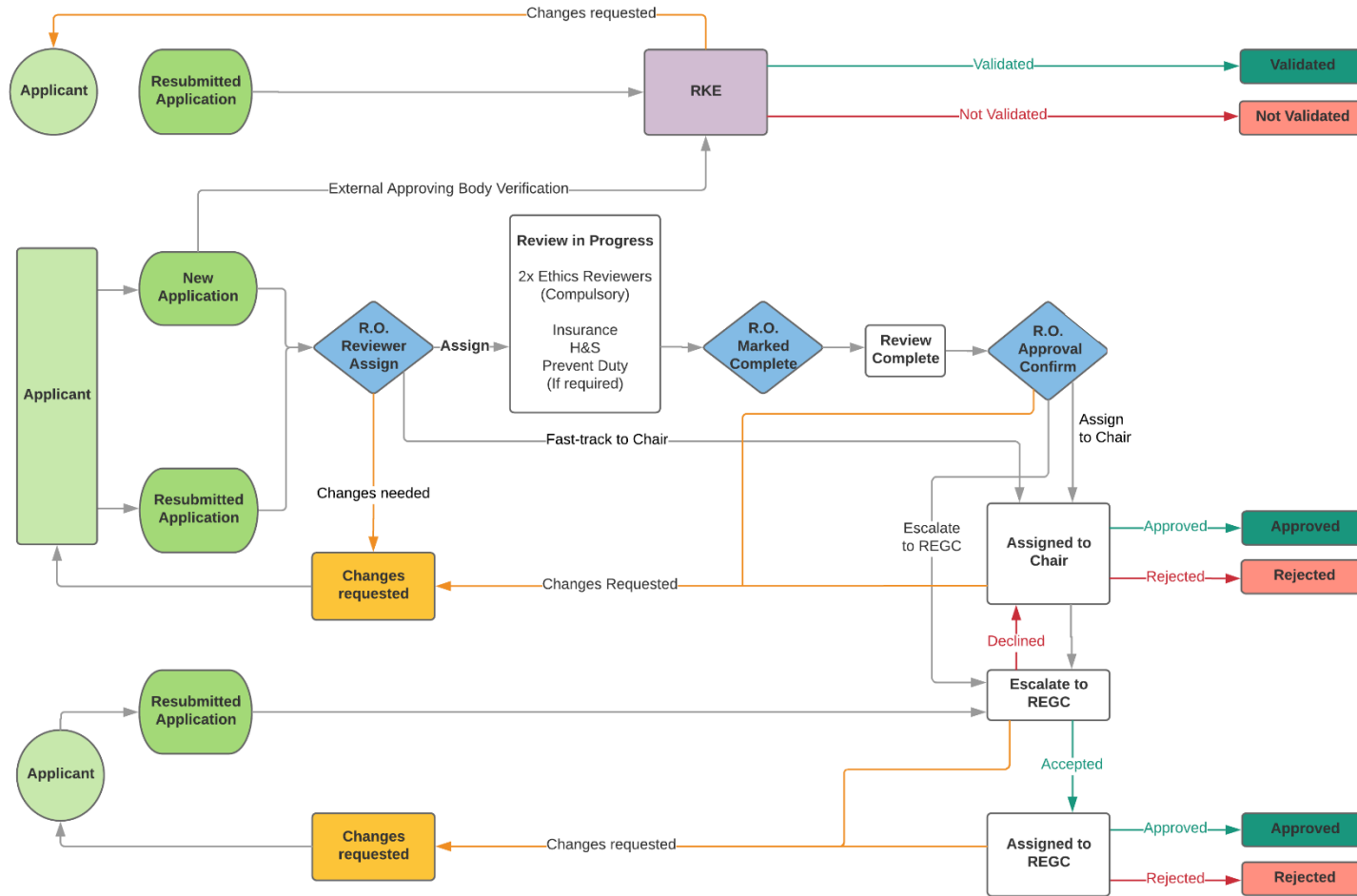


**Manchester
Metropolitan
University**

Guide for Chair of Faculty Research Ethics and Governance Committee

ethos-review.mmu.ac.uk

EthOS Process Map



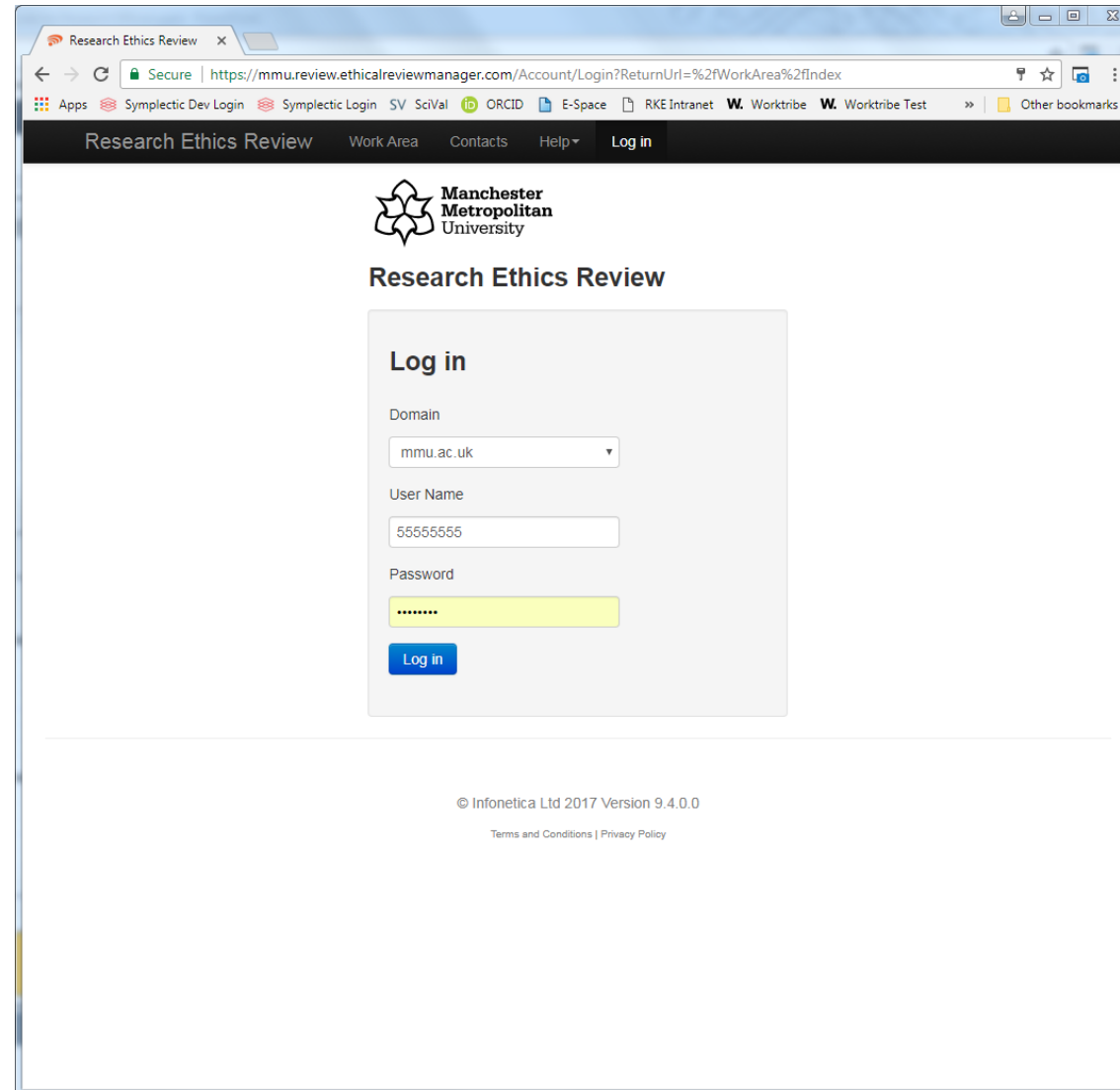
This is the process map for EthOS. Chairs are expected to engage with the system at the 'Assigned to Chair' stage. This guide will demonstrate how to perform all tasks required within these stages.

Logging in to EthOS

In order to log into EthOS go to ethos-review.mmu.ac.uk

Here, you need to enter your MMU staff I.D and your standard password.

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



Research Ethics Review

Manchester Metropolitan University

Research Ethics Review

Log in

Domain
mmu.ac.uk

User Name
55555555

Password
.....

Log in

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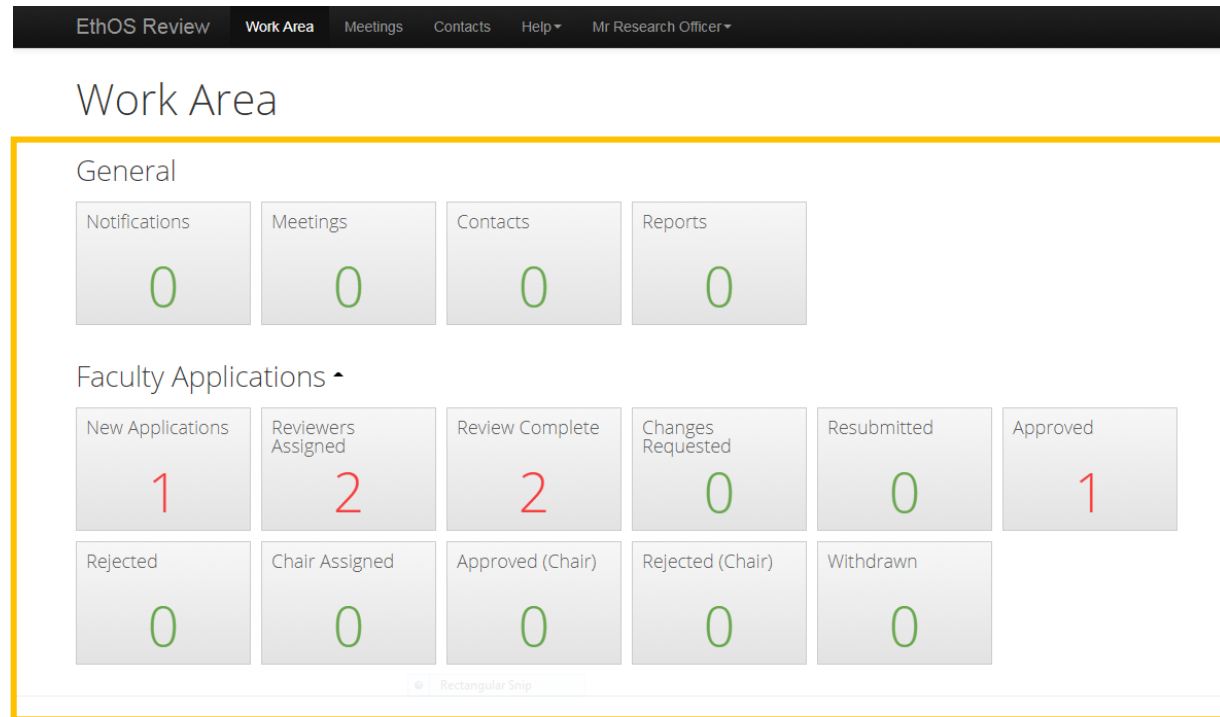
EthOS Work Area

Once you have logged in, you will reach the main Work Area. Each tile within this work area displays a digit which tallies the number of projects within that particular tile.

The work area is split into tiles that hold information pending attention.

The tiles within the box represent a stage in the review process. This can be related back to the process map on page 2.

The following guide will ask you to select a tile option from within the work area. It is this page that is being referred to.



