

Online Research Ethics System

Research Ethics Approval Process

✦ **Staff/Student Creates Ethics Application**

1. Choose Ethics Committee to Submit Application to
2. Choose Project Title
3. If Student Choose Supervisor
4. Upload Documents (an Application Form is Mandatory)
5. Submit Application

*If a **student** has created the application then an email is sent to the nominated supervisor alerting them that they have been chosen as a project supervisor.*

*If a **member of staff** has created the application then the application does not go through a supervisor review.*

✦ **Submit Application**

Staff

The application is submitted directly to the administrator.

Student

If the creator is a student, the application is sent to the supervisor for their review prior to the application being submitted to the administrator. An email is sent to the supervisor alerting them that an application has been submitted. The supervisor can reject the application back to the student for the student to make changes if required. The Supervisor is then required to forward the application for review.

Prior to the application being submitted to the Administrator the application is still in a draft state and documents can be deleted and changed.

✦ **Administrator Review**

Send to Review

The administrator checks over the documents and chooses the committee reviewer and the lead reviewer. An email is automatically sent to the committee reviewer and the lead letting them know that they have been nominated.

The lead can view the application documents at this stage, but cannot upload their comments document/approval or rejection letter until the committee member review is complete.

OR

Return Application

If the documents are not completed correctly or there are documents missing the administrator can return the application back to the student or the member of staff.

If the administrator returns the application they must upload a comment document including the reasons for return.

✦ **Committee Member Review**

An email alert is automatically sent to the committee reviewer(s) chosen by the administrator letting them know they have an application to review. The committee member must upload a comment document regardless of their *recommendation* for the application (*Approve, Reject Application, Major Changes Required, Minor Changes Required*). The committee member/reviewer must action the review before it will move on to the lead for review.

✦ **Lead Review**

Once the committee review is completed an email alert is automatically sent to the lead reviewer letting them know that they have an application to review.

Outcomes:

Approve

If the application is approved the lead must upload an approval notification (this may be designated approval *letter* on the system) before approving the application.

Reject Application

If the application is rejected the lead must upload a rejection notification (this may be designated rejection *letter* on the system) before rejecting the application. The creator and the supervisor (where applicable) are informed of the rejection and the creator *must submit a completely new application* if they wish to resubmit their application.

Major Changes Required

If the application requires Major Changes the lead must upload a document containing collated comments from the committee reviewer and their own comments detailing the required changes. This decision means that the application will be returned to both the *committee reviewer* and the *lead reviewer* for further comment once it is resubmitted by the applicant.

Minor Changes Required

If the application requires Minor Changes the lead must upload a document containing collated comments from the committee reviewer and their own comments detailing the required changes. This decision means that the application will only be returned to the *lead reviewer* for further comment once it is resubmitted by the applicant.

✚ Resubmit Application

If the application is sent back to the creator by either the lead reviewer or the administrator the application becomes version 2 and a copy of the original application is made for the applicant to edit. If the application is sent back by the **reviewers** the creator must fill in the *Resubmission Document* indicating how they have addressed the feedback before they re-submit their application.