

**Manchester  
Metropolitan  
University**

# **Guide for Undergraduate and PGT Ethics Applications**

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



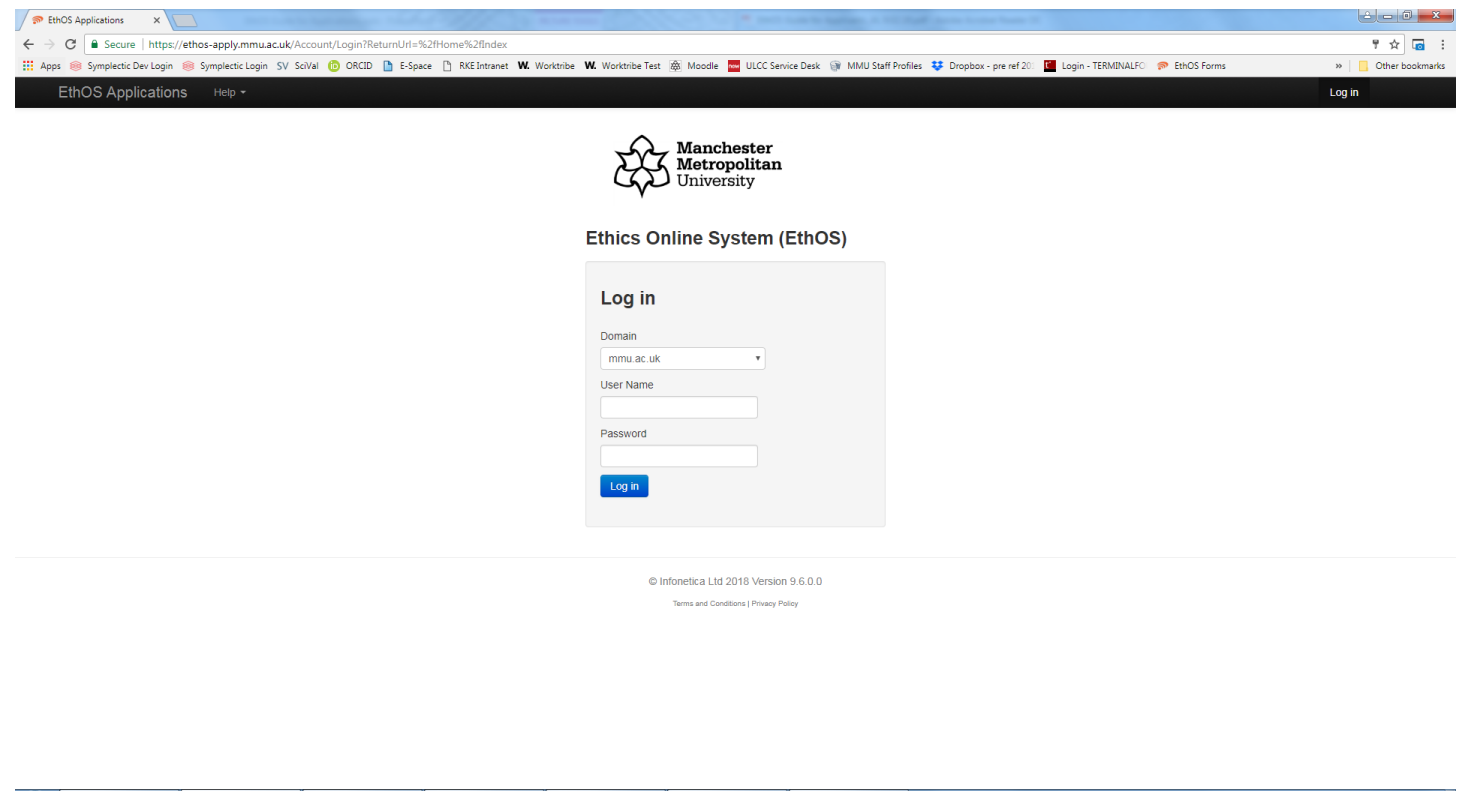
# 1: Logging in to EthOS

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 Student ID number (not email) that you use for all university systems.

