

**Manchester
Metropolitan
University**

Guide for Unit Applications

Ethos-apply.mmu.ac.uk

V 1.2.0.0

Unit Applications at Manchester Met

All research at Manchester Metropolitan University is subject to ethical scrutiny and approval.

As part of the University's research-informed teaching agenda, large numbers of undergraduate or postgraduate-taught students are regularly undertaking a range of research skills exercises that require ethical scrutiny without the need for a full individual ethical review. Where students will be conducting research skills exercises that are of a sufficiently similar nature to be reviewed together, a single ethics application can be submitted for faculty review. This process is designed to increase the efficiency of the University procedure and allows for proportionate ethical scrutiny for research skills exercises.

This should NOT be used by students



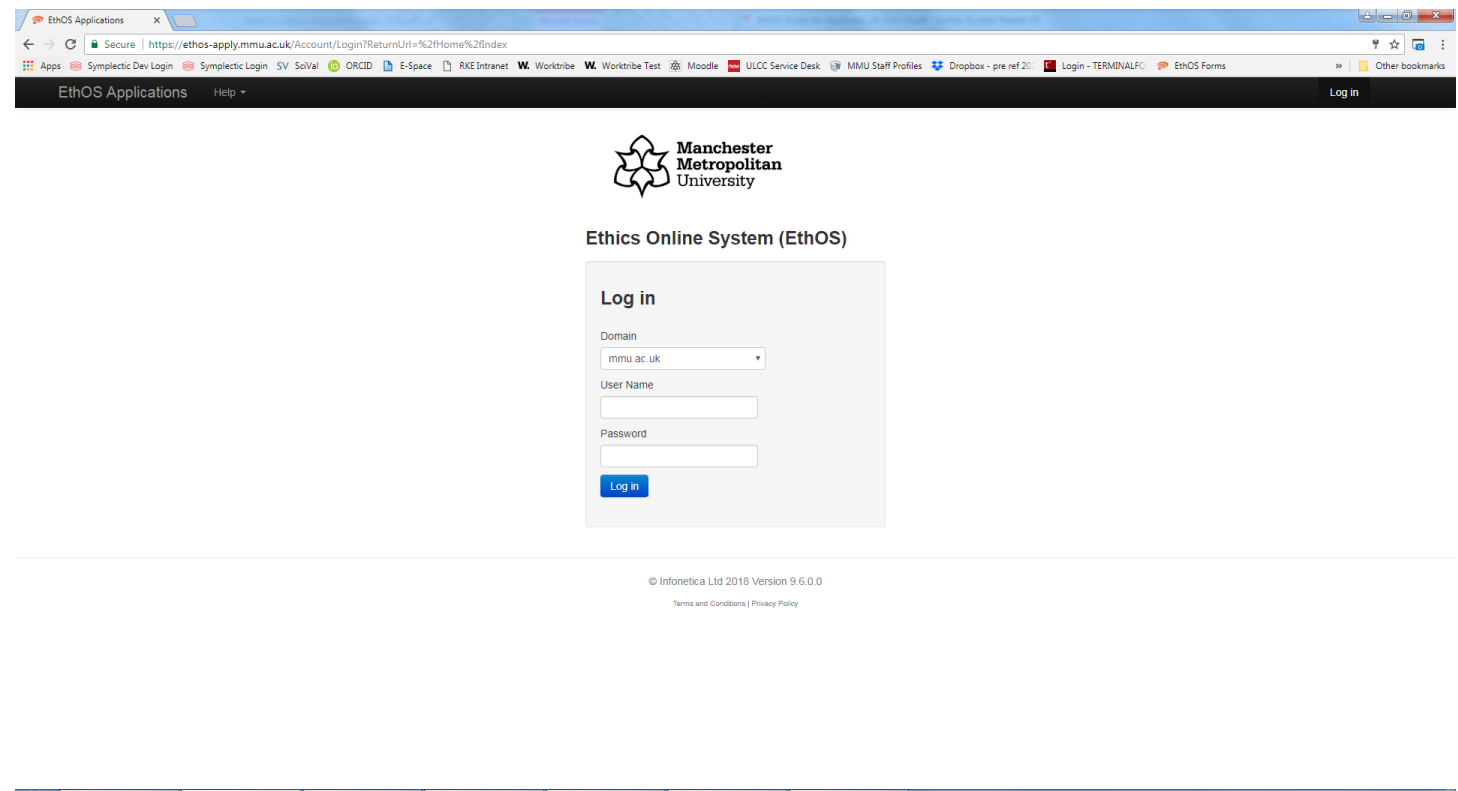
1: Logging in to EthOS

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.

