

Submitting an Amendment to an Approved Ethics Application

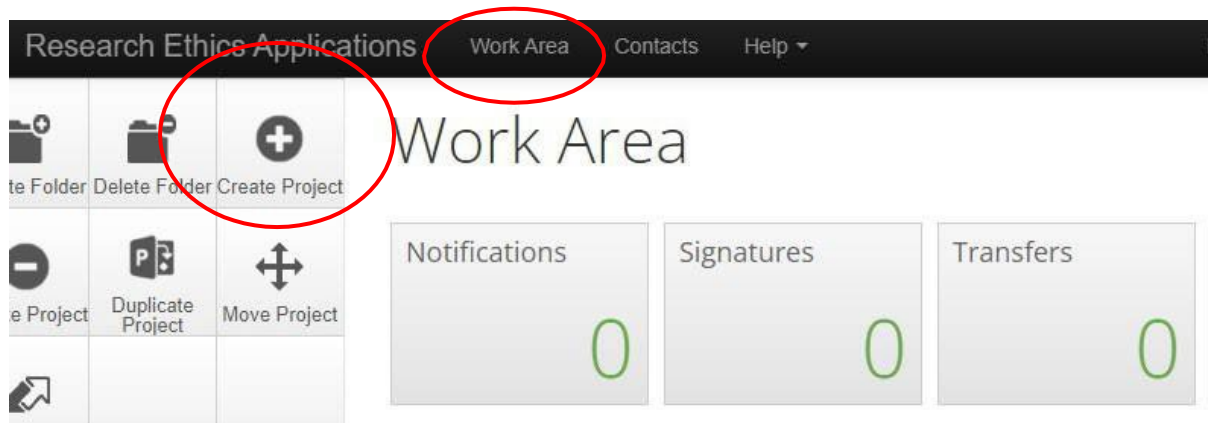
Step One: Accessing the Ethics Application System

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

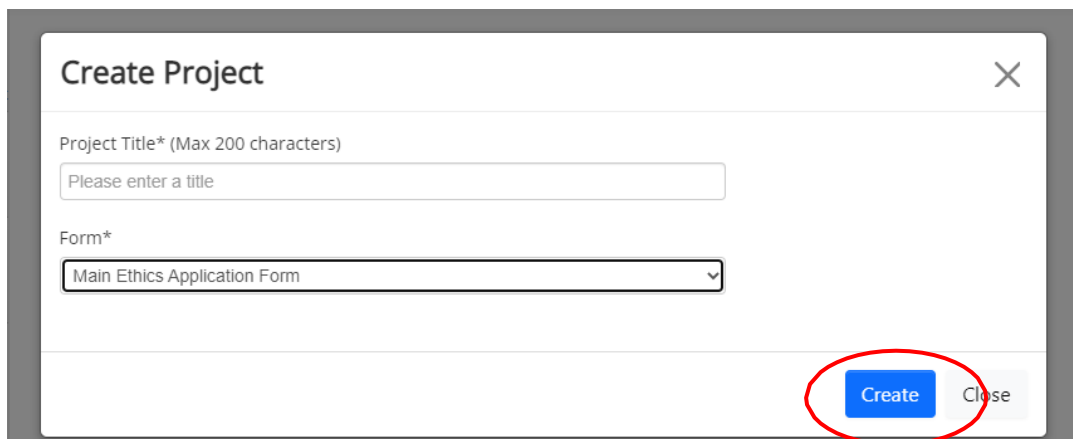
<https://ethicsapplication.northumbria.ac.uk/>

Step Two: Creating an amendment where the ethics application was approved via the previous Ethics Online System (before October 2022).

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** (we recommend you include “Amendment” in the title) 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.

