

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.

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Submitting an application

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

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

Welcome,		
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	ion coordinator field is	
mandatory for Undergradu	late and Postgraduate	
laught students. If you are	unsure who your	
submission coordinator is,	reter to your Module Tutor.	
If your submission is receiv	ed 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 Asnew	
Faculty	Select an Item	~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~
Department Submitting As	Select an Item	
Externally Approved	Select an item Note: ONLY tick this box if your project has alread	y received full ethical approval from an external organisation
V Module Level Approval	Tick this box if staff and this submission refers to an entire m	nodule,
Module Code	Type a value	Help
Module Tutor		Find Help Clear
	Dept: Email:	
Research Supervisor		Find Help Clear
	Dept: Email:	
Named Submission Coordinator (PGT/UGT only)		Find Help Clear
	If you are an undergraduate or postgraduate taught stu	udent 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'. Yo	ur submission will now be	
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		X
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Submission Created		You'll find your submission reference number here.
The Submission Reference is: 639 You can now complete the remaining section	ns of the form and submit it for remaining	When this dialog box appears click 'OK'
(Note: Coordination is not applicable to Not	thumbria Staff member low risk submissions.)	
Please wait while full ethics form loads		
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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 I	Risk Level	Click here to answer the ethical r	isk questions
Ethical Cons	iderations		
Please c	lick on each question to provide your response:		Close
Deer ye	IF project involve		
Does you	ar project involve		
ID	QUESTION	Click on each question and provide a yes	/no
1	Gathering data or information from human participants (e.g. via questionnaire / interview/survey/experimer	nt/social media/VR)? response as appropriate NOTF : the answ	vers vou
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 memb	ership)? provide may open up a new set of questi	ions to
4	The collection or use of information which is 'commercially sensitive'?	answer.	
5	Financial inducements other than expenses and compensation for time?	leasting and not your neural place of well?	
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?		
	s	ave and Close	
Question 1:	Does your project involve		
	Gathering data or information from human p	articipants (e.g. via que connaire / interview/survey/experiment/ social media/ VR)?	
	Current Answer:		
ID	QUESTION		ANSWER
1	Gathering data or information from human participants (e.g. via questionnaire / interview/survey/experime	ent/ 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 mem	bership)?	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 remain	s?	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	e; abuse or exploitation; trauma; pornography; bullying?	NO
11	Potentially vulnerable people or groups, for example children and young people (under 18s), or those who may	night 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); procedure	es involving physical distress (e.g. prolonged or repetitive testing, ionising radiation); emotional distress (e.g. stress or	NO
13	Once you have provided answers to all the		NO
14	questions click save and close. Your risk level		NO
15		d political sensitivities? (In these instances it will be necessary to act in accordance with the legal and ethics review	NO
16	will then be calculated.	ation concerning identifiable individuals?	NO
17	Individuals or groups where permission of a gatekeeper is normal	o participants (e.g. NGOs, community leaders)?	NO
18	Recruitment or collection of data from patients, staff or volunteers v	, 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		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 is hat ille	egal 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	redia) 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) ona	il), and or, EU Security funding call?	NO
25	The collection of data/information that might be confidential or classified (e.g. protected by the Of	crets Act)?	NO
26	Other considerations that mean that this research should be treated as 'high risk'?		NO
	3		

Ethical Risk Level

Medium

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

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(note: PDF creation is not possible on iPad and some mobile devices)	
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The agreed expectation is that a <u>standard</u> 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.

Delete Reply Reply Forward Reply & Constant Internal Reply & Reply Reply Forward Reply & Constant Internal Reply & Delete G To Manager ✓ Done ⅔ Create New 🔒 📕 🔁 Rules + az Delete Respond Tue 07/03/2017 15:16 system@k2.local Research Ethics: Revision Required Submission Ref: 641 Coordinator: 1@northumbria.ac.uk) You have been requested to make revisions to your submission before it can be approved. Please review the submission to check on any comments added by the Coordinator or independent reviewers, make the requested revisions, and resubmit it. Note: you can add comments under those made by the reviewers to draw attention to revisions you have made. Use this link to view the submission: Research Ethics Home: Research Ethics Home

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.

