



Step One: Log in and Work Area

Click the link to the Ethics Online system **application platform** within Infonetica. <https://ethicsapplication.northumbria.ac.uk/>

Please refer to the Ethical Governance in Research Policy on the ethics web page here for details of review categories, review requirements etc: <https://www.northumbria.ac.uk/research/ethics-and-integrity/>

Direct your queries to the Department Ethics Lead in the first instance. Contact information [here](#).

It is important to note that if you are acting as a Supervisor for a student application, then your details need your account to be validated by the University Single Sign On in order for your student to 'find' you when they make their application. In order for the University Single Sign On to log your details, all you need to do is click on the access link above and log in once. If you do this before any of your students need your authorisation for their applications, it will avoid delays later in the process.

It is the Supervisor's responsibility to thoroughly check their students' ethics application and pay particular attention that:

- the student has ticked the correct faculty and department
- the review categories selected
- where Module Level Approval has been ticked, check it exists and that the correct module code has been provided (6 digits). Consult with the Module Tutor if unsure before signing off the ethics application to avoid unnecessary delays. Note that if the application shows as requiring Full Review, it cannot be approved under the Module Level Approval. Please do not sign off but instead, return to and guide the student to either untick Module Level Approval question or change some of the Ethical Review categories ticked so that it only requires Proportionate Review.
- Consent Form/Participant Information Sheet/Debrief Sheet (where the latter is applicable) are appropriate and are attached to the ethics application. Templates can be found on the ethics web page and in the ethics system under Help
- Risk Assessment(s) have they been correctly authorised and signed by both the applicant and Authoriser. Health and Safety queries should be dealt with by the Supervisor and Student or by contacting the H&S Team by email at crhealthandsafety@northumbria.ac.uk or at <https://www.northumbria.ac.uk/about-us/health-safety-resources/>
- Data Management and storage arrangements are in keeping with University policy. Direct any queries to the Data protection Office by email at dpo@northumbria.ac.uk or at <https://www.northumbria.ac.uk/about-us/leadership-governance/vice-chancellors-office/legal-services-team/gdpr/>
- **Project Start and End Dates in the must allow for a potential 20 working day period form when Reviewer(s) assigned until ethical approval. NB Data collection must not begin until ethical approval for the research project has been granted.**

Supervisor User Guide and Role for Ethics Applications

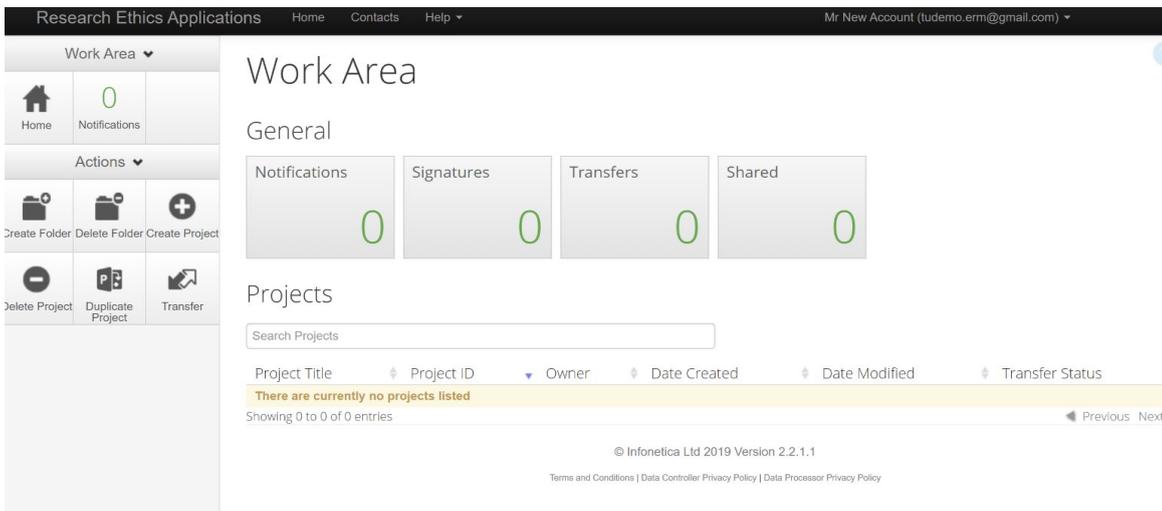
Where any of the above is not correct or acceptable for the project, the Supervisor should return it to the Applicant, unsigned (i.e. Reject), requesting changes. This will show as Invalidated in the Supervisor view once the application has left their Work Area.

