

**Manchester
Metropolitan
University**

Guide for Staff and PGR Ethics Applications

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



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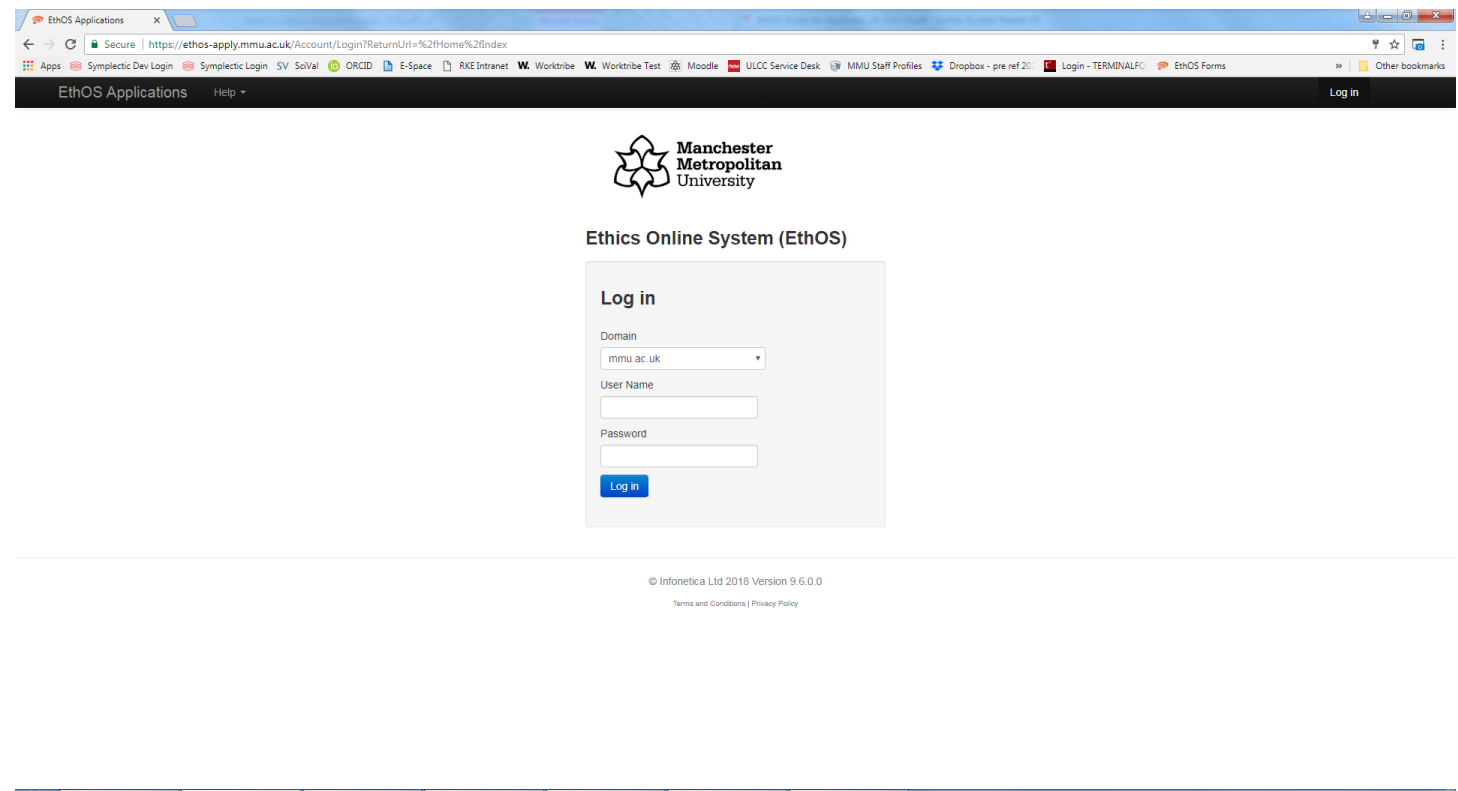
1: Logging in to EthOS

To access 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.