My Documents		Review Comments, Conditions and Outcomes
You have been requested to make r Please review the submission to che Note: you can add comments under What do i need to do?	evisions to your submission before it can be approved. eck on any comments added by the Coordinator or independent reviewers, make the requested revisions, and resubm those made by the reviewers to draw attention to revisions you have made.	General Comments (see Help)
Submission		COMMENT BY DATE ROLE COMMENT No Items to display.
Submission Ref	641	Title and Objectives (see G1)
Status	Waiting for Revision	🕂 Add 🗮 Save
Submission Coordinator	i@northumbria.ac.uk)	Reviewer A:
Name	م <u>ه</u>	e.g. Are the research question and/or study aims clear?
Email	northumbria.ac.uk	COMMENT BY DATE ROLE COMMENT
Faculty	ABCD ~	Proposed Methodology and Analysis (see G2)
Department	DCBA ~	🕂 Add 🖶 Save
Submitting As	Staff 🗸	Reviewer B:
Module Approval	Tick this box if staff and this submission refers to an entire module.	e.g. is the design appropriate to the research question? Are the methods of data analysis appropriate to the research question?
Module Code	Type a value Help	OMMENT BY DATE ROLE COMMENT
Module Tutor (or Submission	Find Help Clear	√d Recruitment (see M1) ✓
Coordinatory	Title:	
		Scroll through the reviewer pane on the right to find
		where you have been asked to make changes.

G9: Electronic Signat	sure (Mandatory)	+ Add 🛗 Save
✓ I confirm I have asse	used the ethical risk level of my work correctly and answered the above sections as fully and accurately as possible.	Reviewer A: V Reviewer B: V
Full Name		e.g. Are the research question and/or study aims clear?
Date	07 March 2017 15:00:33	COMMENT BY DATE ROLE COMMENT No items to display.
✓ I confirm my supervi	isor has reviewed the contents of this document Save Draft Save and Submit	Proposed Methodology and Analysis (see G2)
Create PDF (note: I	PDF creation is not possible on IPad and some mobile devices)	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.

File Message		Research Eurics: Your submission hi	a been approved including (in			
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Resear	ch Ethics: Your subn	nission has been approved				
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Dear						
Submission Ref: 641						
Following independe	ent peer review of the	e above proposal, I am pleased to i	nform you that APPROVAL	has been granted on th	ne basis of this	
proposal and subject individual research	t to continued compl You should also have	liance with the University policies o e current Disclosure & Barring Serv	n ethics, informed consent, ice (DBS) clearance if your r	and any other policies a esearch involves working	applicable to you a with children a	ur and/or
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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

My Documents			Review Comments, Condi
ubmission Amendments Greate New Amendment		To submit an amendmen	t, click on the 'create new
SUBMISSION CREATED DATE TIME C	REATED BY STATUS DESCRIPT	amendment' button	
Submittee	No items to display.		
Submission Ref Status Submission Coordinator Name Email Faculty Department Submitting As Externally Approved The amendment for coordinator will au application; this can Amendment Details Submission ID: Created Date Time: Coordinator: Status: Description of Amendment:	492 Approved Excits Simpson@northumbria.ac.uk Health and Life Sciences Psychology Staff Tick this box (only) if your project has already rece Zoom on box control to project has already rece Zoom on box control to project has already rece The this box (only) if your project has already rece Zoom on box control to project has already rece The this box (only) if your project has already rece The the this box (only) if your project has already rece The this box (only) if your project has already rece The this box (only) if your project has already rece The this box (only) if your project has already rece The this box (only) if your project has already rece The this box (only) if your project has already rece The this box (only)	eived ethical approval he ginal Amendment ID: Created By: Change Coordinator Work through mandatory of text, press to	Proposed Methodology and P Image: Severe A: e.g. Is the design appropriate to the ret Are the methods of data analysis appropriate to the ret Are the methods of data analysis appropriate to the ret Are the methods of data analysis appropriate to the ret Are the methods of data analysis appropriate to the ret Are the methods of data analysis appropriate to the ret Are the methods of data analysis appropriate to the ret Are the methods of data analysis appropriate to the ret Are the methods of data analysis appropriate to the ret Are the methods of data analysis appropriate to the ret Are the sampling approach appropriate to the ret Are the sampling approach appropriate to the ret Are the data analysis to the sample and Recruitment Clearly eq. Is the sampling approach appropriate to the approach appropriate to the the top of the DBS is the data and the approach appropriate to the the the the form, adding information into the text boxes. Once you've finished inputting the 'save' button.
Reason for Amendment:	Type a volue		
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My Documents

