EthOS
Ethics Online System

Manchester Metropolitan University

Guide for EthOS Supervisors

Ethos-apply.mmu.ac.uk

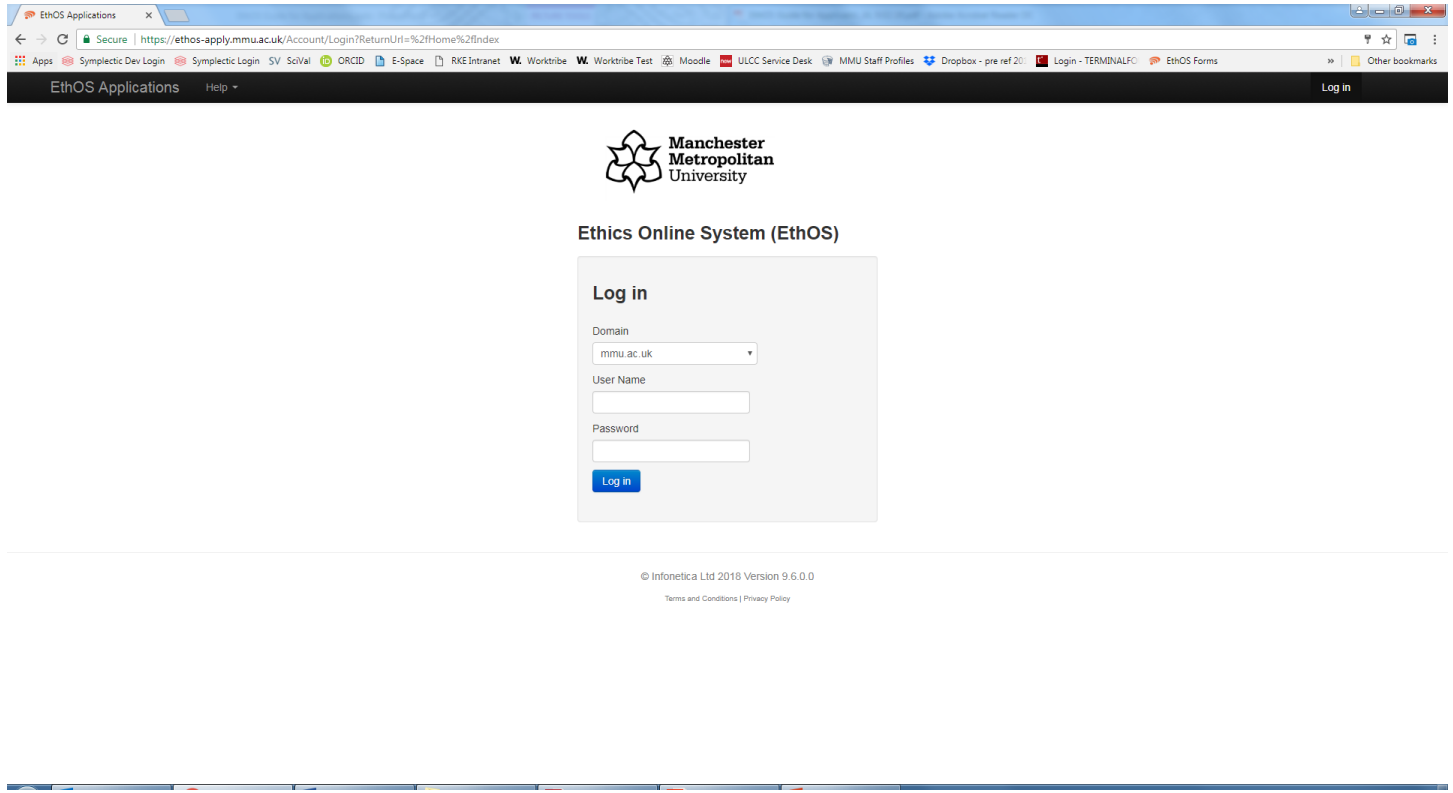
V 1.2.0.0

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.