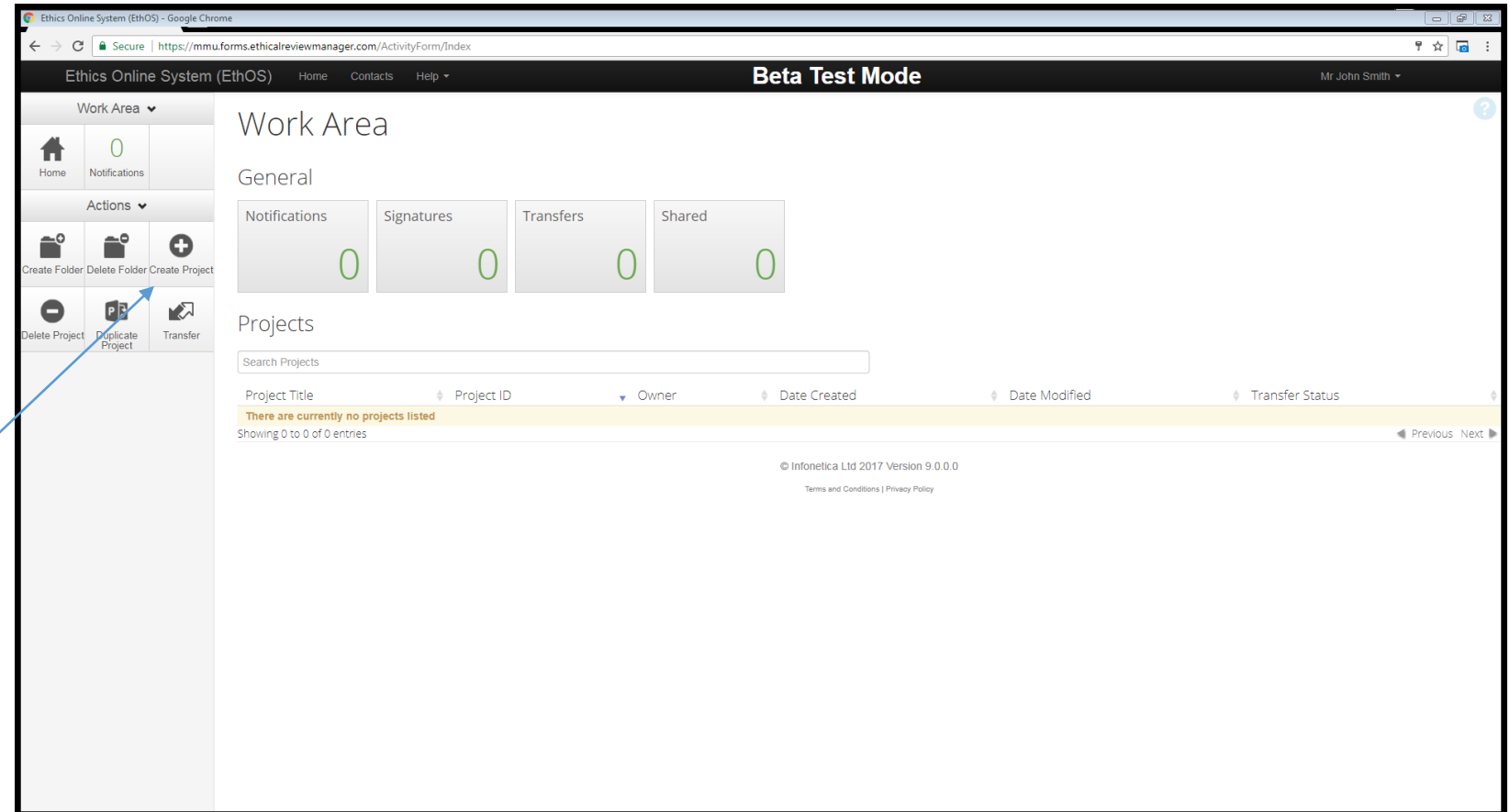
These are the credentials that you use for all university systems.



2: 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.



