



Guide for Reviewers

ethos-review.mmu.ac.uk

Logging in to EthOS



In order to log into EthOS go to ethos-review.mmu.ac.uk

Here, you need to enter your MMU staff I.D and your standard password.

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

A screenshot of a web browser displaying the login page for the Research Ethics Review system at Manchester Metropolitan University. The browser's address bar shows the URL 'https://mmu.review.ethicalreviewmanager.com/Account/Login?ReturnUrl=%2FWorkArea%2FIndex'. The page has a dark navigation bar with 'Research Ethics Review', 'Work Area', 'Contacts', 'Help', and 'Log in'. The main content area features the Manchester Metropolitan University logo and the title 'Research Ethics Review'. Below this is a 'Log in' form with fields for 'Domain' (set to 'mmu.ac.uk'), 'User Name' (containing '55555555'), and 'Password' (masked with dots). A blue 'Log in' button is positioned below the password field. At the bottom of the page, there is a copyright notice: '© Infonetica Ltd 2017 Version 9.4.0.0' and links for 'Terms and Conditions' and 'Privacy Policy'.



EthOS Work Area

Once you have logged in, you will reach the main Work Area. Each tile within this work area displays a digit which tallies the number of projects within that particular tile.

The work area is split into tiles that hold information pending attention.

The tiles within the box represent a stage in the review process. This can be related back to the process map on page 2.

The following guide will ask you to select an option from within the work area. It is this page that is being referred to.

A screenshot of the EthOS Work Area dashboard. The top navigation bar includes 'EthOS Review', 'Work Area', 'Meetings', 'Contacts', 'Help', and 'Miss Ethics Reviewer'. The main content area is titled 'Work Area' and contains two sections: 'General' and 'Faculty Applications'. Each section has four tiles with numerical counts. The 'General' section shows 1 notification, 0 meetings, 0 contacts, and 0 reports. The 'Faculty Applications' section shows 1 review, 0 chair assignments, 0 approvals, and 0 rejections. A yellow box highlights the 'General' and 'Faculty Applications' sections.

Section	Tile	Count
General	Notifications	1
	Meetings	0
	Contacts	0
	Reports	0
Faculty Applications	My Reviews	1
	Chair Assigned	0
	Approved (Chair)	0
	Rejected (Chair)	0



EthOS Work Area continued

Each tile from the work area will lead to a list of projects that are currently at that particular stage of the process.

You can use the various fields to sort the results

You are also able to use the search bar at the top to search for a specific project.

In order to manage your workload, you can toggle the tick-box on and off as you deal with the particular projects.

Click in to any project to view it in detail

Review Reference	Project Id	Project Title	Applicant Title	Applicant First Name	Applicant Last Name	Review Status	Review Date Received	Review Committee	User Reviewer Type	Timeline Clock Days Elapsed
<input checked="" type="checkbox"/>	2017-0092-15	92	Mr	Adam	Riches	Assigned to Reviewers	01/09/2017 10:14	Default Committee		0
<input checked="" type="checkbox"/>	2017-0092-15	92	Mr	Adam	Riches	Assigned to Reviewers	01/09/2017 10:14	Default Committee		27
<input checked="" type="checkbox"/>	2017-0079-14	79	Mr	Adam	Riches	Assigned to Reviewers	23/06/2017 12:03	Business and Law FREG		0
<input checked="" type="checkbox"/>	2017-0079-14	79	Mr	Adam	Riches	Assigned to Reviewers	23/06/2017 12:03	Business and Law FREG		118
<input checked="" type="checkbox"/>	2017-0072-12	72	Mr	bob	Smith	Assigned to Reviewers	22/06/2017 16:43	Default Committee		0



EthOS Application - Timeline Page

From within each project you are able to view various details about the application

You can scroll through the various tabs to reveal more information

The timeline shows where in the process the application is up to. This can be viewed by status or action

The events of the process are documented at the bottom in an audit trail. Any associated emails and attachments which have been uploaded with the application or sent following submission can be pulled directly from here.