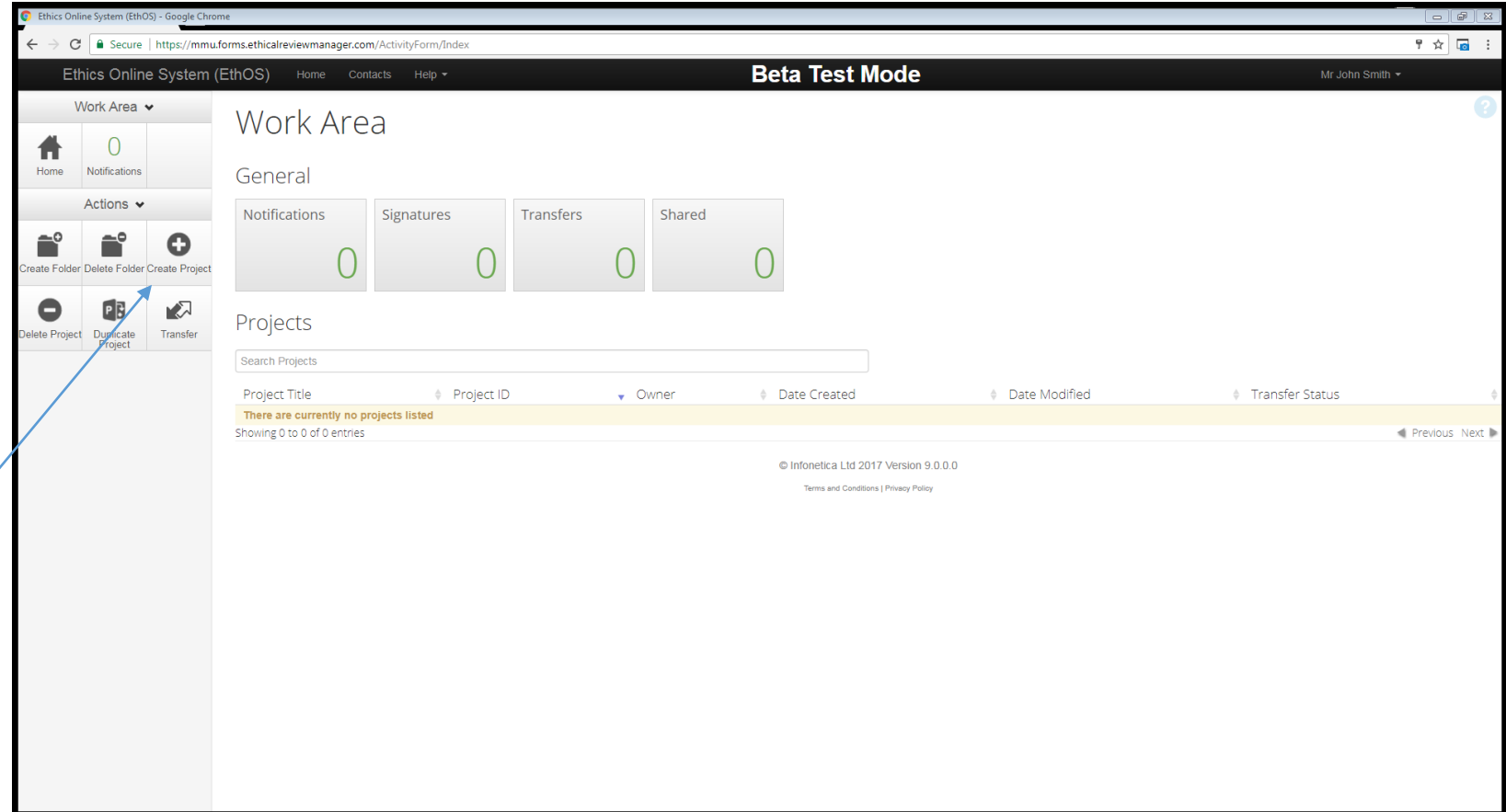


2: EthOS Work Area

Once you have logged in, you will reach the main Work Area. This will display a list of your current projects and pending actions.

In order to create a project, select 'Create Project' from the 'Actions' bar on the left hand side.

(These action buttons will change according to the page you are on)

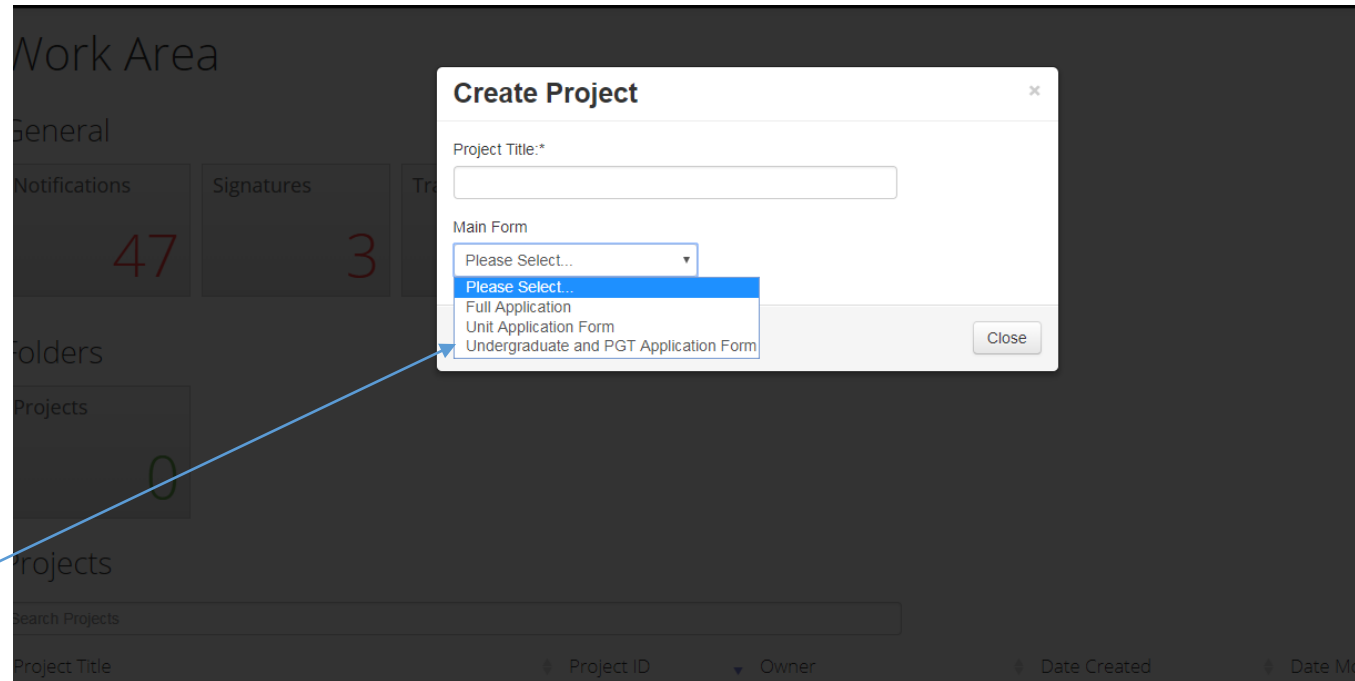


3: Creating a Project

You will then reach the project creation page where you will need to give your project a title. This should be your actual project name (not a generic title e.g. "Dissertation"). Please be aware that you cannot change this later on.

You then need to select the 'Full Application'

You then need to select 'Create'



Work Area

General

Notifications 47 Signatures 3

Projects 0

Search Projects

Project Title Project ID Owner Date Created Date Modified

Create Project

Project Title:*

Main Form

Please Select...
Full Application
Unit Application Form
Undergraduate and PGT Application Form

