User Guide for Undergraduate & Postgraduate Students using the Ethics Online Approval System

Ethical approval must be obtained for all research projects prior to the commencement of the research.

Northumbria University upholds the highest standards of academic integrity and ethical practise in research. Making sure our research complies with ethical standards is an important part of assuring its quality and our   reputation. Staff and students are expected to ensure that their conduct is driven by:

- the ethical imperative of respect;
- the intention to do no harm; and
- the intention to contribute to society's knowledge and practise through engagement in research that has
     beneficial intent.

The online ethics system enables staff and students to submit their project for ethics approval at any time, from any campus, as well as track their application through the process.

Contents

Submitting an application

To access Ethics Online go to Ethics and Governance webpage https://www.northumbria.ac.uk/research/ethics-and-governance/ or the Student portal.

You may have to enter your university login details the first time you access the system.

Welcome,

| From | 06/03/2016 | | | Show live submissions only |
| To | 07/03/2017 | | | Refresh |

Create a New Submission

Created by me

...r me as Coordinator

Click 'Create a New Submission'.

The Module tutor/submission coordinator field is mandatory for Undergraduate and Postgraduate Taught students. If you are unsure who your submission coordinator is, refer to your Module Tutor. If your submission is received by the wrong person they will be able to send it back to you so you can input the correct person.

If you're unsure how to complete any of the fields, use the 'Help' feature.

Name	Sarah Agnew
Email	sarah.agnew@northumbria.ac.uk
Faculty	Select an Item
Department	Select an Item
Submitting As	Select an Item
Externally Approved	☐ Note: ONLY tick this box if your project has already received full ethical approval from an external organisation
Module Level Approval	☐ Tick this box if staff and this submission refers to an entire module.

** Only to be used for low or medium risk projects as categorised by the diagnostic risk question set **

Module Code	Type a value	Help
Module Tutor		Find Help Clear
	Title: Dept: Email:	
Research Supervisor		Find Help Clear
	Title: Dept: Email:	
Named Submission Coordinator (PGT/UGT only)		Find Help Clear

If you are an undergraduate or postgraduate taught student please select a Named Submission Coordinator. If you are not sure who this is please contact your Module tutor or Supervisor as appropriate.

Create and Save

Click 'Create and Save'. Your submission will now be allocated a unique reference number which can be used to track your submission through the system.

Submission Created ✕

Submission Created
The Submission Reference is: 639
You can now complete the remaining sections of the form and submit it for rev...
will be notified who has been assigned to coordinate the review process.
(Note: Coordination is not applicable to Northumbria Staff member low risk submissions.)

Please wait while full ethics form loads...

OK

You'll find your submission reference number here.

When this dialog box appears, click 'OK'.

The form will now load. Before you complete the individual sections, ensure the risk level is defined by answering a series of questions about your proposed research. Click to answer the questions.

Ethical Risk Level

Click here to answer the ethical risk questions

Ethical Considerations...

Please click on each question to provide your response:

Does your project involve...

Click on each question and provide a yes/no response as appropriate. **NOTE:** the answers you provide may open up a new set of questions to answer.

Close

ID	QUESTION
1	Gathering data or information from human participants (e.g. via questionnaire / interview/survey/experiment/ social media/ VR)?
2	Collecting personal data, i.e. name, email, home address, computer IP address, phone number etc?
3	Analysis of secondary data NOT in the public domain (e.g. archive material that require organisational membership)?
4	The collection or use of information which is 'commercially sensitive'?
5	Financial inducements other than expenses and compensation for time?
6	Gathering data/information at a physical location external to Northumbria University campuses, franchised locations, and not your normal place of work?
7	Collection of samples such as plants, soils etc, that might disturb the environment or archaeological remains?
8	Research involving animals or materials derived from animals?
9	Anything else which means that the research poses greater than minimal ethical risk?

Save and Close

Question 1: Does your project involve...

Gathering data or information from human participants (e.g. via questionnaire / interview/survey/experiment/ social media/ VR)?

Current Answer:

