

# Submitting an Ethics Application

## Staff Quick Start User Guide

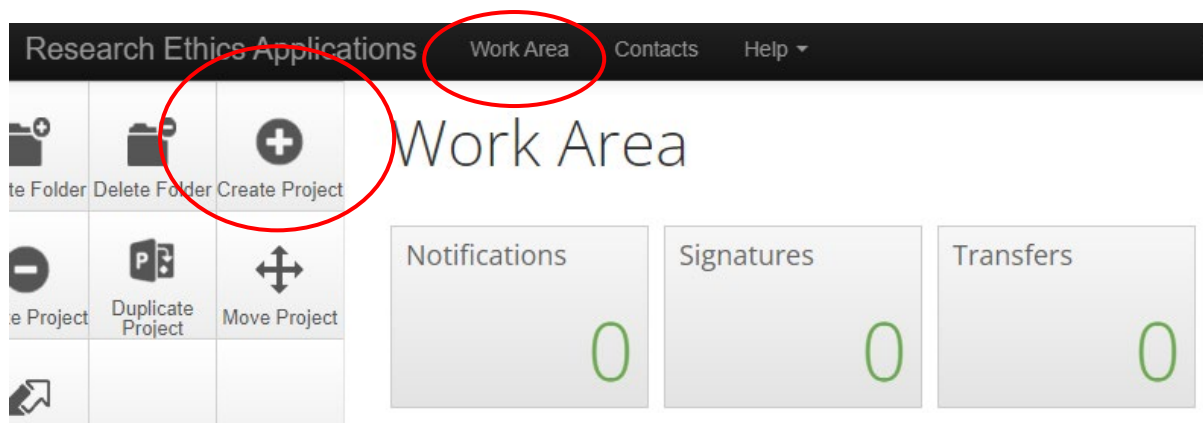
### Step One: Accessing the Ethics Application System

Click on the link to access the ethics application platform on Infonetica:

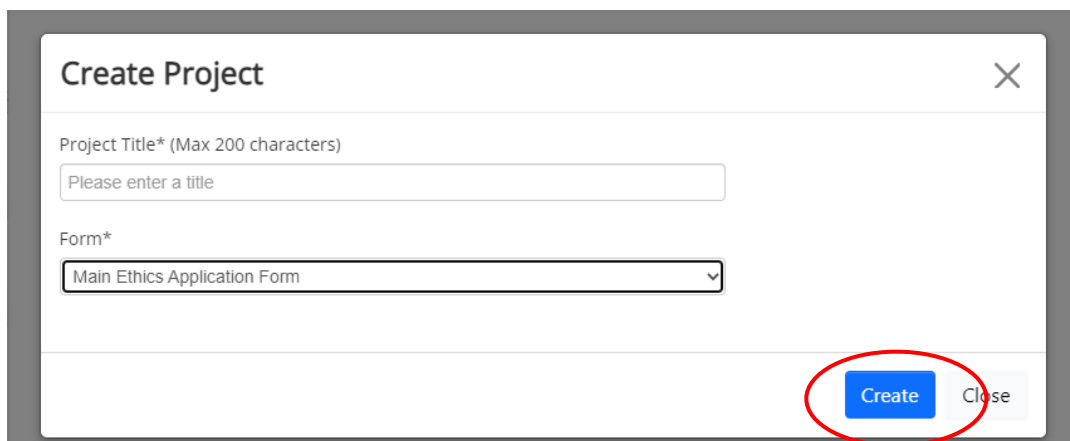
<https://ethicsapplication.northumbria.ac.uk/>

### Step Two: Creating an application

In the Work Area dashboard click the tile Create Project

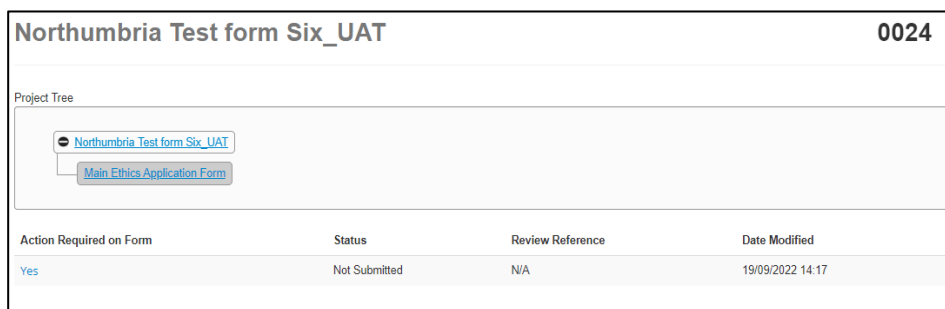


This will bring a pop-up page where you **input the title of your project** and choose the type of form from the **drop-down menu** (N.B. Northumbria currently has only one form – Main Ethics Application Form). Press the blue **Create** button.



**You have now successfully created your project's ethics application.**

The next page you see is the project tree page.