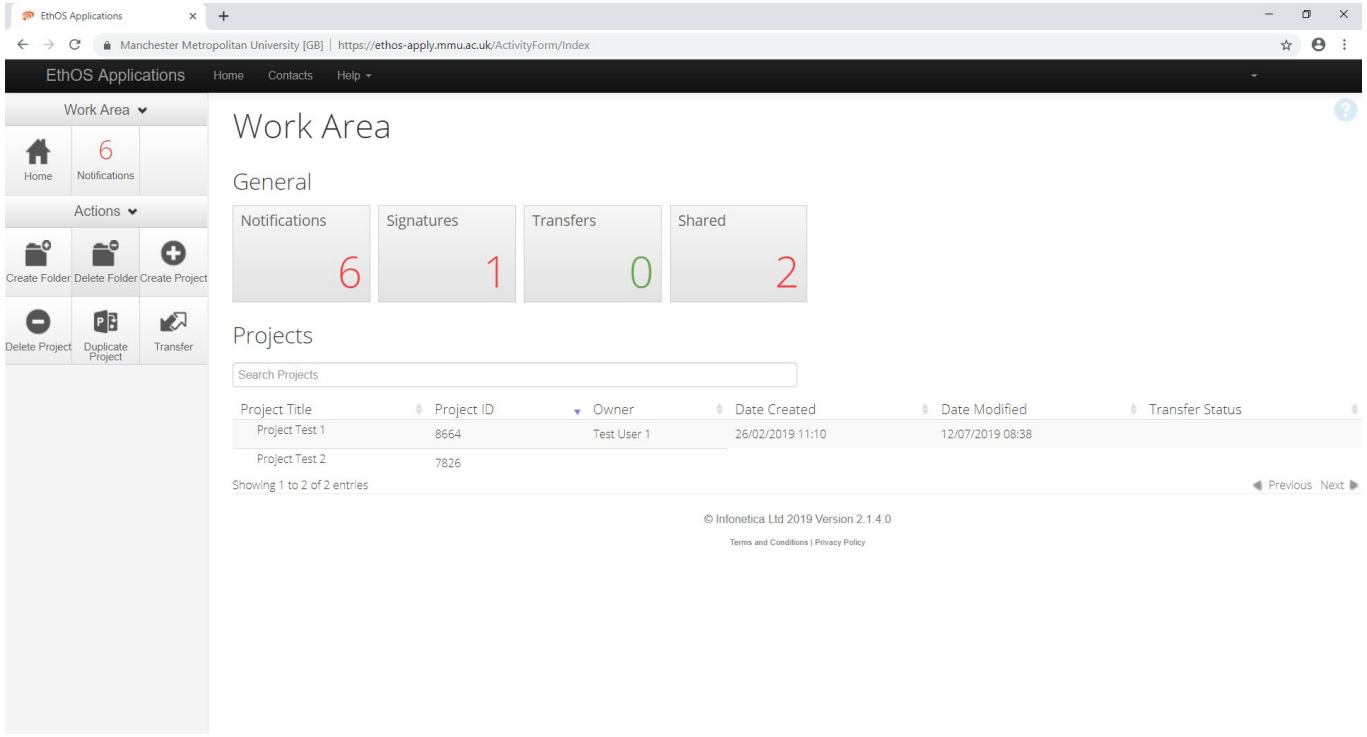


Locating the Application

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’