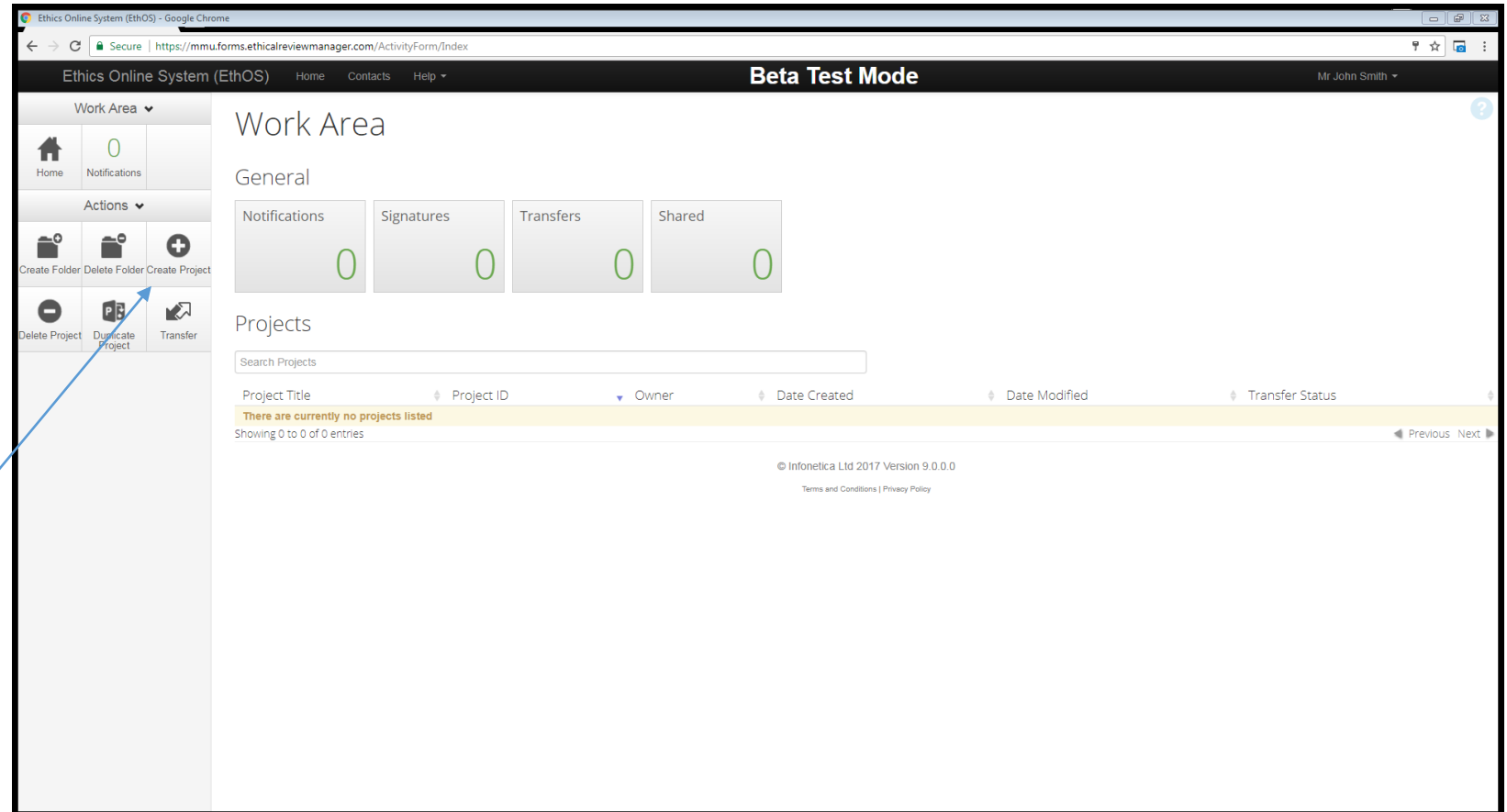


## 2: the EthOS Work Area

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 the icon from the 'Actions' bar on the left hand side.