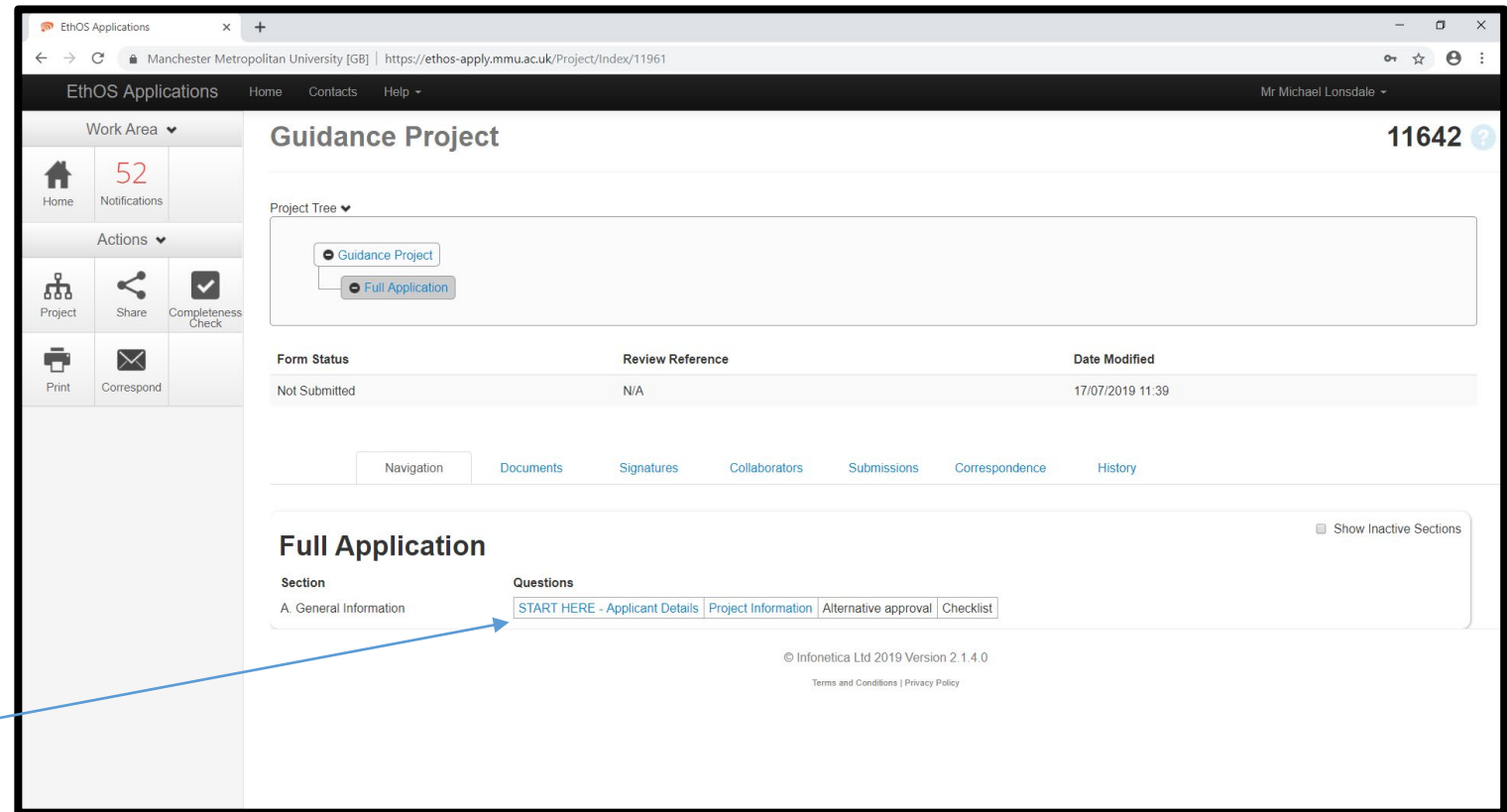
Close

4: Beginning the Application

This is the main navigation page of the application where you can access the questions.

You can also use this page to check the status of the application. Please use this area to check that the status is 'Submitted' once you have completed all the questions.

In order to start the questions, click on the 'START HERE – Applicant Details' button.



The screenshot displays the EthOS Applications web interface. The browser address bar shows the URL: <https://ethos-apply.mmu.ac.uk/Project/Index/11961>. The page title is "Guidance Project" with the ID "11642". The interface includes a sidebar with "Work Area" (Home, Notifications: 52), "Actions" (Project, Share, Completeness Check), and "Print" and "Correspond" options. The main content area shows a "Project Tree" with "Guidance Project" and "Full Application" items. Below this is a table with columns "Form Status", "Review Reference", and "Date Modified".

Form Status	Review Reference	Date Modified
Not Submitted	N/A	17/07/2019 11:39

Navigation tabs include: Navigation, Documents, Signatures, Collaborators, Submissions, Correspondence, History.

The "Full Application" section is expanded, showing a "Section" list with "A. General Information" and a "Questions" list with "START HERE - Applicant Details", "Project Information", "Alternative approval", and "Checklist". A blue arrow points to the "START HERE - Applicant Details" button.

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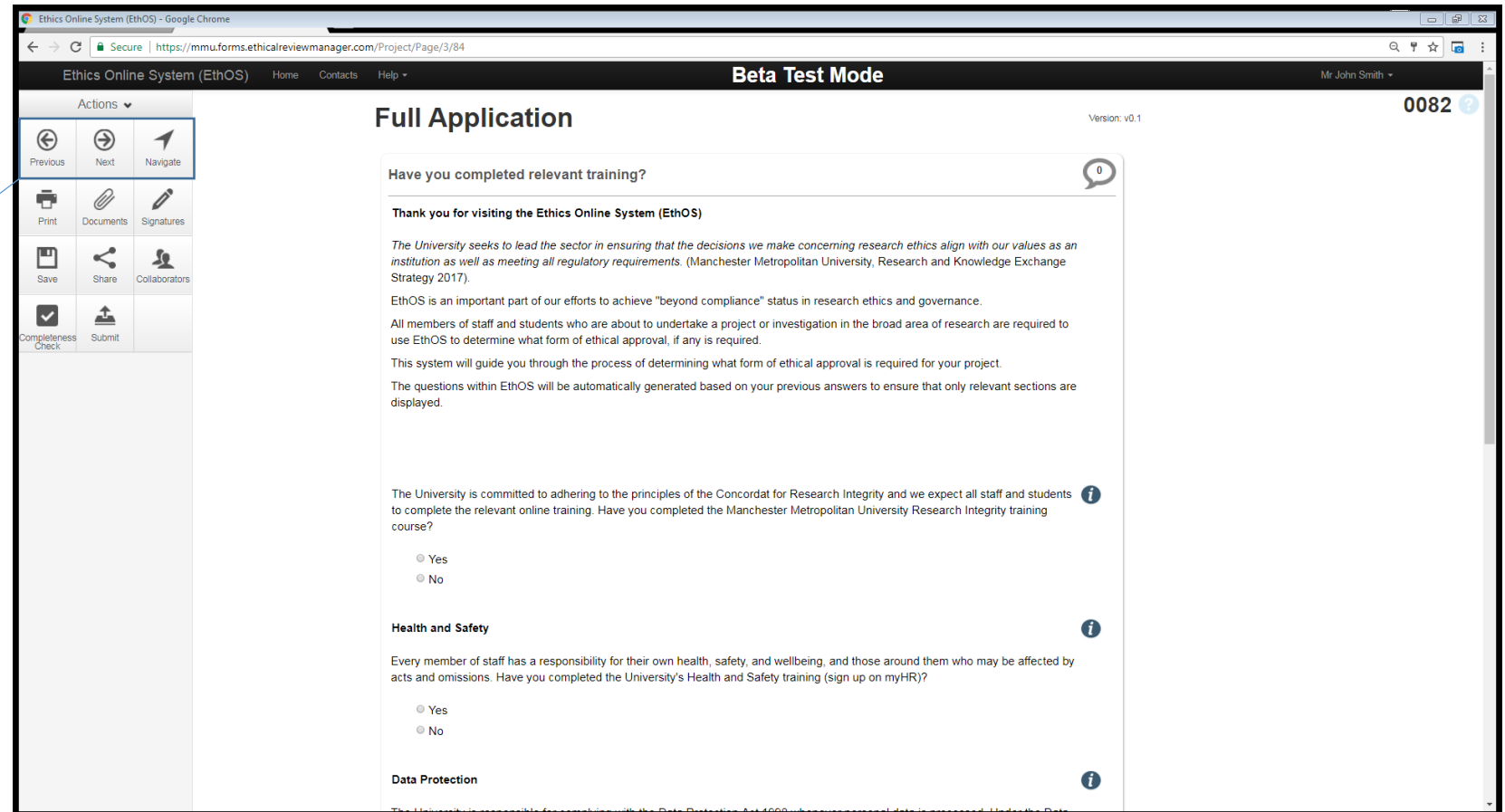
5: Completing the Questions

You should now begin to fill out the questions in your application form.

