

**Manchester
Metropolitan
University**

Guide for EthOS Supervisors

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



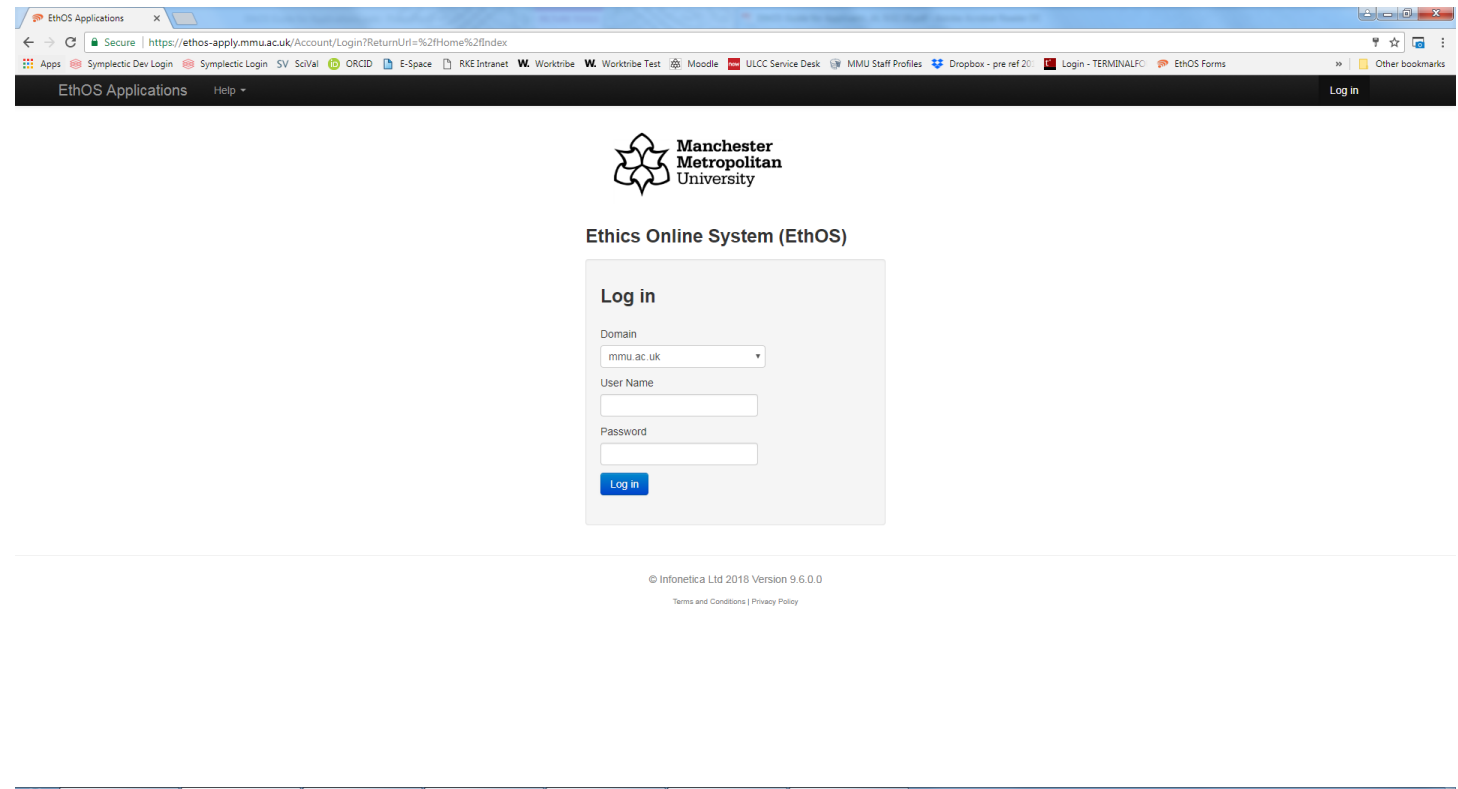
1: Logging in to EthOS

To access EthOS go to the link in the notification email or:

<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.

