User Guide for Staff submitting An Ethics Application
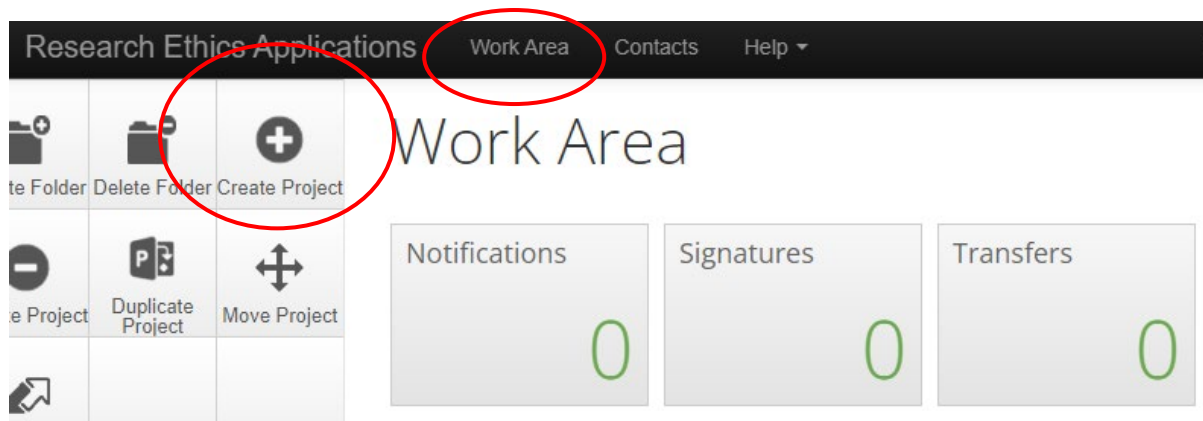
Step One: Accessing the Ethics Application System

Click on the link to access the ethics application platform on Infonetica:
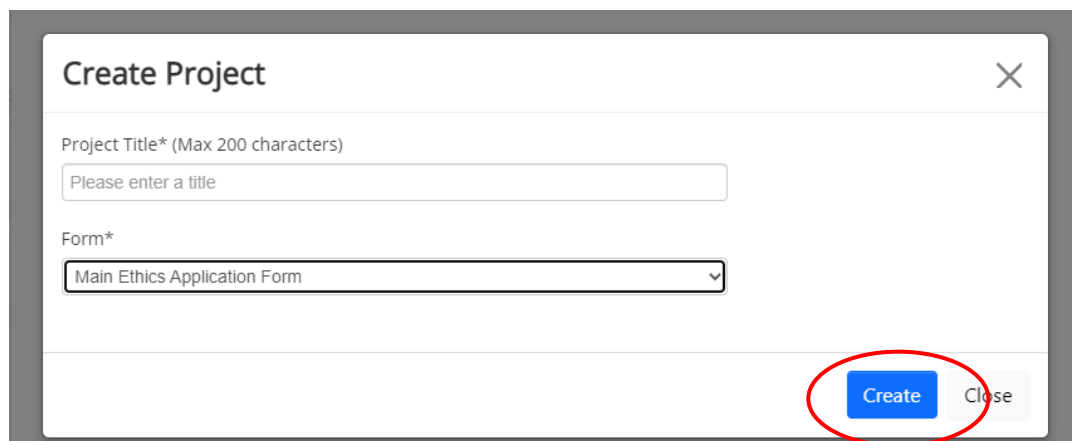
https://ethicsapplication.northumbria.ac.uk

Step Two: Creating an application

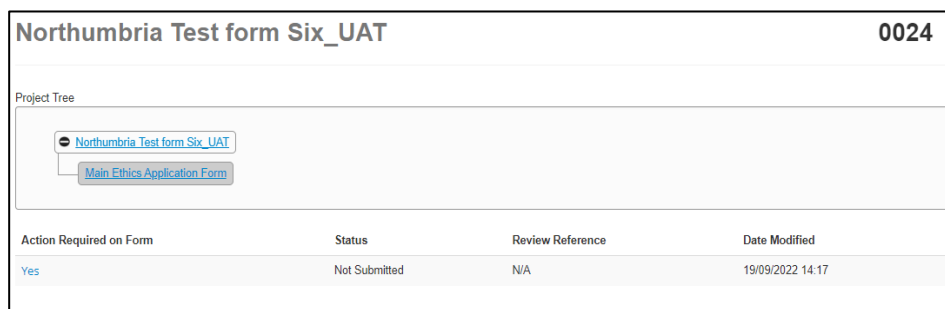In the Work Area dashboard click the tile Create Project

