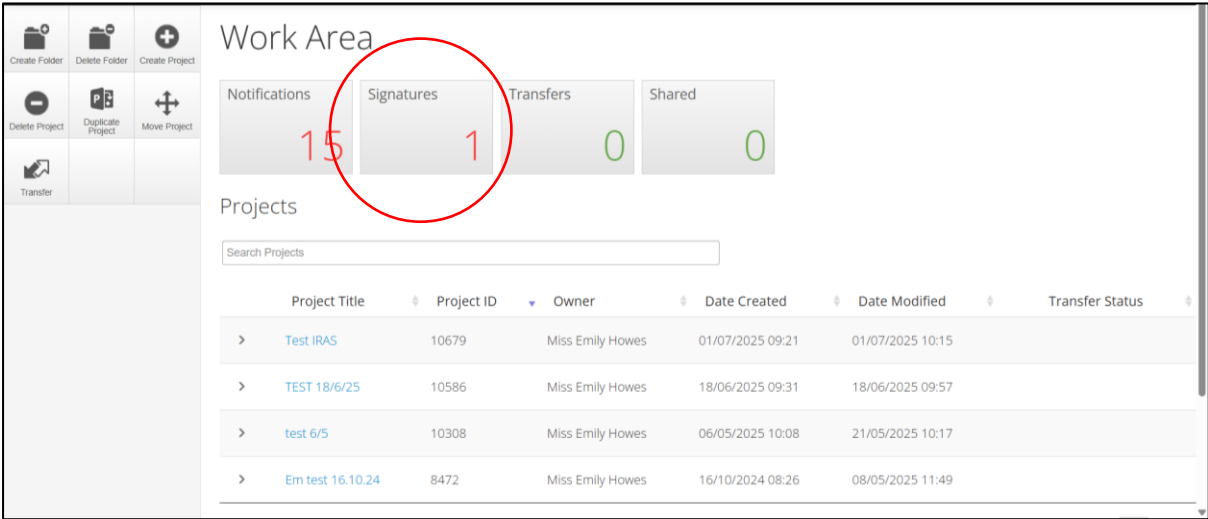
HOW TO REVIEW AND APPROVE YOUR SUPERVISEE'S APPLICATION

Step 1: Accessing the application

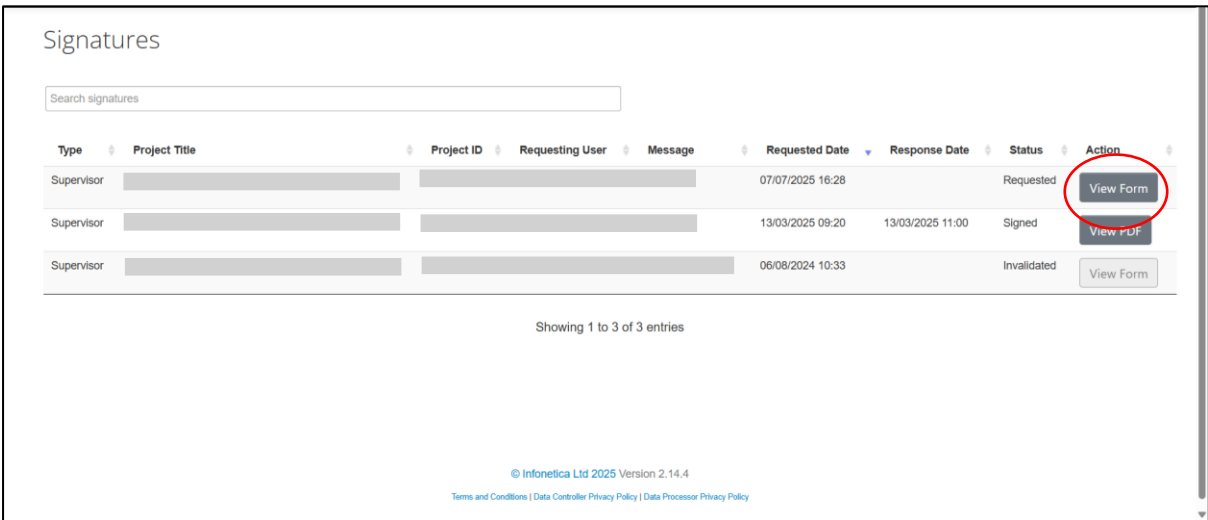
Follow this link to access the [Ethics Online System](#) – or navigate to the Application portal from the [Ethics and Integrity webpages](#).

