

**Manchester
Metropolitan
University**

Guide for Changes Returned (Full Application)

[Ethos-apply.mmu.ac.uk](https://ethos-apply.mmu.ac.uk)

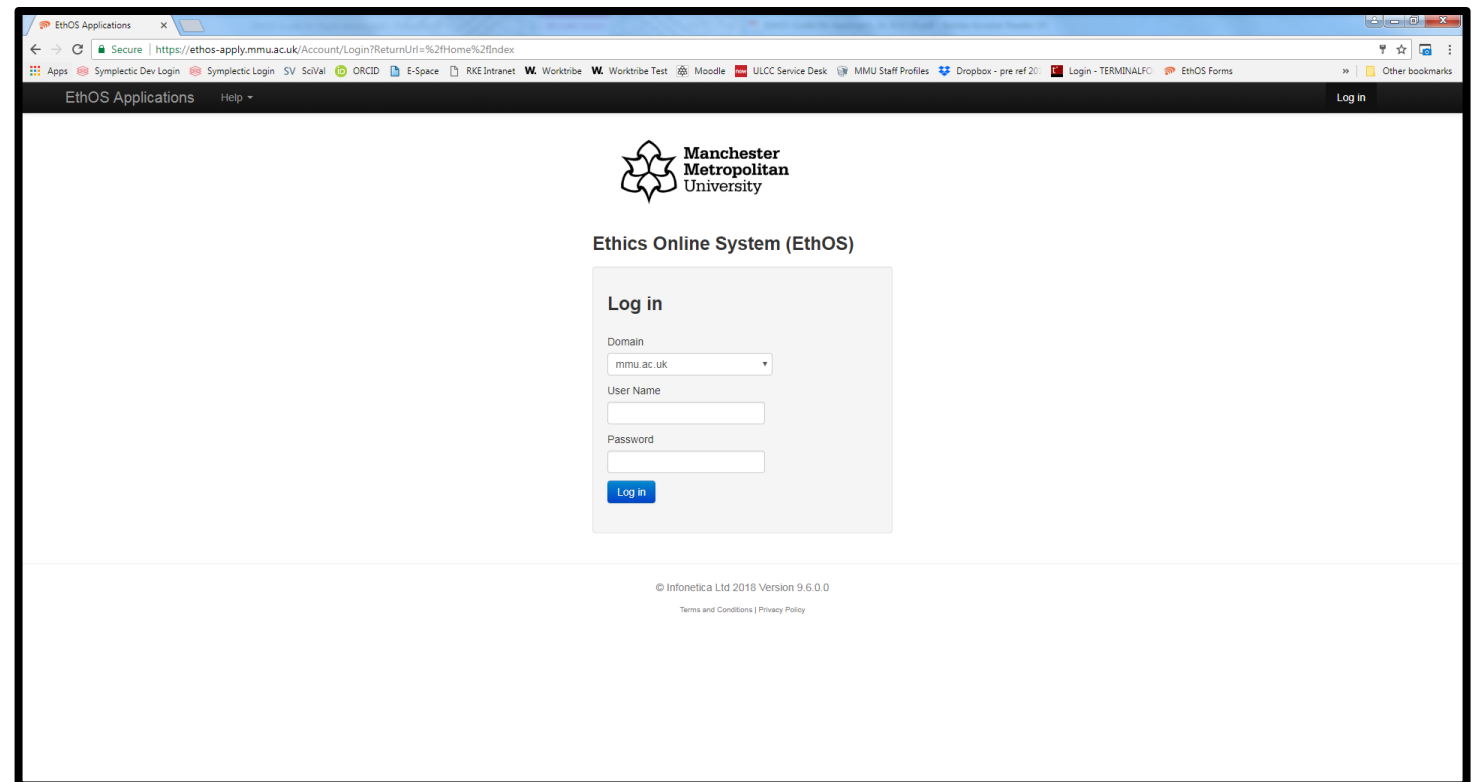
1: Accessing your Project

You can access your application via your email notification. If this is the route you have used then please go to [page 4](#) of this guide.

To access via EthOS go to: <https://ethos-apply.mmu.ac.uk>

In order to log into EthOS you need to enter your ID number and your usual password.

These are the credentials that you use for all university systems.

