

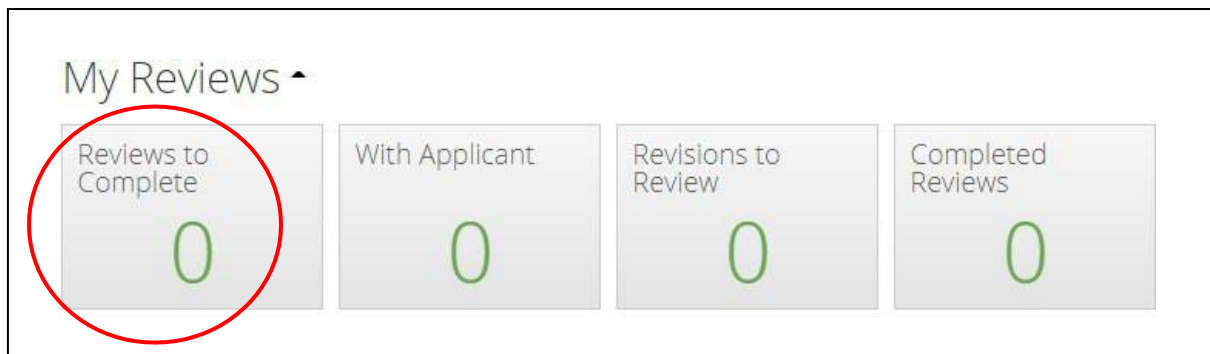
Step One: Log in and Work Area

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

The Infonetica dashboard is known as your **Work Area** which you navigate via **tiles**.

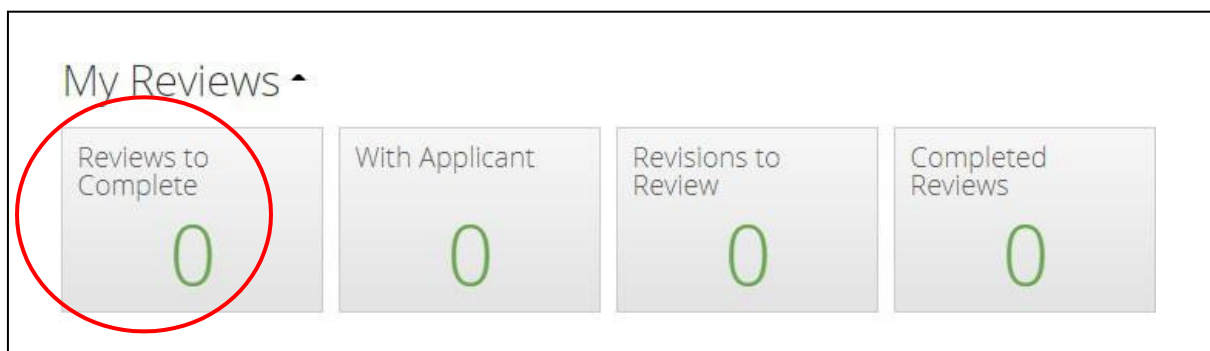
By clicking on the tiles, you access different actions or information in the system. Different users will have different numbers of tiles. Reviewers will usually have the following Tiles:

- **Notifications** (which will show you any actions you are required to undertake)
- **Reviews to Complete** (When you have an application to review)
- **With Applicant** (When you have sent an application with revisions back to an applicant)
- **Revisions to Review** (When you are required to review any revisions).
- **Completed Reviews** (An archive of your completed reviews)



Step Two: Accessing an application

Access applications that require your review by clicking on the **Under Review** tile, or via the **email notification that you have been assigned a review**.





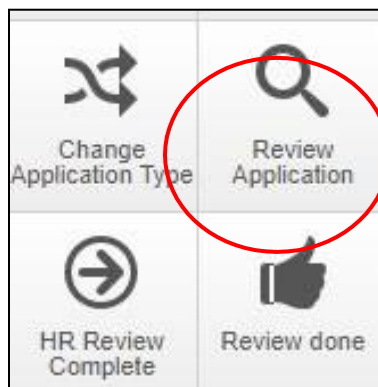
This will display the **Review** dashboard. Click on the application that you want to review by clicking anywhere on the area highlighted in yellow.