You can navigate through sections using the navigation buttons.

Questions and sections will appear depending on the answers given to previous questions.

You must ensure you answer all questions accurately and truthfully.



The screenshot shows the 'Full Application' page in the EthOS system. The browser address bar shows the URL: <https://mmu.forms.ethicalreviewmanager.com/Project/Page/3/84>. The page header includes 'Ethics Online System (EthOS)', 'Beta Test Mode', and the user name 'Mr John Smith'. The application ID '0082' is visible in the top right corner. On the left side, there is an 'Actions' menu with buttons for 'Previous', 'Next', 'Navigate', 'Print', 'Documents', 'Signatures', 'Save', 'Share', 'Collaborators', 'Completeness Check', and 'Submit'. The main content area is titled 'Full Application' and contains the following text:

Have you completed relevant training?

Thank you for visiting the Ethics Online System (EthOS)

The University seeks to lead the sector in ensuring that the decisions we make concerning research ethics align with our values as an institution as well as meeting all regulatory requirements. (Manchester Metropolitan University, Research and Knowledge Exchange Strategy 2017).

EthOS is an important part of our efforts to achieve "beyond compliance" status in research ethics and governance.

All members of staff and students who are about to undertake a project or investigation in the broad area of research are required to use EthOS to determine what form of ethical approval, if any is required.

This system will guide you through the process of determining what form of ethical approval is required for your project.

The questions within EthOS will be automatically generated based on your previous answers to ensure that only relevant sections are displayed.

The University is committed to adhering to the principles of the Concordat for Research Integrity and we expect all staff and students to complete the relevant online training. Have you completed the Manchester Metropolitan University Research Integrity training course?

Yes
 No

Health and Safety

Every member of staff has a responsibility for their own health, safety, and wellbeing, and those around them who may be affected by acts and omissions. Have you completed the University's Health and Safety training (sign up on myHR)?

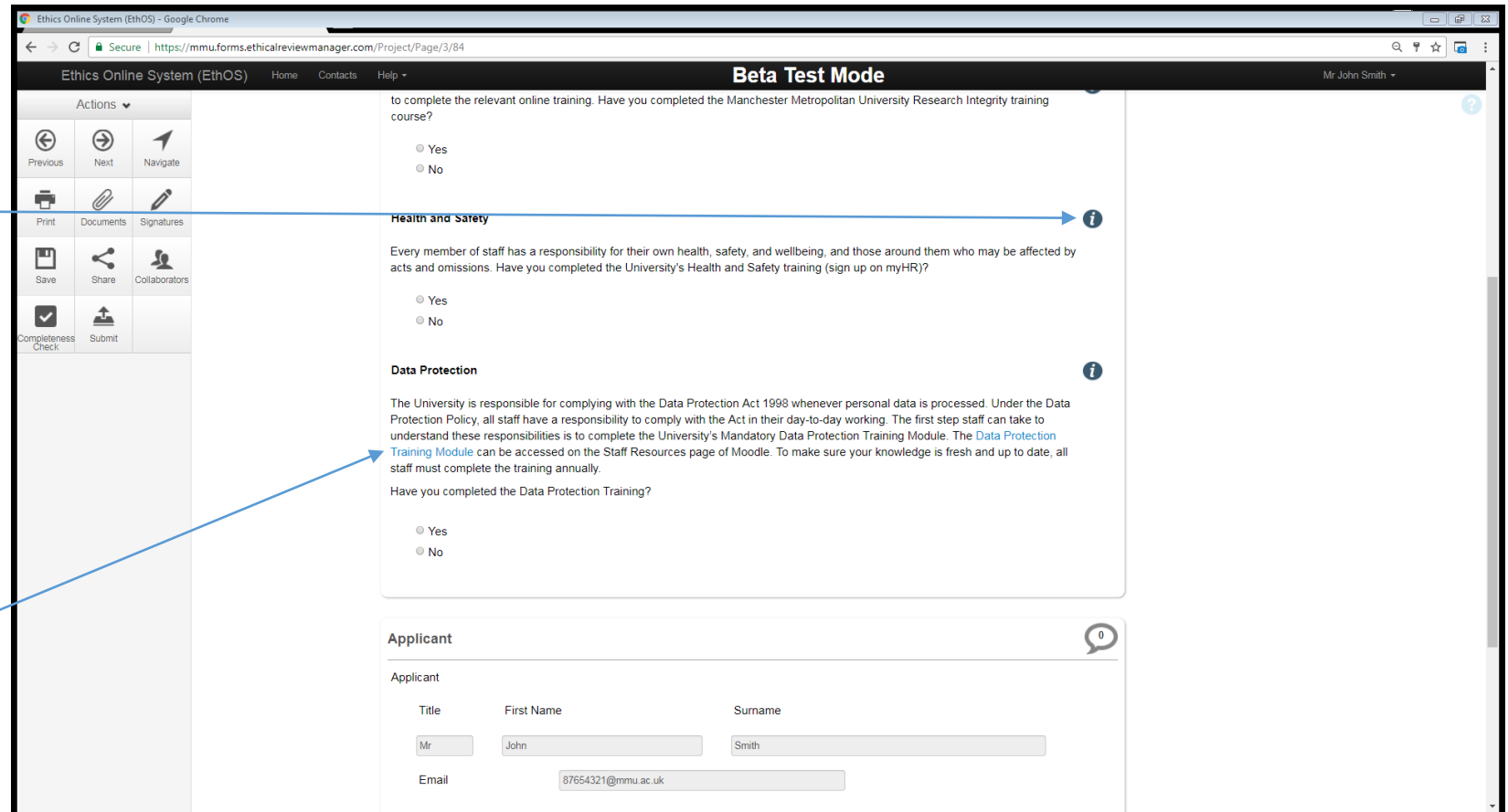
Yes
 No

Data Protection

Completing the Questions

Certain questions will have an information button on the top right. This will give you further detail to help you to provide an answer. We encourage you to read this as much as possible to ensure you can answer the question accurately

Occasionally, you will see links to external sources appear. These will appear in blue and you can click into this to visit the source directly.



The screenshot shows the EthOS Beta Test Mode interface. The browser address bar displays the URL: <https://mmu.forms.ethicalreviewmanager.com/Project/Page/3/84>. The page header includes "Ethics Online System (EthOS)", "Home", "Contacts", "Help", "Beta Test Mode", and "Mr. John Smith".

The main content area contains a question: "to complete the relevant online training. Have you completed the Manchester Metropolitan University Research Integrity training course?". Below the question are two radio button options: "Yes" and "No".