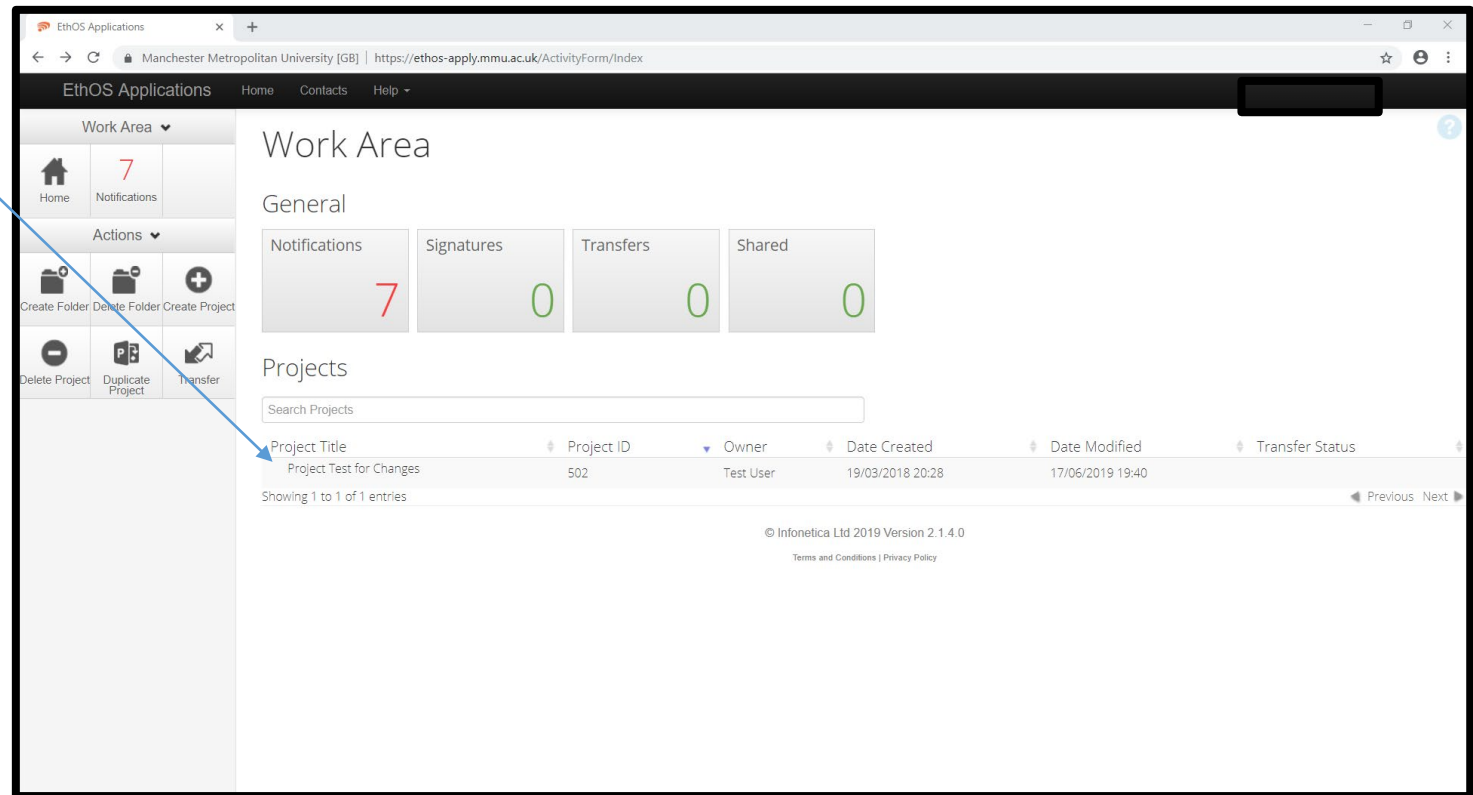


Accessing your Project

Once you have logged in, you need to select the project that you wish to make the changes for.

Please note that you cannot make changes to an already submitted application unless you have been requested to do so by the reviewers.

If you wish to do this then please contact your Faculty Research Officer who will arrange for the application to be sent back to you.



The screenshot shows the EthOS Applications web interface. The browser address bar displays the URL: <https://ethos-apply.mmu.ac.uk/ActivityForm/Index>. The page title is "EthOS Applications". The navigation menu includes "Home", "Contacts", and "Help". The main content area is titled "Work Area" and contains a "General" section with four summary cards: "Notifications" (7), "Signatures" (0), "Transfers" (0), and "Shared" (0). Below this is a "Projects" section with a search bar and a table of projects. The table has columns for "Project Title", "Project ID", "Owner", "Date Created", "Date Modified", and "Transfer Status". One project is listed: "Project Test for Changes" with Project ID 502, Owner Test User, Date Created 19/03/2018 20:28, and Date Modified 17/06/2019 19:40. The footer includes the copyright notice "© Infonetica Ltd 2019 Version 2.1.4.0" and links for "Terms and Conditions" and "Privacy Policy". A blue arrow points from the text on the left to the "Project Test for Changes" entry in the table.

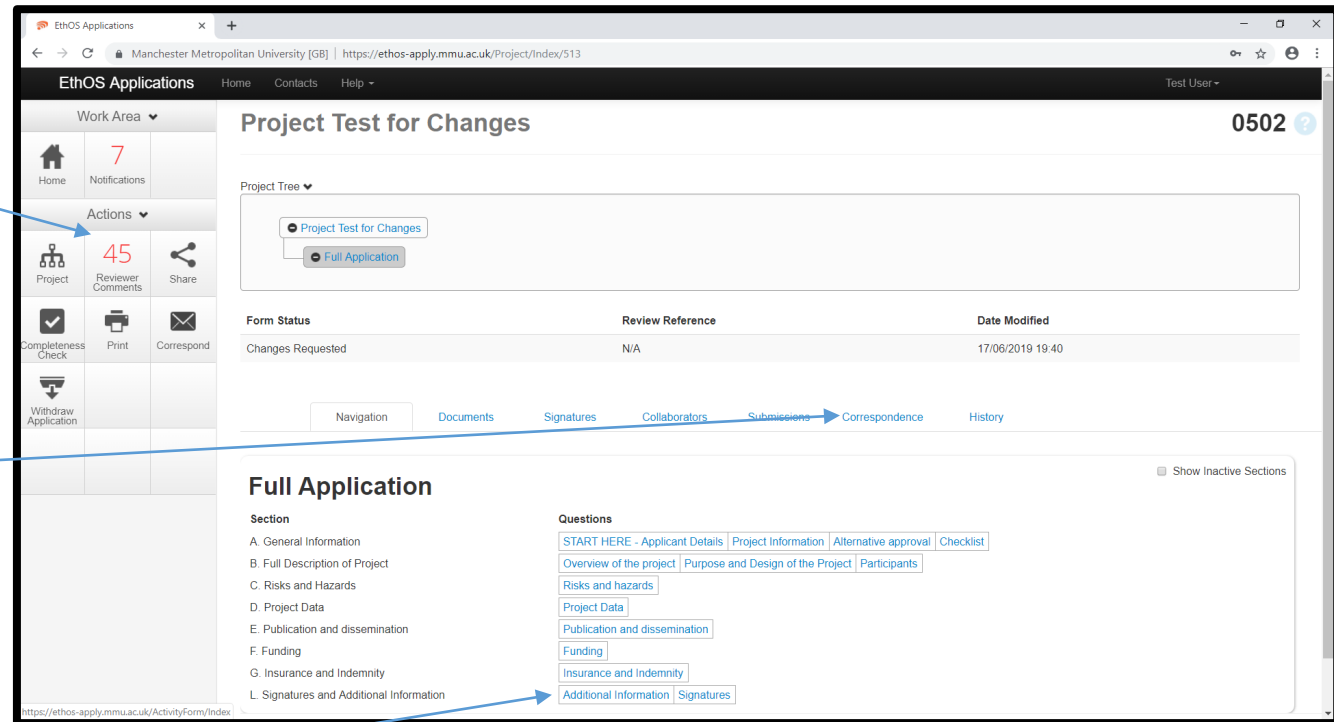
Project Title	Project ID	Owner	Date Created	Date Modified	Transfer Status
Project Test for Changes	502	Test User	19/03/2018 20:28	17/06/2019 19:40	

2: Viewing the requested changes

To access the reviewer comments/requests for changes, click here

Do not use the **correspondence** tab to communicate with the reviewers.