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

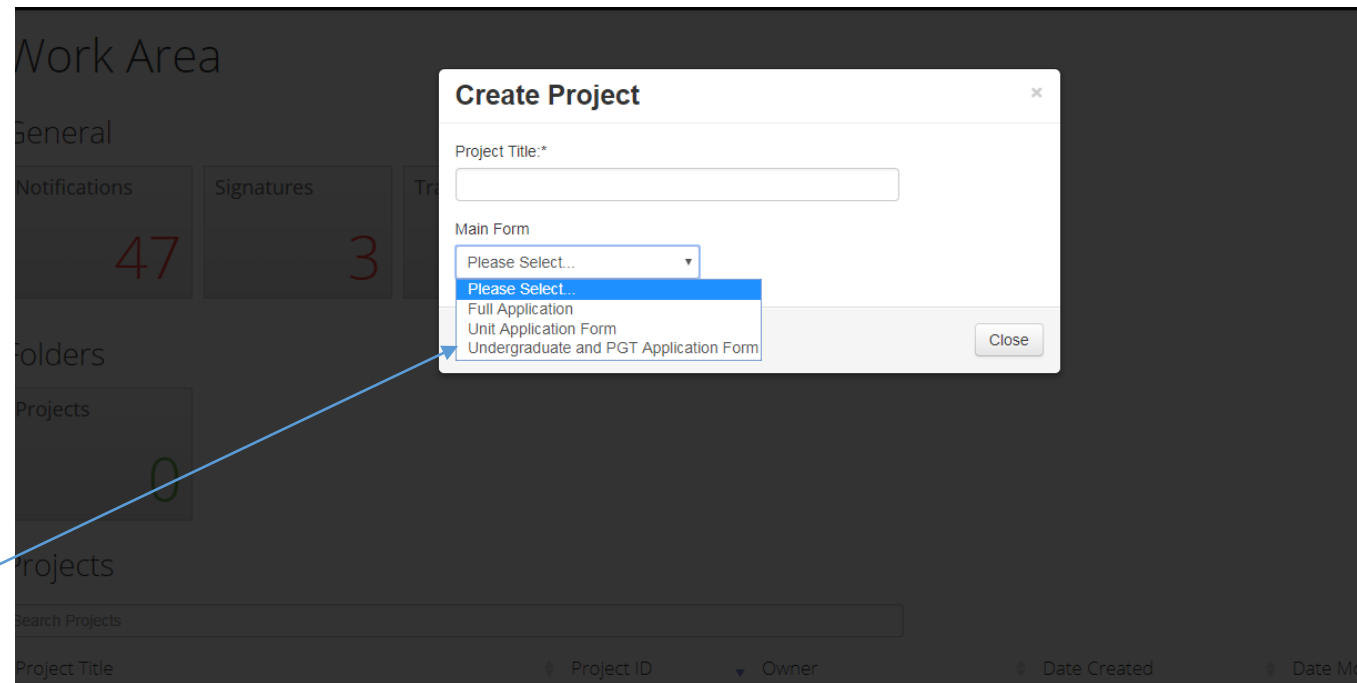


### 3: Creating a Project

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 'Undergraduate and PGT Application Form'

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** [x]

Project Title:\*

Main Form

Please Select... [v]

