

How to Save your existing ethical approval record(s)

1. The New Ethics Online System

A new ethics online system will be launched at Northumbria in October 2022 for all users to support the new ethics processes and framework at our UK, London and Amsterdam campuses as well as at our partner institutions around the world. The changes to our processes will support the development of our research culture and improve awareness of our research integrity policies UK [Concordat for Research Integrity](#).

The new system is hosted and delivered by [Infonetica](#), a market leader in Research Ethics software, used by Kings College, London, Plymouth University, Teesside University amongst many others in the UK and around the world.

2. Saving Your Approved Ethics Application

The current [Ethics Online System](#) will close to new ethics application submissions with effect from **23rd September 2022**. Any applications made after this date may not be approved in the current system.

Ethics applications cannot be transferred from the current Ethics System to the new Ethics Online System. **If you have an ongoing research project, you need to save a copy of your ethics application to your University OneDrive or the research project's folder on SharePoint or Teams.** We encourage staff to save all approved ethics applications from the last two years. This includes module tutors with any Module Level Approval applications. If you are a PGR supervisor, please ensure your student has saved a copy of their approved application. **Please note, there is no functionality to save a copy of any amendment in the system; please take screenshots as the only solution to the issue.**

You can download ethics forms up to **21st October 2022**. After that date, it will not be possible to access any data or files in the current system.

3. Steps to download your existing ethical approval

1. Log in to the current [Ethics System](#).
2. In the system home page, called 'My Documents', click on **Created by me**



3. Click on the submission you wish to download, and a new window will open with your submission.

4. Scroll down to the end of the page and click on the button **Create PDF**. The download can then be saved as a PDF on your University OneDrive.

Please note it may take up to 30 seconds for the file to download.

The screenshot shows a vertical list of form sections: Co-investigators, G1: General Aims and Research Design (Mandatory), G2: Research Activities (Mandatory), G3: Research Data Management Plan (Mandatory), G4: Research Project Timescale (Mandatory), G5: Additional Information, G6: File Attachments, G7: Health and Safety (Mandatory), G8: Insurance (Mandatory), and G9: Electronic Signature (Mandatory). At the bottom, there is a 'Create PDF' button and a note: '(note: PDF creation is not possible on iPad and some mobile devices)'. Both the 'Create PDF' button and the 'G6: File Attachments' section header are circled in red.

5. If you have separate files attached (e.g. consent forms; risk assessments), these need to be downloaded separately. To do this, in the submission, scroll down to **G6: File Attachments**

6. Click on **Go To Attachments** and download and save each document to your University OneDrive.

The screenshot shows the 'G6: File Attachments' section. It contains the text: 'Additional files can be uploaded e.g. consent documentation, participant information sheet, etc.' and 'Please note: It is best practice to combine all documents into one PDF (This avoids the reviewer having to open doc...'. Below this text is a 'Go To Attachments' button, which is circled in red.

Further information and a set of FAQs, which will be regularly updated, can be found on the [new system support pages](#).

If you have any additional queries or comments, please contact ethicssupport@northumbria.ac.uk or for any technical problems please log a ticket with the [IT Helpline](#).