This will bring a pop-up page where you **input the title of your project** and choose the type of form from the **drop-down menu** (N.B. Northumbria currently has only one form – Main Ethics Application Form). Press the blue **Create** button.

You have now successfully created your project's ethics application.

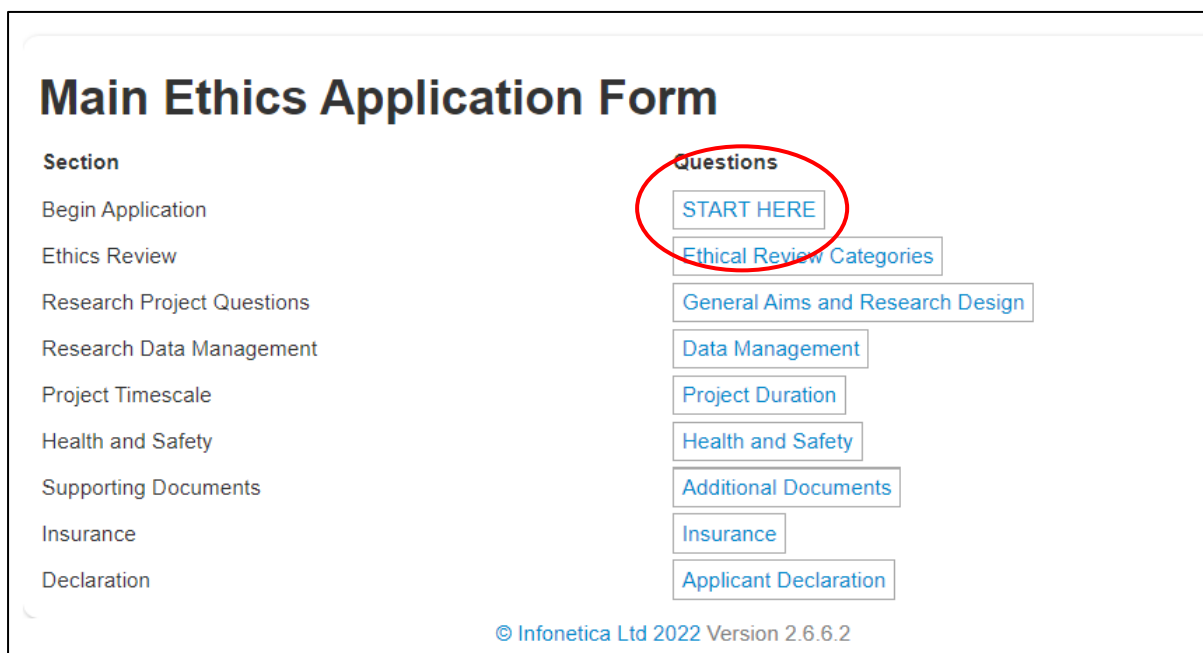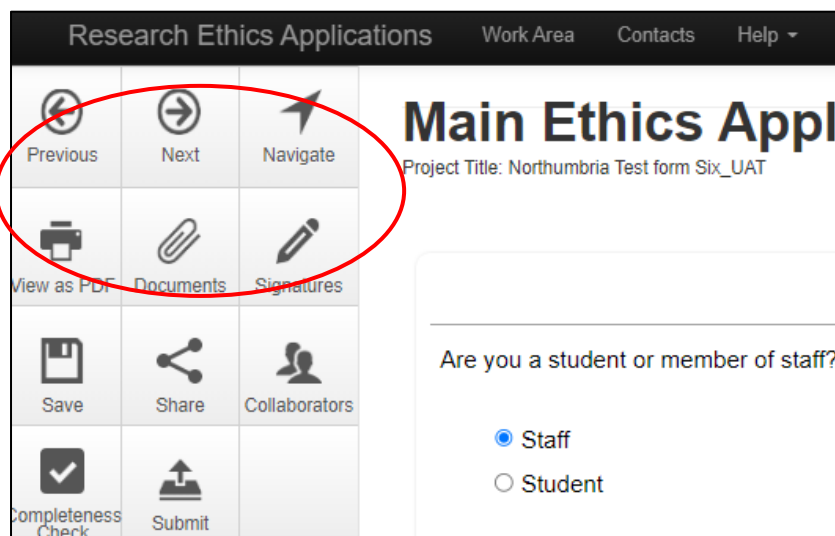The next page you see is the project tree page.