Full Application

Unit Application Form

Undergraduate and PGT Application Form

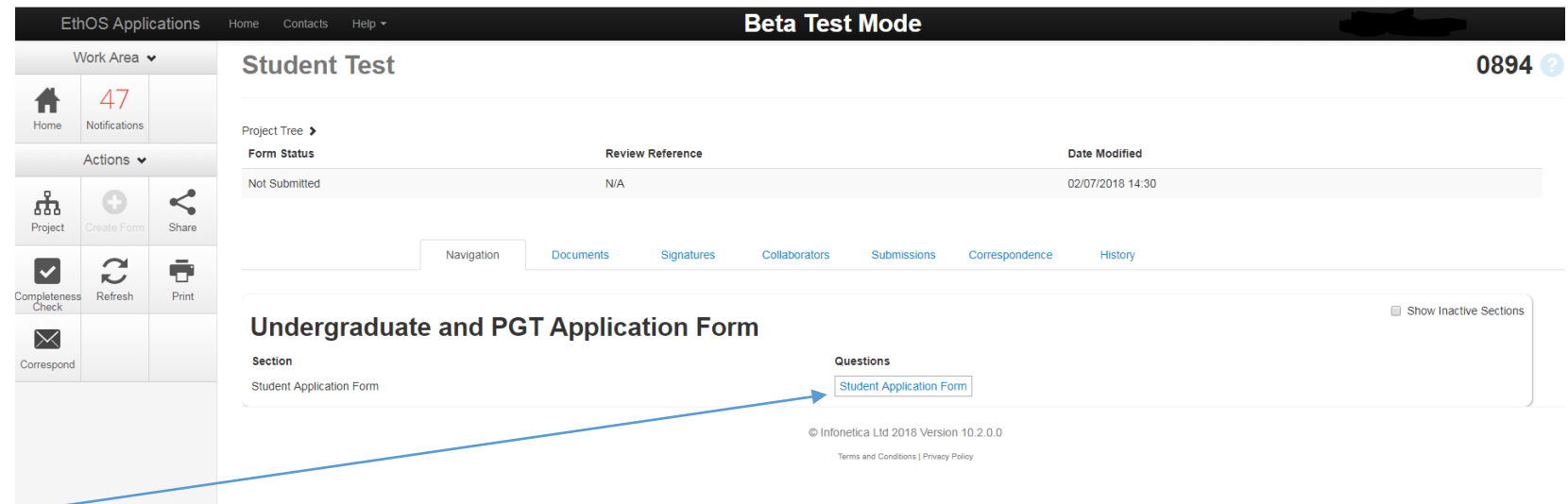
Close

## 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 'Student Application Form' button.



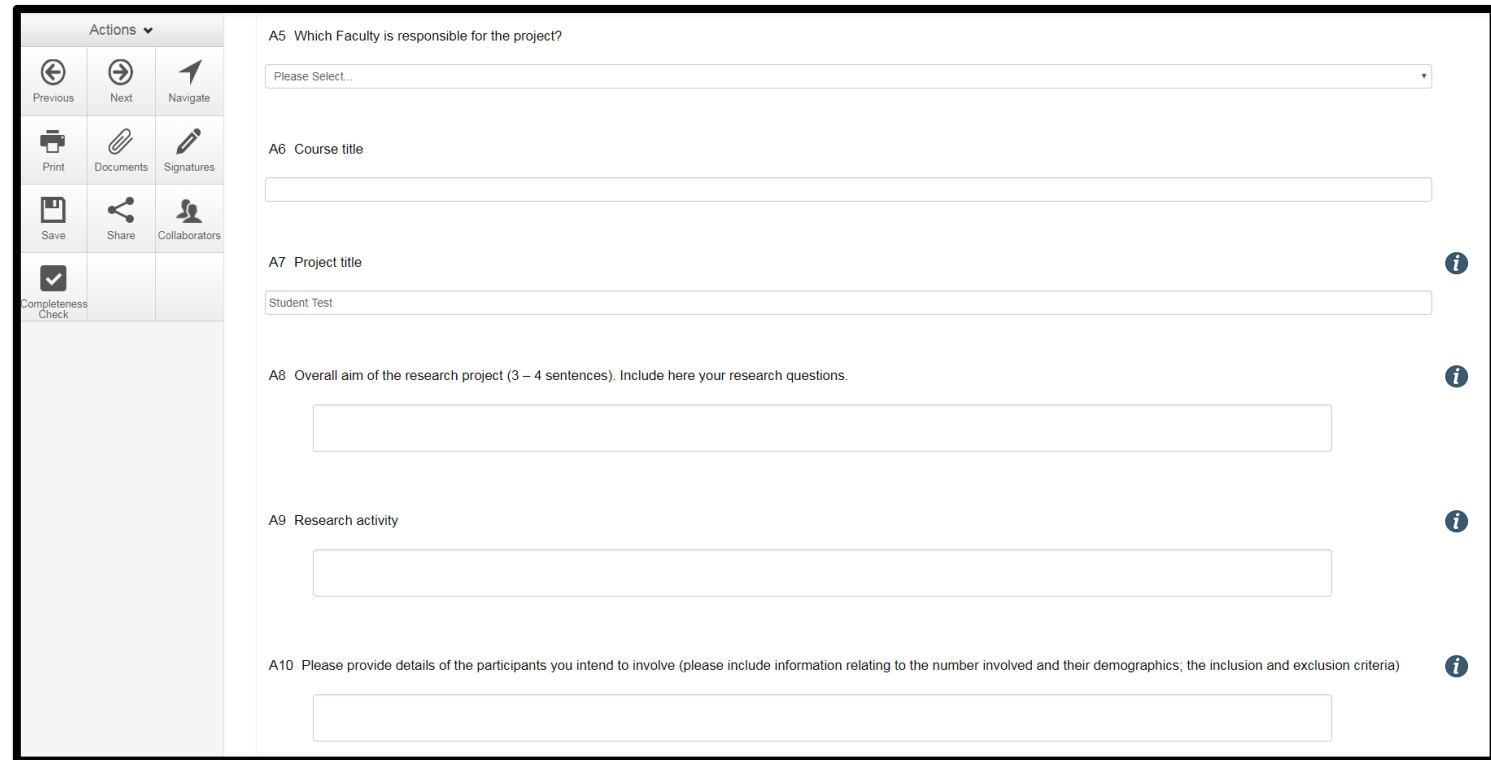
The screenshot displays the EthOS application interface. At the top, there is a navigation bar with 'EthOS Applications', 'Home', 'Contacts', and 'Help'. The main header shows 'Beta Test Mode' and a user ID '0894'. The left sidebar contains a 'Work Area' with 'Home' (47 notifications), 'Actions' (Project, Create Form, Share, Completeness Check, Refresh, Print, Correspond), and a 'Correspond' button. The main content area is titled 'Student Test' and features a table with columns for 'Form Status', 'Review Reference', and 'Date Modified'. Below the table is a navigation menu with options: 'Navigation', 'Documents', 'Signatures', 'Collaborators', 'Submissions', 'Correspondence', and 'History'. A section titled 'Undergraduate and PGT Application Form' is visible, with a 'Questions' sub-section containing a 'Student Application Form' button. A blue arrow points from the text below to this button. At the bottom, there is a copyright notice: '© Infonetica Ltd 2018 Version 10.2.0.0' and links for 'Terms and Conditions' and 'Privacy Policy'.

## 5: Completing the Questions

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

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

You must ensure you answer all questions accurately and truthfully.