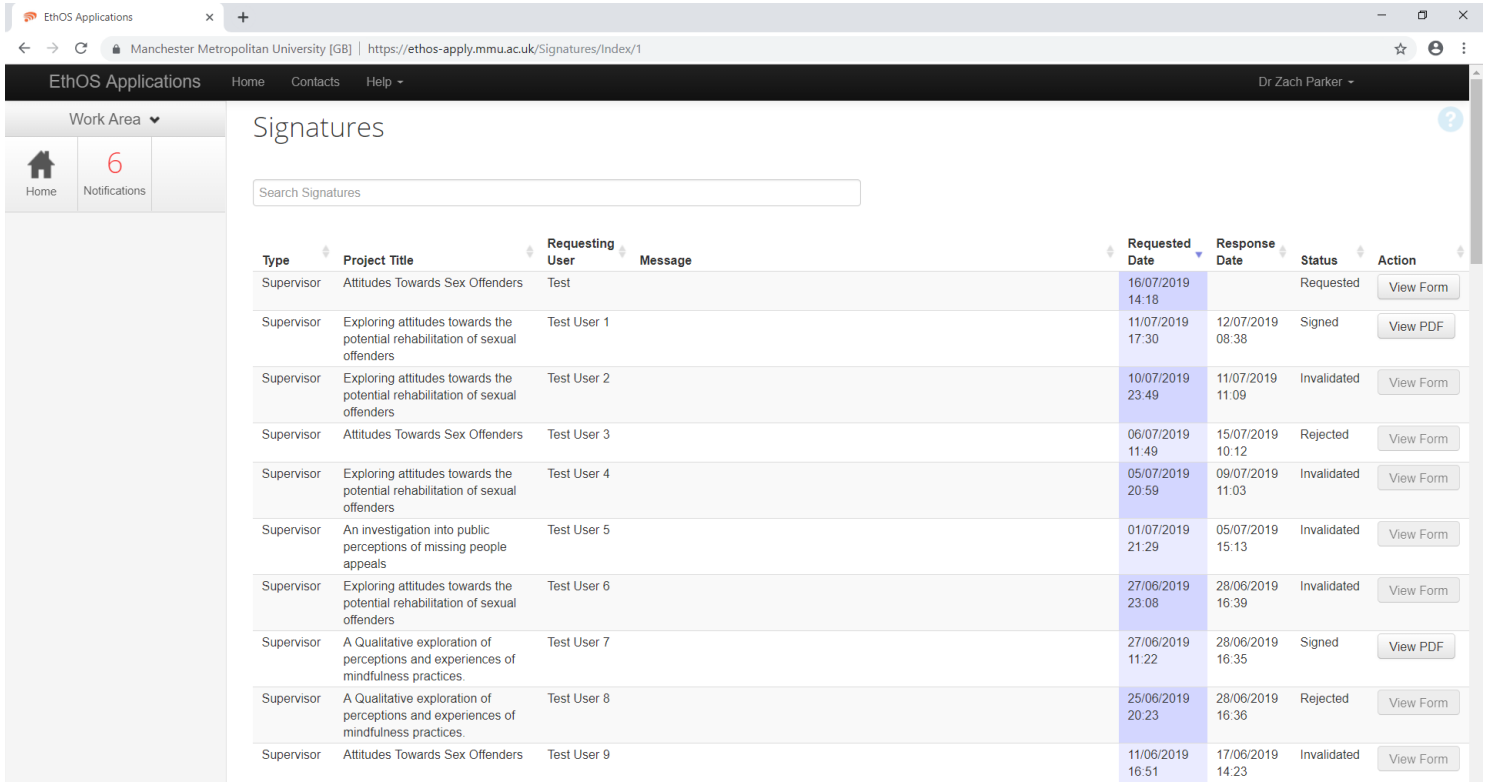


Locating the Application

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.

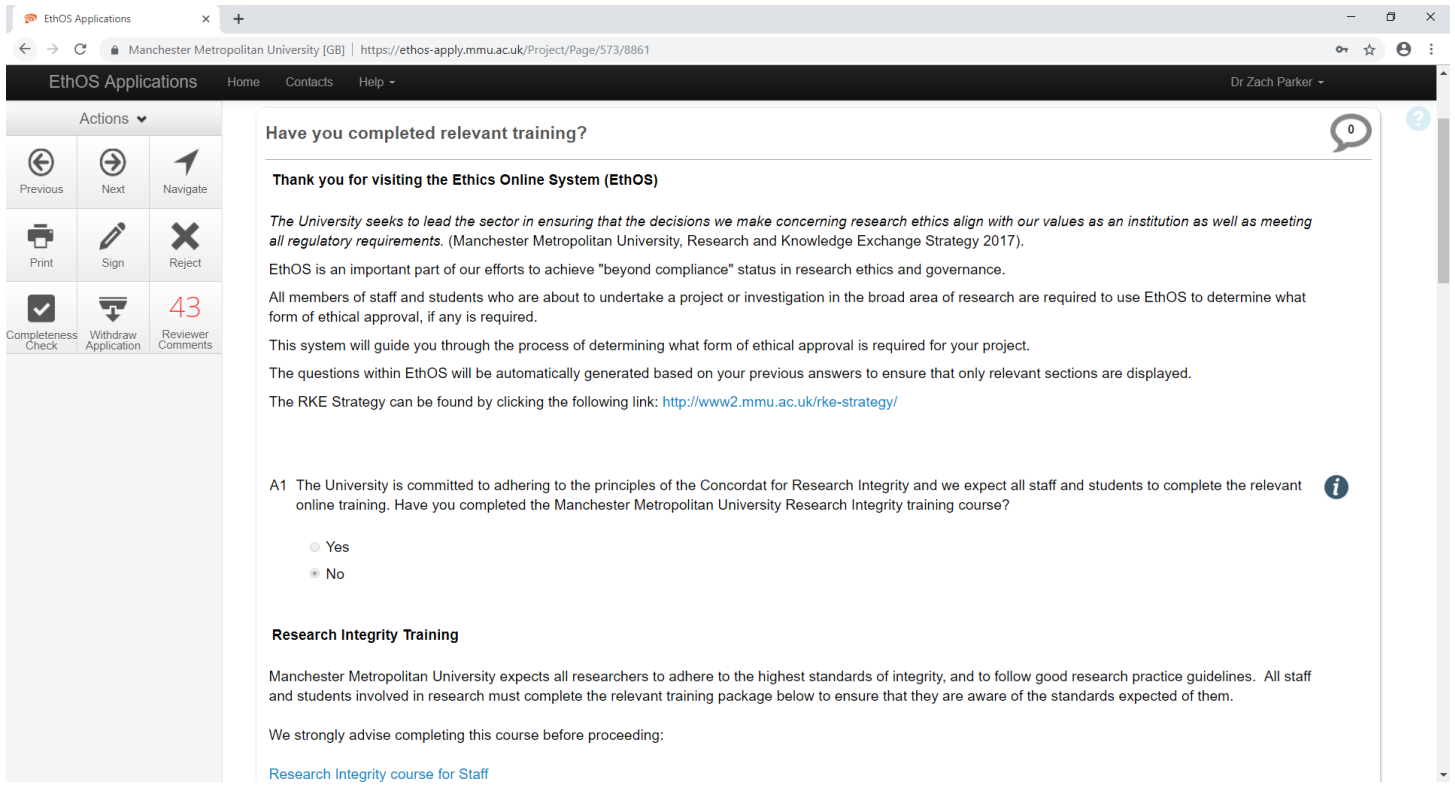
To provide this, click ‘View Form’



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:

<u>PGR Supervisors:</u>
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.

<u>UG & PGT Supervisors</u>
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.