Below the question is a section titled "Health and Safety" with an information icon (i) on the right. The text reads: "Every member of staff has a responsibility for their own health, safety, and wellbeing, and those around them who may be affected by acts and omissions. Have you completed the University's Health and Safety training (sign up on myHR)?". Below this text are two radio button options: "Yes" and "No".

Below the "Health and Safety" section is a section titled "Data Protection" with an information icon (i) on the right. The text reads: "The University is responsible for complying with the Data Protection Act 1998 whenever personal data is processed. Under the Data Protection Policy, all staff have a responsibility to comply with the Act in their day-to-day working. The first step staff can take to understand these responsibilities is to complete the University's Mandatory Data Protection Training Module. The [Data Protection Training Module](#) can be accessed on the Staff Resources page of Moodle. To make sure your knowledge is fresh and up to date, all staff must complete the training annually. Have you completed the Data Protection Training?". Below this text are two radio button options: "Yes" and "No".

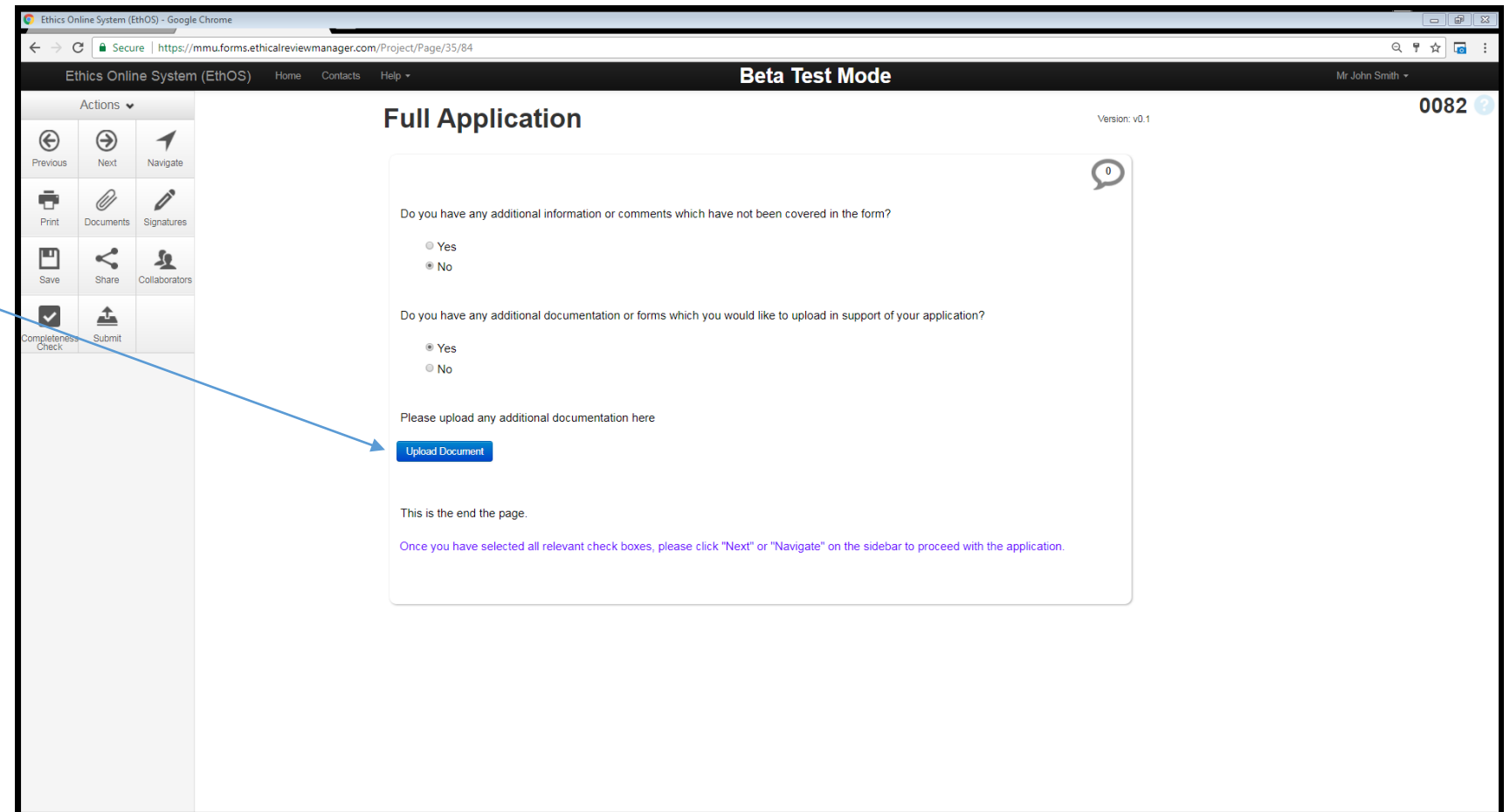
At the bottom of the form is an "Applicant" section with a chat icon (0). It contains the following fields:

Title	First Name	Surname
Mr	John	Smith

Email: 87654321@mmu.ac.uk

Additional Information and Uploads

Depending on certain answers, you may be asked to provide evidence in the form of a document. To do this, select Upload Document, choose a file from your computer and click on 'Upload'



The screenshot shows a web browser window displaying the 'Ethics Online System (EthOS) Beta Test Mode' interface. The page title is 'Full Application' and the version is 'v0.1'. The user is identified as 'Mr. John Smith' with the ID '0082'. A sidebar on the left contains an 'Actions' menu with options: Previous, Next, Navigate, Print, Documents, Signatures, Save, Share, Collaborators, and Submit. The main content area contains two questions with radio button options:

- Do you have any additional information or comments which have not been covered in the form?
 Yes
 No
- Do you have any additional documentation or forms which you would like to upload in support of your application?
 Yes
 No

Below the second question, there is a text prompt: 'Please upload any additional documentation here' followed by a blue 'Upload Document' button. A blue arrow points from the 'Upload Document' button in the sidebar to the 'Upload Document' button in the main content area. At the bottom of the form, it states: 'This is the end of the page. Once you have selected all relevant check boxes, please click "Next" or "Navigate" on the sidebar to proceed with the application.'

Checklist



Pay particular attention to question A13 which is a checklist that will determine which questions are relevant to your project.

You must carefully consider and click all boxes that apply to your project.

