# Reviewing an Ethics Application Quick Start User Guide



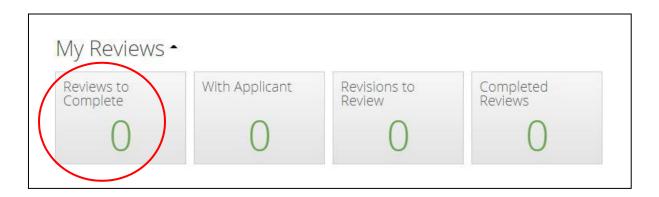
### Step One: Log in and Work Area

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

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

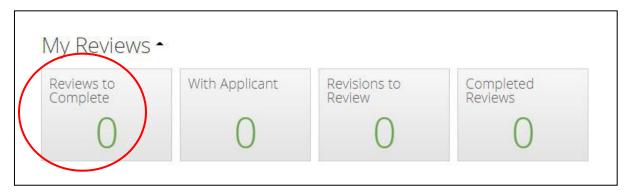
By clicking on the tiles, you access different actions or information in the system. Different users will have different numbers of tiles. Reviewers will usually have the following Tiles:

- **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**.



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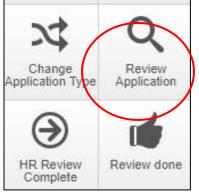
This will display the **Review** dashboard. Click on the application that you want to review by clicking anywhere on the area highlighted in yellow.

Unc	der	Review												
											Сору	Excel	CSV	PDF
Ļì	ĴŢ	Review Reference	Project	Pro ↓1 Title	ject	Applicant Title	↓↑	Applicant First Name <b>↓</b> ↑	Applicant Last Name <sub>↓↑</sub>	Application Type	Review Committee	F	Jser leviewe jype	r ↓†
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### **Step Three: Reviewing the Application**

There are four key steps to review the application

- a) Choose review application
- b) Read the application (via the form functionality)
- c) Add comments and select change request and visible to applicant
  - d) 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.

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Main Ethics Application Form	
Section	Questions
Filter questions	Click here to start Ethical Review Categories
Research Project Questions	General Aims and Research Design
Human Participants and Personal Data	People and Personal Data
Human Tissue	Human Tissue
Security Sensitive Research (including Prevent related material	Security Sensitve Research
Research Data Management	Data Management
Project Timescale	Project Duration
Additional Information	External Funding Information
Health and Safety	Health and Safety
Supporting Documents	Additional Documents
Research Collaborator	Collaborators
Insurance	Insurance
Declaration	Applicant Declaration

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



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**.

Select a question to comment on	
Describe your sample groups or how you will identify participants	Select Me

## **Reviewing an Ethics Application**

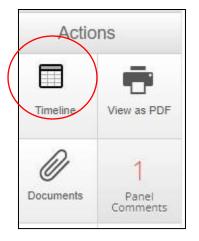
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Ensure that comments are **made visible to the applicant** and if it is a **change request** or comment. Press Save.

	×
Describe your sample groups or how you will identify participants	
✓ Change Request	
✓ To be made visible to the applicant	
Please add further information on the DMP.	
Cancel	ave
	Change Request  To be made visible to the applicant  Please add further information on the DMP.

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

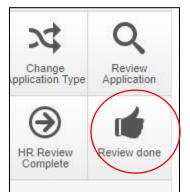


### d) Choose to Approve, Suggest Revisions or Reject

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.

## **Reviewing an Ethics Application**

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

HR Review Complete						×
Action Date:	Now			~		
Timeline Notes:*	done			l		
					HR Review Complete	Close
		Are you sure you wish to per	form this action?			
		Yes No				

### Step Four: Reviewing any changes

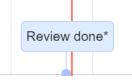
You can review any changes by clicking the link in an email notification (sent once the applicant has completed them). Or by accessing them from the **Revisions to Review** tile.

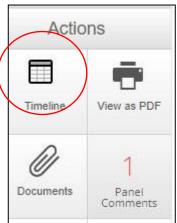
Reviews to	With Applicant	Revisions to	Completed
Complete		Review	Reviews
0	0	0	0

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: <a href="http://www.northumbria.ac.uk/research/ethics-and-integrity/">www.northumbria.ac.uk/research/ethics-and-integrity/</a>