If you wish to raise anything with the reviewers then please use the 'Additional Information' section here (Question L1)



The screenshot displays the EthOS Applications web interface. The browser address bar shows the URL: <https://ethos-apply.mmu.ac.uk/Project/Index/513>. The page title is "Project Test for Changes" with a user ID of "0502".

The interface includes a sidebar with the following elements:

- Home (7 Notifications)
- Project (45 Reviewer Comments)
- Complete Check
- Print
- Correspond
- Withdraw Application

The main content area shows the "Project Test for Changes" details:

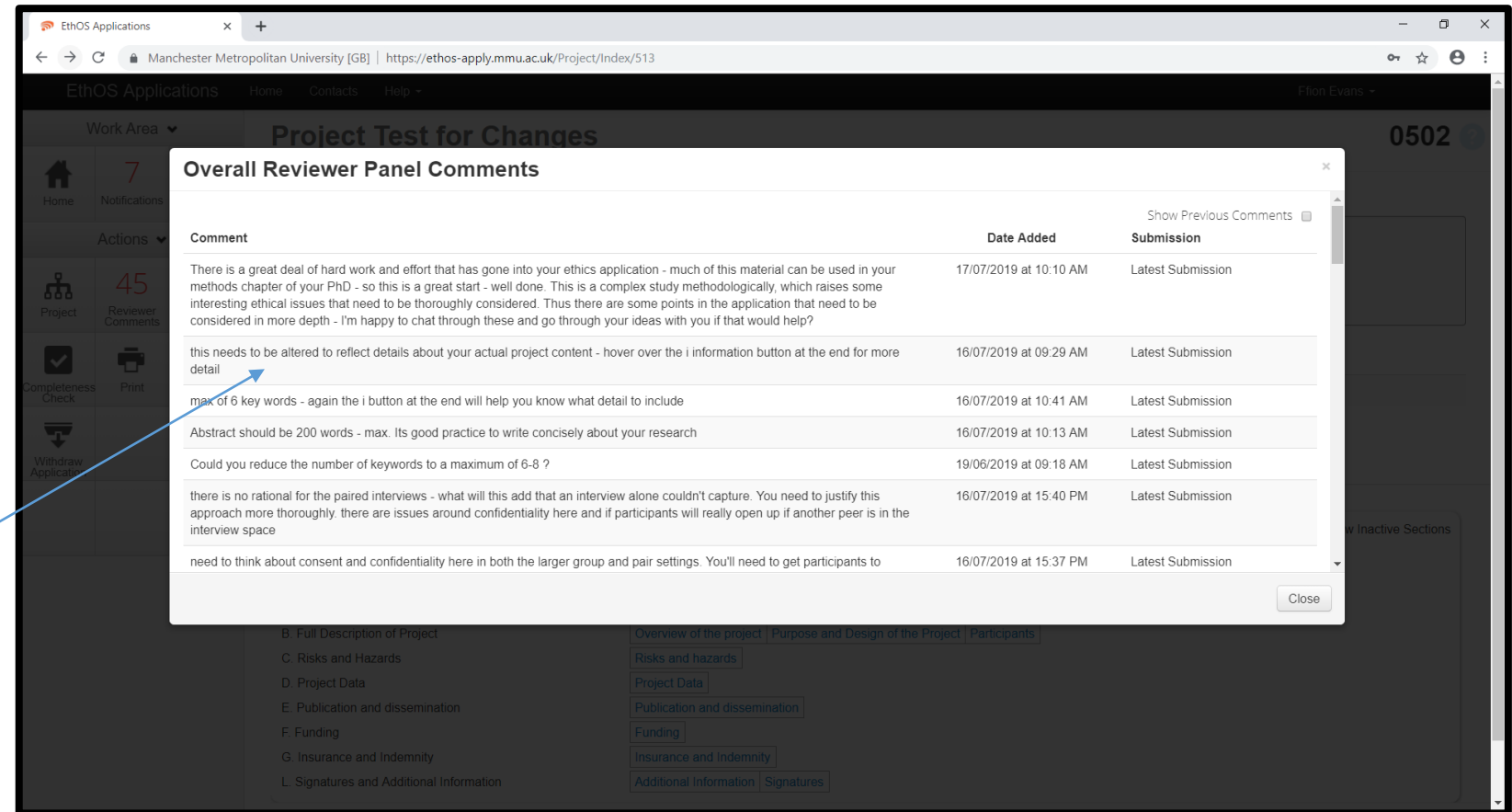
- Project Tree: Project Test for Changes, Full Application
- Form Status table:

Form Status	Review Reference	Date Modified
Changes Requested	N/A	17/06/2019 19:40
- Navigation tabs: Navigation, Documents, Signatures, Collaborators, Submissions, Correspondence, History
- Full Application section with a list of sections (A-L) and a "Questions" section with various sub-sections like "START HERE - Applicant Details", "Project Information", "Alternative approval", "Checklist", "Overview of the project", "Purpose and Design of the Project", "Participants", "Risks and hazards", "Project Data", "Publication and dissemination", "Funding", "Insurance and Indemnity", "Additional Information", and "Signatures".

Viewing the requested changes

Once you have clicked to view the reviewer comments, they will appear in a list.

To go to the question that the comments are referencing, you just need to click on the text of the comment and you will be redirected.



The screenshot shows the EthOS Applications interface. The main page is titled 'Project Test for Changes' and displays a list of reviewer comments. A modal window titled 'Overall Reviewer Panel Comments' is open, showing a table of comments. A blue arrow points from the text 'To go to the question that the comments are referencing...' to the text 'this needs to be altered to reflect details about your actual project content - hover over the i information button at the end for more detail' in the second row of the table.