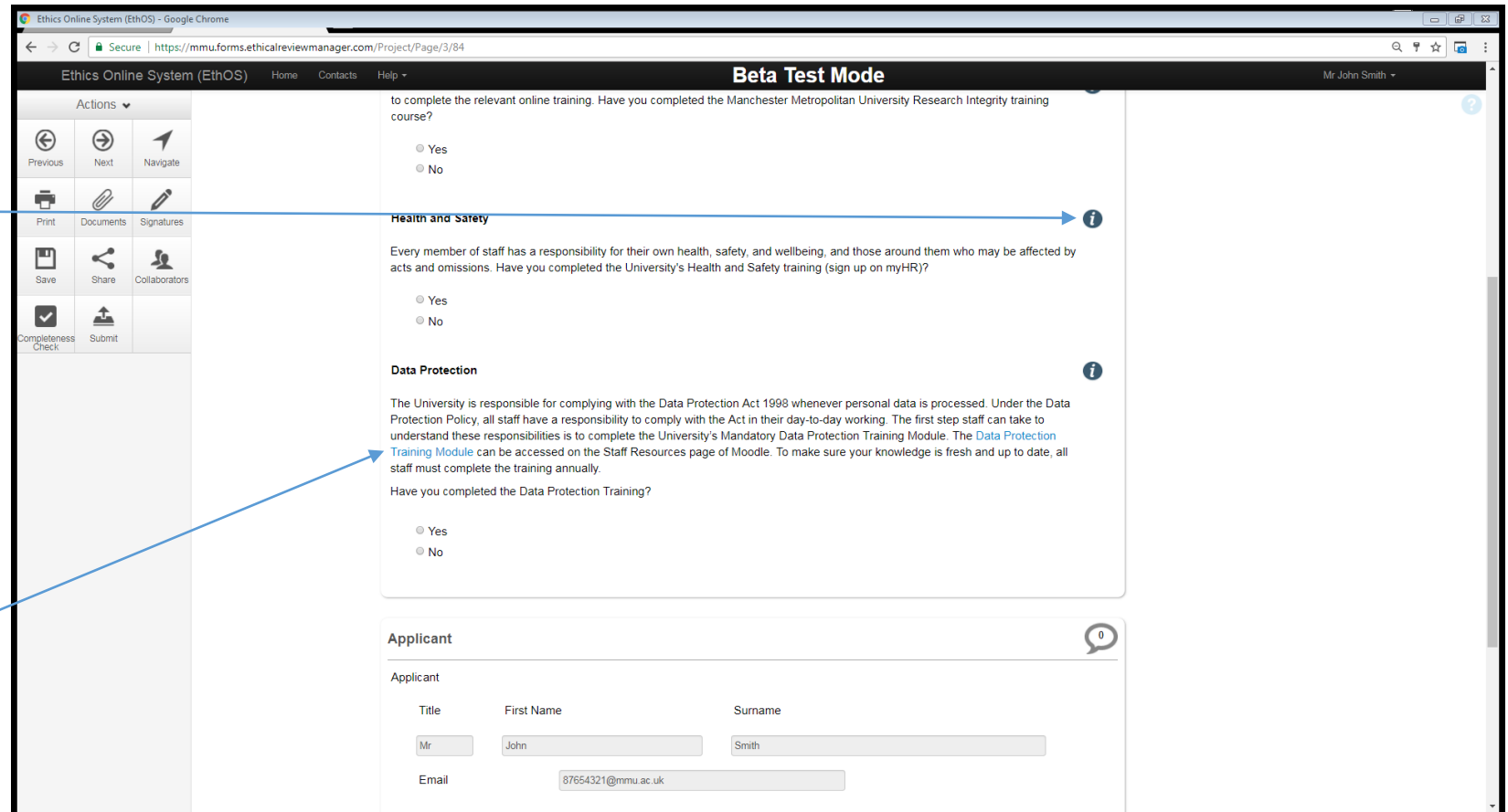
The screenshot shows the EthOS application form interface. On the left is a sidebar with an 'Actions' menu containing: Previous, Next, Navigate, Print, Documents, Signatures, Save, Share, Collaborators, and a 'Completeness Check' button. The main area displays several questions:

- A5 Which Faculty is responsible for the project? (Dropdown menu with 'Please Select...' placeholder)
- A6 Course title (Text input field)
- A7 Project title (Text input field with 'Student Test' entered and an information icon)
- A8 Overall aim of the research project (3 – 4 sentences). Include here your research questions. (Text input field with an information icon)
- A9 Research activity (Text input field with an information icon)
- A10 Please provide details of the participants you intend to involve (please include information relating to the number involved and their demographics; the inclusion and exclusion criteria) (Text input field with an information icon)

# 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.



Ethics Online System (EthOS) - Google Chrome  
Secure | https://mmu.forms.ethicalreviewmanager.com/Project/Page/3/84

Ethics Online System (EthOS) Home Contacts Help - **Beta Test Mode** Mr John Smith

Actions

- Previous
- Next
- Navigate
- Print
- Documents
- Signatures
- Save
- Share
- Collaborators
- Completeness Check
- Submit

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** ⓘ

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?