YES   NO   CLEAR

ID	QUESTION	ANSWER
1	Gathering data or information from human participants (e.g. via questionnaire / interview/survey/experiment/ social media/ VR)?	YES
2	Collecting personal data, i.e. name, email, home address, computer IP address, phone number etc?	YES
3	Analysis of secondary data NOT in the public domain (e.g. archive material that require organisational membership)?	NO
4	The collection or use of information which is 'commercially sensitive'?	NO
5	Financial inducements other than expenses and compensation for time?	NO
6	Gathering data/information at a physical location external to Northumbria University campuses, franchised locations, and not your normal place of work?	YES
7	Collection of samples such as plants, soils etc, that might disturb the environment or archaeological remains?	NO
8	Research involving animals or materials derived from animals?	NO
9	Anything else which means that the research poses greater than minimal ethical risk?	NO
10	Discussion of highly sensitive topics, including, but not exclusively: bereavement; sexual behaviour, drug use; abuse or exploitation; trauma; pornography; bullying?	NO
11	Potentially vulnerable people or groups, for example children and young people (under 18s), or those who might lack capacity to consent, for example, a learning disability, dementia, or cognitive impairment?	NO
12	Intrusive interventions: the use of drugs or other substances (e.g. food, drink, placebos or drugs); procedures involving physical distress (e.g. prolonged or repetitive testing, ionising radiation); emotional distress (e.g. stress or ...	NO
13		NO
14		NO
15	...d political sensitivities? (In these instances it will be necessary to act in accordance with the legal and ethics review ...	NO
16	...tion concerning identifiable individuals?	NO
17	Individuals or groups where permission of a gatekeeper is normall... ...inued access to participants (e.g. NGOs, community leaders)?	NO
18	Recruitment or collection of data from patients, staff or volunteers v... ...settings (e.g., home, or residential care)?	NO
19	The collection of bodily tissue e.g. blood, saliva, urine samples from living ...	NO
20	A health related study or clinical trial of an investigational medicinal product o...	NO
21	Direct testing on animals or materials derived from animals?	NO
22	Work that involves direct observation of, or participation in, activities during which it i... ...hat illegal activity, or regulatory breach is likely to occur (e.g. hunting, drug dealing, accessing the dark web, hacking)?	NO
23	Access to or collection of data, information, materials (e.g. magazines, publications, websit... ...ial media) relating to extremism, radicalisation or terrorism (including extreme or terror groups)?	NO
24	Funding/ sponsorship from, or the involvement of, the UK Ministry of Defence, Military (UK and i... ...onal), and or, EU Security funding call?	NO
25	The collection of data/information that might be confidential or classified (e.g. protected by the Off... ...Secrets Act)?	NO
26	Other considerations that mean that this research should be treated as 'high risk'?	NO

Once you have provided answers to **all** the questions, click save and close. Your risk level will then be calculated.

Save and Close

Ethical Risk Level

Medium

3

Complete the relevant fields. Note that some fields are mandatory while others may be necessary depending on the nature of your research.

| Co-investigators |
| G1: General Aims and Research Design (Mandatory) |
| G2: Research Activities (Mandatory) |
| M1: People and/or Personal Data |
| M2: DBS Clearances Required |
| M3: Secondary Data |
| M4: Commercial Data |
| M5: Environmental Data |
| G3: Research Data Management Plan (Mandatory) |
| G4: Research Project Timescale (Mandatory) |
| G5: Additional Information |
| G6: File Attachments |
| G7: Health and Safety (Mandatory) |
| G8: Insurance (Mandatory) |
| G9: Electronic Signature (Mandatory) |

Click on the bars to open and close each section of the form.

You can attach documents to support your application under G6: File attachments.

If you wish to complete the form at a later date you can click 'Save Draft'.

G9: Electronic Signature (Mandatory)

✓ I confirm I have assessed the ethical risk level of my work correctly and answered the above sections as fully and accurately as possible.

Full Name

Date   07 March 2017 13:12:06

✓ I confirm my supervisor has reviewed the contents of this document

Save Draft

Save and Submit

Create PDF   (note: PDF creation is not possible on iPad and some mobile devices)
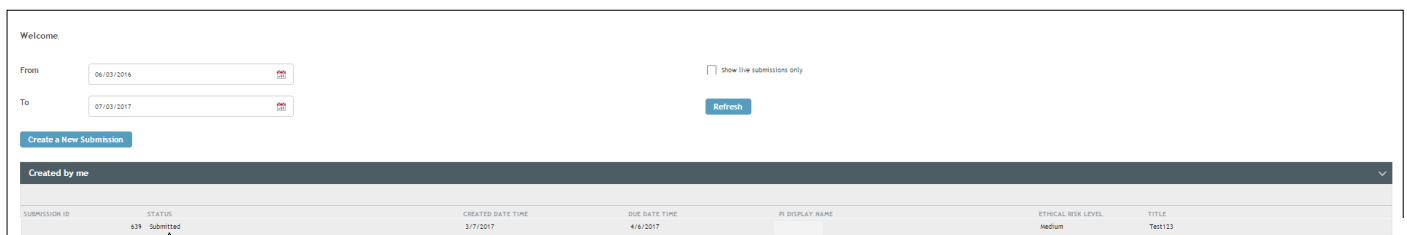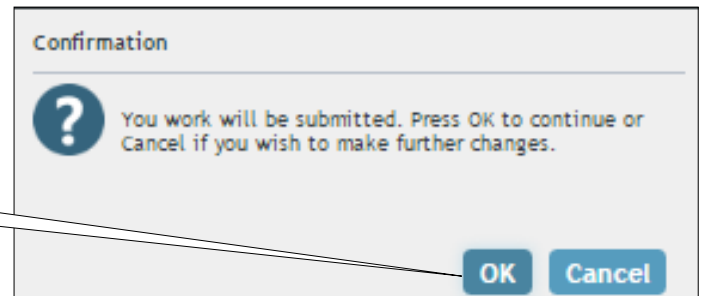
Once the form is complete click 'Save and Submit'.