Step Three: Completing the Ethics Application Form

You can now complete the ethics application form by completing all mandatory sections and chose the ethics review categories that match your research project. You can navigate to any part of the form from here and the form will automatically save.

To begin click the button **Click 'Start Here'**

The question sections listed in blue are mandatory sections and must be completed. You can use the buttons at the end of each page to progress through the form.

You can use the menu on the **left** of the page to **navigate** the form (the navigate button will take you back to the main ethics application page where you can work through any questions by your own choice).

You can use the **completeness check** to see what questions you have left to complete.

Step Four: Ethical Review Categories

A key feature of the new ethics system is the smart form, which relies on the user choosing the **correct ethical review categories**. These automatically filter applications through to proportionate or full review.

The applicant can choose (by tick box) as many categories as relevant to their project. Additional questions will then be created in their application relevant to their area of research. For example, should research tick the box for:

Security sensitive research questions will appear in the form.

NB. Applicants can track what questions they need to complete from the main form home page (by clicking the **navigation** button). From here you can see all sections to complete for your project (these are highlighted in blue text in the picture below).

Step Five: Submit your application

When you have completed the questions, you will be asked for your signature on the applicant declaration page. By clicking the **Sign** button you are signing the form.

Once you have completed this page your application will be **automatically submitted** for triage and completeness check, and reviewers assigned. Your review will be complete within 20 working days.

You will receive an email to confirm the submission of your application. You can download a copy of your application at any time.

Step Six: Managing your application after Submission

Once you have submitted your application, it is received by Research Innovation Services (RIS) to perform some basic governance checks. If there are any missing requirements, RIS will email details of such requirements to you.

If the application is complete, RIS will allocate one or more Reviewers depending on whether your application is deemed Proportionate Risk level, requiring one Reviewer or Full Review, requiring two Reviewers and Chair/Moderator Review.
Please note the timescale for a review is 20 working days from the date the reviewer(s) is initially allocated. If this poses a problem with you, please contact your Supervisor.

After your application has been reviewed, you will receive a decision by email to inform you of the decision and any actions required; you will also receive a notification in your account.

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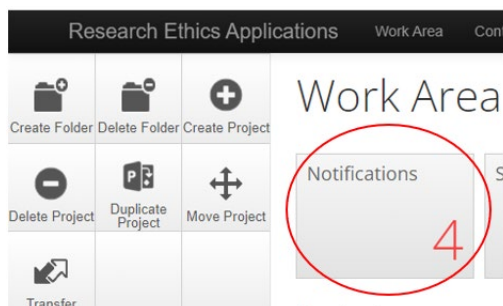
If your application is Approved, you will receive email confirmation of this with an Approval letter; no further action is required.

If revisions are required to your application, details of the required changes will be included in the email and will be available for you to act on in your application in the ethics system. If the Reviewer comments are not showing, please contact Ethics Support Mailbox quoting the ethics ID from your application.
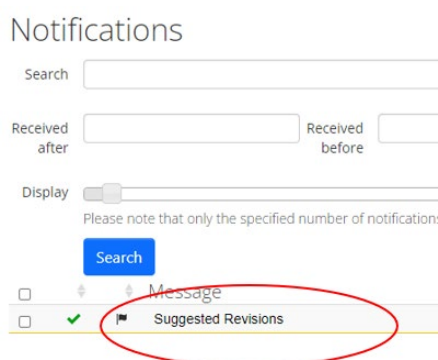
Step Seven: Responding to Revisions Requested by the Reviewer(s)

If changes to your application are required, click on **Suggested Revisions** tile then **View Form**:

Or open the application, the **left-hand sidebar** will show the comments which have been attached to your application during review. Comments may apply to the whole form or to specific questions in the ethics form.