Project Title:
Form Reference: Full Application
Review Reference: 2018-0184-45

Project ID	0184	Applicant Name	Mr Michael Lonsdale
Current Committee	Art and Humanities RES	Current Status	Assigned to Reviewers
Application Type	High Risk	Meeting	Unassigned
Clock Status	Start (30/30) days remaining	Assigned Reviewers	Mr RJC Systems (RES Reviewer)
Confined Users	None		

Timeline | Project | Documents | Contacts | Correspondence

Zoom In | Zoom Out | View by Status

15:00 16:00 17:00 18:00 19:00 20:00 21:00 22:00 23:00 00:00 01:00 02:00 03:00 04:00 05:00 06:00 07:00 08:00 09:00 10:00 11:00 12:00 13:00 14:00

Thursday 4 January 2018 Friday 5 January 2018

Search events...

Action	Event Date	Clock Status	Clock Information	Attachment	Email
Assign Reviewers	04/01/2018 11:36		30/30 days remaining		



EthOS Application - Timeline Page continued

On the left hand side of the Timeline Page you will be able to see an actions bar.

There are several counters that show how many submissions/comments have been made. You can click into these numbers to view them in more detail. See page 8 for further guidance.

Review Application

It is here that you will be able to check the answers given to inform your choice of next actions. This will allow you to view this particular application and make informed decisions as to where the application should be directed. Further guidance can be found on page 8

Changes

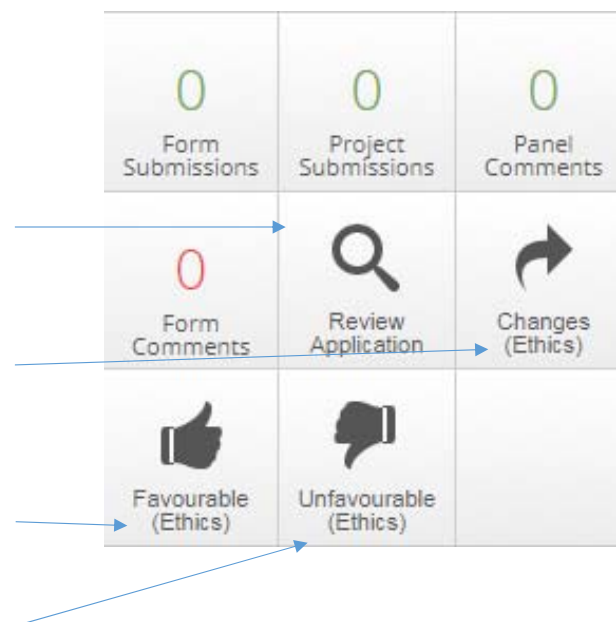
If you would like to request that changes are made to the application then you can click here. Your changes should be clearly explained within the comments of your review. Page 9-10 for more info.

Favourable

To submit your review as a favourable ethical decision then you can click here. Page 10 for further guidance.