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

Work Area

Home Notifications

Actions

Create Folder Delete Folder Create Project

Delete Project Duplicate Project Transfer

Work Area

General

Notifications 0 Signatures 0 Transfers 0 Shared 0

Projects

Search Projects

Project Title Project ID Owner Date Created Date Modified Transfer Status

There are currently no projects listed

Showing 0 to 0 of 0 entries

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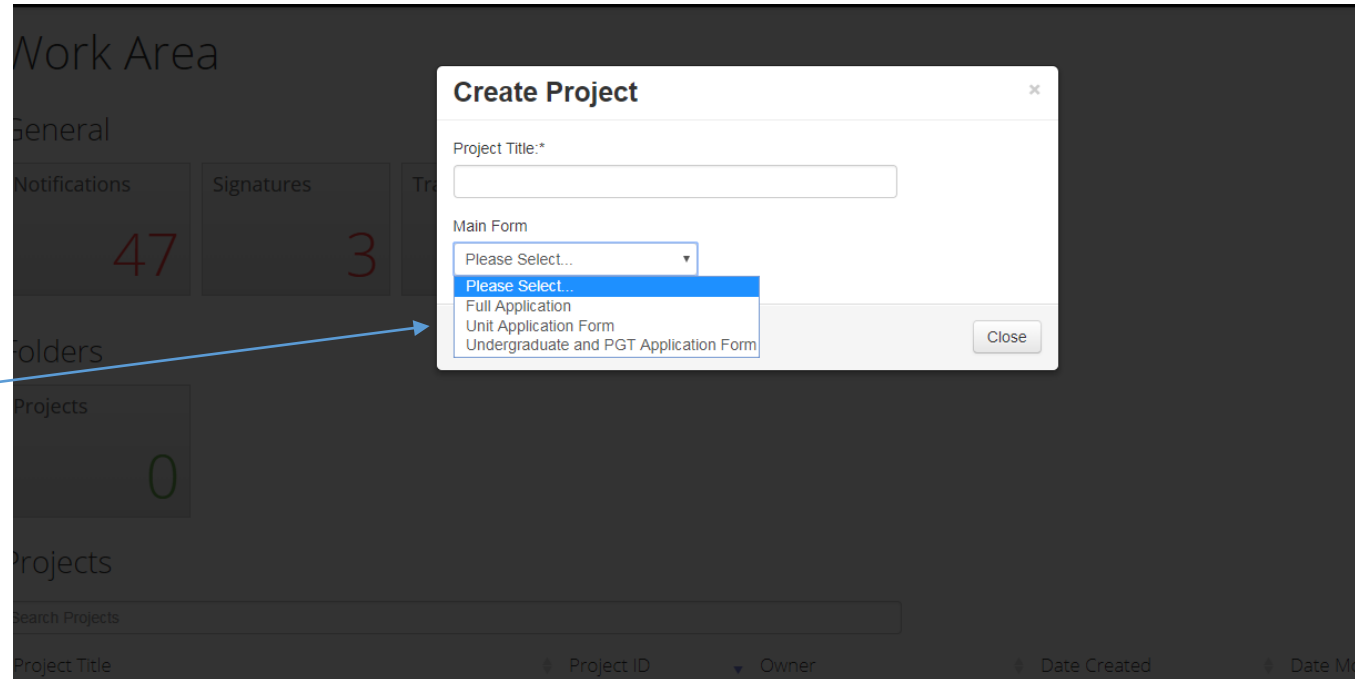
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3: Creating a Project

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

You then need to select the 'Unit Application Form'

You then need to select 'Create'



Work Area

General

Notifications 47 Signatures 3

Projects 0

Projects

Search Projects

Project Title Project ID Owner Date Created Date Modified

Create Project [X]

Project Title:*

Main Form

Please Select... (dropdown menu)