The screenshot shows the EthOS Work Area dashboard. At the top is a navigation bar with 'EthOS Review', 'Work Area', 'Meetings', 'Contacts', 'Help', and 'Mr Research Officer'. Below the navigation bar is the 'Work Area' title. A yellow box highlights a section titled 'General' and 'Faculty Applications'. The 'General' section contains four tiles: Notifications (0), Meetings (0), Contacts (0), and Reports (0). The 'Faculty Applications' section contains two rows of tiles. The first row includes: New Applications (1), Reviewers Assigned (2), Review Complete (2), Changes Requested (0), Resubmitted (0), and Approved (1). The second row includes: Rejected (0), Chair Assigned (0), Approved (Chair) (0), Rejected (Chair) (0), and Withdrawn (0). A small 'Rectangular Snip' watermark is visible at the bottom of the highlighted area.

General					
Notifications	Meetings	Contacts	Reports		
0	0	0	0		
Faculty Applications					
New Applications	Reviewers Assigned	Review Complete	Changes Requested	Resubmitted	Approved
1	2	2	0	0	1
Rejected	Chair Assigned	Approved (Chair)	Rejected (Chair)	Withdrawn	
0	0	0	0	0	

EthOS Work Area continued

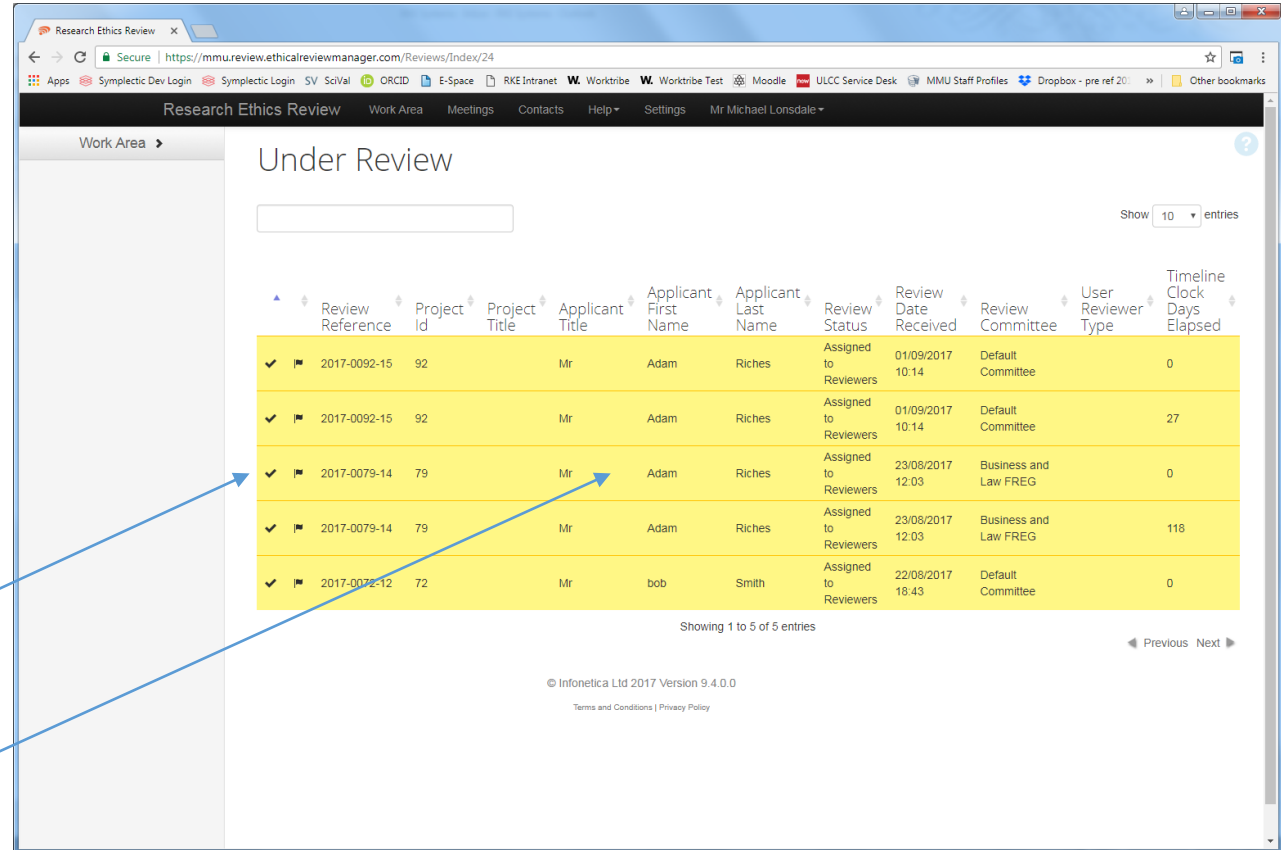
Each individual tile from the work area will lead to a list of projects that are currently at that particular stage of the review process.