Unfavourable

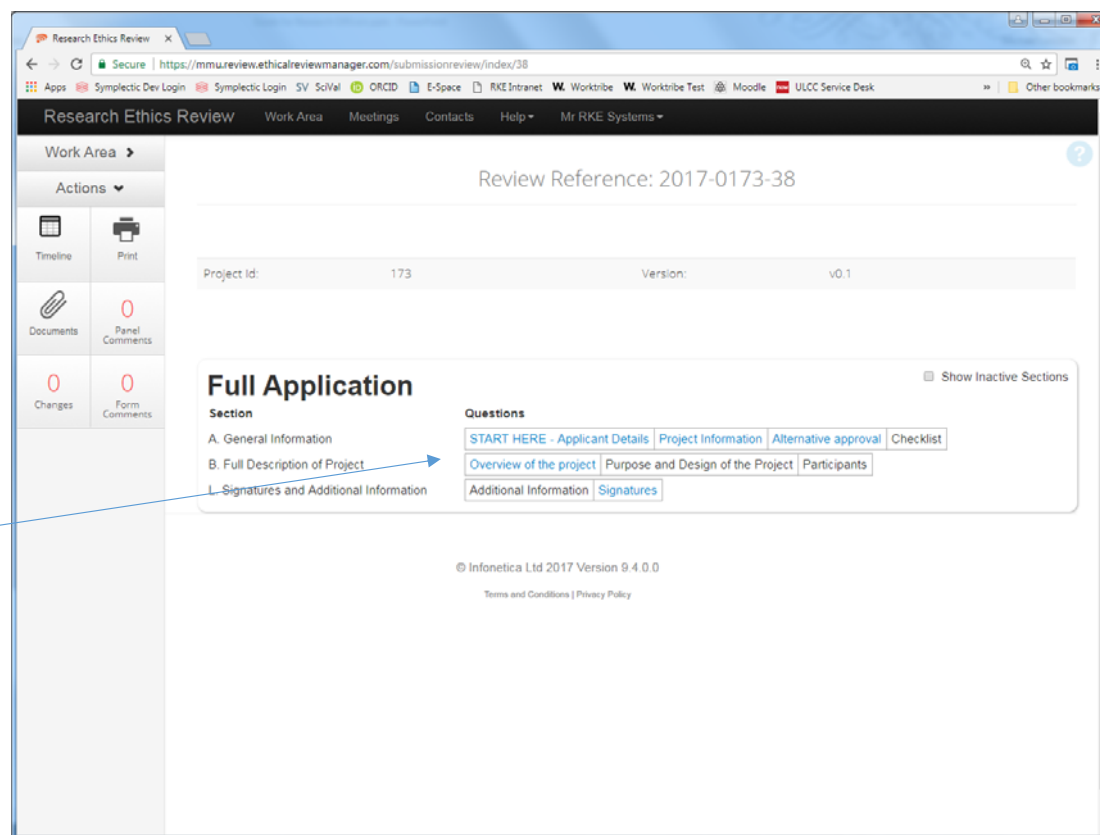
To submit your review as a favourable ethical decision then you can click here. Page 10 for additional information.



Reviewing an Application – Navigation Page

After you have clicked into the review area from the actions bar, you will arrive at the Navigation Page shown here.

This page will show the list of sections that relate to this application. The sections in blue have had questions answered within them; you are able to click them to view the answers given.



The screenshot shows a web browser window displaying the 'Research Ethics Review' system. The page title is 'Review Reference: 2017-0173-38'. The URL is 'https://mmu.review.ethicalreviewmanager.com/submissionreview/index/38'. The page features a navigation menu on the left with options like 'Work Area', 'Actions', 'Timeline', 'Print', 'Documents', 'Panel Comments', 'Changes', and 'Form Comments'. The main content area displays 'Project Id: 173' and 'Version: v0.1'. Below this, there is a 'Full Application' section with a 'Questions' sub-section. The 'Questions' sub-section contains a list of sections: 'A. General Information', 'B. Full Description of Project', and 'I. Signatures and Additional Information'. Each section has a list of sub-sections in blue, indicating they have been answered. A blue arrow points from the text in the previous block to the 'B. Full Description of Project' section.

Section	Questions
A. General Information	START HERE - Applicant Details Project Information Alternative approval Checklist
B. Full Description of Project	Overview of the project Purpose and Design of the Project Participants
I. Signatures and Additional Information	Additional Information Signatures

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Reviewing an Application – Questions

From within this page you are able to view the questions, answers and the associated help buttons. This section is a replica of what the applicant filled in. You also have a new set of actions within the actions bar:

Use **'Previous'** and **'Next'** to skip through sections.

Use **'Navigate'** to go to the Navigation Page.

Use **'Timeline'** to return to the Timeline Page.

'Print' will allow you to print or export the questions.