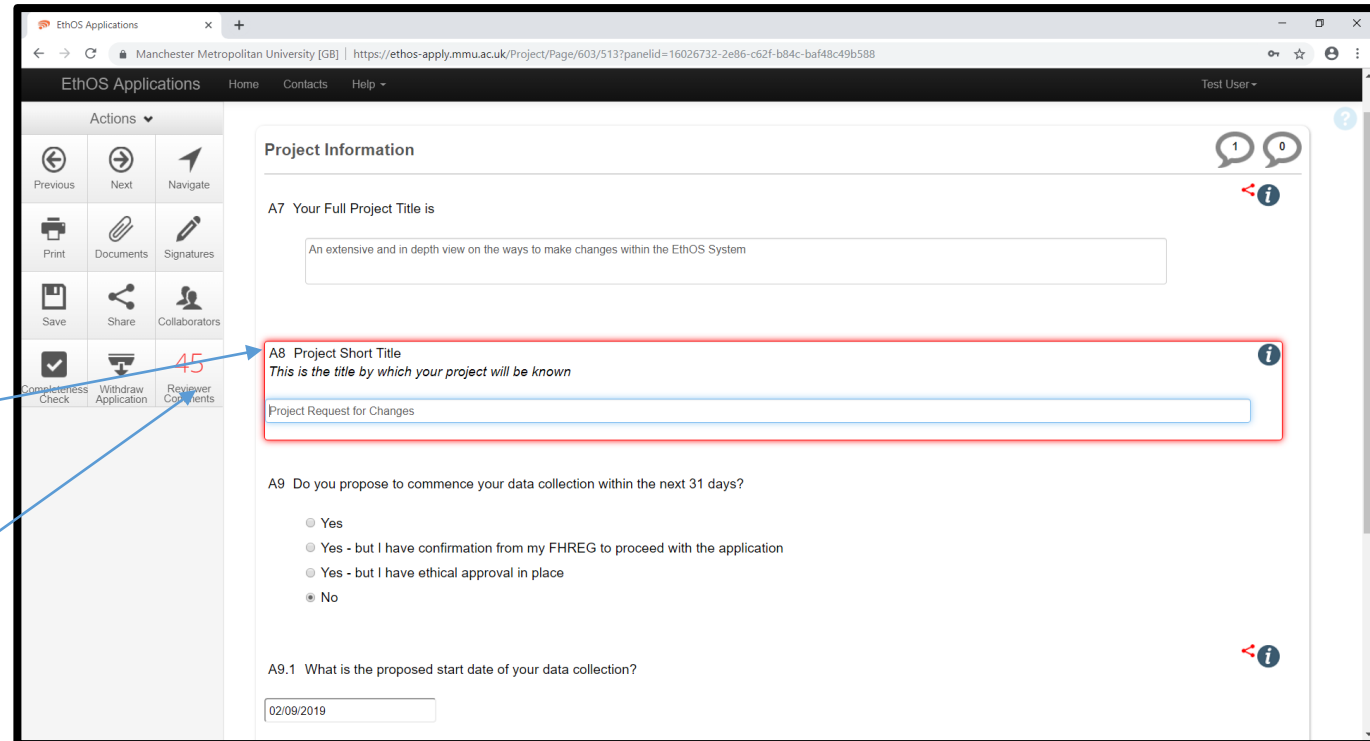
Comment	Date Added	Submission
There is a great deal of hard work and effort that has gone into your ethics application - much of this material can be used in your methods chapter of your PhD - so this is a great start - well done. This is a complex study methodologically, which raises some interesting ethical issues that need to be thoroughly considered. Thus there are some points in the application that need to be considered in more depth - I'm happy to chat through these and go through your ideas with you if that would help?	17/07/2019 at 10:10 AM	Latest Submission
this needs to be altered to reflect details about your actual project content - hover over the i information button at the end for more detail	16/07/2019 at 09:29 AM	Latest Submission
max of 6 key words - again the i button at the end will help you know what detail to include	16/07/2019 at 10:41 AM	Latest Submission
Abstract should be 200 words - max. Its good practice to write concisely about your research	16/07/2019 at 10:13 AM	Latest Submission
Could you reduce the number of keywords to a maximum of 6-8 ?	19/06/2019 at 09:18 AM	Latest Submission
there is no rationale for the paired interviews - what will this add that an interview alone couldn't capture. You need to justify this approach more thoroughly. there are issues around confidentiality here and if participants will really open up if another peer is in the interview space	16/07/2019 at 15:40 PM	Latest Submission
need to think about consent and confidentiality here in both the larger group and pair settings. You'll need to get participants to	16/07/2019 at 15:37 PM	Latest Submission

Viewing the requested changes

Once you have clicked on the comment, you will arrive within the questions of the application.

You will see that the question needing your attention is highlighted with a red box that highlights a change requirement.

Once you have made the changes then you can click back into the reviewer comments to address the remaining change requests.



The screenshot shows the EthOS Applications interface. The browser address bar indicates the URL: <https://ethos-apply.mmu.ac.uk/Project/Page/603/513?panelid=16026732-2e86-c62f-b84c-baf48c49b588>. The page title is "EthOS Applications". The user is logged in as "Test User".

The interface features a sidebar with "Actions" and a main content area titled "Project Information". The sidebar includes buttons for "Previous", "Next", "Navigate", "Print", "Documents", "Signatures", "Save", "Share", "Collaborators", "Completeness Check", "Withdraw Application", and "Reviewer Comments".

The main content area displays the following questions:

- A7 Your Full Project Title is**
An extensive and in depth view on the ways to make changes within the EthOS System
- A8 Project Short Title**
This is the title by which your project will be known
Project Request for Changes
- A9 Do you propose to commence your data collection within the next 31 days?**
 - Yes
 - Yes - but I have confirmation from my FHREG to proceed with the application
 - Yes - but I have ethical approval in place
 - No
- A9.1 What is the proposed start date of your data collection?**
02/09/2019

A red box highlights the A8 question and its input field. A blue arrow points from the text "highlighted with a red box" to this box. Another blue arrow points from the text "click back into the reviewer comments" to the "Reviewer Comments" button in the sidebar.

4. Actions

The actions bar (on the left hand side) has several further crucial tools (note: these have changed slightly from what was offered in the original application).