Review Reference	Project Id	Project Title	Applicant Title	Applicant First Name	Applicant Last Name	Application Type	Review Committee	User Reviewer Type
2012-0023-16	23	Niall's pretend project 16/09/22	Mr	Niall	Nesbitt	High Risk	Faculty of Arts, Design and Social Sciences	★

Step Three: Reviewing the Application

There are four key steps to review the application

- Choose review application
- Read the application (via the form functionality)
- Add comments and select change request and visible to applicant
- Choose to Approve, Reject or Request Revisions



a) Choose: Review Application

On the left of your screen on the Action panel click **Review Application**.

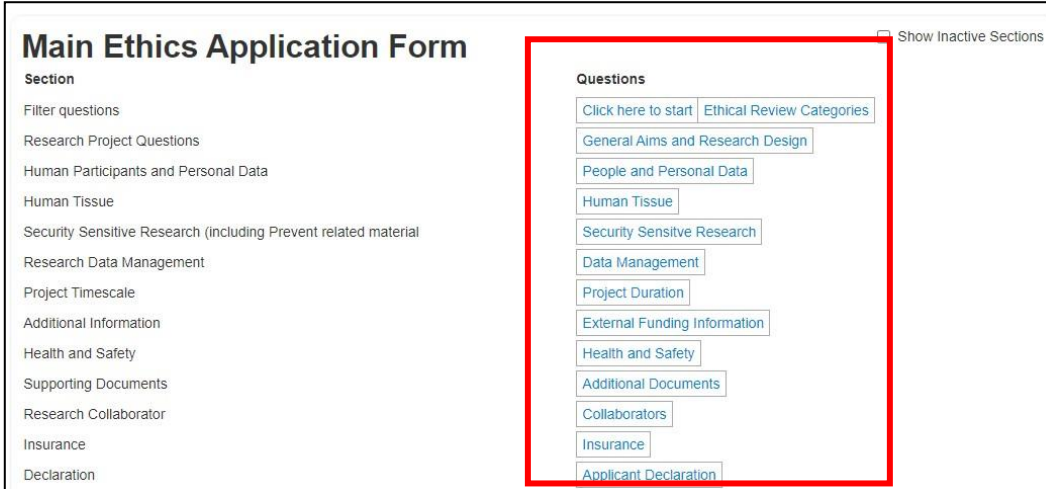


b) Reading the Application

Complete your review by navigating through the form and reading the application. You can navigate through the form using the **Previous / Next** buttons, or the **Navigate** button, all are available on the left side of the screen on the Action Panel.

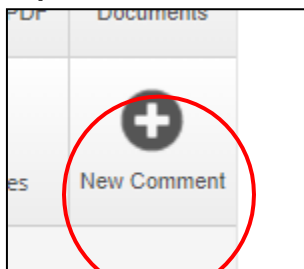
Reviewing an Ethics Application

Quick Start User Guide



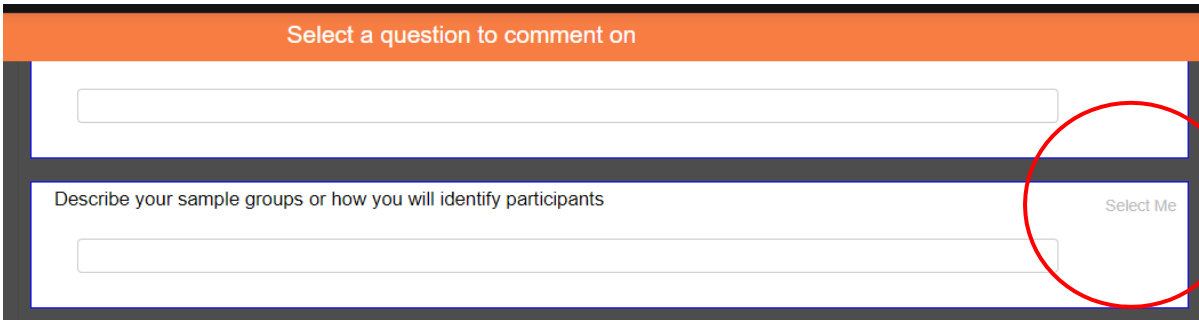
NB. You cannot read the application on one screen to allow you to add comments to each question. Click on Start Here to review the form.

c) Add comments and select change request and visible to applicant



To request a revision, you can comment on any section of the application. Click New Comment on the left of the screen.