What will your project involve? 0

Although it is not possible to provide exhaustive criteria which determine whether or not a proposed project needs ethical review, the following can be used as guidance. Does your project involve: i

- Primary data collection from human participants (including, but not limited to interviews, questionnaires, images, artefacts and digital data)
- Further analysis of identifiable, pre-existing data obtained from human participants
- Privileged access to personal or clinical records
- Prevent Duty in Research (Terrorism)
- Observation of human participants or the collection of their data without their consent
- Vulnerable individuals (children, adults who lack the capacity to consent or are temporarily vulnerable within the context of the project)
- Access to individuals who may pose a safety risk to the researcher
- Any form of physical and/or psychological risk, damage or distress to the participant
- Recompense other than reasonable expenses and compensation for time
- Clinical procedures with participants
- The use of novel techniques, even where apparently non-invasive, whose safety may be open to question
- The ingestion of any substance by participants by any means of delivery
- The administration of drugs by whatever means of delivery
- The use of ionising radiation or exposure to radioactive materials
- New human tissue samples or other human biological samples
- Existing human tissue samples or other human biological samples
- The use of equipment which may be a medical device, or is a known medical device, but will be used outside its intended purpose and be tested on human participants
- Biological agents or toxins
- The design or production of new or substantially improved materials, devices, products or processes
- The generation of new ideas, images, performances or artefacts
- Animals, their tissue or their remains
- Plants or plant matter
- None of the above

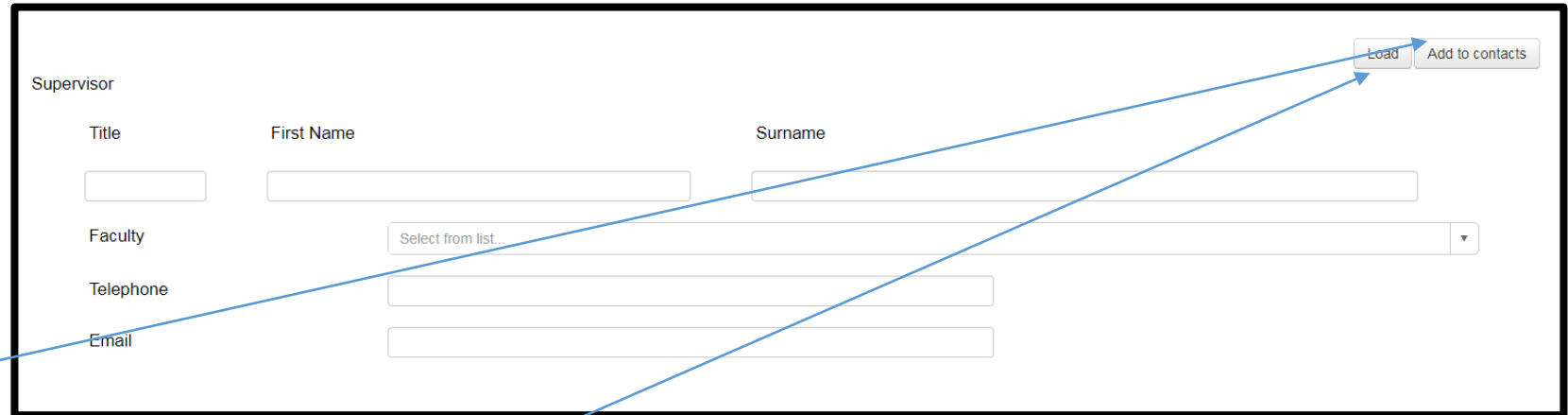
Types of Question

Certain questions enable you to add contacts (for example: your supervisor).

Be sure to add all details (including title) to prevent this question being flagged up as incomplete within the completeness check.

Once you have added contact details you can click on 'Add to contacts' to save this person for future projects.

If you have previously saved a contact then you can click on 'Load' to pre-fill this section with their details.



Supervisor

Title	First Name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Faculty	<input type="text" value="Select from list..."/>	
Telephone	<input type="text"/>	
Email	<input type="text"/>	

7: Actions

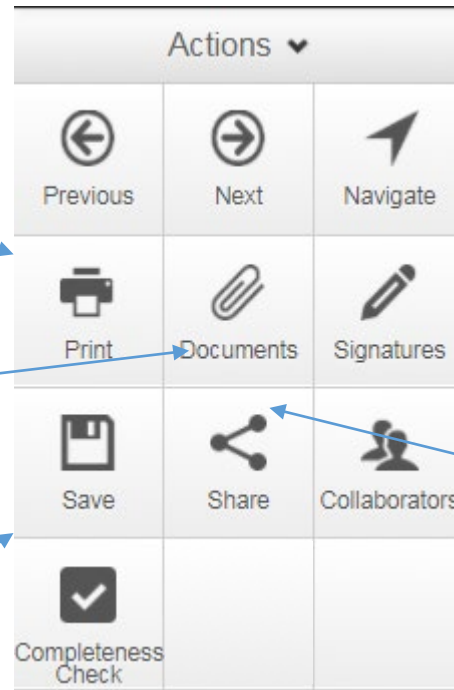
The actions bar (on the left hand side) has several further crucial tools (note: these buttons change depending on which screen you are on).



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.



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).

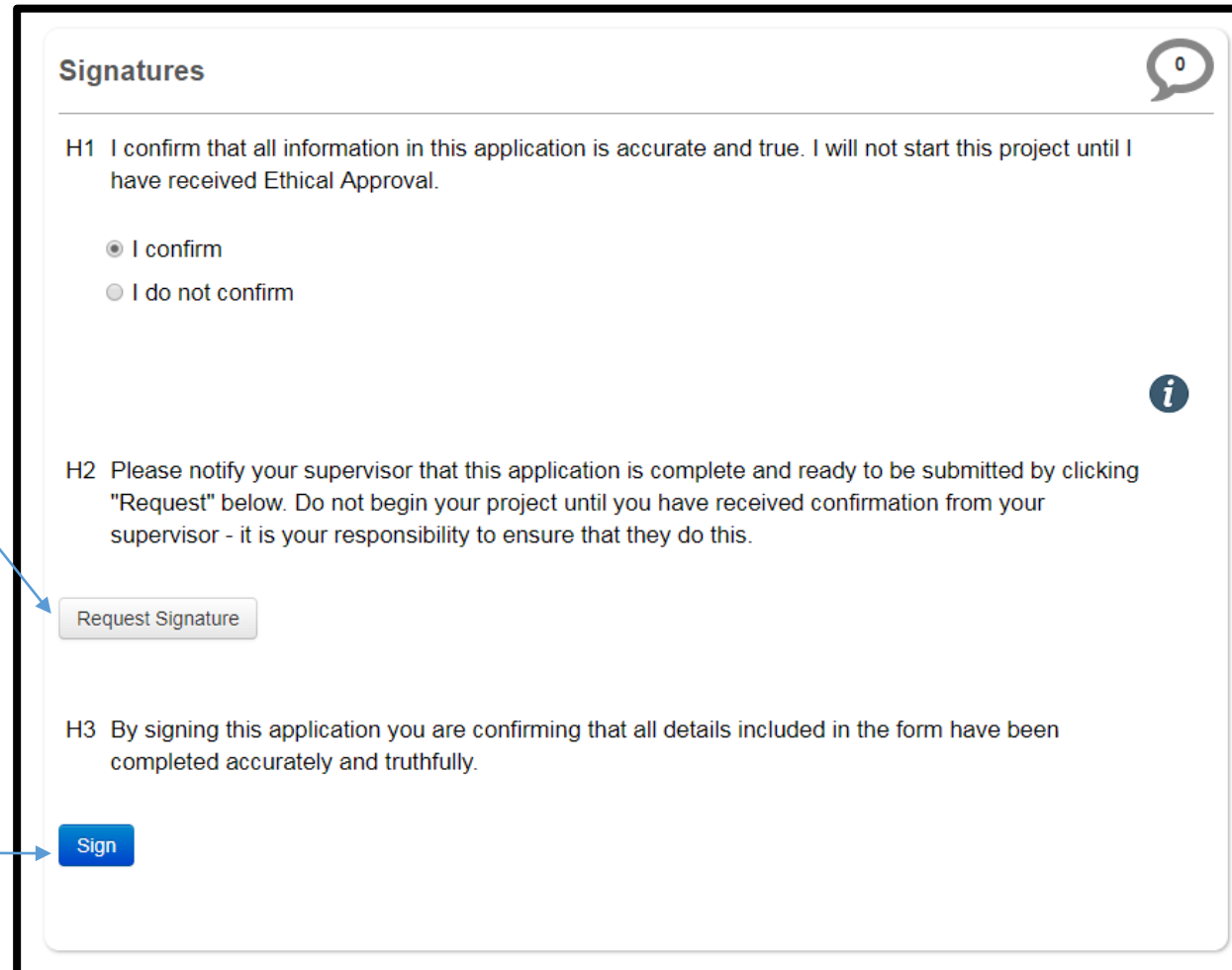
Use the 'Completeness Check' to see any outstanding actions.