Yes  
 No

**Applicant** ⓘ

Applicant

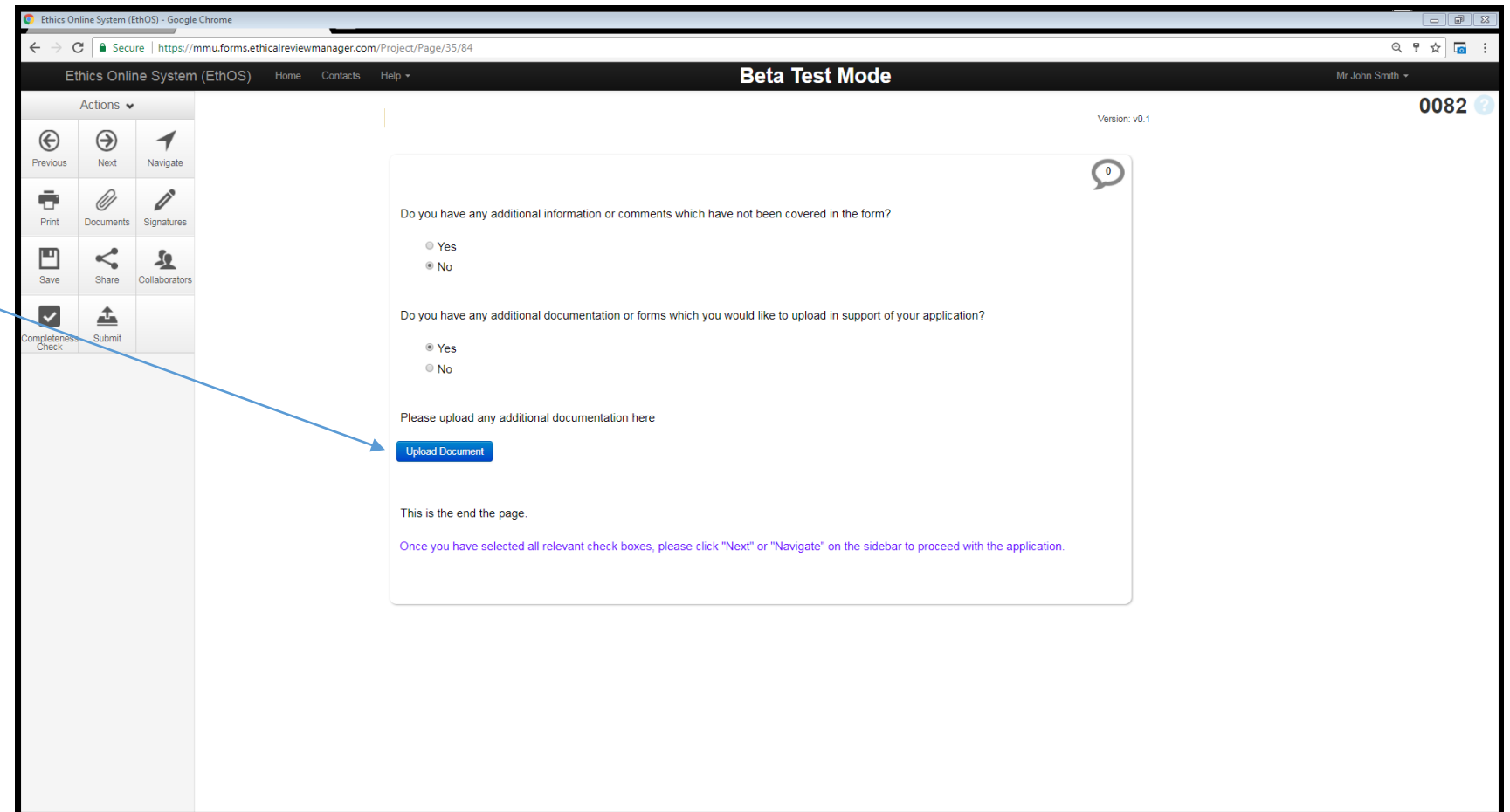
Title First Name Surname

Mr John Smith

Email 87654321@mmu.ac.uk

## 6: Types of Question

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 the EthOS Beta Test Mode interface. The browser address bar displays the URL: <https://mmu.forms.ethicalreviewmanager.com/Project/Page/35/84>. The page header includes "Ethics Online System (EthOS)", "Home", "Contacts", "Help", "Beta Test Mode", "Mr. John Smith", and "0082". The main content area contains the following text and form elements:

- 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
- Please upload any additional documentation here
  - [Upload Document](#)
- 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.

A blue arrow points from the text on the left to the "Upload Document" button.



# Types of Question



Pay particular attention to question B2. This checkbox question will dictate which type of question is asked through the rest of the application.

B2 Please select any of the following which apply to your project

- Aspects involving human participants (including, but not limited to interviews, questionnaires, images, artefacts and social media data)
- Aspects that the researcher or participants could find embarrassing or emotionally upsetting
- Aspects that include culturally sensitive issues (e.g. age, gender, ethnicity etc.)
- Aspects involving vulnerable groups (e.g. prisoners, pregnant women, children, elderly or disabled people, people experiencing mental health problems, victims of crime etc.), but does not require special approval from external bodies (NHS, security clearance, etc.)
- Project activity which will take place in a country outside of the UK
- None of the above

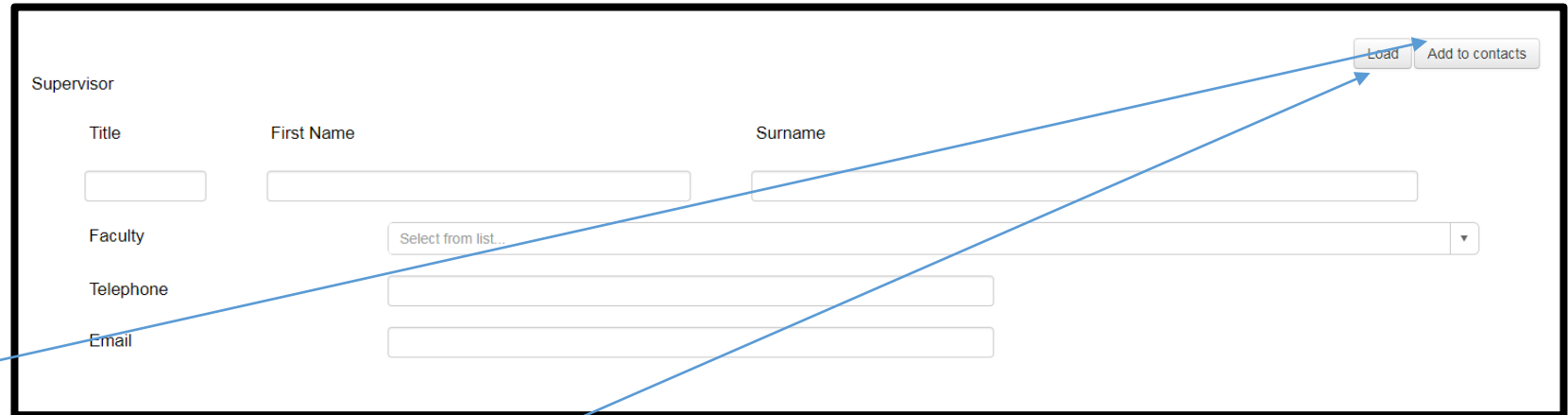
# Types of Question

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	Select from list... ▾	
Telephone	<input type="text"/>	
Email	<input type="text"/>	