This will take you straight into your Work Area as the system uses your university details and single-sign on.

In your Work Area, click on the ‘Signatures’ tile at the top to see signature requests from supervisees.

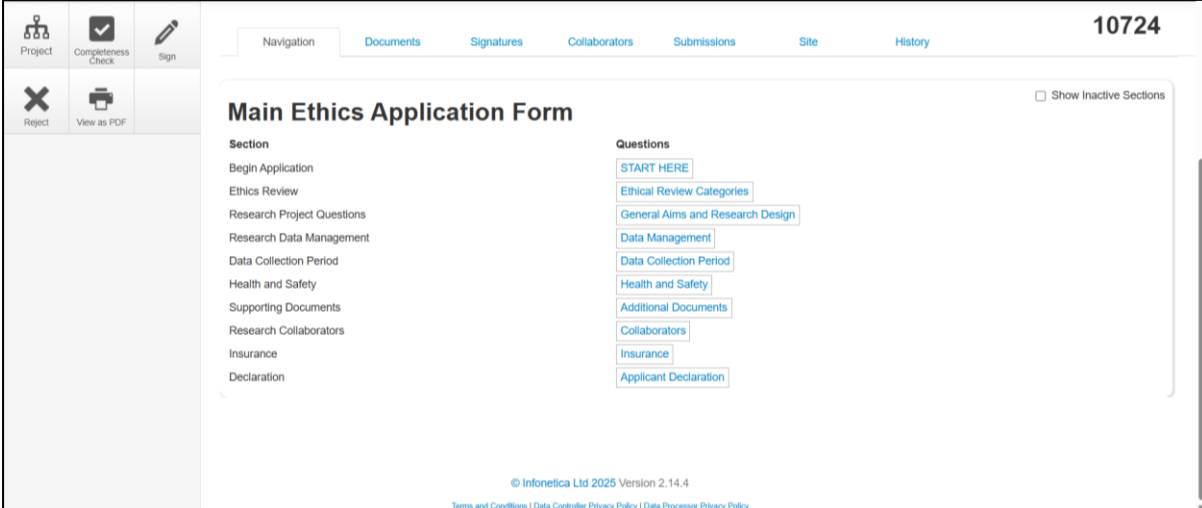


Next to the relevant application you wish to review, please click ‘View Form’

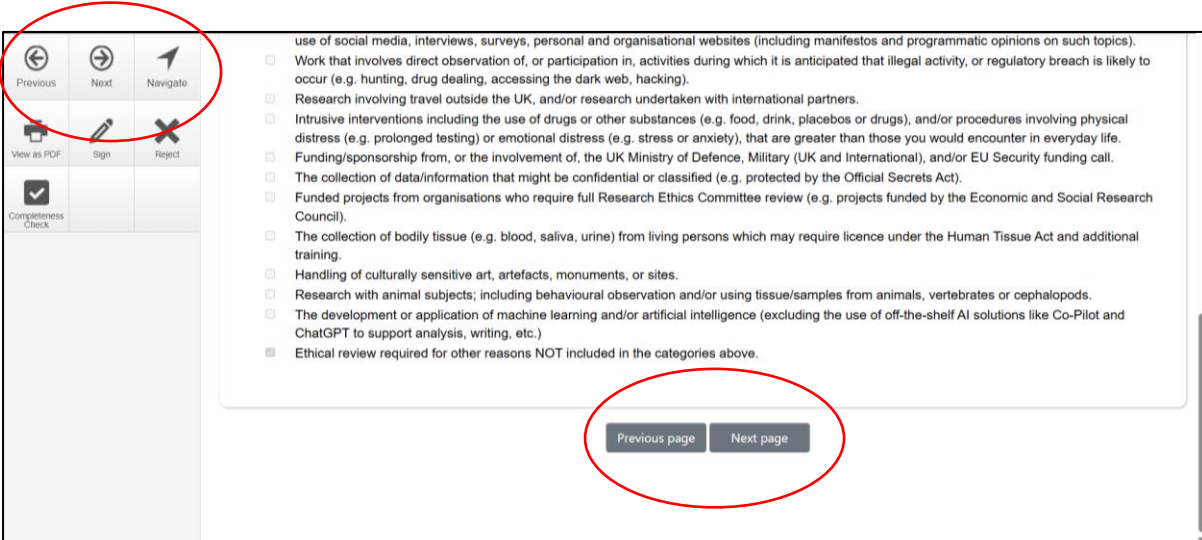


Step 2: Navigating the application

When you open the application, you will start on the first page of the application. If you click ‘Navigate’ in the Actions Panel on the left hand side, it will take you to the Navigation page where you can click on any of the blue page titles to review the content.