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

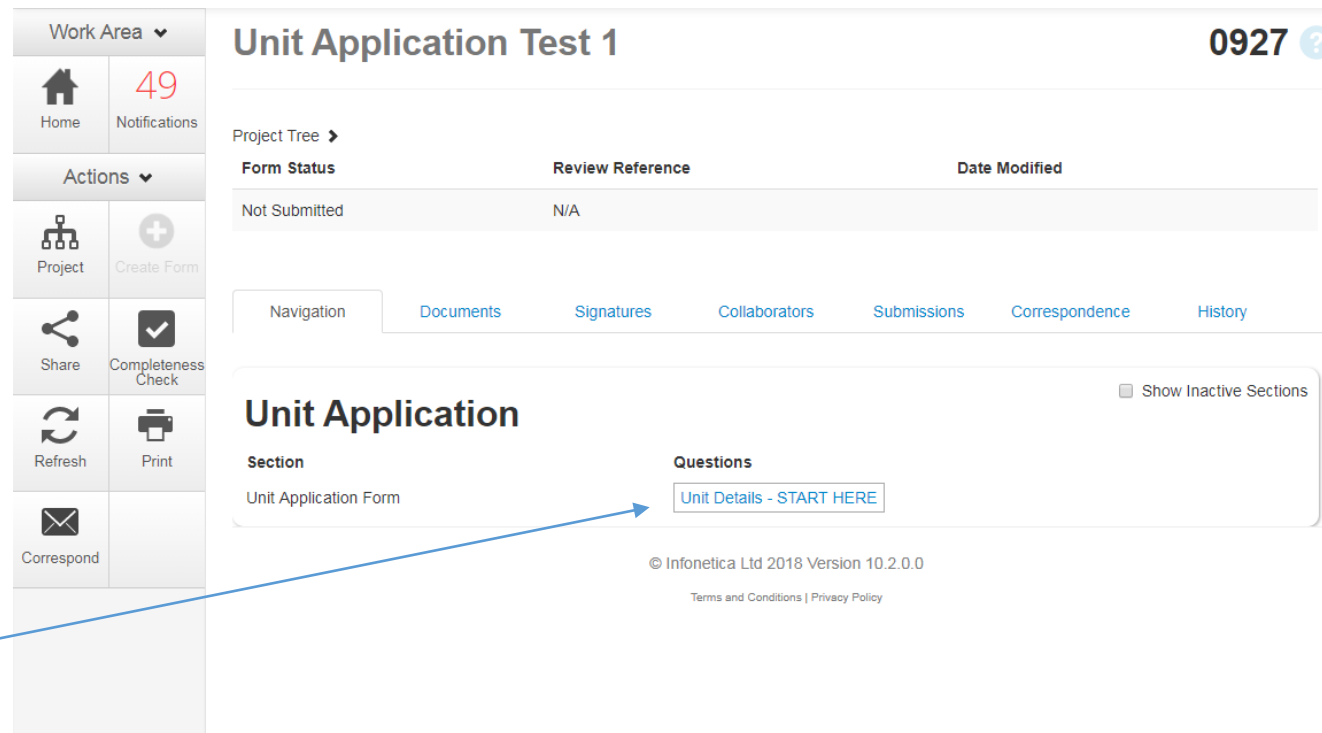
Close

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 'Unit Details – START HERE' button.



Work Area ▾

Home 49 Notifications

Actions ▾

Project Create Form

Share Completeness Check

Refresh Print

Correspond

Unit Application Test 1

0927 ?