You should have discussed the project with your supervisor. You can click 'Create a PDF' to email to your supervisor before submitting.

Validation Warnings

⚠ The following validation warnings must be corrected in order to submit the form:

- (G9: Electronic Signature) Confirmation of Supervisor review - a value is required

OK

If you have forgotten to fill in any mandatory fields, a dialog box will appear pointing you to the sections you still have to complete. You can then go back and add this information before submitting again.

Confirmation

? You work will be submitted. Press OK to continue or Cancel if you wish to make further changes.

OK **Cancel**

When this dialog box appears click 'OK'.

Welcome

From 06/03/2016

To 07/03/2017

☐ Show live submissions only

Refresh

Create a New Submission

Created by me

SUBMISSION ID	STATUS	CREATED DATE TIME	DUE DATE TIME	PI DISPLAY NAME	ETHICAL RISK LEVEL	TITLE
639	Submitted	3/7/2017	4/6/2017		Medium	Test123

Once you have saved an application it will appear under 'Created by me' on your dashboard.

Research Ethics: Submission Received - Message (HTML)

File   Message   ♀ Tell me what you want to do...

Tue 07/03/2017 13:17
system@k2.local
Research Ethics: Submission Received

To

Dear

Many thanks for your ethics application. It has been allocated submission reference: 639

Please refer to this reference number on any subsequent correspondence in relation to this submission. I will coordinate the review of your submission, requesting reviewer feedback where applicable, and get back to you as soon as possible. If you have not received a response within 20 working days from the date of this email please contact me.

test.student93 (test.student93@northumbria.ac.uk)

Use this link to review the submission: View Submission

Research Ethics Home: Research Ethics Home

You will receive an automated email telling you the coordinator has been notified of your submission.
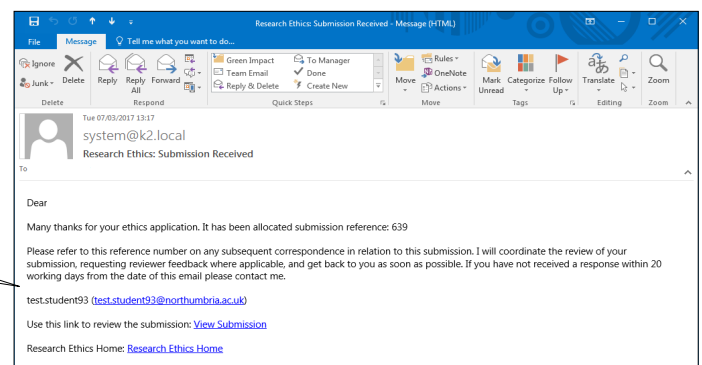
The agreed expectation is that a __standard__ ethics review should take no more than 20 calendar days from it being submitted online to Ethics Online system by a PI and passed to the Coordinator.

Revising an application

Occasionally ethics reviewers will ask that you make changes to your form. You'll be notified by an email like this.

Click 'Click to open worklist item' to view the reviewers comments.
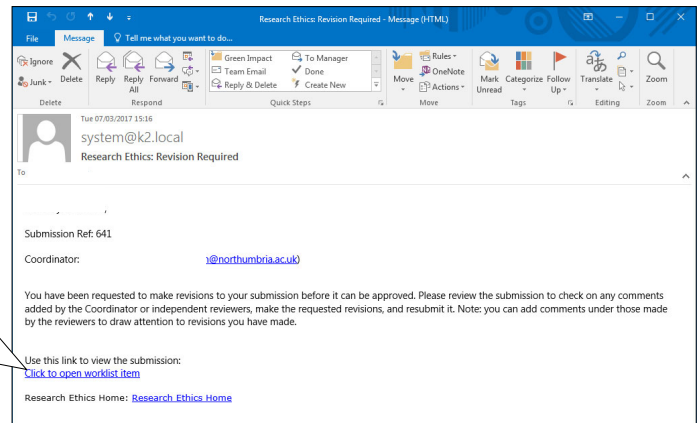
You'll now see two panes. Your application is on the left and reviewer comments on the right. There are also instructions in the yellow box at the top.

Scroll through the reviewer pane on the right to find where you have been asked to make changes.

Make the change in the corresponding section on the left and click 'Save and Submit' at the bottom of the page.

Another dialog box will appear - click 'OK'.