'Documents' allow you to view all uploads.

The numbered panels show the total number of comments and changes within the application.

To post a comment, click on **'New Comment'**.

The screenshot shows the 'Full Application' page in the EthOS system. The left sidebar contains an 'Actions' menu with the following items: 'Previous' (left arrow), 'Next' (right arrow), 'Navigate' (location pin), 'Timeline' (calendar), 'Print' (printer icon), 'Documents' (paperclip icon), 'Panel Comments' (0 in a circle), 'Changes' (0 in a circle), 'Form Comments' (0 in a circle), and 'New Comment' (plus icon). The main content area is titled 'Full Application' and shows 'Project Id: 173' and 'Version: v0.1'. Below this is the 'Project Information' section with a help icon (0 in a speech bubble). The 'A7 Full Project Title' field contains 'How to complete an EthOS Review'. The 'A8 Project Short Title' field contains 'This is the title by which your project will be known'. The 'EthOS Reviews' section contains 'A9 Do you propose to commence your data collection within the next 31 days?' with radio button options: 'Yes', 'Yes - but I have confirmation from my FHREG to proceed with the application', and 'No'. The 'A9.1' question asks 'What is the proposed start date of your data collection?'.

Reviewing an Application – Adding Comments

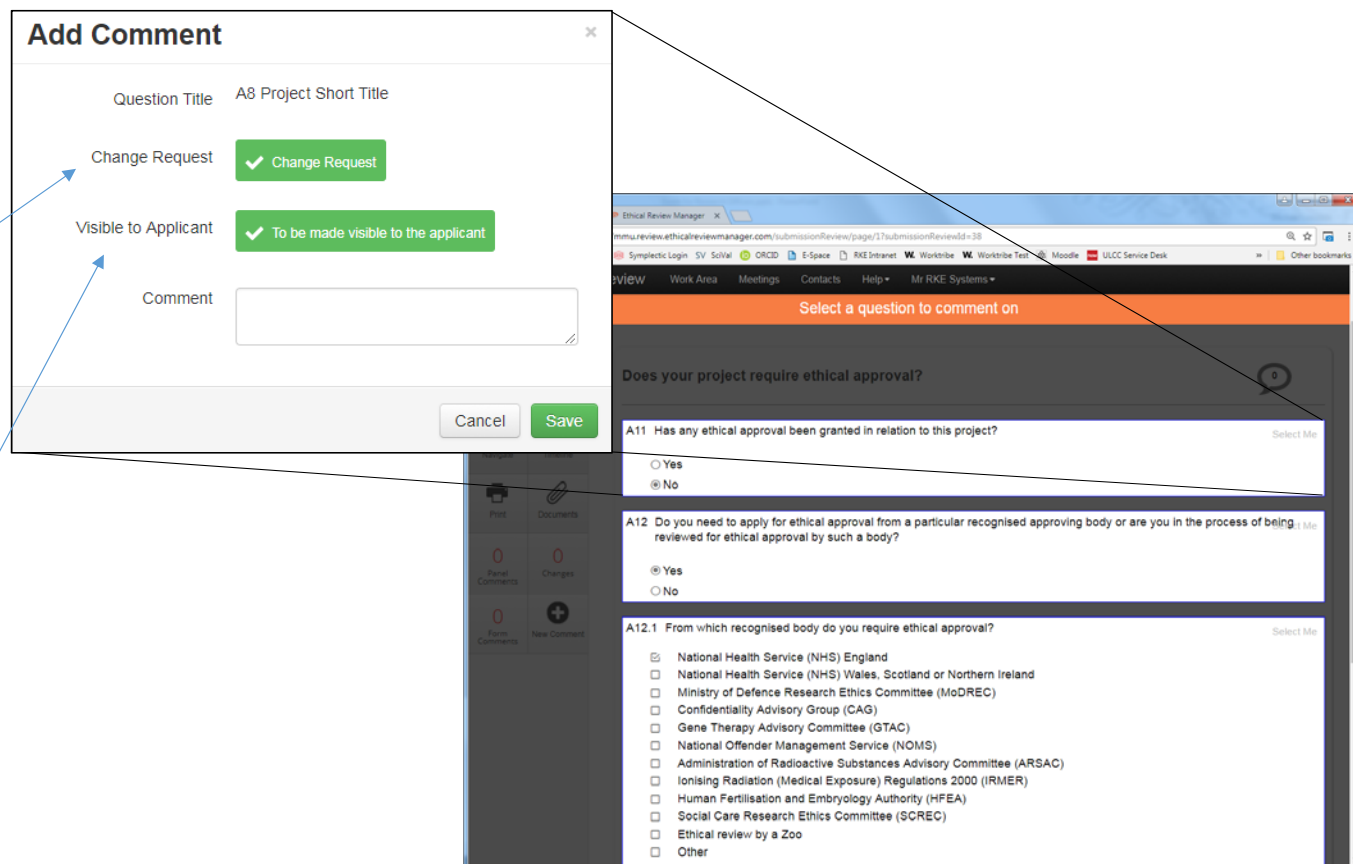
In order to add a comment you need to first select the specific question you want to comment on. This will open up a dialogue box where you are able to type into. You are also able to toggle on and off:

Change Request -

If your comment is a request for changes to the application then this button must be on (green). Please also ensure that the button below is selected.

Comment visibility -

This button must be on (green) for the applicant to see any comments. If this button is off then only subsequent reviewers will be able to see your comment.



The image shows a screenshot of the EthOS system interface. A dialog box titled "Add Comment" is overlaid on the main application review page. The dialog box contains the following fields and options:

- Question Title:** A8 Project Short Title
- Change Request:** A green button with a checkmark and the text "Change Request".
- Visible to Applicant:** A green button with a checkmark and the text "To be made visible to the applicant".
- Comment:** A text input field.
- Buttons:** "Cancel" and "Save" buttons at the bottom right.

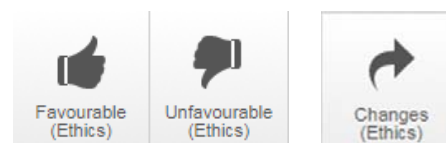
The background shows the main application review page with a navigation menu on the left and a list of questions on the right. The questions are:

- Does your project require ethical approval?** (Radio buttons for Yes and No)
- A11 Has any ethical approval been granted in relation to this project?** (Radio buttons for Yes and No)
- A12 Do you need to apply for ethical approval from a particular recognised approving body or are you in the process of being reviewed for ethical approval by such a body?** (Radio buttons for Yes and No)
- A12.1 From which recognised body do you require ethical approval?** (List of recognised bodies with checkboxes):
 - National Health Service (NHS) England
 - National Health Service (NHS) Wales, Scotland or Northern Ireland
 - Ministry of Defence Research Ethics Committee (MoDREC)
 - Confidentiality Advisory Group (CAG)
 - Gene Therapy Advisory Committee (GTAC)
 - National Offender Management Service (NOMS)
 - Administration of Radioactive Substances Advisory Committee (ARSAC)
 - Ionising Radiation (Medical Exposure) Regulations 2000 (IRMER)
 - Human Fertilisation and Embryology Authority (HFEA)
 - Social Care Research Ethics Committee (SCREC)
 - Ethical review by a Zoo
 - Other



Reviewing an Application – Submitting Review

Once you have completed your review and added all comments to the application then you can use the actions bar to return to the navigation page.



From here, you can use either the 'Favourable', 'Unfavourable' or 'Changes' button to submit your decision.

(Please note that if you are requesting changes then only the ones you have previously selected as visible (Page 9) will be returned to the applicant.)

This will return your decision to the research officer who will then process the application to the next stage.

Favourable (Ethics) ×

Action Date:

Timeline Notes: