Guide for Staff and PGR Ethics Applications

Ethos-apply.mmu.ac.uk

V 1.2.0.0

Guidance Contents

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.
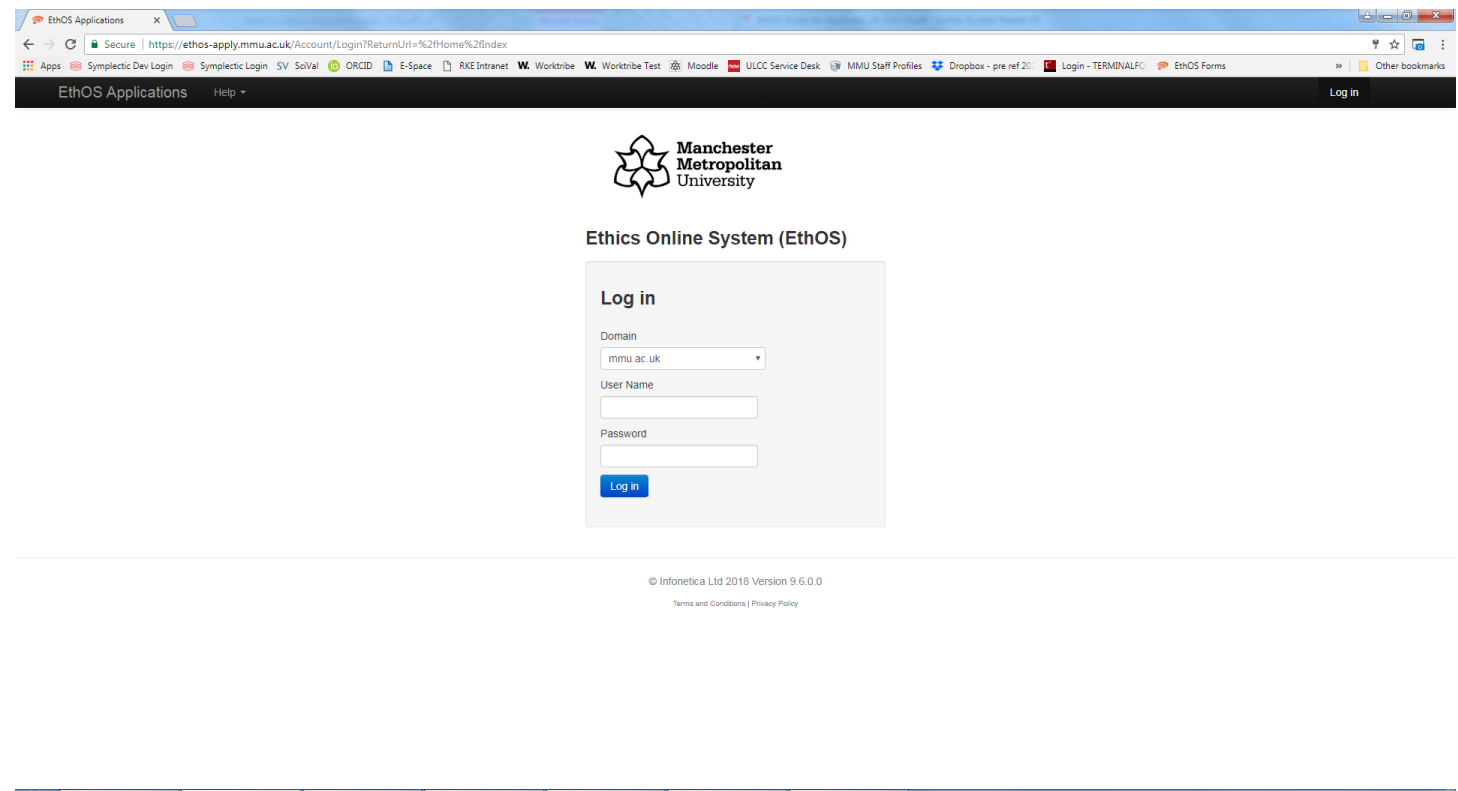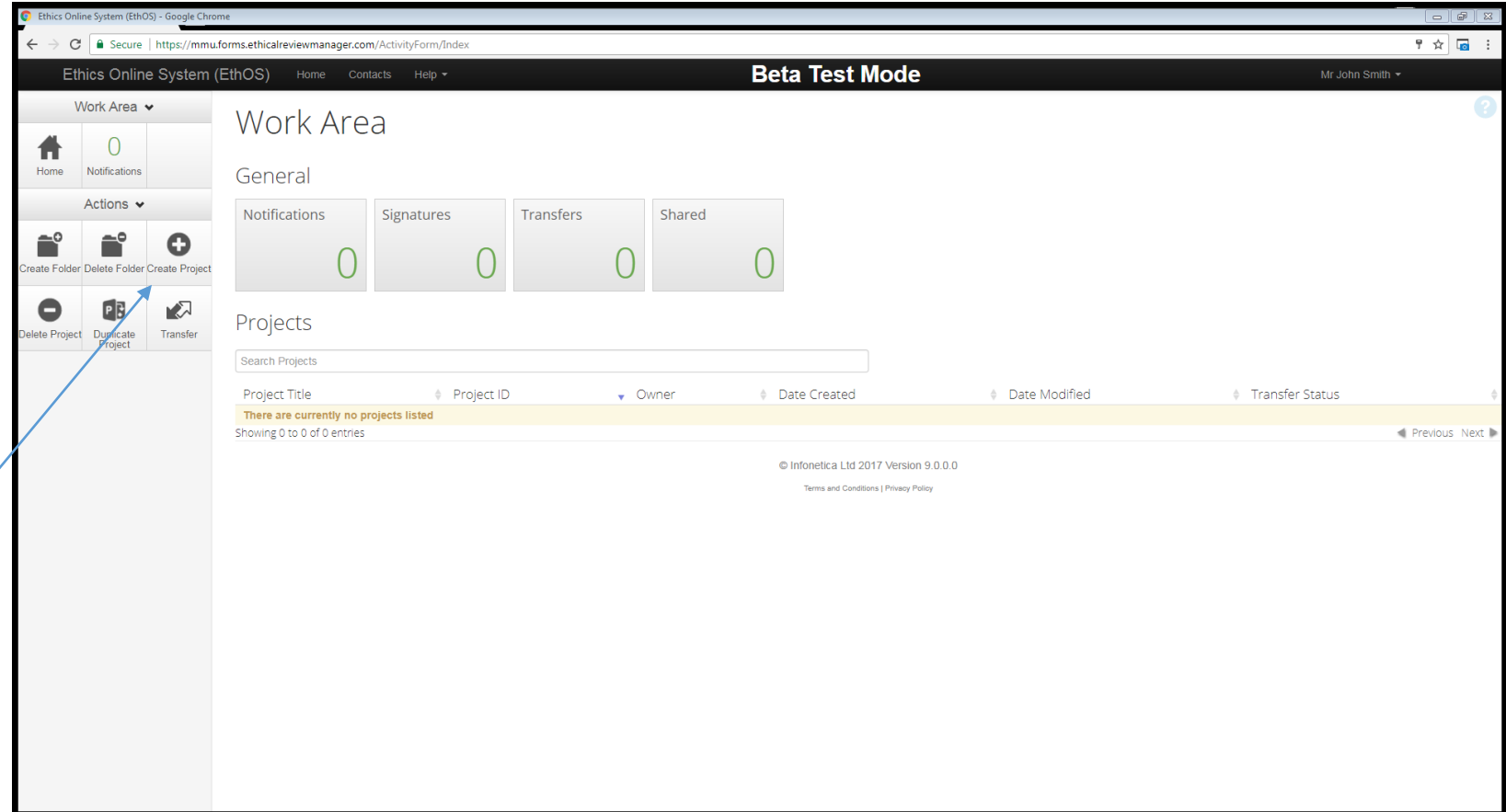
2: EthOS Work Area

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.

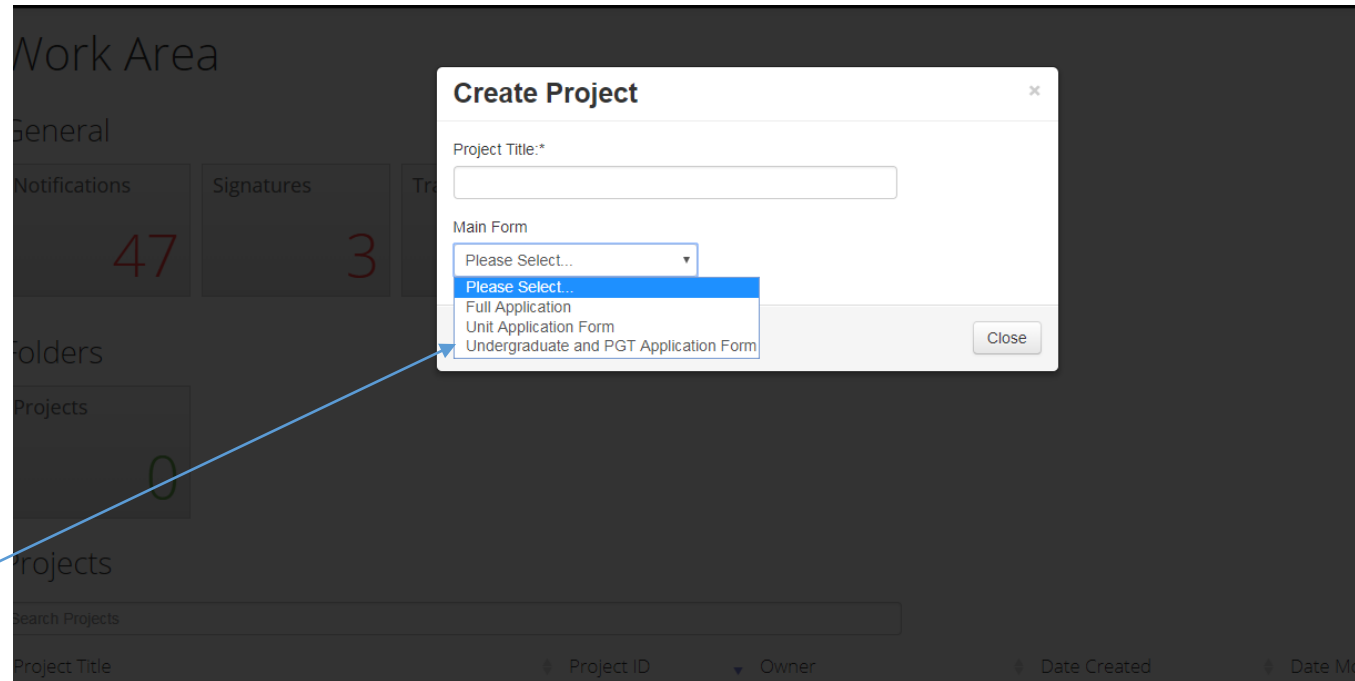(These action buttons will change according to the page you are on)

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.

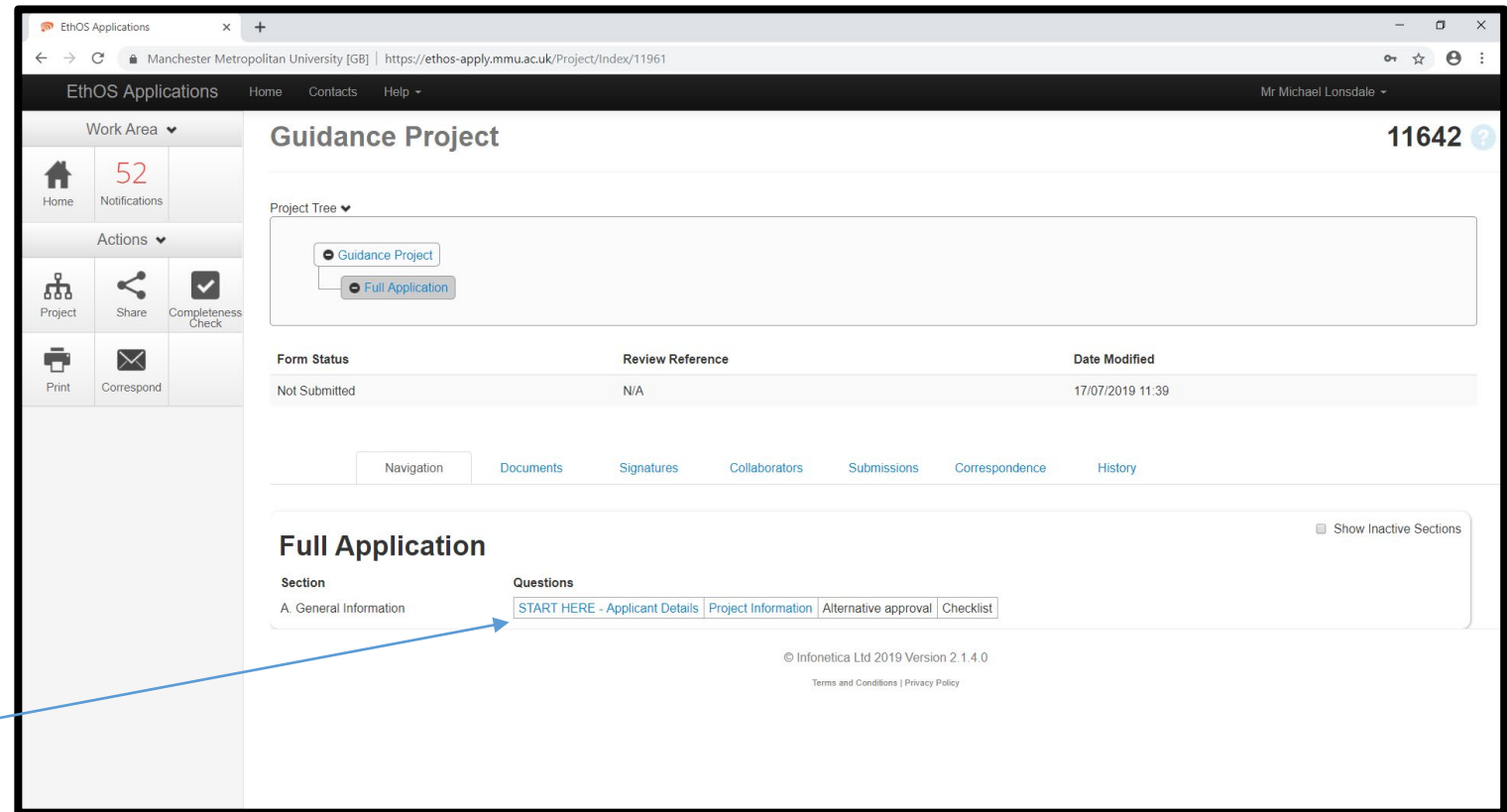You then need to select the 'Full Application'

You then need to select 'Create'

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.
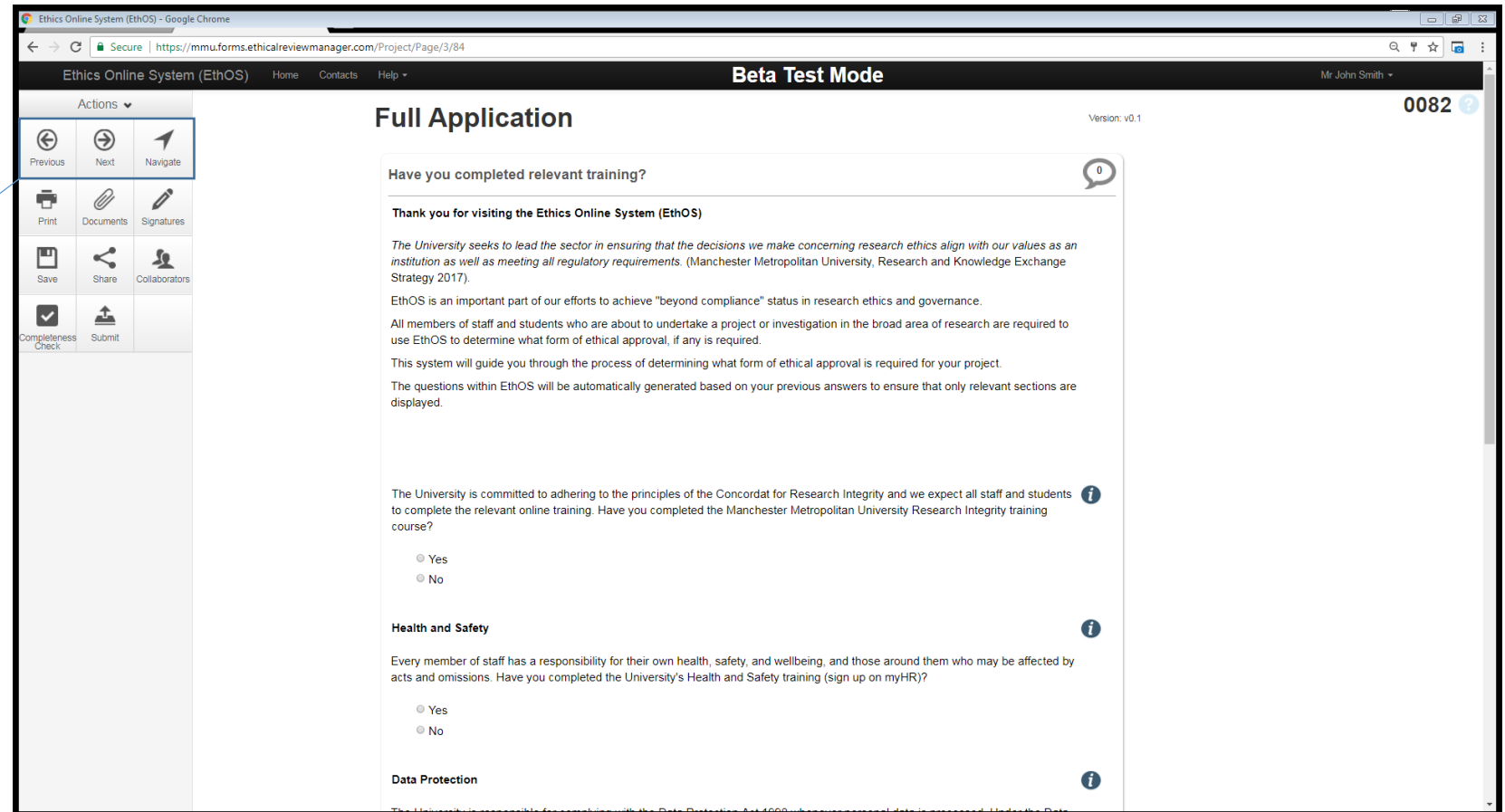
5: Completing the Questions

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.

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.

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'

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?

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:

- ☐ 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
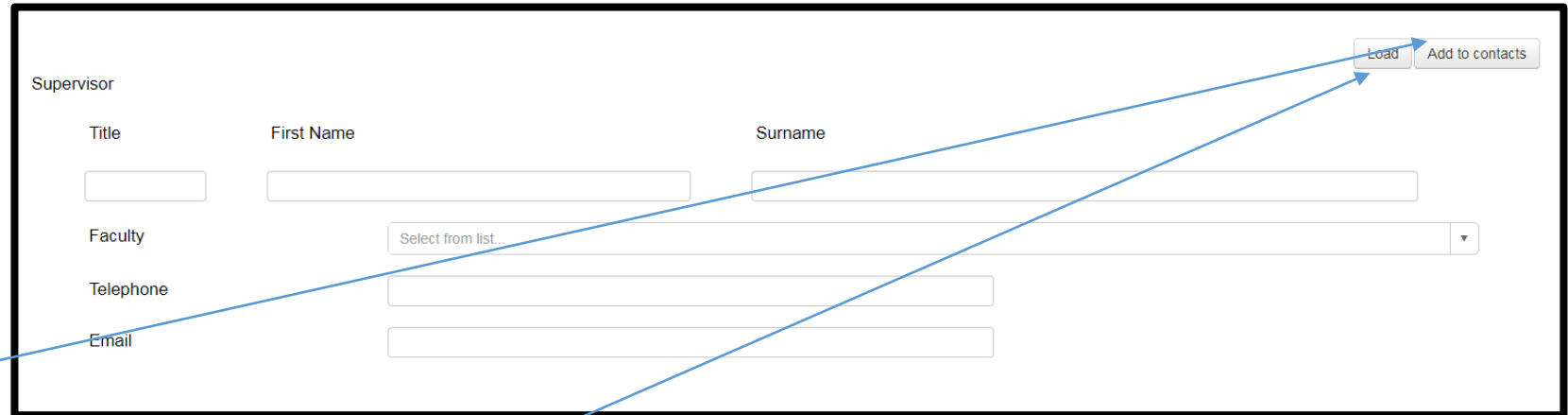
Types of Question

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.

Load   Add to contacts

Supervisor

Title   First Name   Surname

Faculty   Select from list...

Telephone

Email

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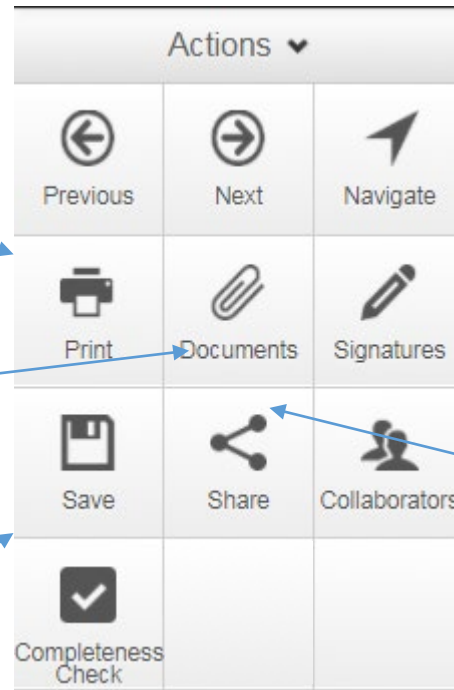
You can check the signatures that are currently held against the application (you do not provide your signature in this area).

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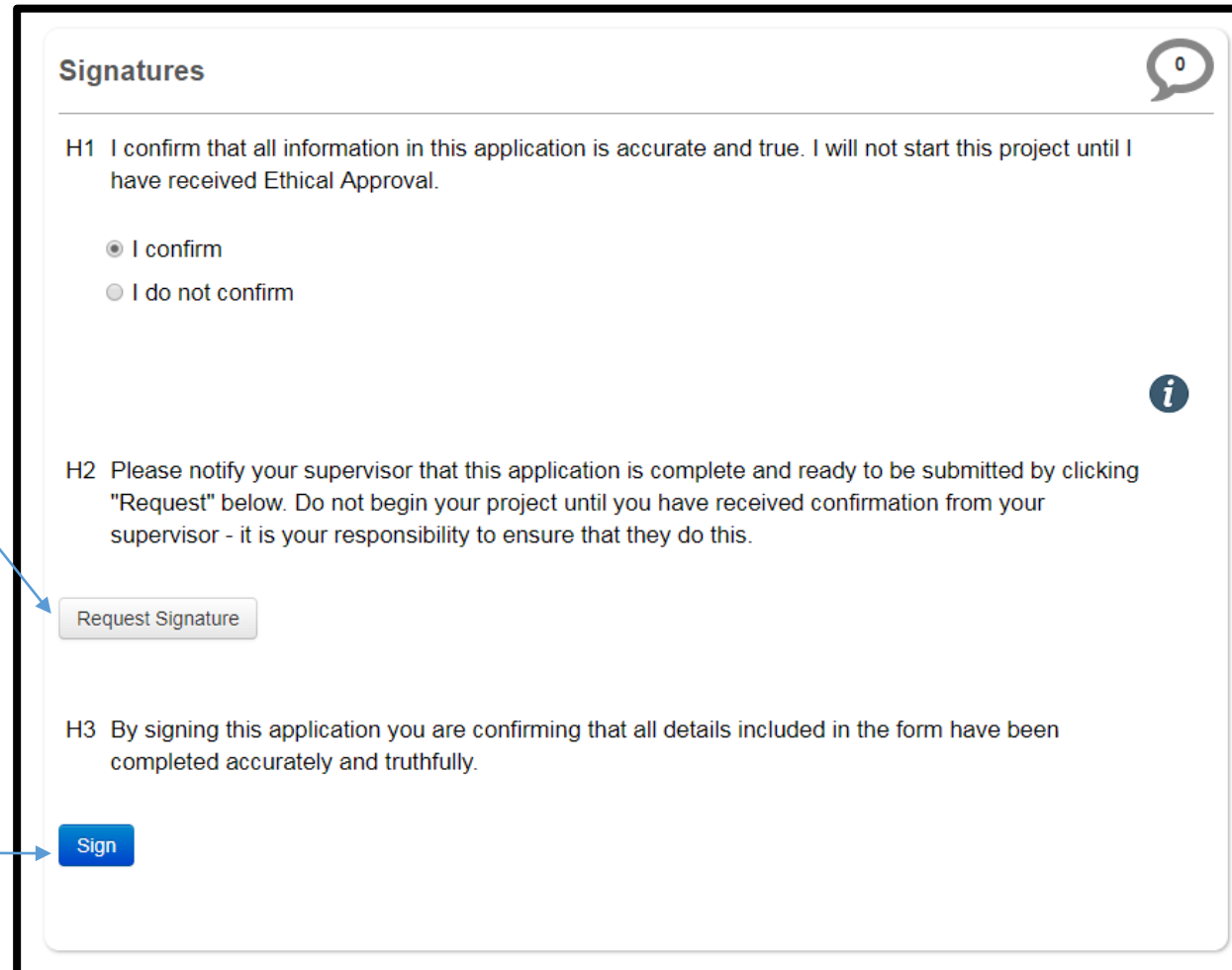
If the system does not recognise your supervisor then they have not previously logged into the system. **Please ask them to do this before requesting their signature again.**

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


Signatures

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.

   Request Signature

H3 By signing this application you are confirming that all details included in the form have been completed accurately and truthfully.