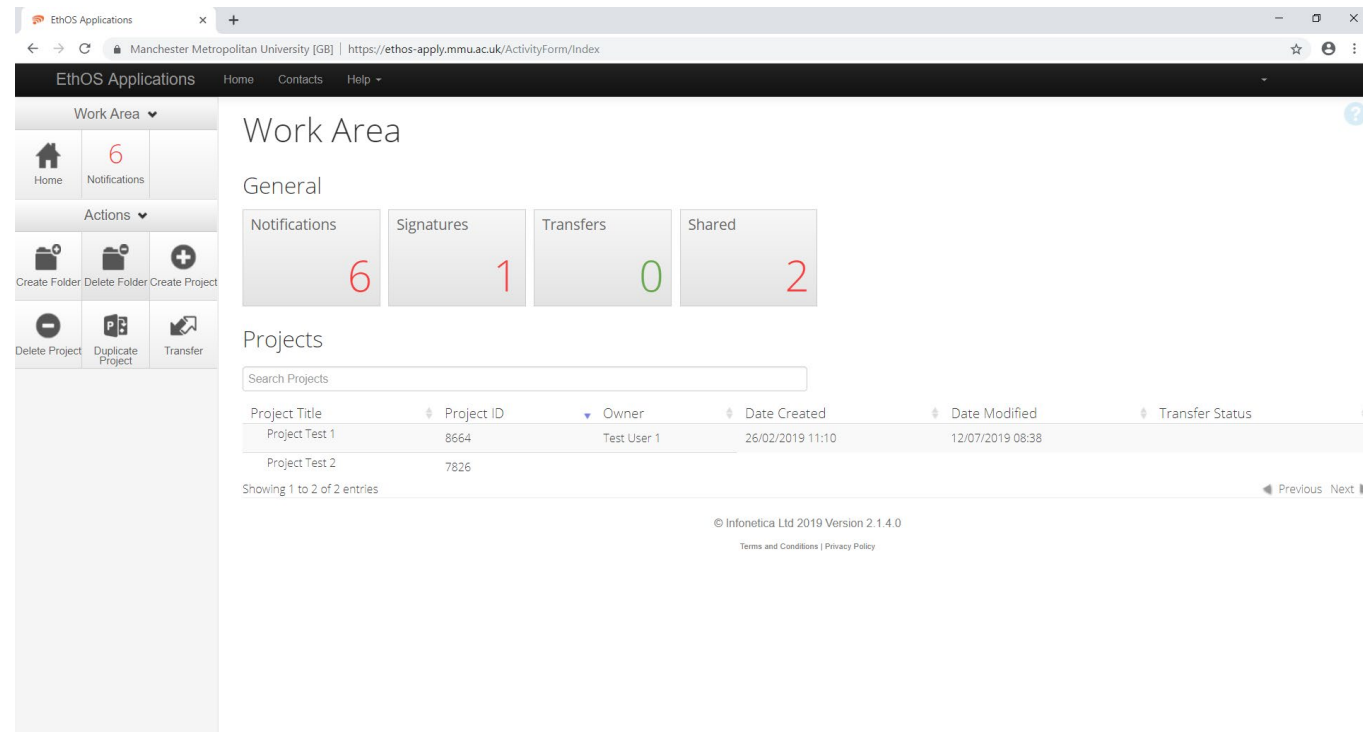


Locating the Application

The 'Shared' tile shows applications that have been shared with you. UG and PGT applicants may choose to share their application with you prior to requesting your signature. **This is not where you access their application to provide a signature.**

Use the 'Signatures' tile to see a list of applications that have previously had your signature requested.

To provide a signature for an application, click 'Signatures'



The screenshot displays the 'EthOS Applications' web interface. The browser address bar shows the URL: <https://ethos-apply.mmu.ac.uk/ActivityForm/Index>. The page title is 'EthOS Applications' with navigation links for 'Home', 'Contacts', and 'Help'. The main content area is titled 'Work Area' and features a 'General' section with four summary tiles: 'Notifications' (6), 'Signatures' (1), 'Transfers' (0), and 'Shared' (2). Below this is a 'Projects' section with a search bar and a table listing project details.

Project Title	Project ID	Owner	Date Created	Date Modified	Transfer Status
Project Test 1	8664	Test User 1	26/02/2019 11:10	12/07/2019 08:38	
Project Test 2	7826				

Showing 1 to 2 of 2 entries

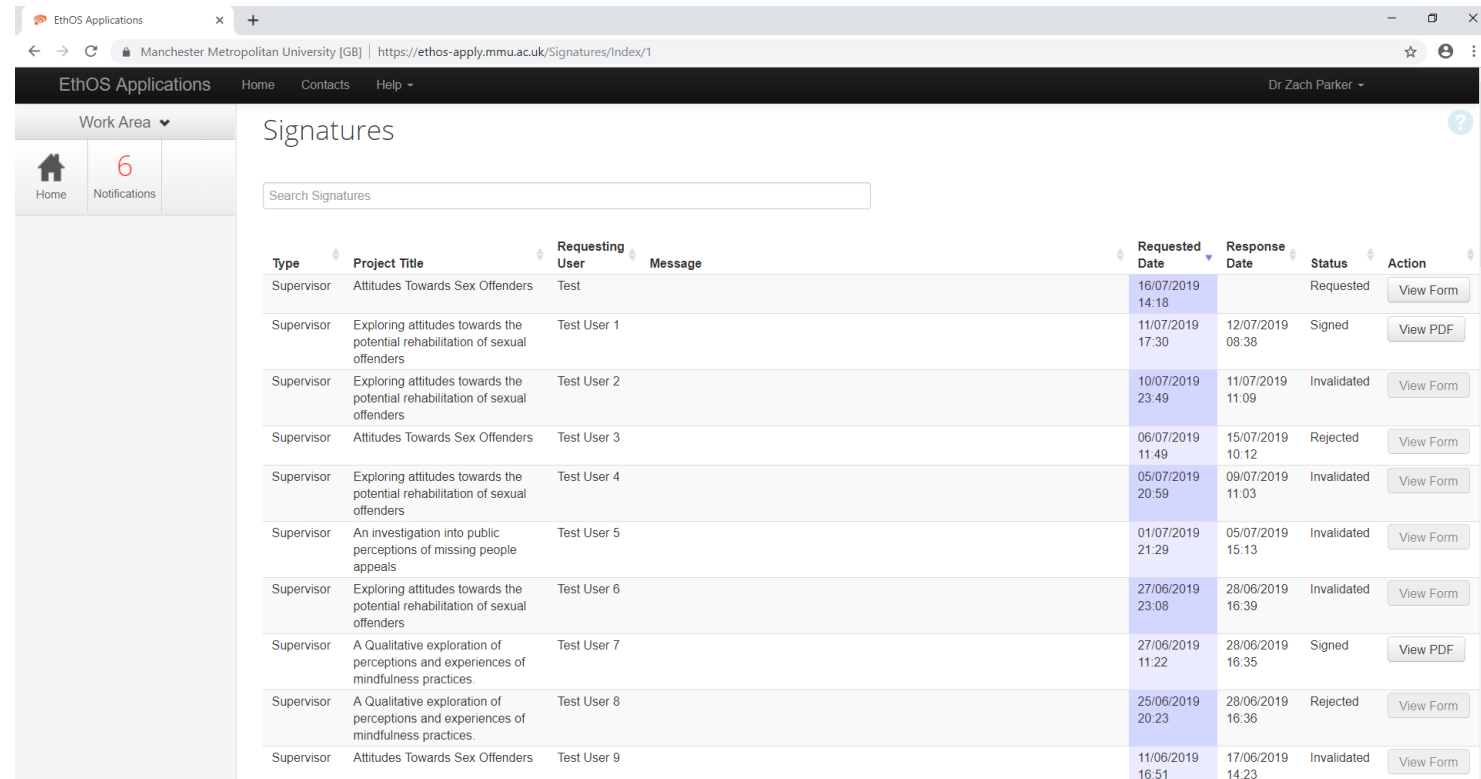
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Locating the Application

Here you can see a list of applications and the status of their signature request towards you.