Getting approval

Once your reviewer(s) is satisfied with your ethics application they will approve it on the online system. You will then get an email notifying you that is has been approved.
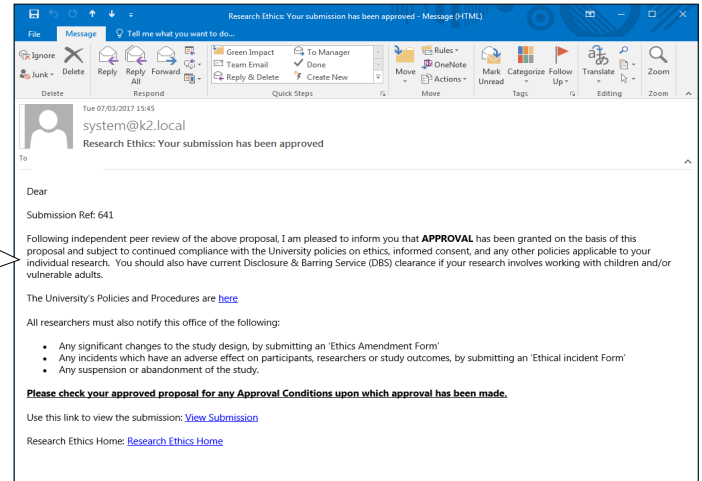
For System Support:

If you are an Undergraduate or Postgraduate taught student, please contact your Module Tutor or Supervisor

Amending an approved application

As your research progresses, you may need to amend your already approved application to ensure that all ethics considerations and processes are accurately reflected.

Once a submission is approved in the system, a 'Submission Amendments' list becomes available. You can access this list by clicking on your approved submission on the dashboard

To submit an amendment, click on the 'create new amendment' button

The amendment form will open as shown below. The coordinator will automatically default from the original application; this can be changed if necessary.

Work through the form, adding information into the mandatory text boxes. Once you've finished inputting text, press the 'save' button.

Amendment Details

Submission ID:	493	**View Submission**	Amendment ID:	103

Created Date Time: 24 July 2018 10:55:14

Coordinator: * test.student95

Status: Draft

Description of Amendment: *
Boy desirous families prepared gay reserved add ecstatic say. Replied joy a tedious visitor. Use fine bed none call busy dull when. Quiet ought match on.

Reason for Amendment: *
Boy desirous families prepared gay reserved add ecstatic say. Replied joy a tedious visitor. Use fine bed none call busy dull when. Quiet ought match on.

Anticipated Ethical Implications: *
Boy desirous families prepared gay reserved add ecstatic say. Replied joy age visitor nothing tedious visitor. Use fine bed none call busy dull when. Quiet ought match my right by t...

Save **Delete Draft** **Submit to Coordinator** **Go To File Attachments**

> Once you press 'save' a number of options become available:
> 'Delete Draft' - will remove the amendment
> 'Go to File Attachments' - you can add attachments in support of the amendment (for example a revised questionnaire, information sheet or consent form).
> 'Submit to Coordinator' - pressing this button will send the completed amendment to the coordinator for review and (hopefully) approval

Enter message…

Action: Send message to Coordinator

Please include a message (Optional) :

Please note - your message will be stored in the conversation history of this amendment item.

Submit **Cancel & Close**

> When you press the 'Submit to Coordinator' button you will have the option to input an accompanying message to the coordinator before pressing the 'Submit' button.

My Documents

Amendments

C Refresh

SUBMISSION ID	CREATED DATE TIME	CREATED BY	STATUS	DES	UPDATED DATE TIME	COORDINATOR
493	24/07/2018 10:55	Kevin Simpson	Submitted to Coordinator	Boy desirous families pr...	24/07/2018	test.student...

> A submitted amendment will appear pink while it is waiting for the coordinator to review/approve it

Show Additional Data

Submission

Research Ethics: Amendment Submitted

EthicsOnline@Northumbria
Today, 11:02
test.student95 ⊻

🖐 Reply all | ⌄

📎 | Action Items

Dear test.student95,

An amendment request has been raised by Kevin Simpson in respect of Research Ethics submission 493.

Please use the following link to open the amendment item and respond:
Click to open worklist item

Research Ethics Home: Research Ethics Home

Please do not reply to this email. This is an unmonitored mailbox. If you are a student, queries should be discussed with your Module Tutor/Supervisor. If you are a member of staff please consult your Department Ethics Lead.

> The named coordinator will receive an email alert (similar to this one). Click the link to access the system.