Action Required on Form	Status	Review Reference	Date Modified
Yes	Not Submitted	N/A	19/09/2022 14:17



### Step Three: Completing the Ethics Application Form

You can now complete the ethics application form by completing all mandatory sections and chose the ethics review categories that match your research project. You can navigate to any part of the form from here and the form will automatically save.

To begin click the button **Click 'Start Here'**

**Main Ethics Application Form**

Section	Questions
Begin Application	<b>START HERE</b>
Ethics Review	Ethical Review Categories
Research Project Questions	General Aims and Research Design
Research Data Management	Data Management
Project Timescale	Project Duration
Health and Safety	Health and Safety
Supporting Documents	Additional Documents
Insurance	Insurance
Declaration	Applicant Declaration

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The question sections listed in blue are mandatory sections and must be completed. You can use the buttons at the end of each page to progress through the form.



Research Ethics Applications Work Area Contacts Help

**Main Ethics Appl**  
Project Title: Northumbria Test form Six\_UAT

Are you a student or member of staff?

Staff  
 Student

You can use the menu on the **left** of the page to **navigate** the form (the navigate button will take you back to the main ethics application page where you can work through any questions by your own choice).

You can use the **completeness check** to see what questions you have left to complete.



### Step Four: Ethical Review Categories

A key feature of the new ethics system is the smart form, which relies on the user choosing the **correct ethical review categories**. These automatically filter applications through to proportionate or full review.

**Ethical Review Categories** 0

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Does your study involve any of the following: (tick all that apply)

- Gathering data or information from human participants (e.g. via questionnaire / interview/survey/experiment/ VR)
- Collecting personal data, i.e. name, email, home address, computer IP address, phone number etc.
- Analysis of secondary data not in the public domain (e.g. archive material that require organisational membership)
- The collection or use of information which is 'commercially sensitive'
- Financial inducements other than expenses and compensation for time
- Gathering data/information at a physical location external to Northumbria University campuses, franchised locations, and not your normal place of work
- Collection of samples such as plants, soils etc, that might disturb the environment or archaeological remains
- Individuals or groups where permission of a gatekeeper is normally required for initial or continued access to participants (e.g. NGOs, community leaders)
- Research with potentially vulnerable participants or groups, including people under 18 (which may require DBS clearance)
- Discussion (e.g. interviews) of highly sensitive topics that may cause undue stress to participants, and researchers, including, but not exclusively: sexual behaviour, drug use; abuse or exploitation; trauma; pornography.

The applicant can choose (by tick box) as many categories as relevant to their project. Additional questions will then be created in their application relevant to their area of research. For example, should research tick the box for:

Funding/ sponsorship from, or the involvement of, the UK Ministry of Defence, Military (UK and International), and or, EU Security funding call.

Security sensitive research questions will appear in the form.

NB. Applicants can track what questions they need to complete from the main form home page (by clicking the **navigation** button). From here you can see all sections to complete for your project (these are highlighted in blue text in the picture below).

**Main Ethics Application Form**

Section	Questions
Filter questions	<a href="#">Click here to start</a> <a href="#">Ethical Review Categories</a>
Research Project Questions	<a href="#">General Aims and Research Design</a>
Human Participants and Personal Data	<a href="#">People and Personal Data</a>
Secondary Data (not in the public domain)	<a href="#">Secondary Data</a>
Commercially Sensitive data	<a href="#">Confidential or Commercially Sensitive Data</a>
Environmental Data	<a href="#">Physical Environment</a>
Human Tissue	<a href="#">Human Tissue</a>
Animal Subjects	<a href="#">Animal Subjects</a>
Security Sensitive Research (including Prevent related material)	<a href="#">Security Sensitive Research</a>
Research on Culturally Sensitive Art, Artefacts or Monuments	<a href="#">Culturally Sensitive Artefacts and sites</a>
Children and Vulnerable Adults	<a href="#">Children and Vulnerable Adults</a>
Research Data Management	<a href="#">Data Management</a>
Project Timescale	<a href="#">Project Duration</a>
Additional Information	<a href="#">External Funding Information</a>
Health and Safety	<a href="#">Health and Safety</a>
Supporting Documents	<a href="#">Additional Documents</a>
Research Collaborator	<a href="#">Collaborators</a>
Insurance	<a href="#">Insurance</a>

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Northumbria  
University  
NEWCASTLE

### Step Five: Submit your application

When you have completed the questions, you will be asked for your signature on the applicant declaration page. By clicking the **Sign** button you are signing the form.

**Declaration**

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I confirm that I have answered the above sections as fully and accurately as possible.

Applicant Signature

**Sign**

Once you have completed this page your application will be **automatically submitted** for triage and completeness check, and reviewers assigned. Your review will be complete within 20 working days.

You will receive an email to confirm the submission of your application. You can download a copy of your application at any time.

For support in using the system including online training materials, user guides and FAQs please visit: [www.northumbria.ac.uk/research/ethics-and-integrity/](http://www.northumbria.ac.uk/research/ethics-and-integrity/)