Any applications that are marked 'Requested' under the status column are awaiting your signature.

To provide this, click 'View Form'



The screenshot shows the 'Signatures' page in the EthOS Applications system. The page includes a search bar and a table of requests. The table has columns for Type, Project Title, Requesting User, Message, Requested Date, Response Date, Status, and Action. The first row is highlighted in blue and has a status of 'Requested'.

Type	Project Title	Requesting User	Message	Requested Date	Response Date	Status	Action
Supervisor	Attitudes Towards Sex Offenders	Test		16/07/2019 14:18		Requested	View Form
Supervisor	Exploring attitudes towards the potential rehabilitation of sexual offenders	Test User 1		11/07/2019 17:30	12/07/2019 08:38	Signed	View PDF
Supervisor	Exploring attitudes towards the potential rehabilitation of sexual offenders	Test User 2		10/07/2019 23:49	11/07/2019 11:09	Invalidated	View Form
Supervisor	Attitudes Towards Sex Offenders	Test User 3		06/07/2019 11:49	15/07/2019 10:12	Rejected	View Form
Supervisor	Exploring attitudes towards the potential rehabilitation of sexual offenders	Test User 4		05/07/2019 20:59	09/07/2019 11:03	Invalidated	View Form
Supervisor	An investigation into public perceptions of missing people appeals	Test User 5		01/07/2019 21:29	05/07/2019 15:13	Invalidated	View Form
Supervisor	Exploring attitudes towards the potential rehabilitation of sexual offenders	Test User 6		27/06/2019 23:08	28/06/2019 16:39	Invalidated	View Form
Supervisor	A Qualitative exploration of perceptions and experiences of mindfulness practices.	Test User 7		27/06/2019 11:22	28/06/2019 16:35	Signed	View PDF
Supervisor	A Qualitative exploration of perceptions and experiences of mindfulness practices.	Test User 8		25/06/2019 20:23	28/06/2019 16:36	Rejected	View Form
Supervisor	Attitudes Towards Sex Offenders	Test User 9		11/06/2019 16:51	17/06/2019 14:23	Invalidated	View Form