Welcome, test.student95

From 23/07/2017   To 24/07/2018

Create a New Submission   Please note - this is the Development version of the
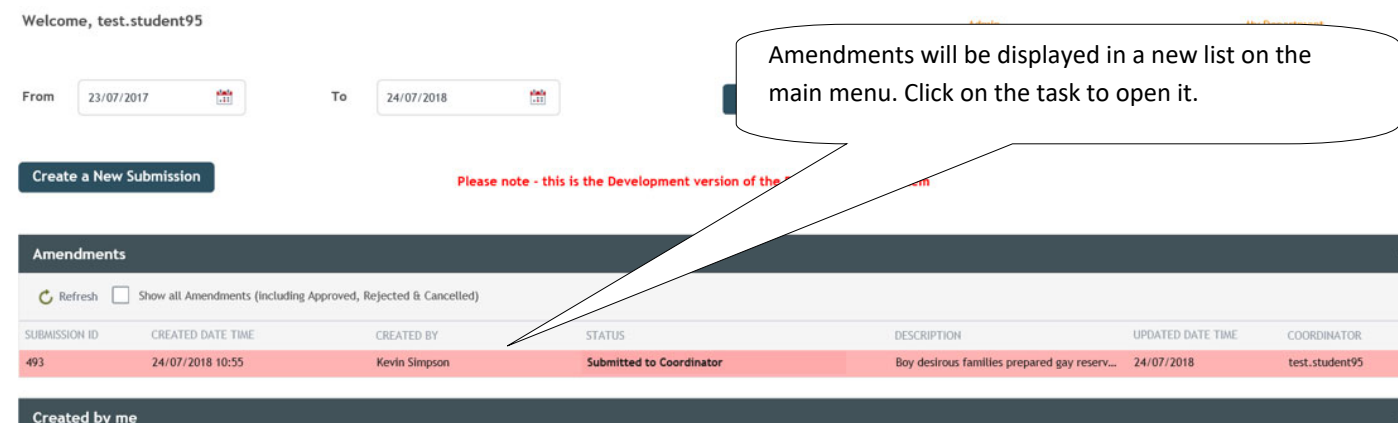
> Amendments will be displayed in a new list on the main menu. Click on the task to open it.

Amendments

⟳ Refresh   ☐ Show all Amendments (including Approved, Rejected & Cancelled)
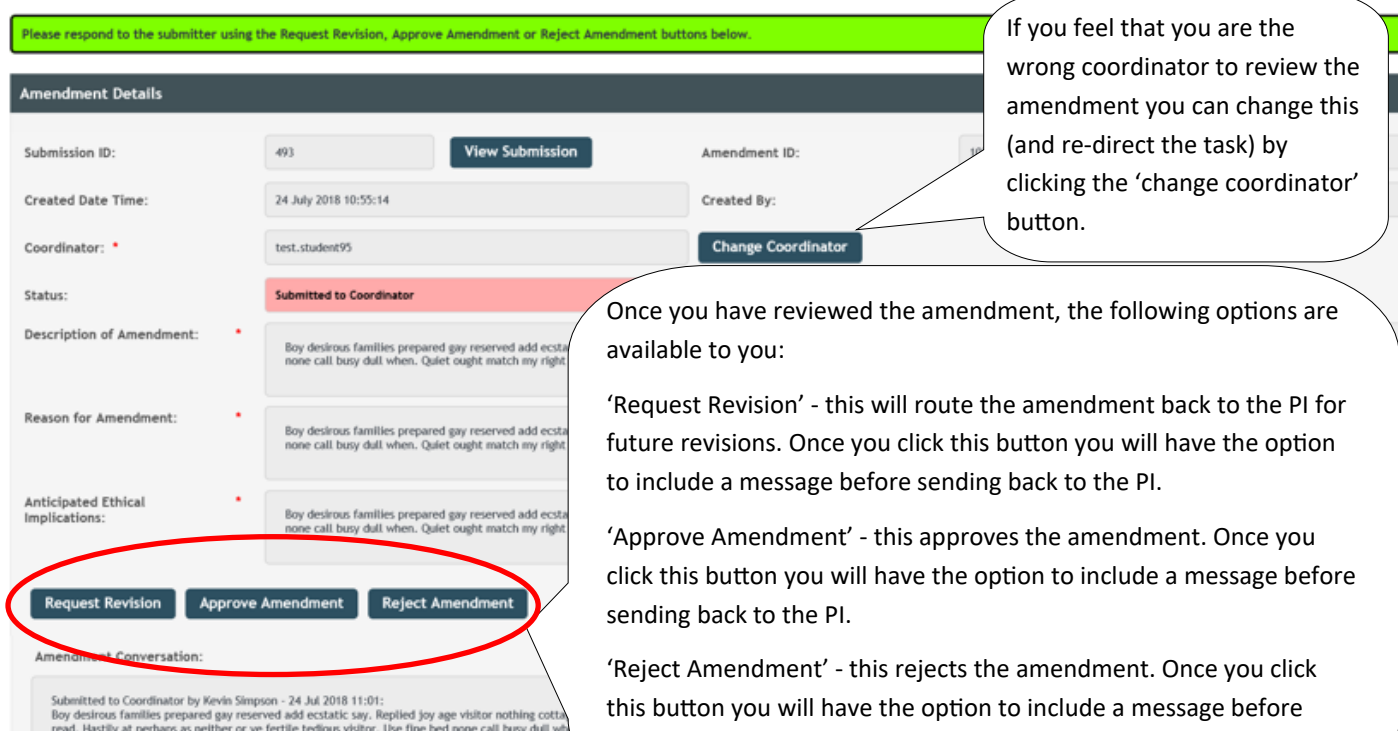
SUBMISSION ID	CREATED DATE TIME	CREATED BY	STATUS	DESCRIPTION	UPDATED DATE TIME	COORDINATOR
493	24/07/2018 10:55	Kevin Simpson	Submitted to Coordinator	Boy desirous families prepared gay reserv...	24/07/2018	test.student95

Created by me

Please respond to the submitter using the Request Revision, Approve Amendment or Reject Amendment buttons below.