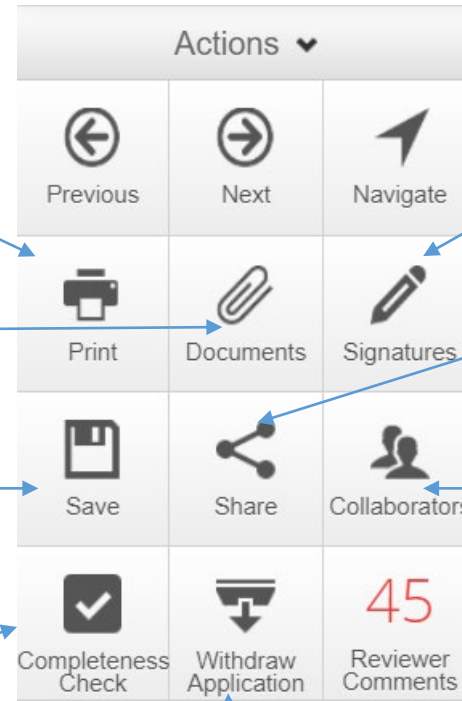
You can print the application at any stage (you can also use this button to save as a PDF).

You can view and download the documents associated with your application (do not use to upload documents).

You can save the application at any time. The application will also save automatically.

Use the 'Completeness Check' to see any outstanding actions.

Click here to withdraw your application. **Only use this button if you intend not to continue with this application for ethical approval.**



You can check the signatures that are currently held against the application (you do not provide your signature in this area).

You can share the application with others to view

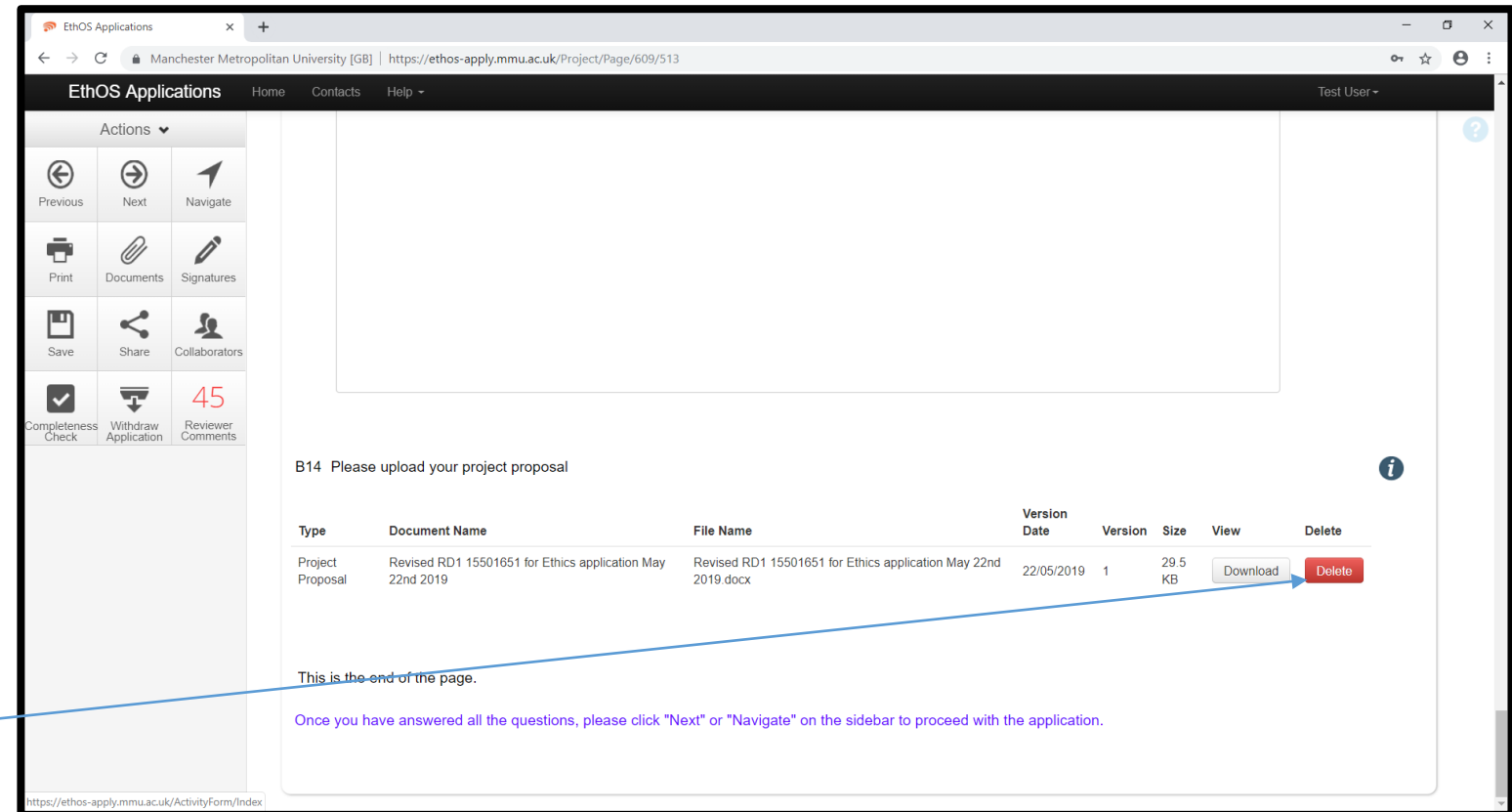
You can check the collaborators that are currently involved in the application (you cannot assign collaborators here).

Click on the 'Reviewer Comments' to get an overview of changes that have been requested by reviewers

5. Document Uploads

Rather than using the document tab within the navigation page, you should navigate to the specific question to make changes to the documentation that is attached to your application.

You can then use the 'Delete' button before re-uploading a replacement document.



The screenshot shows the EthOS Applications web interface. The browser address bar indicates the URL: <https://ethos-apply.mmu.ac.uk/Project/Page/609/513>. The page title is "EthOS Applications" and the user is logged in as "Test User".