If the Reviewer comments are not showing, please contact Ethics Support Mailbox quoting the ethics ID from your application.
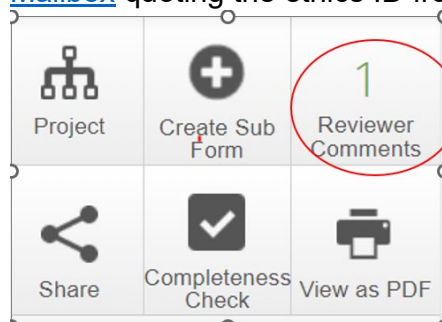
Clicking on the 'Reviewer Comments' button in the left-hand sidebar will bring up a pop-up window in which each of the comments will be displayed relating to the specific part of the form:

Make the relevant changes and then navigate to the last section of the form to then resubmit the application which will require your Supervisor to sign the resubmitted form. NB This in effect is a new version of the original application form.

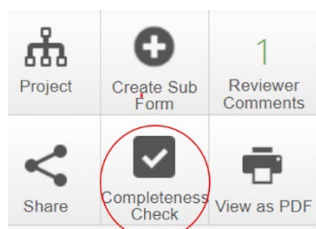# User Guide for Staff submitting An Ethics Application

Your re-submission will be confirmed by email and in your notifications in the system Work Area.

It is Good Practice to perform a Completeness Check before submitting:

Sharing your application with your Co-Researcher

You can share your application with your Co-researcher at any time. While in the application click 'Share' to the left of the page and type the person's email address into the box. You can choose how much access to give them, for example Read Only, Write, Submit etc.

Deleting and Withdrawing an Application

If you no longer wish to proceed with an application, you can remove it permanently depending on its status.

If the application has never been submitted and remains in your Work Area, click on the Delete Project in the left-hand sidebar inside the application to permanently delete it.

Withdrawing an application which you have submitted for review

If you have submitted your application and need to withdraw it, you can do this by using the '**Withdraw Application'** tile which appears on the left-hand sidebar inside the application that you want to withdraw.

You can withdraw an application *at any time once it has been submitted up to the point at which a final review decision is given*. Once an application has been given an approval or rejected decision, it can no longer be withdrawn.

Once withdrawn, the application cannot be restarted or edited. However, you can use the Duplicate Project tile to copy the withdrawn application into a new application.

A Rejected Application

If an application is Rejected by an Ethics Reviewer(s), you will receive confirmation of this and the reasons for the rejection. The application is cancelled however, if you wish to submit an application largely based on the rejected application, please use the Duplicate Project tile:

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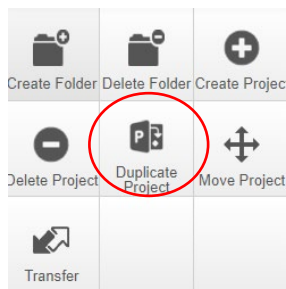
Then choose the application you wish to duplicate and revise the form before submitting in the usual way.

For support in using the system including online training materials, user guides and FAQs please visit: www.northumbria.ac.uk/research/ethics-and-integrity/

Everyone can access system User Guides under the heading **New Ethics System User Guides and Guidance** at this link: https://www.northumbria.ac.uk/research/ethics-and-integrity/

For Faculty and Departmental Support

Staff can contact the Department Ethics Lead or Faculty Ethics Director; their contact details can be accessed here   (Staff only)

If you have any queries for content **not** covered by the User Guides and the Help tab within the ethics system, please contact ethicssupport@northumbria.ac.uk **quoting your Project ID** from the Ethics Online System