Amendment Details

Submission ID:	493 **View Submission**	Amendment ID:	1
Created Date Time:	24 July 2018 10:55:14	Created By:	
Coordinator: *	test.student95		**Change Coordinator**
Status:	Submitted to Coordinator		

Description of Amendment: *   Boy desirous families prepared gay reserved add ecsta none call busy dull when. Quiet ought match my right

Reason for Amendment: *   Boy desirous families prepared gay reserved add ecsta none call busy dull when. Quiet ought match my right

Anticipated Ethical Implications: *   Boy desirous families prepared gay reserved add ecsta none call busy dull when. Quiet ought match my right

Request Revision   **Approve Amendment**   **Reject Amendment**

Amendment Conversation:

Submitted to Coordinator by Kevin Simpson - 24 Jul 2018 11:01:
Boy desirous families prepared gay reserved add ecstatic say. Replied joy age visitor nothing cotta read. Hastily at perhaps as neither or ye fertile tedious visitor. Use fine bed none call busy dull wh

> If you feel that you are the wrong coordinator to review the amendment you can change this (and re-direct the task) by clicking the 'change coordinator' button.

> Once you have reviewed the amendment, the following options are available to you:
>
> 'Request Revision' - this will route the amendment back to the PI for future revisions. Once you click this button you will have the option to include a message before sending back to the PI.
>
> 'Approve Amendment' - this approves the amendment. Once you click this button you will have the option to include a message before sending back to the PI.
>
> 'Reject Amendment' - this rejects the amendment. Once you click this button you will have the option to include a message before sending back to the PI.

10

Amendment Details

Submission ID:	493	**View Submission**	Amendment ID:	103
Created Date Time:	24 July 2018 10:55:14		Created By:	Kevin Simpson
Coordinator: *	test.student95	**Change Coordinator**		
Status:	Revision Requested			

Description of Amendment: *
Boy desirous families prepared gay reserved neither or ye fertile tedious visitor. Use fine affronting. Twenty mother denied effect we

> After the coordinator has requested a revision from the PI they can view the amendment as read-only and can send a message to the PI if they wish (e.g. to add a comment or wish to add more clarity)

Reason for Amendment: *
Boy desirous families prepared gay reserved add ecstatic say. ... cottage. Mrs door paid led loud sure easy read. Hastily at perhaps as neither or ye fertile tedious visitor. Use fine bed none ... ught match my right by table means. Principles up do in me favourable affronting. Twenty mother denied effect we to d...

Anticipated Ethical Implications: *
Boy desirous families pr... ...erved add ecstatic say. Replied joy age visitor nothing cottage. Mrs door paid led loud sure easy read. Hastily at perhaps as neither or ye fert... ...sitor. Use fine bed none call busy dull when. Quiet ought match my right by table means. Principles up do in me favourable affronting. ... mother denied effect we to do on.

Send Message to PI   **Go To File Attachments**

Research Ethics: Amendment Revision Requested - Message (HTML)

File   Message   Developer   Tell me what you want to do...

Delete | Reply Reply Forward | NUPRS To Manager | Move | Mark Unread Categorize Follow Up | Translate
All | Team Email Done
| Reply & Delete Create New

Delete   Respond   Quick Steps   Move   Tags   Editing

EthicsOnline@Northumbria   ■ Kevin Simpson

Research Ethics: Amendment Revision Requested

> When the PI is asked to make a revision to the amendment they will receive an email like this:

Dear Kevin Simpson,

You have been requested by your coordinator (test.student95) to make revisions to your amendment request in re... Research Ethics submission 493.

Please use the following link to open the amendment item:
Click to open worklist item

Submission ID:	493	**View Submission**
Created Date Time:	24 July 2018 10:55:14	
Coordinator: *	test.student95	
Status:	Revision Requested	

> When the PI accesses the revision task they are able to amend the text fields and have options to:
>
> 'Submit to Coordinator' - submit further changes to the coordinator.
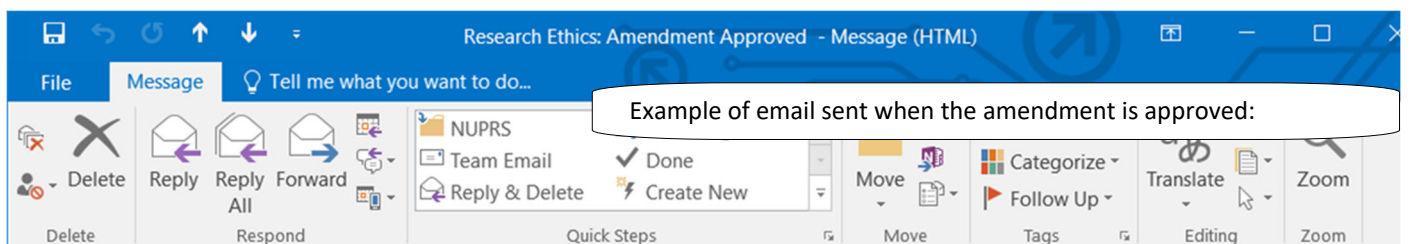>
> 'Withdraw Amendment' - the PI may decide to withdraw the amendment request. This does not delete the amendment history from the system, it simply marks it as 'Withdrawn'

