

Frequently Asked Questions for the new Ethics Online System

RIS, Ethics Directors and Ethics Leads have begun to compile a list of FAQs to support the new ethics online system. If you can't find the answer to your question below, please contact: ethicssupport@northumbria.ac.uk and we will respond to your query and add it to our FAQ list.

Logging In

I'm having problems logging in. What should I do?

The new ethics online system uses Single Sign on to automatically log you into the system and create an account. You may be asked for authentication using the Duo System.

If you have any issues logging into the system, please contact the IT Helpdesk

Can I log in on my mobile device?

The new ethics online system is compatible with a mobile device but there will be some format issues

Completing your Application

How do I begin my ethics application?

Once logged in you will see your **Work Area**. Click the '**Create Project**' button on the left-hand side of the screen to begin your application.

I've reached the end of a page. How do I get to the next one?

You can move through the application form by clicking 'Next' or 'Previous' at the left of the page. If you'd like to move several pages at once, click 'Navigate' which takes you to the front page, where you can click on any section quickly.

I'm not sure how to complete a question. What should I do?

Please look for the Information ('i') icon at the top of the screen or by the field you are looking at and check out the online User Guides [here](#).

If you are still unsure:

- Students should contact their Supervisor or Module Tutor for further guidance
- Staff should contact their Department Ethics Lead or Faculty Research Ethics Director; contact list can be found [here](#)

I want to log out and continue my application later, can I do that?

Yes. Click 'Save' to the left of the page, then log out. You can come back to your application by logging in at any time.

I need my Supervisor's signature however the system says they are not registered. What should I do?

If you are having trouble requesting your Supervisor's signature, this probably means they have not previously logged into the ethics system. You should contact them asking them to login then you will be able to add them into your application form.

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I'd like my Supervisor to help with my application. How do I do this?

You can share your application with your Supervisor or a 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.

I am having problems uploading documents. What should I do?

If you are seeing a message which says 'Upload Failed', try saving your form, logging out and then logging back in using a different browser (e.g. Google Chrome or Firefox). Don't worry, your progress will be saved, and you won't have to start again.

How do I edit my form?

If you are yet to submit your application but you have requested your Supervisor's signature or you have signed your form:

- You can unlock the form by clicking the 'Unlock' tile on the left-hand side of the page (tile with the padlock icon). This will break the signatures, so you will need to sign the declaration at section J and request your supervisor's signature once you have made the necessary changes.
- If your application has been submitted for review, you will not be able to make any further changes.

After Submitting my Application

My application has been reviewed and I have been asked to make some changes before it will be approved. How do I do this?

You will receive an email asking you to make changes to your application so it can be approved. To do this, log into your account and click on Notifications. Click the notification which says 'Changes to your application have been requested...etc.' A box will pop up - click the green button 'View Shared Form' which takes you into your application. You can then make the necessary changes and re-submit. Note, if you are a student you will need to request your Supervisor's signature again.

I've had my project reviewed and approved but wish to make some changes. How do I do that?

If you wish to make changes to an approved project, you will need to apply for an amendment. To do this, go to your Work Area, select the relevant project and click 'Create Sub-Form' on the left of the screen. Select 'Amendment Form' and then 'Create'. You can then make the necessary changes to the application and submit it for review. Note if you are a student, you will need to request your Supervisor's signature before you can submit).

I've submitted my application but wish to change it. What should I do?

If you have already submitted your form, you cannot amend it.

If the form is returned to you requesting revisions, you can make additional changes to the form too. However, if it is Approved, then you will need to submit an amendment form in the system