You can use the various fields to sort the results

You are also able to use the search bar at the top to search for a specific project.

In order to manage your workload, you can toggle the tick-box on and off as you deal with the particular projects.

Click in to any project to view it in detail



Review Reference	Project Id	Project Title	Applicant Title	Applicant First Name	Applicant Last Name	Review Status	Review Date Received	Review Committee	User Reviewer Type	Timeline Clock Days Elapsed
<input checked="" type="checkbox"/>	2017-0092-15	92	Mr	Adam	Riches	Assigned to Reviewers	01/09/2017 10:14	Default Committee		0
<input checked="" type="checkbox"/>	2017-0092-15	92	Mr	Adam	Riches	Assigned to Reviewers	01/09/2017 10:14	Default Committee		27
<input checked="" type="checkbox"/>	2017-0079-14	79	Mr	Adam	Riches	Assigned to Reviewers	23/08/2017 12:03	Business and Law FREG		0
<input checked="" type="checkbox"/>	2017-0079-14	79	Mr	Adam	Riches	Assigned to Reviewers	23/08/2017 12:03	Business and Law FREG		118
<input checked="" type="checkbox"/>	2017-0072-12	72	Mr	bob	Smith	Assigned to Reviewers	22/08/2017 18:43	Default Committee		0

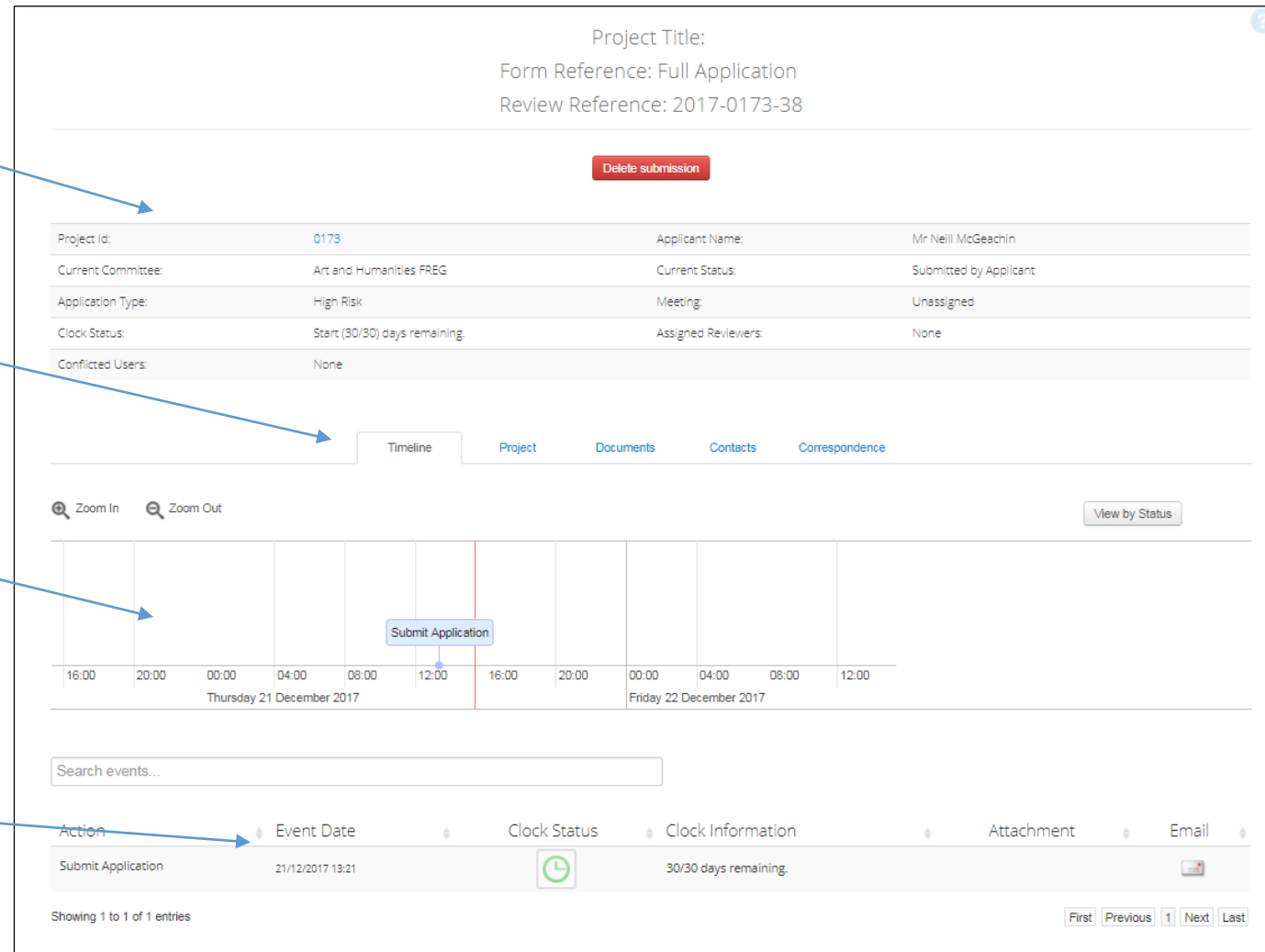
EthOS Application - Timeline Page

From within each project you are able to view various details about the application

You can scroll through the various tabs to reveal more information

The timeline shows where in the process the application sits. This can be viewed by status or action

The events of the process are documented at the bottom in an audit trail. Any associated emails and attachments which have been uploaded/sent can be pulled directly from here.



Project Title: [?]
 Form Reference: Full Application
 Review Reference: 2017-0173-38

[Delete submission](#)

Project Id:	0173	Applicant Name:	Mr Nelli McGeachin
Current Committee:	Art and Humanities FREG	Current Status:	Submitted by Applicant