Description of Amendment: *
Boy desirous families prepared gay reserved add ecstatic say. Replied joy age visitor not... Quiet ought match my right by table means. Principles up do in me favourable affronti...

Reason for Amendment: *
Boy desirous families prepared gay reserved add ecstatic say. Replied joy a... Quiet ought match my right by table means. Principles up do in me favou...

Anticipated Ethical Implications: *
Boy desirous families prepared gay reserved add ecstatic sa... ...age visitor noth... Quiet ought match my right by table means. Principles u... ...favourable affronting. ...

Save   **Submit to Coordinator**   **Withdraw Amendment**   **Go To File Attachments**

My Documents

Submission Amendments

Refresh

> A submission may build up multiple amendments over time. A new amendment can only be created after the previous amendment has been either approved, rejected or withdrawn.

SUBMISSION ID	CREATED DATE TIME	CREATED BY	STATUS	DESCRIPTION	UPDATED DATE TIME	COORDINATOR
496	12/07/2018 03:36	Kevin Simpson	Amendment Withdrawn	fff	12/07/2018	test.student...
496	12/07/2018 04:06	Kevin Simpson	Amendment Rejected	ssss	12/07/2018	test.student...
496	12/07/2018 04:13	Kevin Simpson	Amendment Withdrawn	ddsds	12/07/2018	test.student...
496	12/07/2018 04:37	Kevin Simpson	Amendment Rejected	sasa	12/07/2018	test.student...
496	12/07/2018 04:38	Kevin Simpson	Amendment Rejected	dsdsd	12/07/2018	test.student...
496	12/07/2018 04:45	Kevin Simpson	Amendment Rejected	fdfdf	12/07/2018	test.student...
496	12/07/2018 04:49	Kevin Simpson	Amendment Withdrawn	fffff	12/07/2018	test.student...
496	12/07/2018 05:12	Kevin Simpson	Amendment Approved	ffffsssssss	13/07/2018	test.student...
496	16/07/2018 05:26	Kevin Simpson	Amendment Withdrawn	aaaa	23/07/2018	test.student...
496	23/07/2018 10:56	Kevin Simpson	Amendment Rejected	FFVDVDDDFV DFV DFV D...	23/07/2018	test.student...
496	24/07/2018 11:20	Kevin Simpson	Submitted to Coordinator	Dummy text dummy tex...	24/07/2018	test.student...

Submission

Research Ethics: Amendment Approved - Message (HTML)

File   Message   Tell me what you want to do...

Delete   Reply   Reply All   Forward   NUPRS   Team Email   Reply & Delete   Done   Create New   Move   Categorize   Follow Up   Translate   Zoom

Delete   Respond   Quick Steps   Move   Tags   Editing   Zoom

> Example of email sent when the amendment is approved:

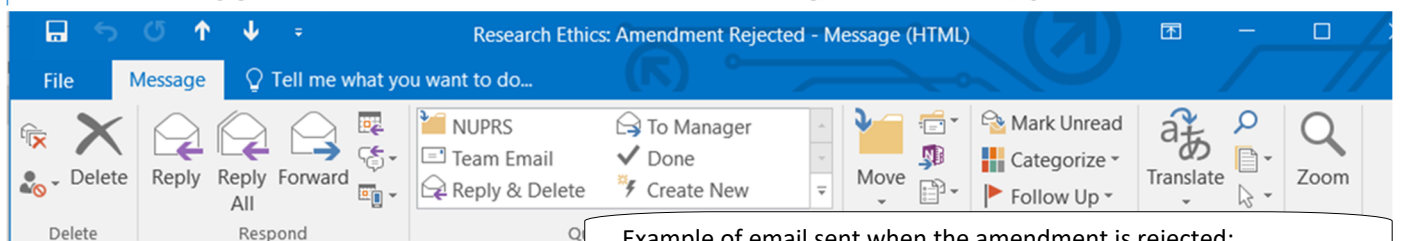EthicsOnline@Northumbria   ■ Kevin Simpson   Thu 19/

Research Ethics: Amendment Approved

Dear Kevin Simpson

This email is to notify you that your coordinator (Nick Neave) has approved your amendment request in respect of Research Ethics submission 492.