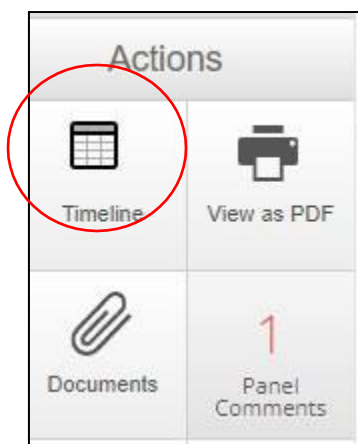
You can then choose which question to comment on by clicking **Select me**.



Quick Start User Guide

Ensure that comments are **made visible to the applicant** and if it is a **change request** or comment. Press Save.

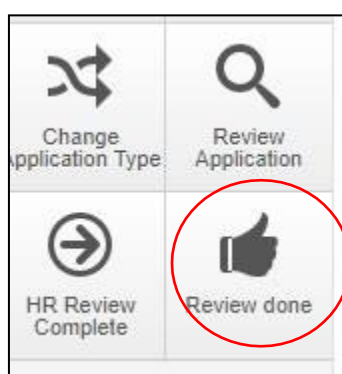
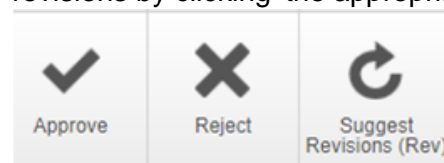
NB Form Comments are overall comments and not related to a specific question. These types of Comments are not shared with the Applicant when an application/form is returned. These types of Comments are only viewed on the Review side.



d) Choose to Approve, Suggest Revisions or Reject

For single reviewer applications: Navigate back to **Timeline**

From here you can choose whether to approve, reject or request revisions by clicking the appropriate button.




For full review applications (e.g. more than one reviewer):

Navigate back to **Timeline**

Click on the **Review Done** button.

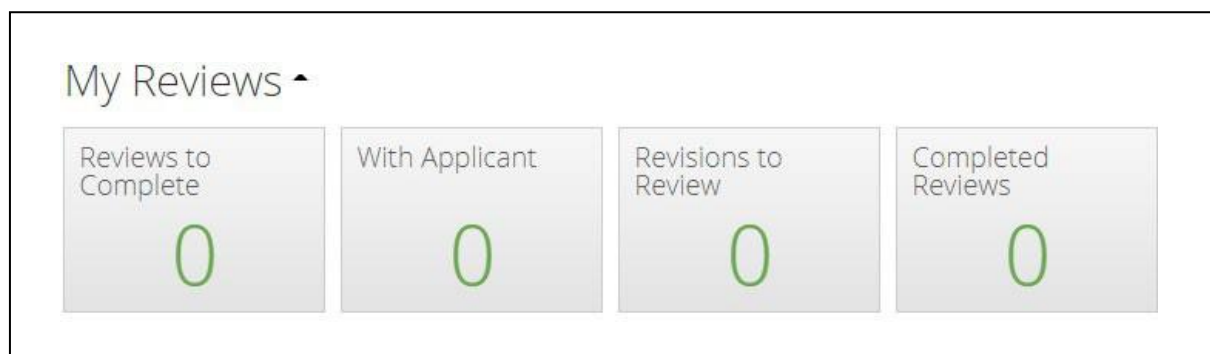
This will send your review through to moderation and then onto the applicant.

Complete the pop-up and add any additional comments for the moderator or admin.



Step Four: Reviewing any changes

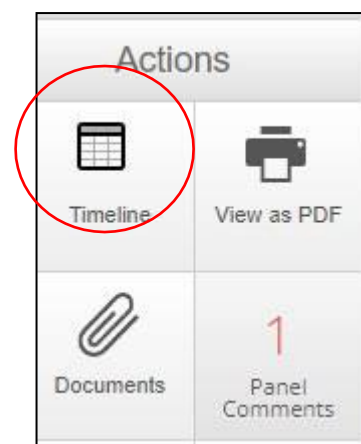
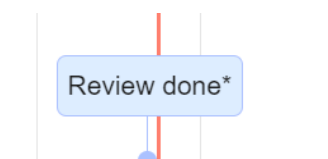
You can review any changes by clicking the link in an email notification (sent once the applicant has completed them). Or by accessing them from the **Revisions to Review** tile.



You can check the revisions by clicking on the left-hand panel **Comments** tile. This will take you to each of the sections completed by the applicant.

You can then approve or reject the application or ask for further revisions following the process above.

NB Where there are two Reviewers assigned, you can click on **Timeline** and then **View By Action** (on the right) to prove you have completed your review; it will show **“Review done”**.



The applicant will receive an automatic email to confirm the status of 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/