Your account allows you to receive shared applications being made by your student Supervisees for research ethics review and then receive and act on requests from your Supervisees to authorise their applications for submission via a 'signature request'. Everything you may need to do with your students' applications can be managed within your account online, including a complete record of all activity and all your signatures, but you will also receive email notifications referring to applications. Links within email notifications will provide direct access back to your account for any actions.

Alternatively, access the Infonetica dashboard known as your **Work Area** which shows all ethics submissions you are involved with and is navigated using the available **tiles**.

By clicking on the tiles, you access different actions or information in the system. Different users will have different numbers of tiles. Supervisors will usually have the following Tiles:

- **Notifications** (which will show you any actions you are required to undertake)
- **Signatures** (When you are required to sign off an application)
- **Shared** (When a student has shared their application with you, whether in draft or submitted for triage and Reviewers added)



Step Two: Accessing an application

Access applications that require your attention by clicking on the **Signatures** tile or the **Shared** tile, or via the email notification that you have received confirming action is required.

Receiving a Signature Request from a student

If a student requests your signature, you will receive an email alert. The email will contain a link which will take you directly to the student application requiring your signature. Alternatively, if

Supervisor User Guide and Role for Ethics Applications

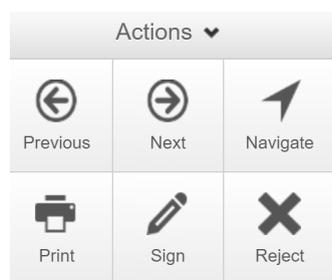
you wish to attend to signatures requirements in one period rather than as and when received, once in your account, click on the **Signatures** tile in your **Work Area** and this will show you a list of requested signatures:

Signatures

Type	Project Title	Project ID	Requesting User	Message	Requested Date	Response Date	Status	Action
Applicant signature	Form Example 2	118	Dr Test Chair2	Please review and sign my application	29/11/2019 15:49		Requested	<button>View Form</button>

Showing 1 to 1 of 1 entries

To review the application and access the signatory page, use the **'View Form'** button on the right. Navigate through the form using the **Navigate** and **Next** tiles before adding your signature using the **Sign** tile or **Reject** tile if you need to reject the request.



If you have clicked **'Sign'**, then a pop-up window will appear, into which you will electronically sign the application using your email user name and password:

Sign Form ×

Please enter your login details in order to sign this form:

<input type="text" value="Username"/>	<input type="password" value="Password"/>
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To authorise the application submission by your student who has requested your signature, click the green **'Sign'** button.

NB Where an application has been revised by the Applicant as a result of the Reviewer comments, you may be required to resign the application as it is in effect a new version of the original submission form.

Receiving a Shared application from a student

If the **'Shared'** tile has numbers appearing on its face, this means that students have shared one or more applications with you for you to assist them in completing prior to submission. Clicking on the tile brings up a list of what has been shared.

Supervisor User Guide and Role for Ethics Applications



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Shared Forms

Project Title	Project Id	Form Title	Access	View Form	Reject
test study 31.01.23	2855	Main Ethics Application Form	Read, Write, Submit, Share	View Form	Reject

Showing 1 to 1 of 1 entries

◀ Previous Next ▶

Clicking on **'View Form'** will allow you to review the student application form. If **'Access'** shows as **'Write'**, you will be able to amend anything in the form. Shared student applications will always have this access switched on by default. If the application has been shared by mistake with you, you may reject the share request by clicking **'Reject'**.

Any applications that have been shared with you will also appear in the project list at the bottom of your main Work Area page. In order to organise projects, you may create folders using the 'Create Folder' button on the Sidebar.

Please note the timescale for a review is 20 working days from the date the Reviewer(s) is initially allocated by Research and Innovation Services. If this poses a problem for a Student they should contact their Supervisor who can email the Ethics Project ID to ethicssupport@northumbria.ac.uk and ask that the application is deemed priority if possible. They will then contact the Reviewer(s) assigned to the application.

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

For Faculty and Departmental Support

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)