The interface features a sidebar with an "Actions" menu containing the following options:

- Previous
- Next
- Navigate
- Print
- Documents
- Signatures
- Save
- Share
- Collaborators
- Completeness Check
- Withdraw Application
- Reviewer Comments (45)

The main content area displays a question: "B14 Please upload your project proposal". Below this is a table of uploaded documents:

Type	Document Name	File Name	Version Date	Version	Size	View	Delete
Project Proposal	Revised RD1 15501651 for Ethics application May 22nd 2019	Revised RD1 15501651 for Ethics application May 22nd 2019.docx	22/05/2019	1	29.5 KB	Download	Delete

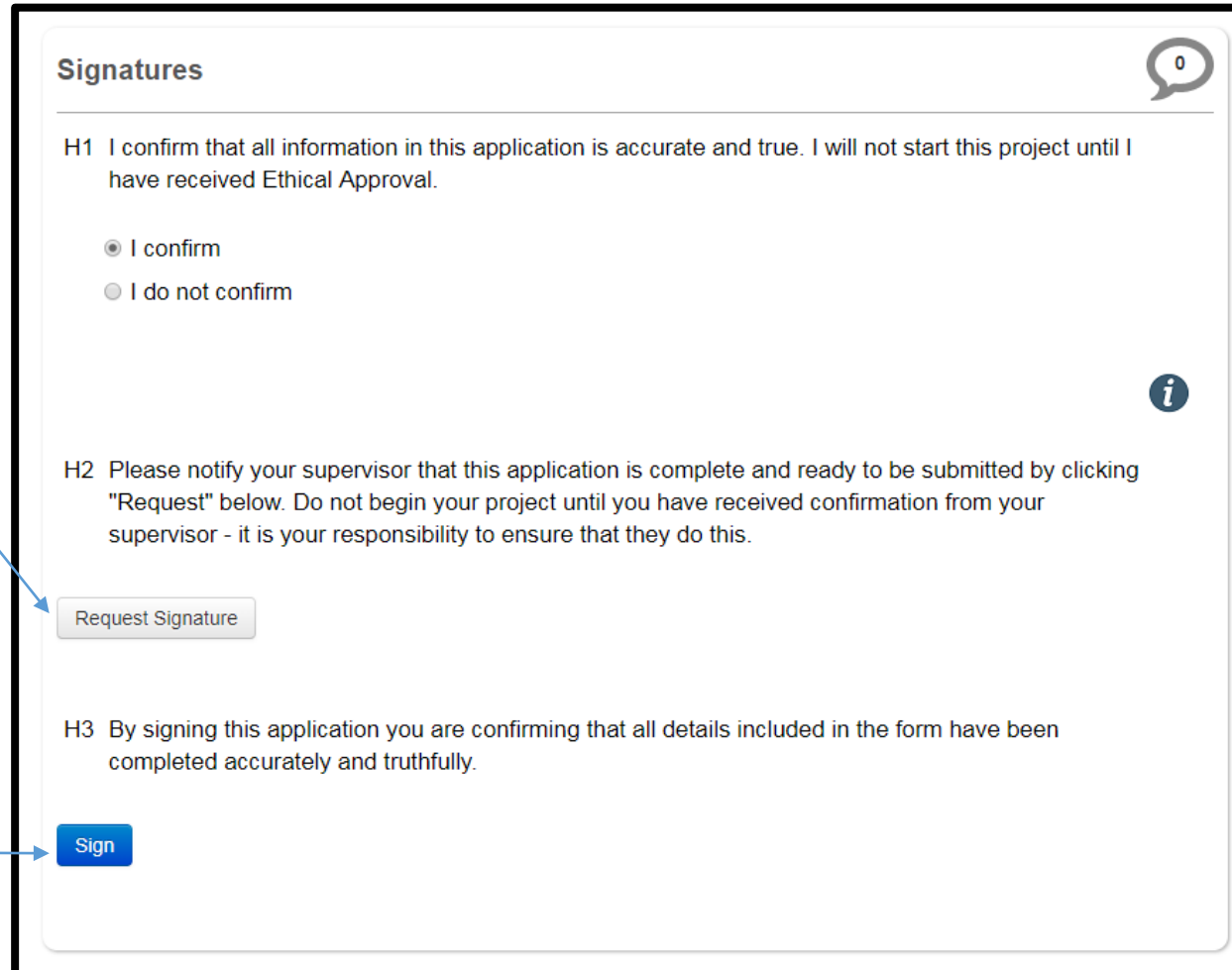
A blue arrow points from the text "You can then use the 'Delete' button..." to the "Delete" button in the table. Below the table, there is a message: "This is the end of the page." and a blue instruction: "Once you have answered all the questions, please click 'Next' or 'Navigate' on the sidebar to proceed with the application."

6: Signing and Resubmitting

Once you have completed all questions then you *may* be required to request a signature from your supervisor (PGR only). To do this, click here.

If the system does not recognise your supervisor then they have not previously logged into the system. **Please ask them to do this before requesting their signature again.**

Once you have requested the supervisor signature (**not before**), then you should click on 'Sign'



The screenshot shows a web interface titled "Signatures" with a notification icon in the top right corner. It contains three sections:

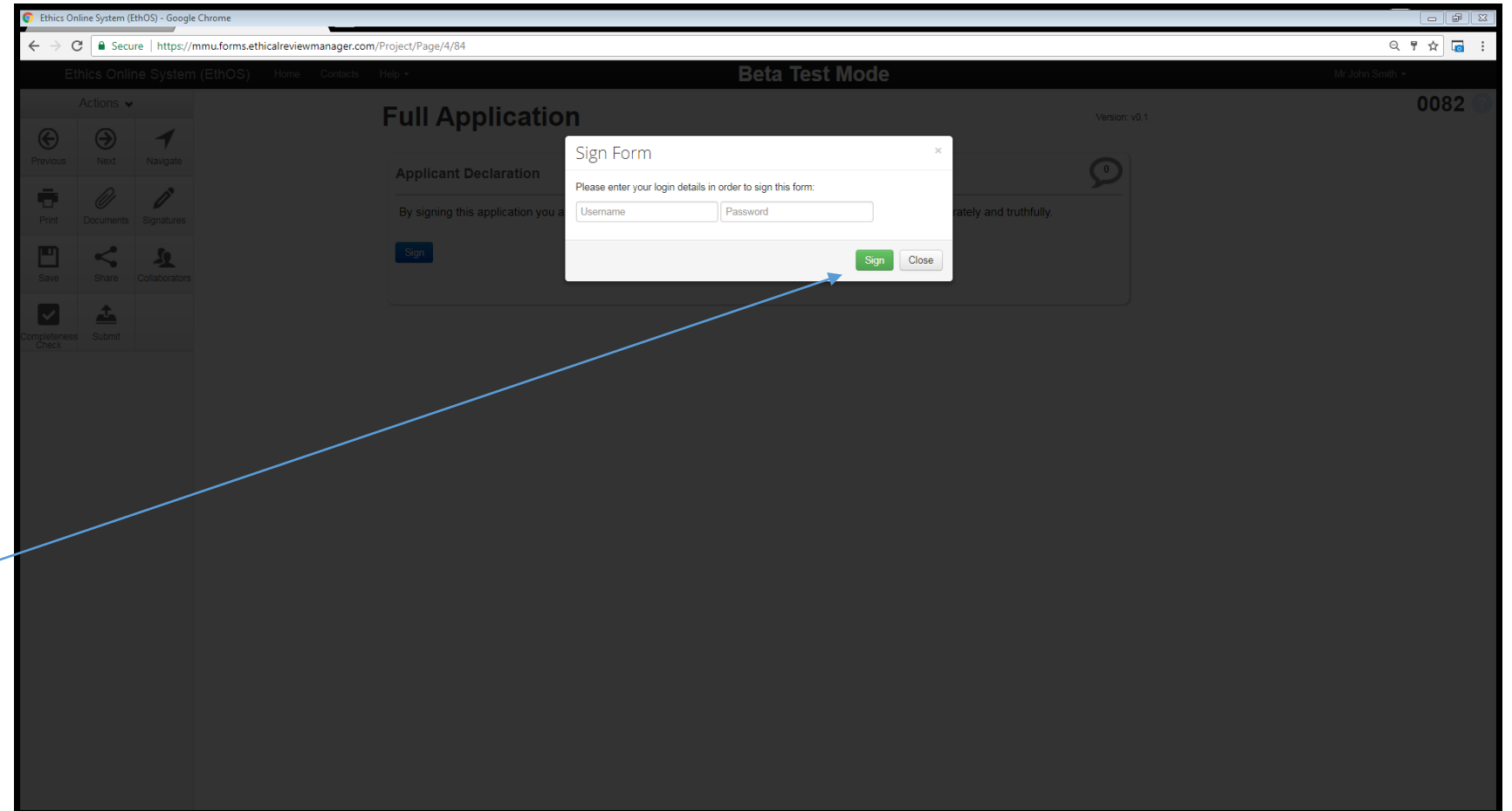
- H1** I confirm that all information in this application is accurate and true. I will not start this project until I have received Ethical Approval.
 - I confirm
 - I do not confirm
- H2** Please notify your supervisor that this application is complete and ready to be submitted by clicking "Request" below. Do not begin your project until you have received confirmation from your supervisor - it is your responsibility to ensure that they do this.
- H3** By signing this application you are confirming that all details included in the form have been completed accurately and truthfully.

Signing and Resubmitting



To sign the form, you must re-enter your username (I.D number) and usual institutional password.

Once you have done this, click on 'Sign'