   Sign

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'
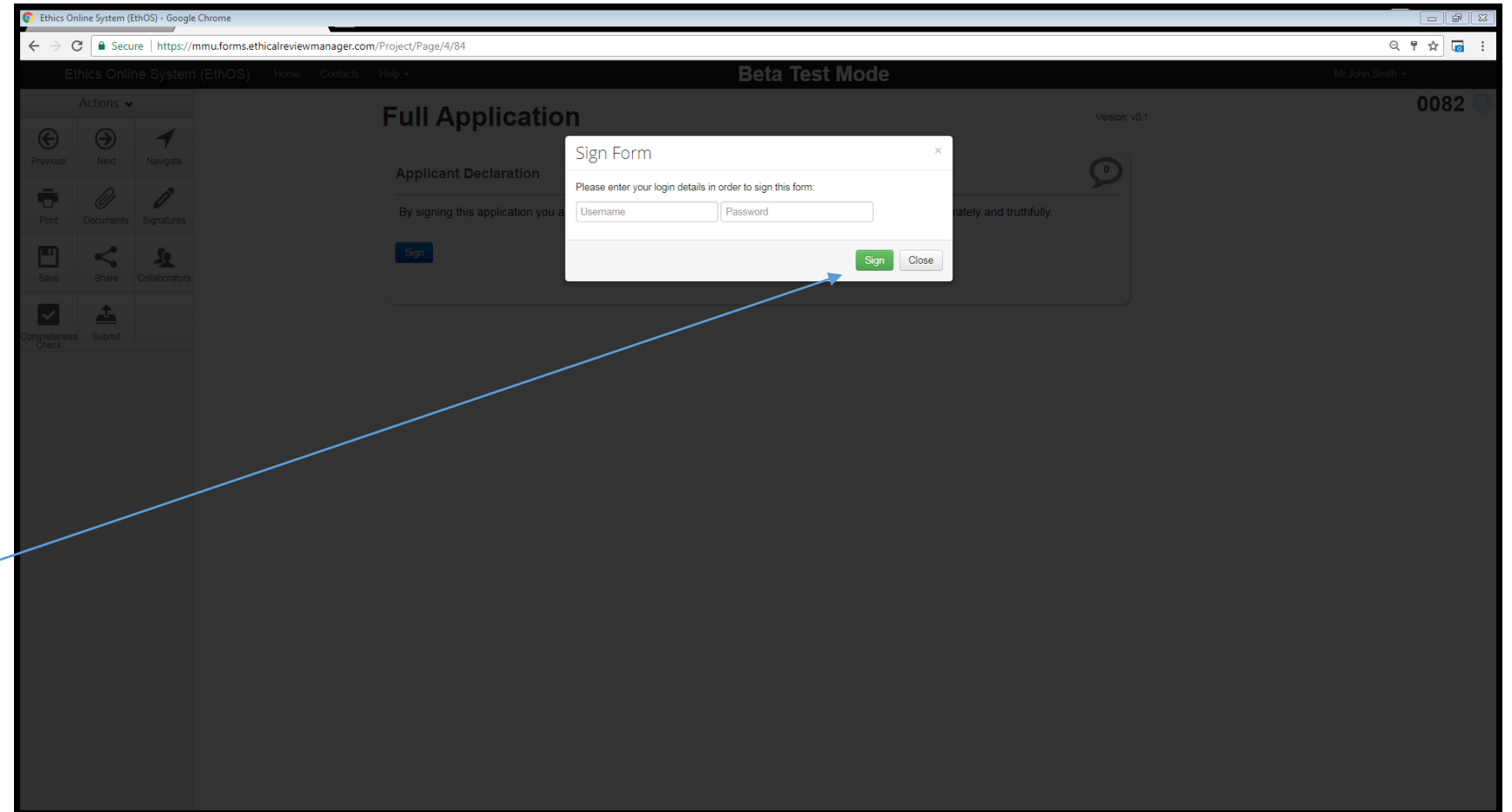
Signing and Submitting

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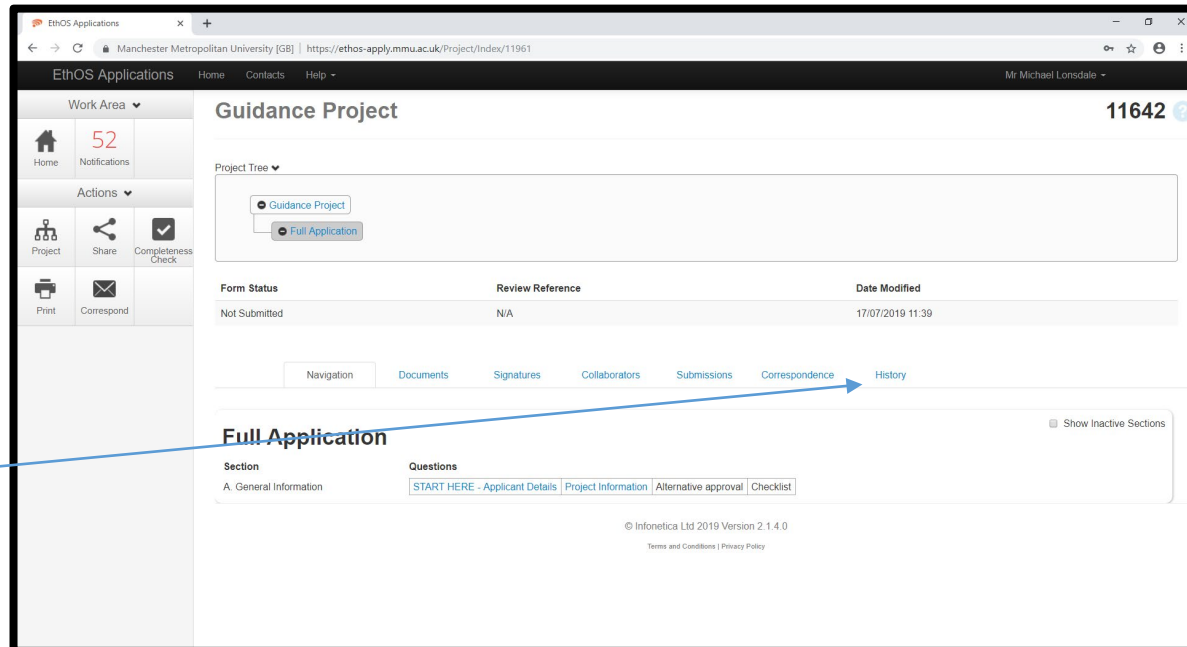
The application will then get sent for review. Please be aware that you may get a request to make changes to your application. Please see the designated guide to see how to do this.