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.



When reviewing the application, please ensure that the applicant has answered all the questions in full, uploaded all relevant attachments, and that their answers appropriately reflect the content of their research project.

Common errors include writing too little information in responses, the incorrect Ethical Review Categories being selected, incomplete consent documentation, unsigned risk assessments, and inappropriate proposed start dates.

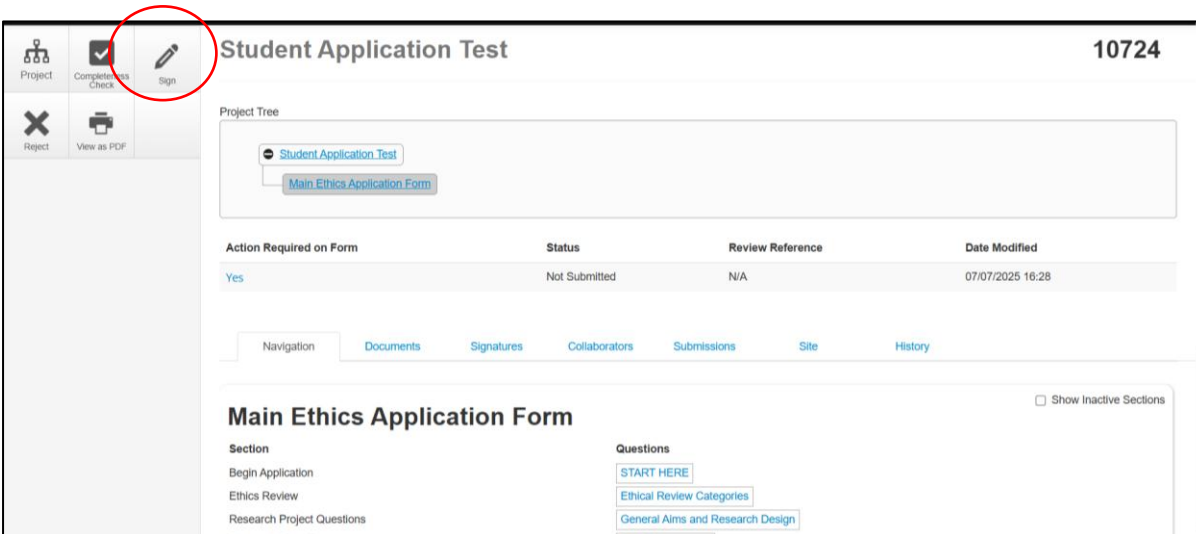
If you need further guidance on how to answer any of the questions not covered in this guide, please click on the grey 'i' to the right of the questions or consult your [AHoS RKE](#).

Step 3: How to sign off the application

If you are not happy with the student's application, please communicate any recommended changes to the student outside of the system.

Please note, clicking 'Reject' cancels the application and we cannot reopen the form once it has been cancelled.

When you are happy with the student's application, please click the 'Sign' button (pencil icon) in the Actions Panel. If the student has already signed the form themselves, the form will automatically be submitted.



Following this, the application will be reviewed by the Ethics and Integrity team in Research and Innovation Services (RIS) and then assigned to the appropriate reviewer/s (depending on the level of review required).

Step 4: Requested Revisions

If either the Ethics and Integrity team or the reviewer/s attach comments and request revisions from the applicant, they will need to make changes in line with these comments.

They will need to remove the existing signatures on the form, make their revisions, and then re-request your sign off. Guidance for them on how to do this can be found in the Student Application User Guide on the '[Training and Guidance](#)' webpage. They will request your sign off again in the same way as detailed above.

Please note that, on the 'Signatures' page, previous versions of the form that you have been requested to sign will show as 'Invalidated' under 'Status', and that you must wait for a new signature request for each iteration of the form.

Signatures

Type	Project Title	Project ID	Requesting User	Message	Requested Date	Response Date	Status	Action
Supervisor					07/07/2025 16:28		Requested	View Form
Supervisor					13/03/2025 09:20	13/03/2025 11:00	Signed	View PDF
Supervisor					06/08/2024 10:33		Invalidated	View Form

Showing 1 to 3 of 3 entries

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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.

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