8: Signing and Submitting

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 of text:

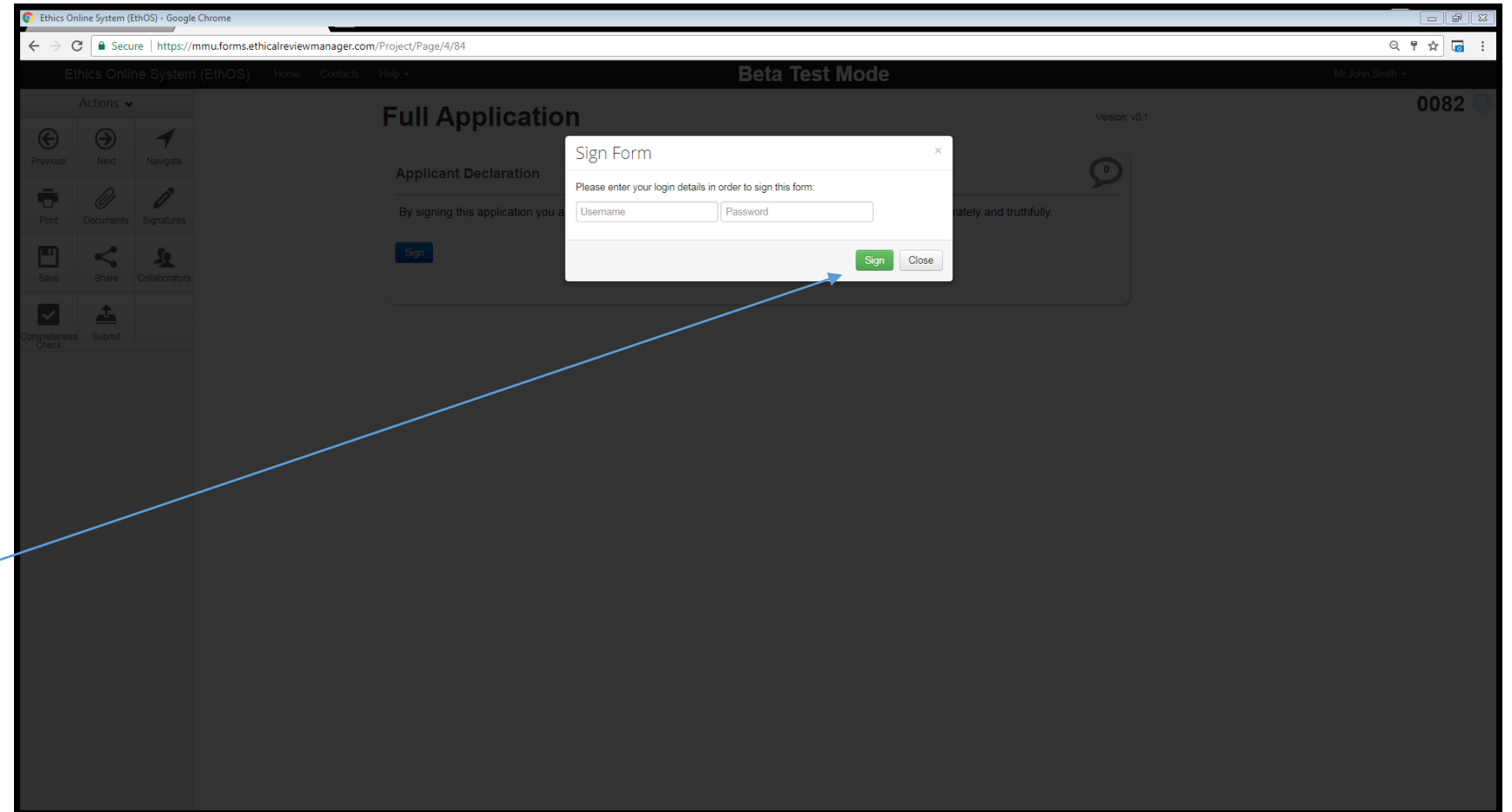
- H1** I confirm that all information in this application is accurate and true. I will not start this project until I have received Ethical Approval.
 - I confirm
 - I do not confirm
- H2** Please notify your supervisor that this application is complete and ready to be submitted by clicking "Request" 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 Submitting



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'



