

For information relating to the review process, risk levels, etc. please read the **Ethical Governance in Research Policy** on the ethics and integrity web page:  
<https://www.northumbria.ac.uk/research/ethics-and-integrity/>

## Step One: Log in and Work Area

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

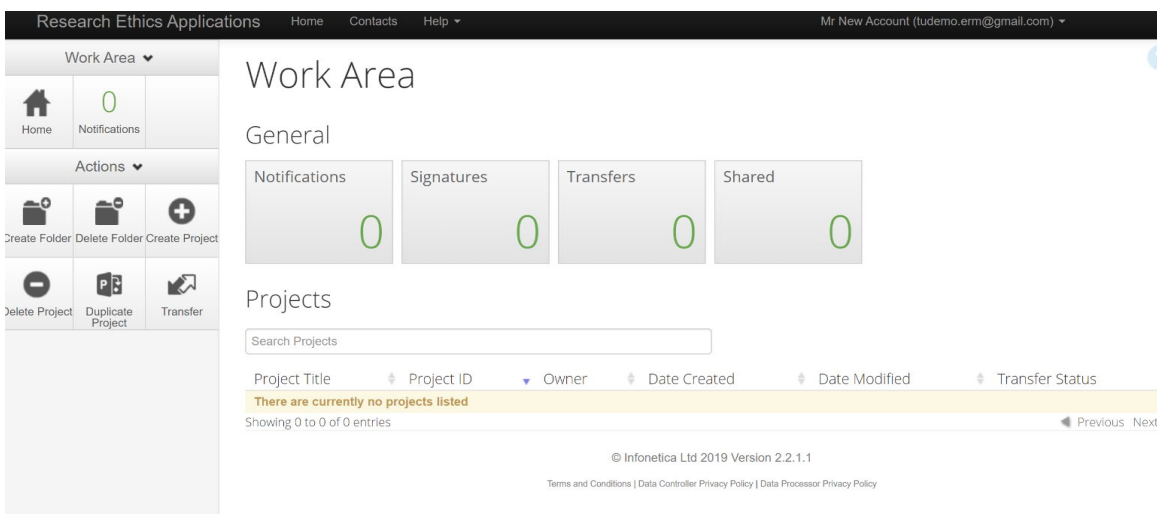
It is important to note that if you are acting as a Supervisor for a student application, then your details need your account to be validated by the University Single Sign On in order for your student to 'find' you when they make their application. In order for the University Single Sign On to log your 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.

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)



Research Ethics Applications Home Contacts Help Mr New Account (tudemo.erm@gmail.com)

Work Area

Home Notifications

Actions

Create Folder Delete Folder Create Project

Delete Project Duplicate Project Transfer

### Work Area

General

Notifications 0 Signatures 0 Transfers 0 Shared 0

### Projects

Search Projects

Project Title	Project ID	Owner	Date Created	Date Modified	Transfer Status
There are currently no projects listed					

Showing 0 to 0 of 0 entries Previous Next

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## 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

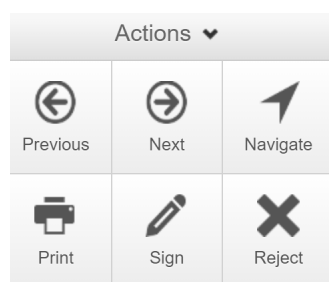
If a student requests your signature, you will receive an email alert. The email will contain a link which will take you directly to the student application requiring your signature. Alternatively, if you wish to attend to signatures requirements in one period rather than as and when received, once in 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.

# Supervisor User Guide and Role for Ethics Applications

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.