Project Tree ▶

Form Status	Review Reference	Date Modified
Not Submitted	N/A	

Navigation Documents Signatures Collaborators Submissions Correspondence History

Unit Application

Show Inactive Sections

Section	Questions
Unit Application Form	Unit Details - START HERE

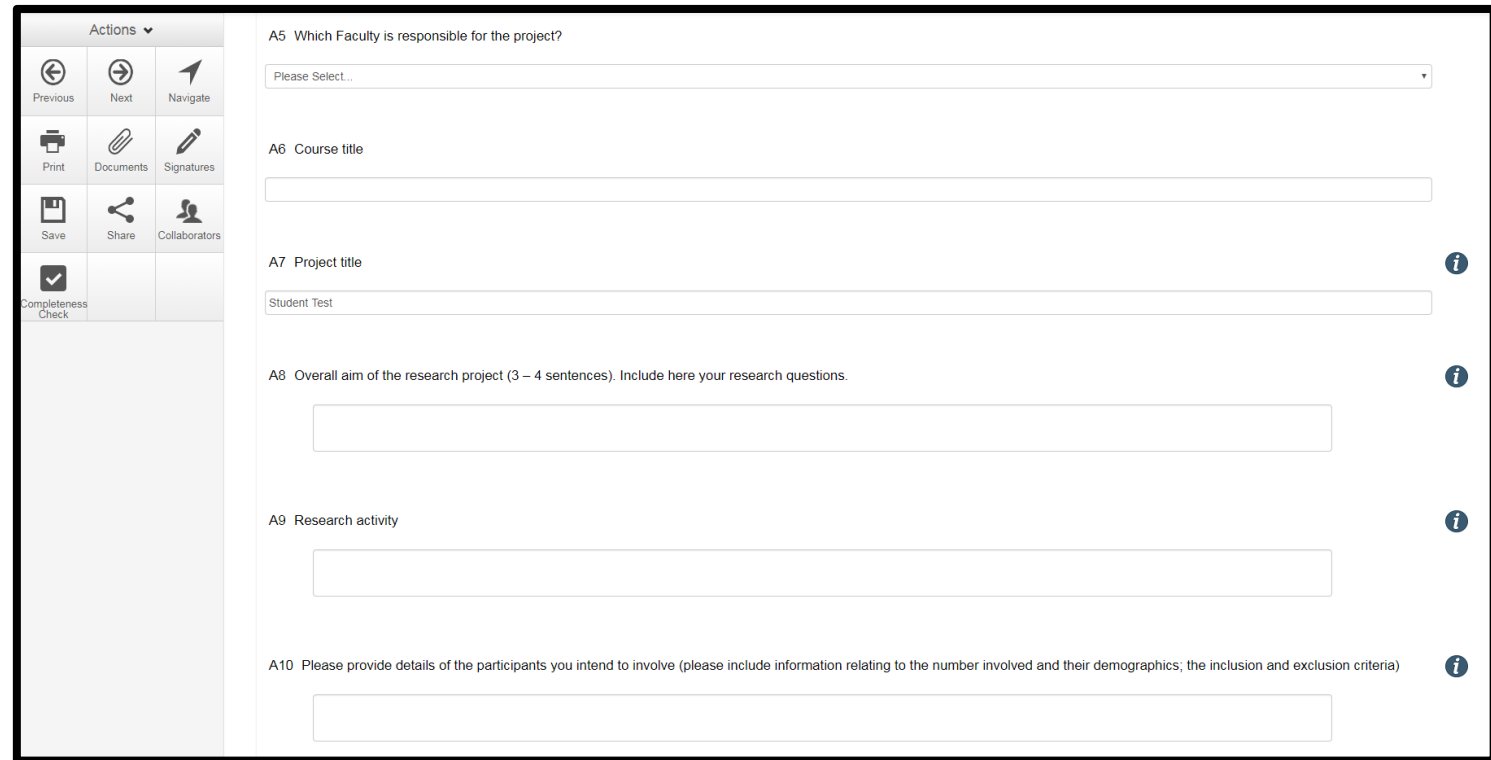
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5: Completing the Questions

You should now begin to fill out the questions in the 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.



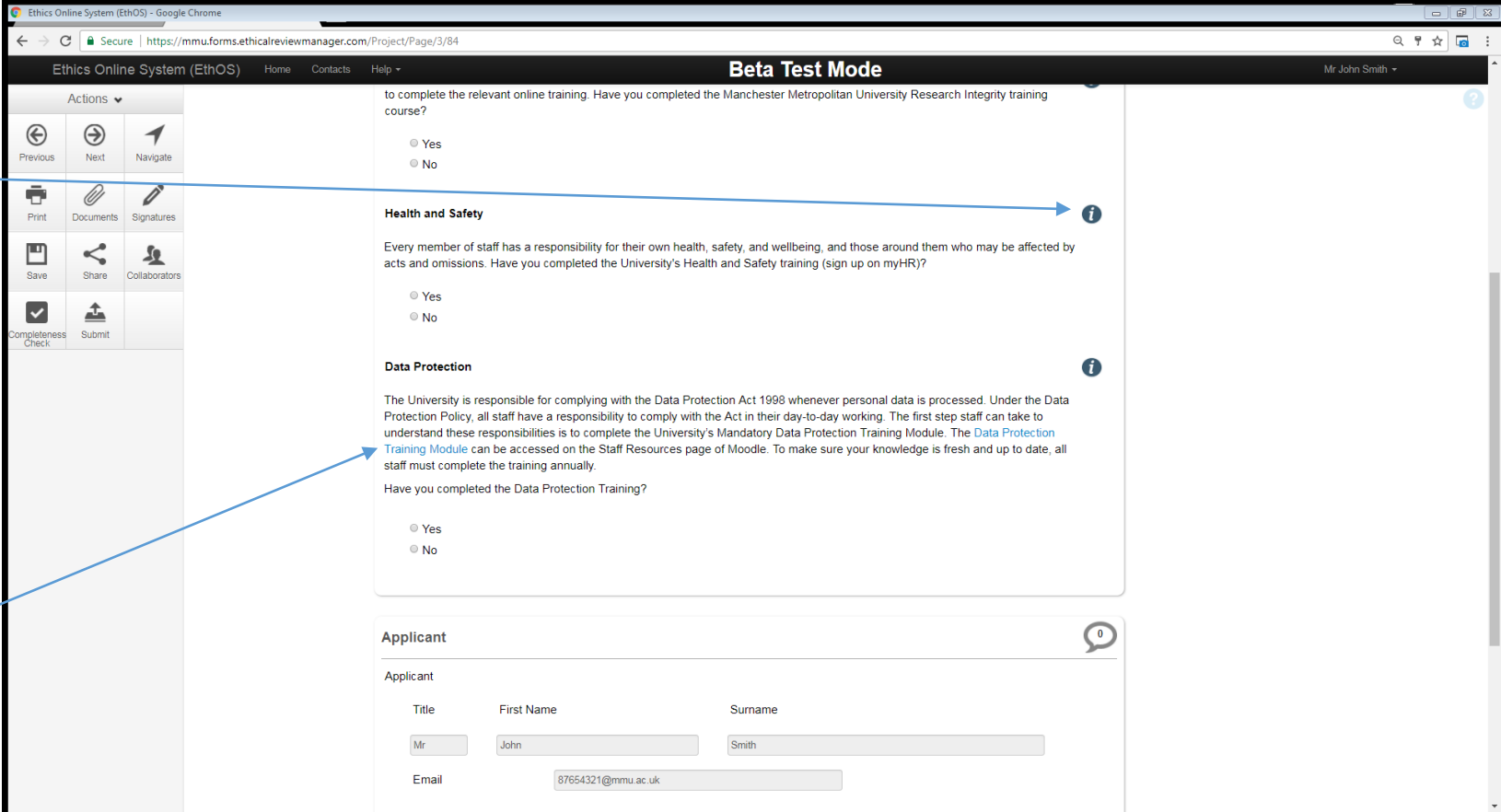
The screenshot displays the EthOS application interface. On the left is a sidebar titled 'Actions' with a dropdown arrow. It contains several icons and labels: 'Previous' (left arrow), 'Next' (right arrow), 'Navigate' (upward arrow), 'Print' (printer icon), 'Documents' (paperclip icon), 'Signatures' (pen icon), 'Save' (floppy disk icon), 'Share' (share icon), 'Collaborators' (people icon), and 'Completeness Check' (checkbox icon). The main content area on the right contains the following questions:

- A5 Which Faculty is responsible for the project?
Please Select...
- A6 Course title
- A7 Project title (with an information icon 'i' on the right)
- A8 Overall aim of the research project (3 – 4 sentences). Include here your research questions. (with an information icon 'i' on the right)
- A9 Research activity (with an information icon 'i' on the right)
- 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) (with an information icon 'i' on the right)

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 displays the EthOS Ethics Online System interface. The browser address bar shows the URL: <https://mmu.forms.ethicalreviewmanager.com/Project/Page/3/84>. The page header includes "Ethics Online System (EthOS)", "Home", "Contacts", "Help", and "Beta Test Mode". The user is identified as "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, there are two sections with information icons (i) on the right:

- 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)?" with "Yes" and "No" radio button options.
- 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?" with "Yes" and "No" radio button options.