Load Add to contacts

## 7: Actions

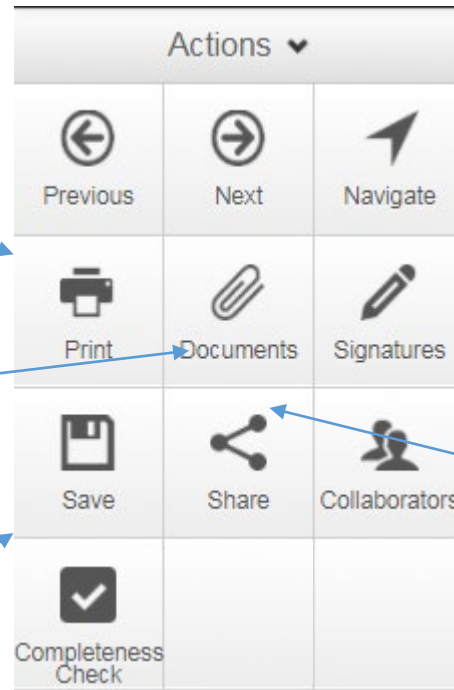
The actions bar (on the left hand side) has several further crucial tools (note: these buttons change depending on which screen you are on).



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).

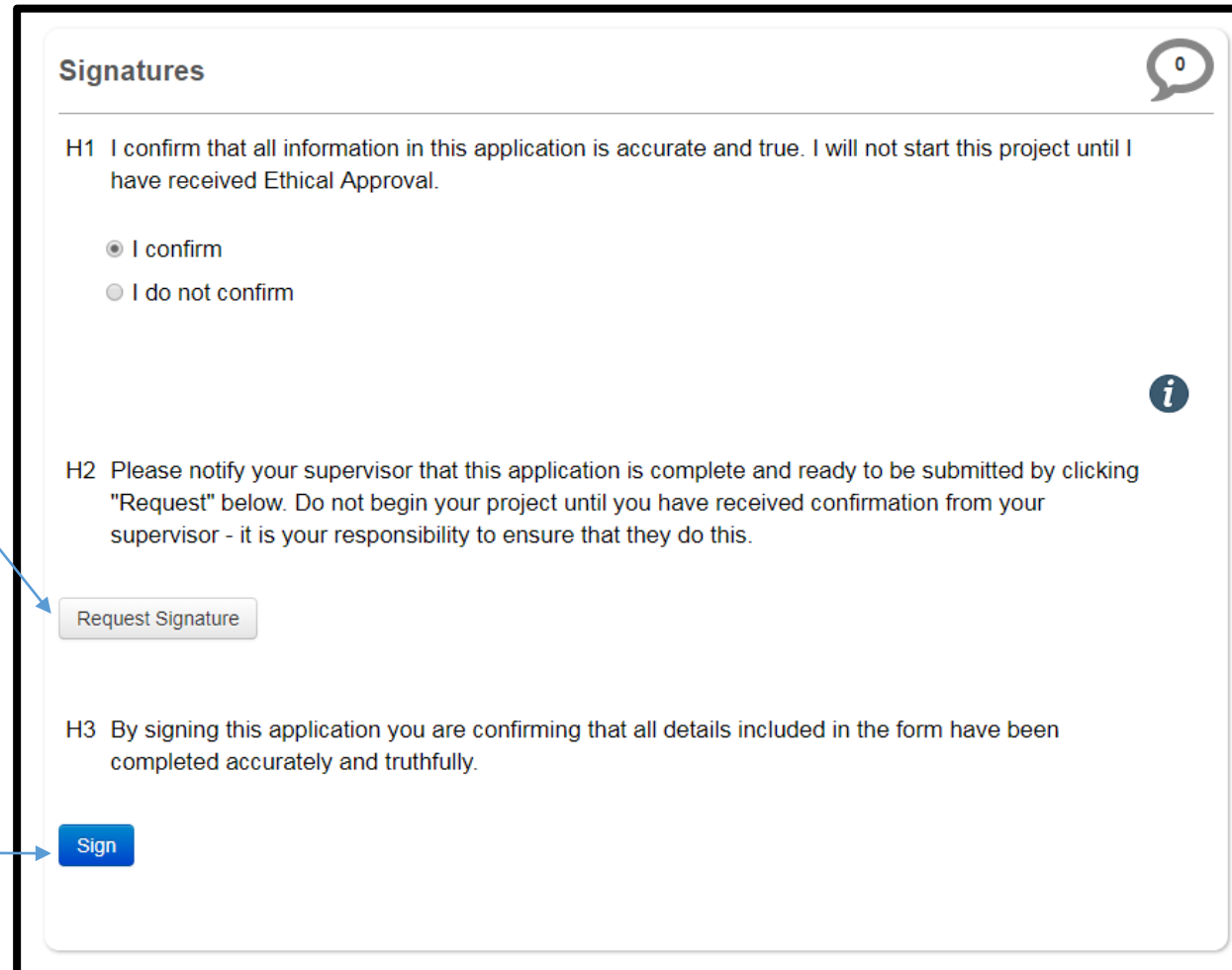
Use the 'Completeness Check' to see any outstanding actions.