Amendm	ents			A submitted amendment will appear pink while it	
🖒 Refres	h			waiting for the coordinat	or to review/approve it
SUBMISSION ID	CREATED DATE TIME	CREATED BY	STATUS	DESC OPDATE	D DATE COORDINATOR
493	24/07/2018 10:55	Kevin Simpson	Submitted to Coordinator	Boy desirous families pr 24/07/2	018 test.student

Submission

Research Ethio	cs: Amendment Subr	mitted	
EthicsOn	line@Northumbria		
Today, 11:02	25 X	The named coordinator will receive an email a	lert
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Dear test.student9	5,		
An amendment req	uest has been raised	vin Simpson in respect of Research Ethics submission 493.	
Please use the folic Click to open work	owing link to open the amen-	ndment item and respond:	
Research Ethics Hor	ne: <u>Research Ethics Home</u>		
your Department	Ethics Lead.		
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Amendment Details						
Submission ID:	493 View	v 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 g neither or ye fertile tedious visit affronting. Twenty mother denie	ay reserved or. Use fine view	the coordinator has required the amendment as read-	uested a revisio only and can so	on from the PI th end a message t	ney can o the
Reason for • Amendment:	Boy desirous families prepared g neither or ye fertile tedious visit affronting. Twenty mother denie	ay reserved add ecstatics or. Use fine bed none	aght match my	ge. Mrs door paid led lo right by table means. Pr	ud sure easy read. Hastily rinciples up do in me favo	at perhaps as urable
Anticipated Ethical Implications: Send Message to PI	Boy desirous families per neither or ye fertil affronting > mother denie	or. Use fine bed none call d effect we to do on.	ay. Replied joy age visitor nothing cotta busy dull when. Quiet ought match my Go To File Atta	ige. Mrs door paid led lo right by table means. Pr ichments	ud sure easy read. Hastily rinciples up do in me favo	r at perhaps as urable
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Delete Re	ply Reply Forward All	NUPRS Team Email	G To Manager - ✓ Done - e [™] Create New =	Move	Mark Unread Categorize * Follow Up *	Translate
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Ethic Rese	sOnline@Northumbria earch Ethics: Amendm	Kevin Simp	when the to the a email like	ne PI is asked to mendment the ce this:	o make a revisio y will receive an	n

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: <u>Click to open worklist item</u>

0:55:14	they are able to amend the text fields and have options to:
5	and have options to:
uested	'Submit to Coordinator' - submit further
s families prepared gay reserved add ecstatic say. Replied Joy age visitor r match my right by table means. Principles up do in me favourable affron	'Withdraw Amendment' - the PI may
s families prepared gay reserved add ecstatic say. Replied joy ap- match my right by table means. Principles up do in me favou	decide to withdraw the amendment request. This does not delete the amendment history from the system, it
a families prepared gay reserved add ecstatic sa age visitor of match my right by table means. Principles up favourable affront	simply marks it as 'Withdrawn'
	families prepared gay reserved add ecstatic say. Replied joy age visitor n match my right by table means. Principles up do in me favourable affront families prepared gay reserved add ecstatic say. Replied joy as match my right by table means. Principles up do in me favour families prepared gay reserved add ecstatic say families prepared gay reserved add ecstatic say match my right by table means. Principles up

Submission Amendments

			amendment	t can only be created a	fter the prev	ious amendme
🖒 Refrest	h		has been eit	ther approved, rejected	d or withdra	wn.
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	5555	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	ffffssssss	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

A submission may build up multiple amendments over time. A new

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File	Message	Q T	ell me wi	nat yo	u want to do	Example of e	mail se	nt when the	a amendment is	approved:	
ि ► ► Delete	Reply	Reply I All	Forward		 ■ NUPRS ■ Team Email ♀ Reply & Delete 	✓ Done ✓ Create New		Move	Categorize •	Translate	Zoom
Delete		Respo	ond		Quic	k Steps	Es.	Move	Tags 🖙	Editing	Zoom
	EthicsOn Research	line@I	Northun	nbria ndme	Kevin Simpson						Thu 19

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

. 5	<u>ଏ</u> 🕇	↓ =	Research Ethic	s: Amendment Reje	cted - Message (HTML)	<u>m</u> –	
File	Message	🔉 Tell me	what you want to do				
ि ► ► Delete	Reply	Reply Forward	Image: Constraint of the second s	G To Manager ✓ Done ⅔ Create New	→ Move → Follow Up →	Translate	Zoom
Delete		Respond	Q	Example of er	nail sent when the amendment is	rejected:	
	EthicsOn Research	line@Northu n Ethics: Am	umbria Kevin Simpson				Fri 20

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.