### Shared Forms

Project Title	Project Id	Form Title	Access	View Form	Reject
test study 31.01.23	2955	Main Ethics Application Form	Read, Write, Submit, Share	<button>View Form</button>	<button>Reject</button>

Showing 1 to 1 of 1 entries

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](mailto: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/](http://www.northumbria.ac.uk/research/ethics-and-integrity/)

## For Faculty and Departmental Support

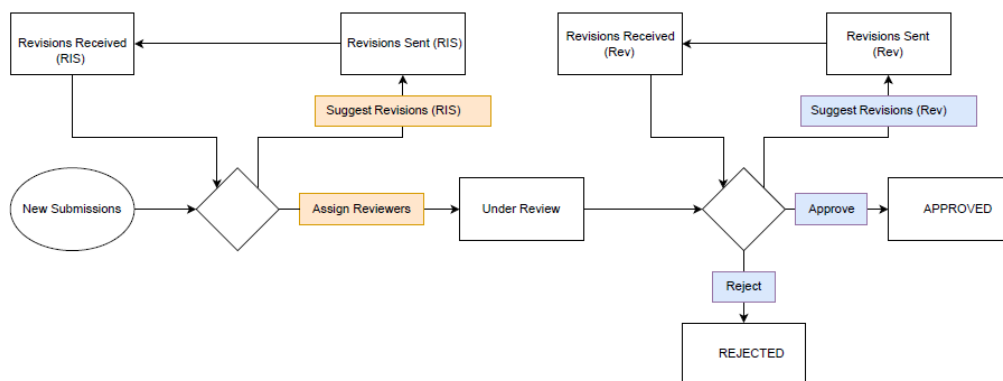
Everyone can access system User Guides under the heading **New Ethics System User Guides and Guidance** at this link: <https://www.northumbria.ac.uk/research/ethics-and-integrity/>

## 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)



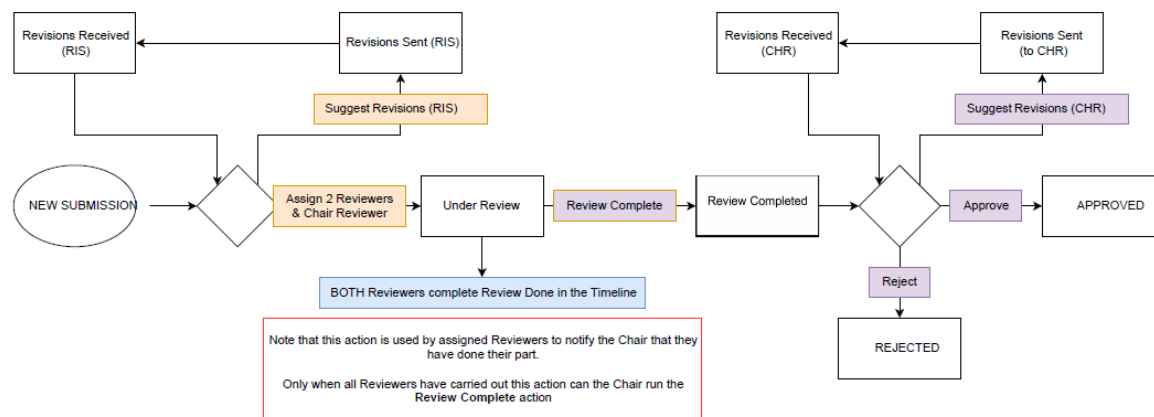
## Workflow for Ethics Applications requiring Proportionate Review



- Action** (orange box) Actions highlighted in orange are admin/RIS actions
- Action** (blue box) Actions highlighted in blue are assigned Reviewer actions
- Rejected** (unfilled box) Unfilled boxes reflects a submission's status and tiles in the work area

- Review Application** Review Application - a system action available to every user who was access on a submission used to review the application form
- Change Application Type** Change Application Type - a system action available to users with Admin role used to change a submission's application type (risk level) at any stage of the review process.  
Please note: if two different approval letters are issued for high risk and low risk applications, the admin must change the submission's application type before running the Approve action

## Workflow for Ethics Applications requiring Full Review



- Action** (orange box) Actions highlighted in orange are admin/RIS actions
- Action** (purple box) Actions highlighted in purple are Chair (Moderator) actions
- Action** (blue box) Actions highlighted in blue are assigned Reviewer actions
- Rejected** (unfilled box) Unfilled boxes reflects a submission's status and tiles in the work area

- Review Application** Review Application - a system action available to every user who was access on a submission used to review the application form
- Change Application Type** Change Application Type - a system action available to users with Admin role used to change a submission's application type (risk level) at any stage of the review process.  
Please note: if two different approval letters are issued for high risk and low risk applications, the admin must change the submission's application type before running the Approve action

# Supervisor User Guide and Role for Ethics Applications



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