## 8: Signing and Submitting

Once you have completed all questions then you are required to request a signature from your supervisor. 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.

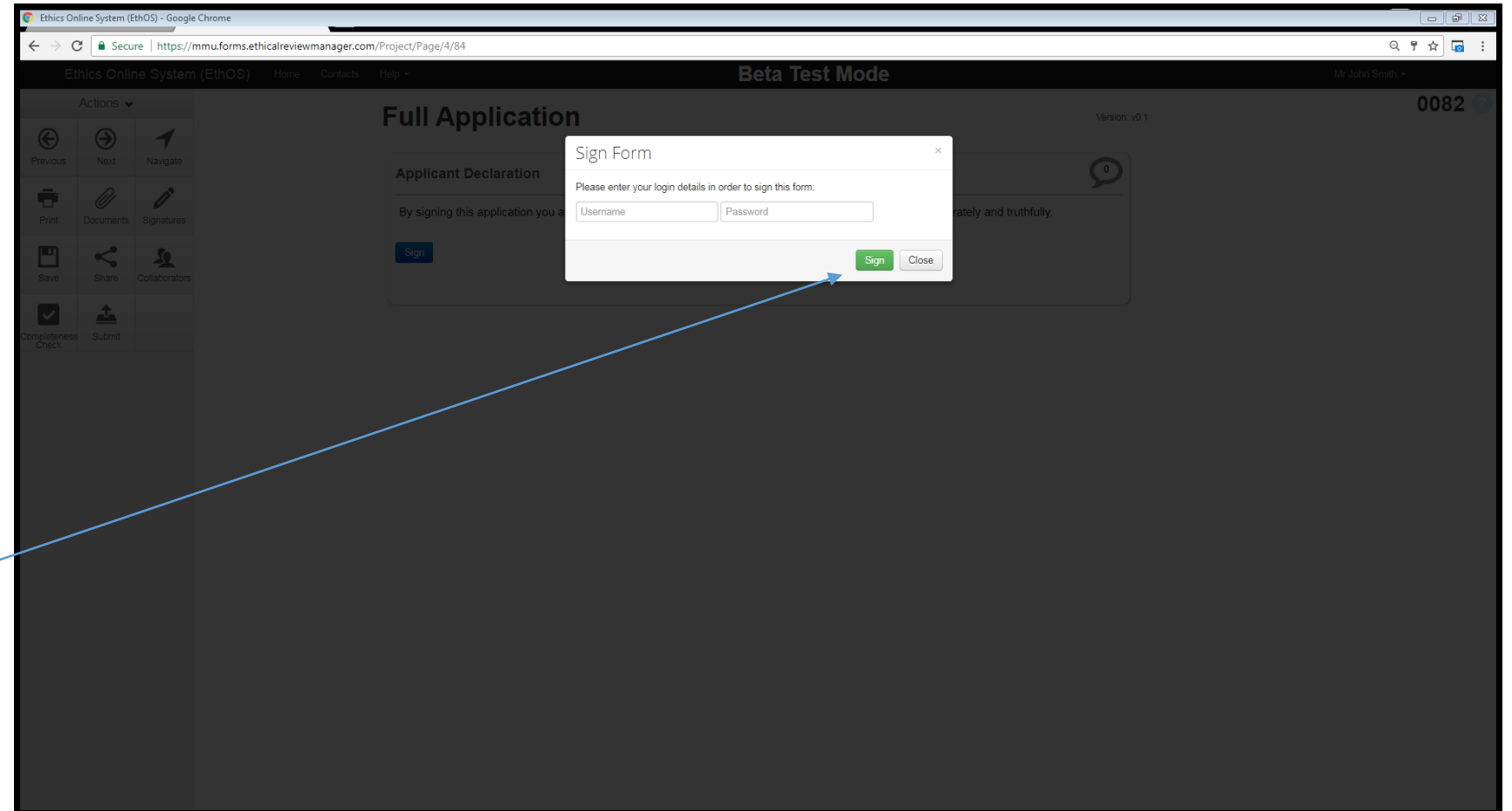
At the bottom of the form, there are two buttons: a grey "Request Signature" button and a blue "Sign" button. A blue arrow from the text on the left points to the "Request Signature" button, and another blue arrow points to the "Sign" button.

# 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. By signing your application, your supervisor will certify that the application meets the required quality standards and fully abides by the University's research ethics and governance procedures

**It is your responsibility to chase up your supervisor to ensure that they have done this. DO NOT commence this project until you have received notification to do so.**

If you want to check the status of the application then return to the screen shown on [page 5 of this guide](#).

If you wish to make amendments to a previously approved application then please follow our guide for amendments.