Research Ethics Home: Research Ethics Home

Please do not reply to this email. This is an unmonitored mailbox. If you are a student, queries should be discussed

Research Ethics: Amendment Rejected - Message (HTML)

File   Message   Tell me what you want to do...

Delete   Reply   Reply All   Forward   NUPRS   Team Email   Reply & Delete   To Manager   Done   Create New   Move   Mark Unread   Categorize   Follow Up   Translate   Zoom

Delete   Respond   Q

> Example of email sent when the amendment is rejected:

EthicsOnline@Northumbria   ■ Kevin Simpson   Fri 20

Research Ethics: Amendment Rejected

Dear Kevin Simpson

This email is to notify you that your coordinator (test.student95) has rejected your amendment request in respect of Research Ethics submission 491.

Research Ethics Home: Research Ethics Home

Logging externally approved applications

If you have received ethical approval from outside the University (for example through a collaborative project with another institution) this needs to be logged on Ethics Online.

The application form now includes an 'Externally Approved' checkbox. When this box is checked the form is compressed into two sections:
G6 (File Attachments) - for you to upload all documentation pertaining to the externally approved project, including the confirmation of ethical approval.

G9 (Electronic Signature)

Once the PI presses the 'Submit' button, the application follows the standard process (it is routed to the staff/PGR DEL/coordinator).

NOTE: the Ethical Risk Level is set to 'EXTERN'.

The DEL/Coordinator receives an email regarding the amendment and once they follow the link and open the amendment they are required to issue a response using the section on the right hand side. **NOTE:** only General Comments can be added for this type of submission.

Logging ethical incidents

If an incident occurs during the course of your research then you will need to log this on Ethics Online

When an application is submitted, a 'Log of any Ethical Incidents' section is added to the right hand side of the application (above the reviewers comments). Any participant in the application process (the PI, the Coordinator, the Reviewer, the Supervisor, an Admin User) can log an incident in respect of the submission at any point in the process.

Review Comments, Conditions and Outcomes

Log of any Ethical Incidents

Log New Incident

INCIDE...	CREATED DATE TIME	CREATOR NAME	COMPLAINANT DETAILS
27	13 July 2018 10:10:20	Kevin Simpson	AAAAAAAAAAAAAAAA
28	13 July 2018 11:42:12	Kevin Simpson	eerere

Title and Objectives (see G1)

➕ Add   💾 Save

Reviewer A: ⌄   Reviewer B: ⌄

e.g. Are the research question and/or study aims clear?

COMMENT BY	DATE	ROLE	COMMENT
No items to display.			

Proposed Methodology and Analysis (see G2)

➕ Add   💾 Save

Reviewer A: ⌄   Reviewer B: ⌄

e.g. Is the design appropriate to the research question?
Are the methods of data analysis appropriate to the research question?

COMMENT BY	DATE	ROLE	COMMENT
No items to display.			

Sample and Recruitment (see M1)

Incident Logged By:	Kevin Simpson
	kevin.simpson@northumbria.ac.uk
Logged Date:	24 July 2018 14:27:00
PI Name:	Kevin Simpson
Date Incident Was Reported: *	Select a date
Complainant Details: *	Type a value
Details Of Incident: *	Type a value

Save Incident Details

When a user presses the 'Log new Incident' button they will be presented with a new form. The user will complete the fields marked with a red asterisk (*) and then press 'Save Incident Details'.

Incident Activity History:

Save Incident Details

Immediate Action Taken:

Type a value

Follow On Action Taken:

Type a value

Faculty Exec Informed: ☐

Chair of FREC Name:

Select Chair of FREC

Chair of FREC Comments:

Type a value

Chair of FREC Sign-off obtained (tick to confirm): ☐   Chair of FREC Sign-off Date: Select a date

PI Sign-off obtained (tick to confirm): ☐   PI Sign-off Date: Select a date

Go To File Attachments   File Attachments:

Once saved, the form expands and the user can then enter additional data and attachments pertaining to the incident.

NOTE: ethical incidents cannot be deleted once saved.

To share this incident with additional participants please use the section below. Additional participants will receive a link to the incident and have permission to modify any of the incident details.

To:

test.student94@northumbria.ac.uk

Add Recipient   **Clear Recipients**

Message:

Hi

Please can you take a look at this incident and update the details if possible.

Thanks

Kevin

Send Email

Incident Activity History:

Created by Kevin Simpson - 24 Jul 2018 14:28

'Details of Incident' changed to 'Info not provided to participant' by Kevin Simpson - 24 Jul 20...

'Complainant Details' changed to 'J Bloggs' by Kevin Simpson - 24 Jul 2018 14:28

'Date Reported' changed to '2018-07-22' by Kevin Simpson - 24 Jul 2018 14:28

Any participant can then access and 'share' the incident with another user by sending them an email within the form. The added participant will follow a link to the incident and be able to amend any of the incident data.

NOTE: all changes to the fields in the Ethical Incident are recorded in the Incident Activity History section at the bottom of the form