DO NOT commence this project until you have received approval to do so.
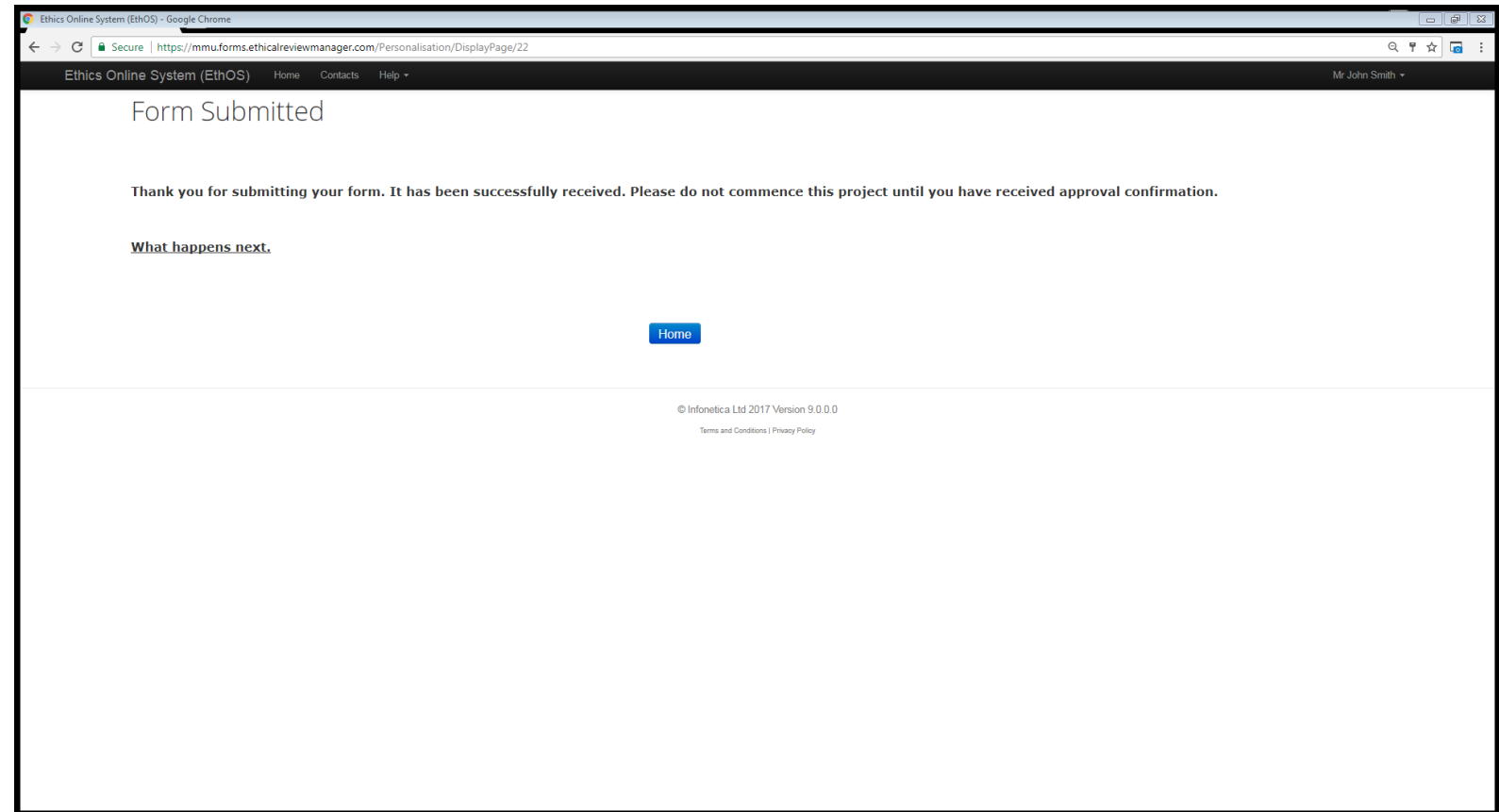
Post-submission Actions

- 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.