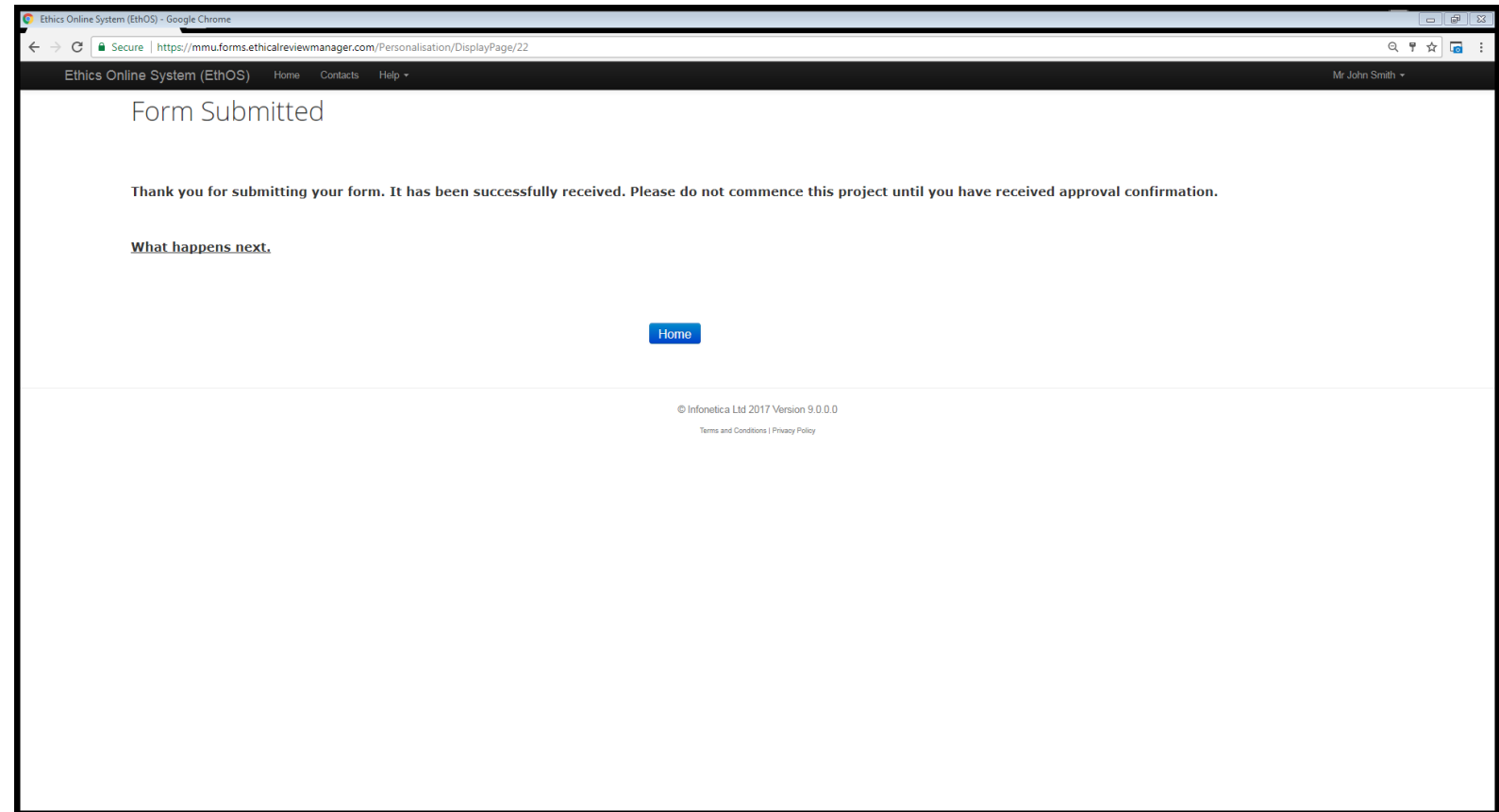
Signing and Resubmitting

You have now submitted your form.

If required to do so (PGR Students), your supervisor will sign to ensure that the application is of sufficient quality to be submitted for review. **It is your responsibility to chase up your supervisor to ensure that they have done this.**

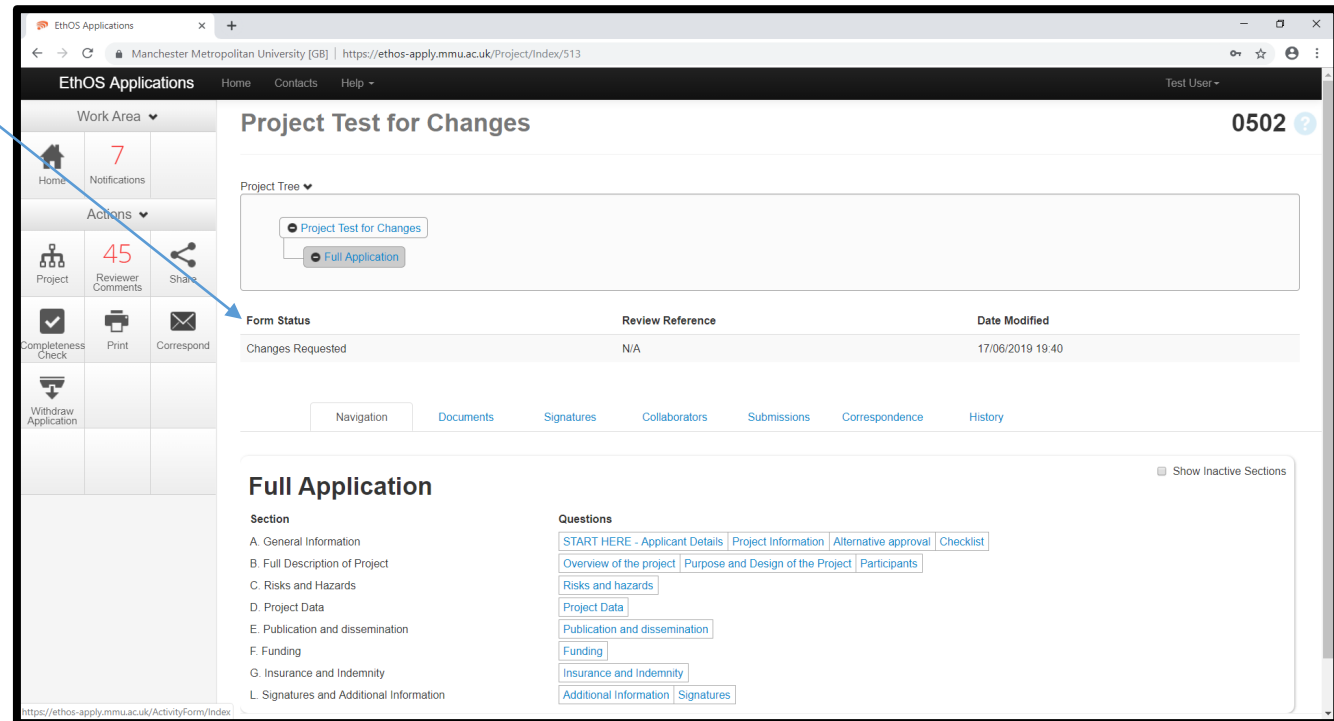
The application will then get sent for review. Please be aware that you may get a request to make changes to your application. Please see the designated guide to see how to do this.

DO NOT commence this project until you have received approval to do so.



7. Post-submission Actions

- From the main navigation page you can check the status of your application. If the Form Status remains as 'Changes Requested' then either yourself or your supervisor (if required) have not yet signed the application. **It is your responsibility to ensure that the supervisor provides their signature.**
- If the form status remains as 'Resubmitted' for more than one week then please contact your faculty research officer.
- You may receive notification to make further changes. Please refer back to this guide.
- If, once you have received approval, you want to make an amendment to the details of your application then please see the relevant guide.



The screenshot shows the EthOS Applications web interface. The main heading is 'Project Test for Changes' with a user ID of 0502. Below this, there is a 'Project Tree' section with two items: 'Project Test for Changes' and 'Full Application'. A table titled 'Form Status' shows the current status as 'Changes Requested', with a 'Review Reference' of 'N/A' and a 'Date Modified' of '17/06/2019 19:40'. Below the table, there are navigation tabs: 'Navigation', 'Documents', 'Signatures', 'Collaborators', 'Submissions', 'Correspondence', and 'History'. The 'Full Application' section is expanded, showing a list of sections (A through L) and a 'Questions' section with various links like 'START HERE - Applicant Details', 'Project Information', 'Alternative approval', 'Checklist', 'Overview of the project', 'Purpose and Design of the Project', 'Participants', 'Risks and hazards', 'Project Data', 'Publication and dissemination', 'Funding', 'Insurance and Indemnity', and 'Additional Information | Signatures'.