0024

Project Tree

- Northumbria Test form Six_UAT
 - Main Ethics Application Form

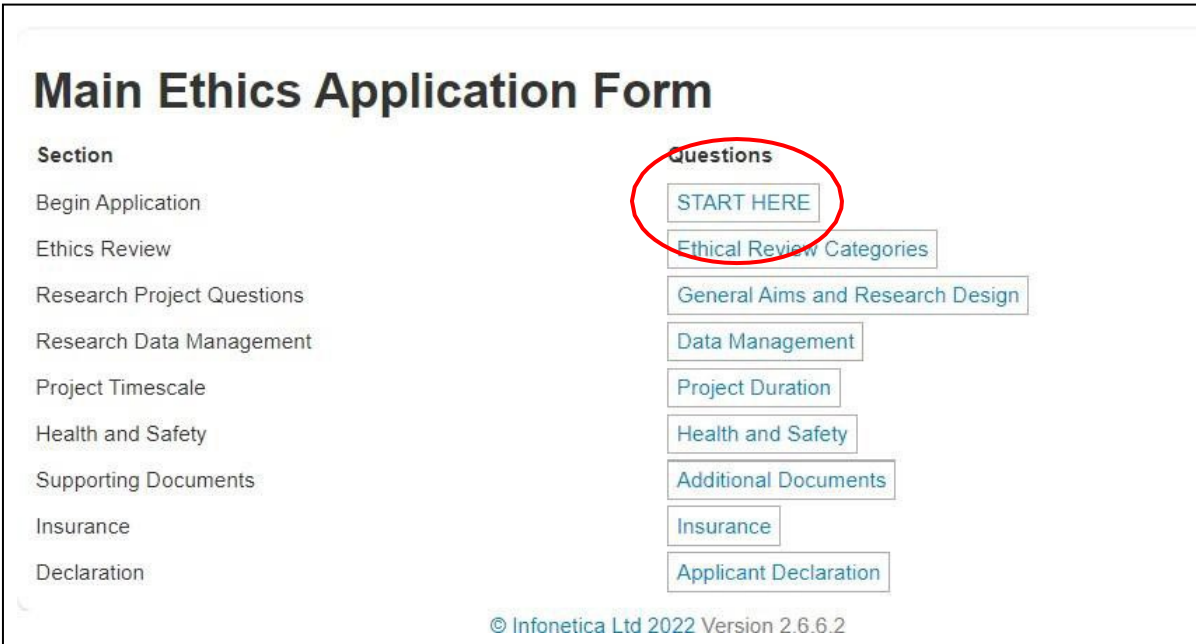
Action Required on Form	Status	Review Reference	Date Modified
Yes	Not Submitted	N/A	19/09/2022 14:17

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.

As your project has already been approved, you can summarise details of your project and explain the main change. Please remember to upload the PDF of the approved ethics application.

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

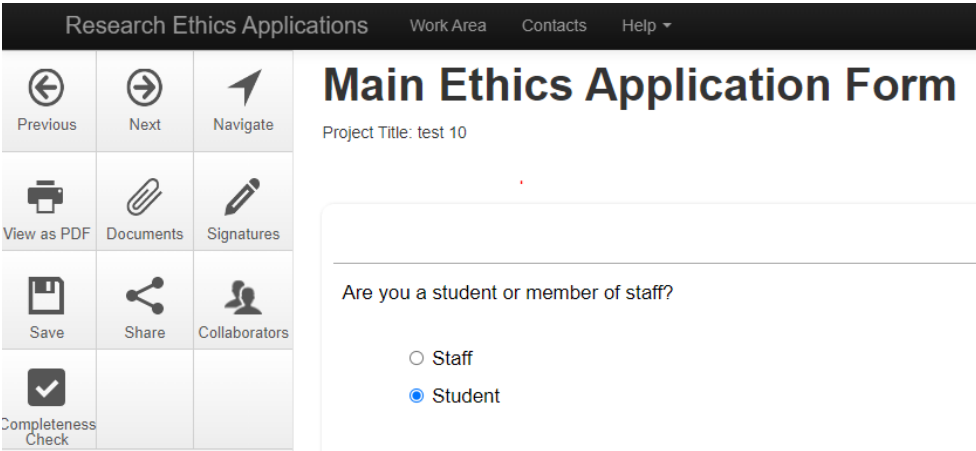


Main Ethics Application Form

Section	Questions
Begin Application	START HERE
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 Application Form
Project Title: test 10

Are you a student or member of staff?

Staff
 Student

Previous Next Navigate
View as PDF Documents Signatures
Save Share Collaborators
Completeness Check

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.

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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

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).

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
Secondary Data (not in the public domain)	Secondary Data
Commercially Sensitive data	Confidential or Commercially Sensitive Data
Environmental Data	Physical Environment
Human Tissue	Human Tissue
Animal Subjects	Animal Subjects
Security Sensitive Research (including Prevent related material)	Security Sensitive Research
Research on Culturally Sensitive Art, Artefacts or Monuments	Culturally Sensitive Artefacts and sites
Children and Vulnerable Adults	Children and Vulnerable Adults
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

Step Five: Submit your application

When you have completed the questions, on the applicant Declaration page you will be asked to request your Supervisor's signature by clicking the blue button **Request Signature**. If the name of the Supervisor doesn't appear, it is because they have not yet accessed the system [here](#) which creates their profile, making it visible to you.

Then you will need to add your own signature by clicking the **Sign** button which means you are signing the form.

Declaration

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

Once you have signed the form it will automatically be checked for compliance with ethical and governance policies at Northumbria before being allocated for ethical review.

If you are a student once your supervisor has signed the signature request your form will be automatically submitted.

Supervisor Signature

[Request Signature](#)

Applicant Signature

[Sign](#)

Once you have completed this page your amendment 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/