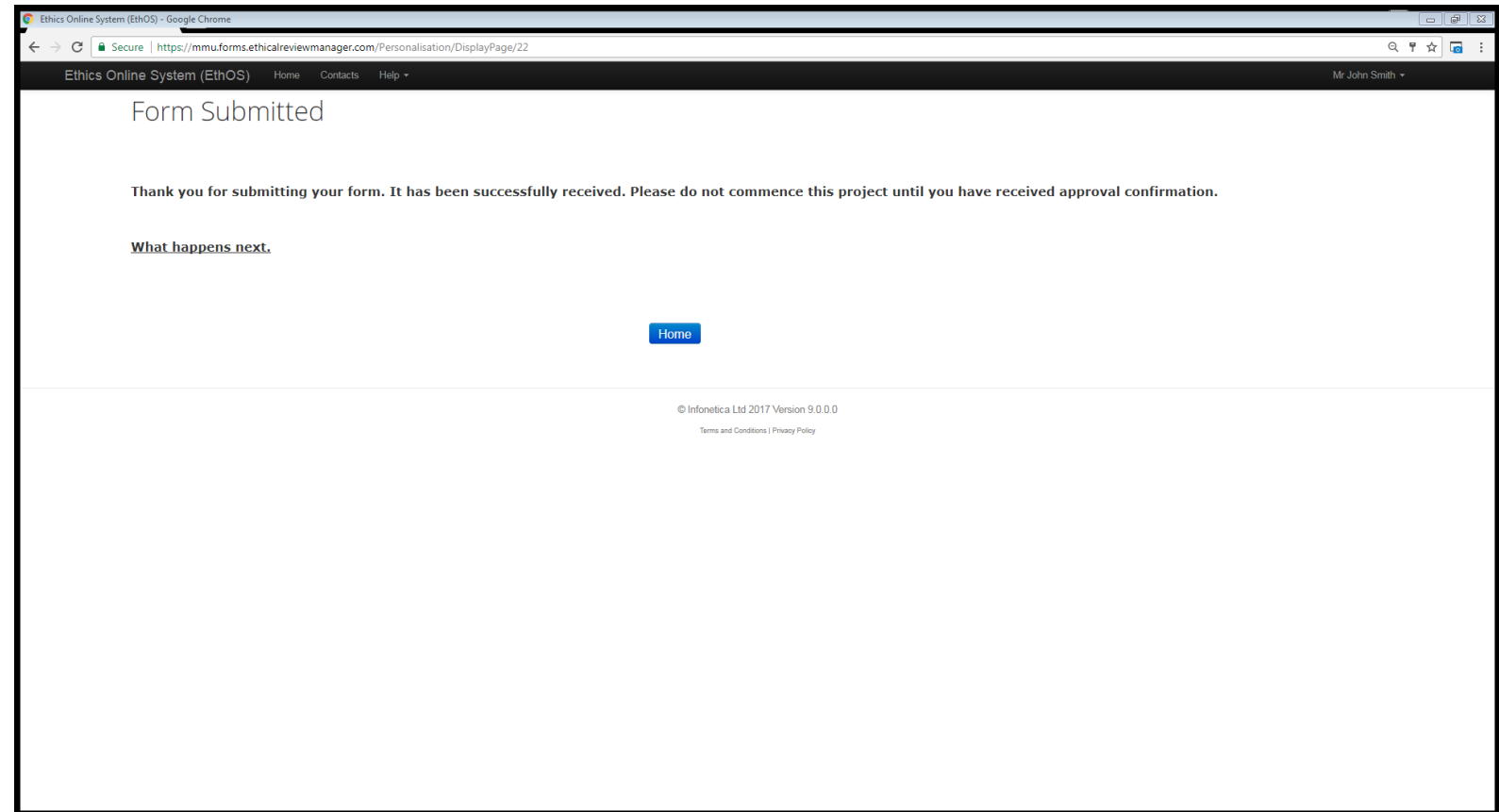
Signing and Submitting

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.**

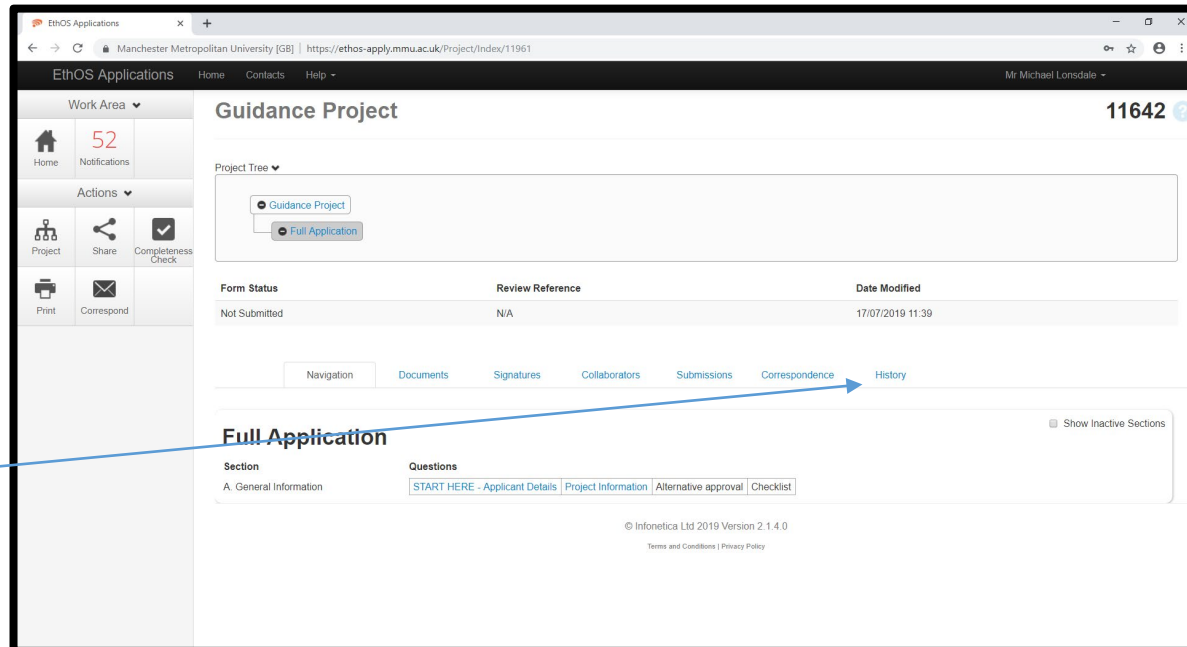
The application will then get sent for review. Please be aware that you may get a request to make changes to your application. Please see the designated guide to see how to do this.

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



Post-submission Actions

- From the main navigation page you can check the status of your application. If the Form Status is 'Not Submitted' then either yourself or your supervisor have not yet signed the application.
- If the form status remains as 'Submitted' for more than one week then please contact your faculty research officer.
- If you have not had a response ('approval', 'rejection' or 'changes requested') within 3 weeks then please contact your faculty research officer.
- If you want to download a copy of your response letter then click on the 'History' tab.
- If you receive notification to make changes then please see the relevant 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 displays the EthOS Applications web interface. The browser address bar shows the URL: <https://ethos-apply.mmu.ac.uk/Project/Index/11961>. The page title is "EthOS Applications" and the user is logged in as "Mr Michael Lonsdale". The main content area shows a "Guidance Project" with a project ID of "11642". The "Form Status" is "Not Submitted", the "Review Reference" is "N/A", and the "Date Modified" is "17/07/2019 11:39". A navigation bar includes tabs for "Navigation", "Documents", "Signatures", "Collaborators", "Submissions", "Correspondence", and "History". The "Full Application" section is highlighted with a blue arrow, and the "History" tab is also highlighted with a blue arrow. The "Full Application" section shows a "Section" of "A. General Information" and a "Questions" section with a "START HERE - Applicant Details" link. The footer includes the copyright information: "© Infonetica Ltd 2019 Version 2.1.4.0" and links for "Terms and Conditions" and "Privacy Policy".