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.

My Documents		
Submission Amendments	^	The application form now includes an 'Externally Approved' checkbox. When
Submission Submission Ref Status Submission Coordinator	491 Approved Nick Neave nick.neave®northumbria.ac.uk	this box is checked the form is compressed into two sections: G6 (File Attachments) - for you to upload all documentation pertaining to
Name Email	Kevin.Simoson € ₽ kevin.simpson®northumbria.ac.uk	including the confirmation of ethical approval.
Faculty Department	Health and Life Sciences Psychology	G9 (Electronic Signature)
Submitting As Externally Appeared	PGT - Postersduate Tk get do det Tick this box (only) if your project has already received ethical approval from an external organisation Please note you will need to attach all documentation relating to your externaly approved project. This must contain confirmation of ethical approval from the external organisation.	Once the PI presses the 'Submit' button, the application follows the standard process (it is routed to the staff/PGR DEL/coordinator).
Named Submission Coordinator (PGT/UGT only)	nick.newe®northumbria.ac.uk 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.	NOTE: the Ethical Risk Level is set to 'EXTERN'.
G6: File Attachments	^	
G9: Electronic Signature (M	andatory) 🗸 🗸	
The DEL/Coordinator regarding the amend they follow the link a	r receives an email Iment and once and open the	Review Comments, Conditions and Outcomes Log of any Ethical Incidents

amendment they are required to issue a Coordination response using the section on the right Help hand side. NOTE: only General Comments can be added for this type of submission. mbria.ac.uk Name Kevin Simpson 0 Approve kevin.simpson@northumbria.ac.uk Email Reject Revise Faculty Health and Life Sciences General Com eturn To Applicant (incorrect coordinator) Department Psychology Help Submitting As PGT - Postgraduate Taught student Tick this box (only) if your project has already received ethical approval from an external organisation Externally Approved Please note you will need to attach all documentation relating to your externaly approved project. This must contain confirmation of ethical approval from the external organisation. COMMENT BY DATE ROLE COMMENT

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.

Log of	rany Ethic		nts				
Log N	lew Incider	nt					
INCIDE	CREATED DA	TE TIME	CREA	TOR NAME		COMPLAINANT DETAILS	
27	13 July 2018	3 10:10:20	Kevir	n Simpson		АААААААААААААА	
28	13 July 2018	3 11:42:12	Kevir	n Simpson		eerere	
Title a	and Objec	tives (see	G1)				
🕂 Add	💾 Save						
Review	ver A:			F	Reviewer B:		
e.g. Are	the research o	question and	/or study	ı aims clear?			
COMMENT	Г ВҮ	DATE		ROLE	COMME	NT	
	_		N	lo items to d	isplay.		
Propo	sed Metho	odology a	nd Ana	lysis (see	G2)		
🕂 Add	💾 Save						
Review	ver A:			F	Reviewer B:		
e.g. Is th Are the r	e design appr nethods of da	opriate to th ta analysis a	ne researd ppropria	ch question? te to the rese	earch question	1?	
COMMENT	Т ВҮ	DATE		ROLE	COMME	NT	
			N	lo items to d	isplay.		

Incident Logged By:	Kevin Simpson		h
Logged Date:	24 July 2018 14:27:00	Ē	When a user presses the 'Log new Incident' button they will be presented with a new form. The user will complete
PI Name:	Kevin Simpson		the fields marked with a red asterisk (*)
Date Incident Was Reported: *	Select a date		and then press 'Save Incident Details'.
Complainant Details: *	Type a value		
Details Of Incident: *	Type a value		
	Sav	e Incident Details	
Incident Activity History:			

Review	Comments.	Conditions	and	Outcomes
	commence,	conditions	curi cu	oucconnes

	Save	e Incident Details		
Immediate Action Taken:	Type a value		÷	
Follow On Action Taken:	Type a value		\$	
Faculty Exec Informed:				
Chair of FREC Name:		Select Chair o	f 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	100 	
PI Sign-off obtained (tick to confirm):	PI Sign-off Date:	Select a date	186 	
Go To File Attachments	File Attachments:		Once saved, the fo user can then ente	rm expands and the r additional data and ining to the incident
			NOTE: ethical incid deleted once saved	lents cannot be d.

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.

Message:			
Hi			
Please can you take	a look at this incident and up	date the details if possible	
Thanks			
Kevin			

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 2000

То

'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