Checking the Application

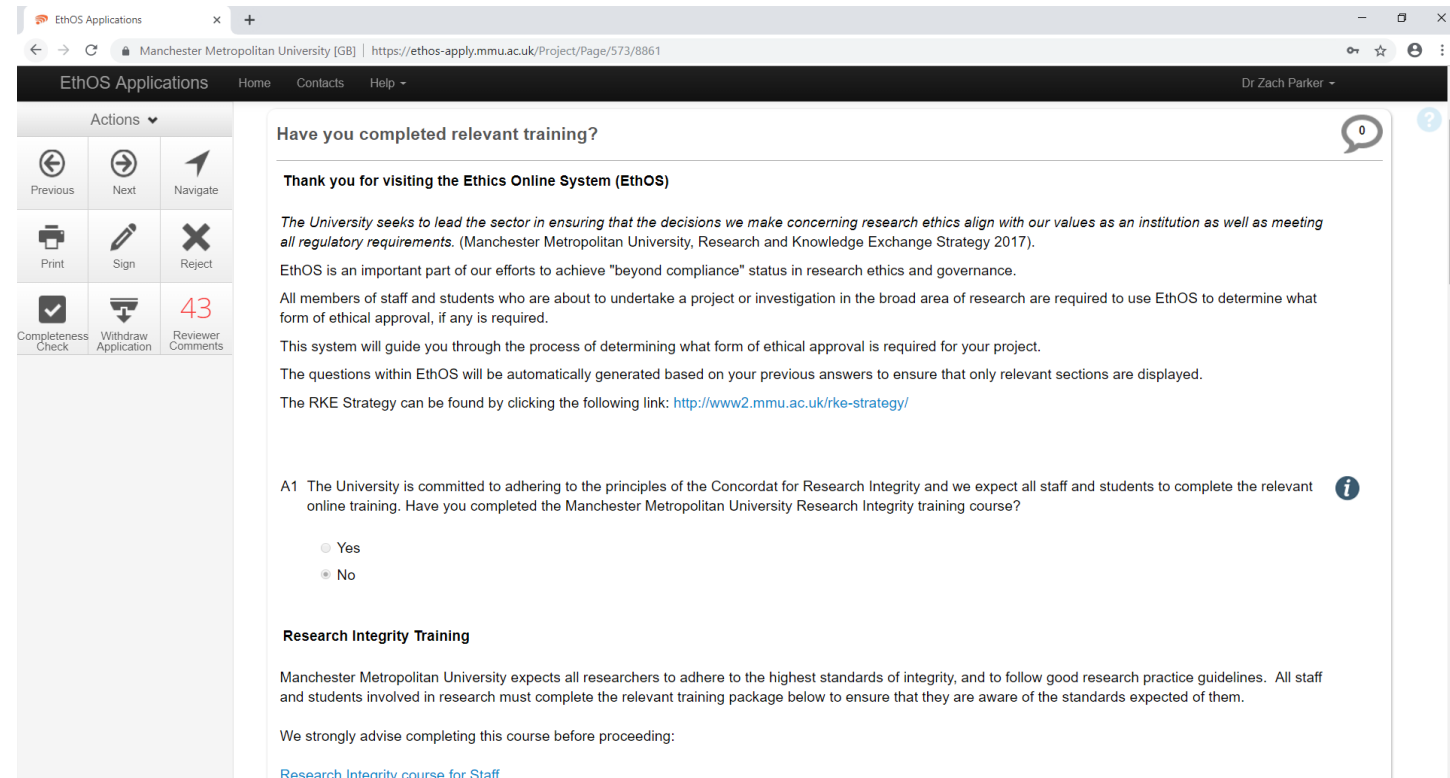
From here you are able to read through the application to assess whether or not to provide your signature. Please keep in mind the following:

PGR Supervisors:

Work on this application should be done collaboratively with the student either in person, by email/phone or by using the 'share' function within EthOS. When you sign it here, you confirm its quality and accuracy and you authorising it to be sent to the committee for full review.

UG & PGT Supervisors

You are verifying the entire application and there will not be a review by the committee. It is therefore strongly advised that you attend the UG/PGT supervisor training offered for your faculty by the central ethics team. If you need to attend one of these training sessions then please contact your faculty research officer.



The screenshot shows a web browser window with the URL <https://ethos-apply.mmu.ac.uk/Project/Page/573/8861>. The page title is "EthOS Applications" and the user is identified as "Dr Zach Parker". The interface includes a navigation menu with "Home", "Contacts", and "Help". A sidebar on the left contains an "Actions" dropdown menu with options: Previous, Next, Navigate, Print, Sign, Reject, Completeness Check, Withdraw Application, and Reviewer Comments (with a count of 43). The main content area displays a survey question: "Have you completed relevant training?". Below the question is a thank you message and a paragraph of text: "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 RKE Strategy can be found by clicking the following link: <http://www2.mmu.ac.uk/rke-strategy/>". The survey question is: "A1 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?". There are two radio button options: "Yes" and "No". Below the question is a section titled "Research Integrity Training" with a paragraph of text: "Manchester Metropolitan University expects all researchers to adhere to the highest standards of integrity, and to follow good research practice guidelines. All staff and students involved in research must complete the relevant training package below to ensure that they are aware of the standards expected of them. We strongly advise completing this course before proceeding:". A link is provided: "[Research Integrity course for Staff](#)".