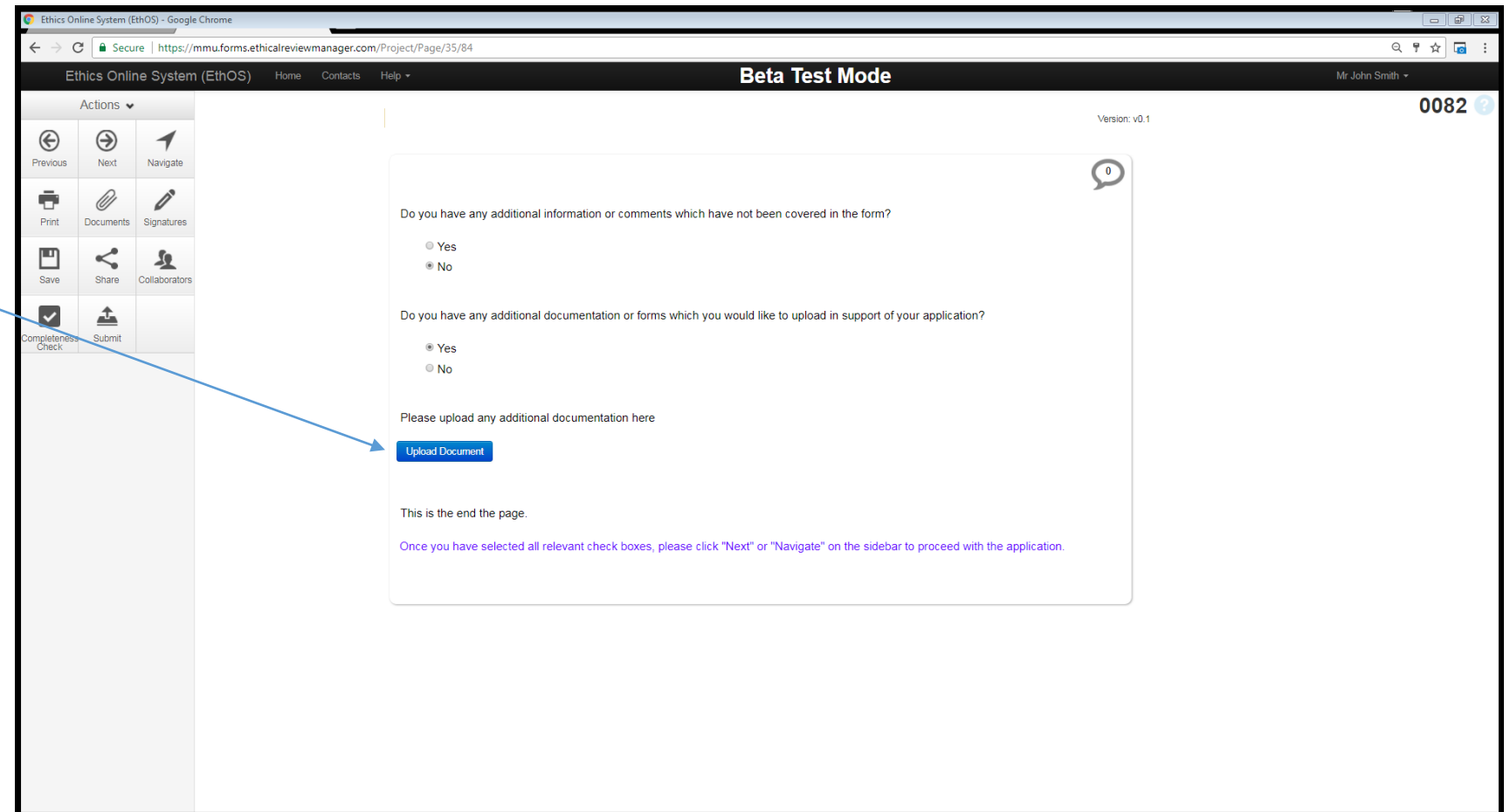
The bottom section is titled "Applicant" and contains a form with the following fields:

- Title:
- First Name:
- Surname:
- Email:

Two blue arrows point from the text on the left to the information icons in the screenshot. One arrow points to the information icon for the Health and Safety section, and the other points to the blue link "Data Protection Training Module" in the Data Protection section.

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 A16. This question will dictate the quantity of sections that are built into the application. You are required to fill out 1 section per exercise.

A16 How many research exercises do you want to include in this application?

- 1
- 2
- 3
- 4
- 5
- More than 5

7: Actions

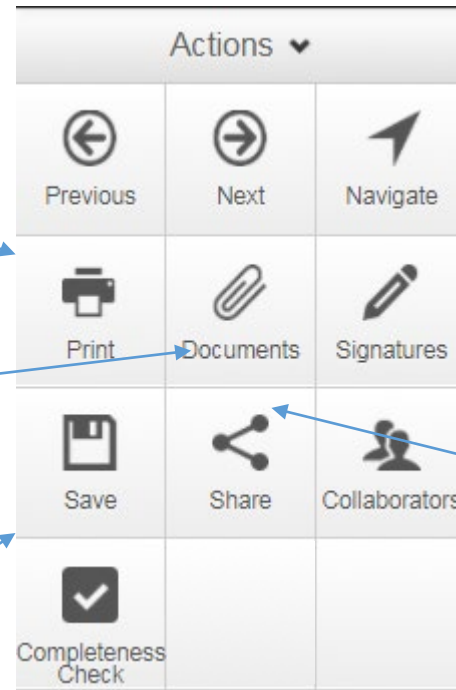
The actions bar (on the left hand side) has several further crucial tools (note: these buttons change depending on which screen you are on).



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 as fully and truthfully as you can then you are required to sign the application.

To do this, click 'Sign'



Additional Information 0

Do you have any additional information or comments which have not been covered in this form?

Yes
 No

Do you have any additional documentation which you want to upload?

Yes
 No

Signatures 0

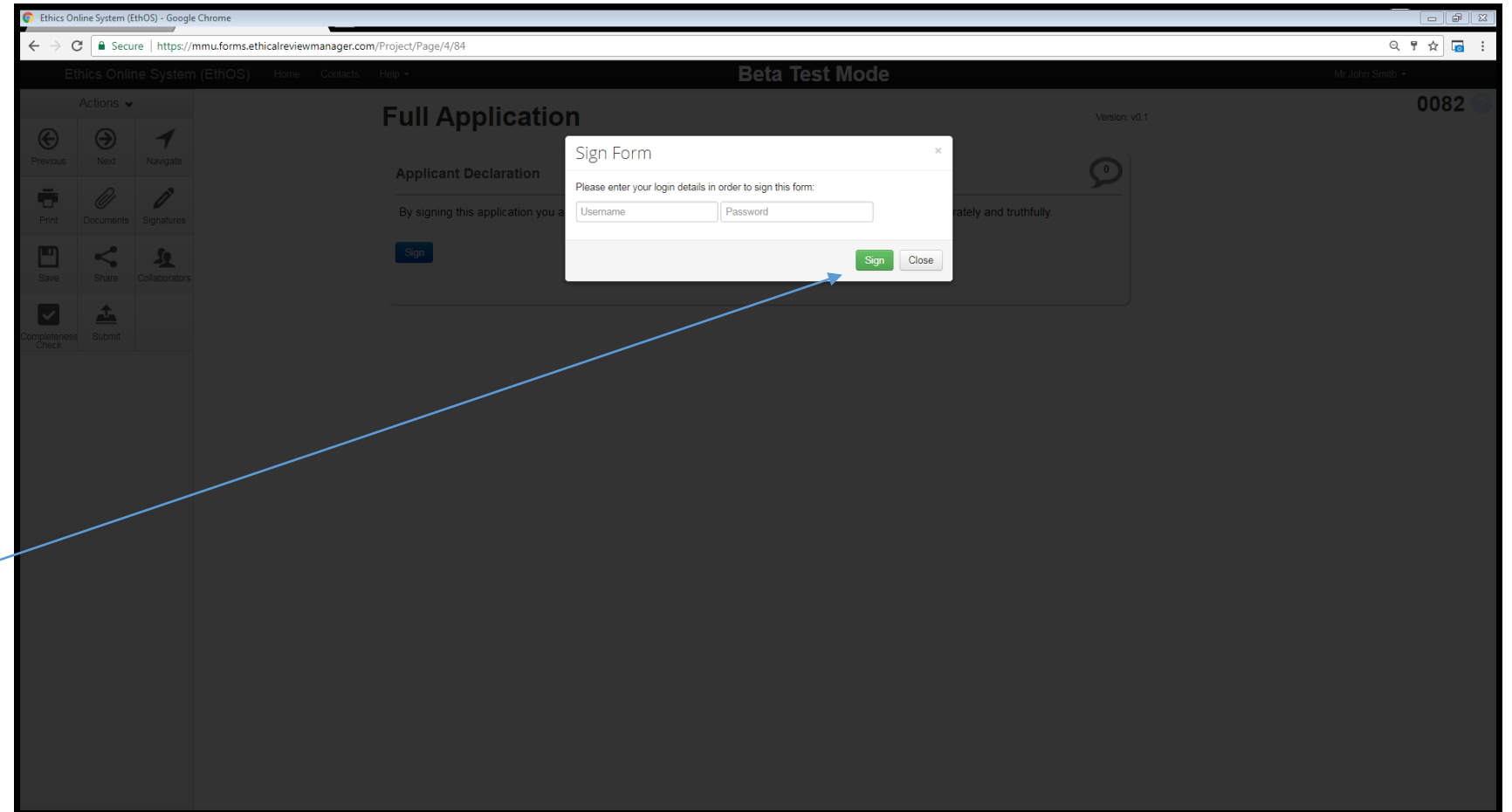
By signing this application you are confirming that all details included in the form have been completed accurately and truthfully.

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 the application for this unit. Your application will be reviewed in due course.

Please be aware that it is possible that your application will be returned to you in order to make changes (you will receive email notification if this is the case).

DO NOT commence this project until you have received notification of approval.

If you want to check the status of the application then return to the screen shown on [page 6](#) of this guide.

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