Application Type:	High Risk	Meeting:	Unassigned
Clock Status:	Start (30/30) days remaining.	Assigned Reviewers:	None
Conflicted Users:	None		

Timeline | Project | Documents | Contacts | Correspondence

Zoom In | Zoom Out | [View by Status](#)

Submit Application

16:00 20:00 00:00 04:00 08:00 12:00 16:00 20:00 00:00 04:00 08:00 12:00
 Thursday 21 December 2017 Friday 22 December 2017

Search events...

Action	Event Date	Clock Status	Clock Information	Attachment	Email
Submit Application	21/12/2017 13:21		30/30 days remaining.		

Showing 1 to 1 of 1 entries

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

Timeline Page - Actions Bar

From within each project you are able to perform several actions which will change who can view the project or progress the application to a different stage of the review process.

Review Application

Here you will be able to check the answers given and the reviewers comments to inform your choice of the next necessary actions. This will allow you to view this particular application and make informed decisions as to where the application should be directed. For more information on this, view page 8-10

Approved

If both reviewers agree on the approval of the application then the project should be approved. To do this, click on 'Approved'. More information on how to assess the reviewer's decisions, go to page 13

Rejected






If both reviewers agree on the rejection of the application then the project should be rejected. To do this, click on 'Rejected'. More information on how to assess the reviewer's decisions, go to page 13

Changes Requested

Some projects may require that they are returned to the applicant to make changes before they can be advanced. Click on 'changes requested' to do this. Further guidance can be located on page 11

Request Escalation (REGC)

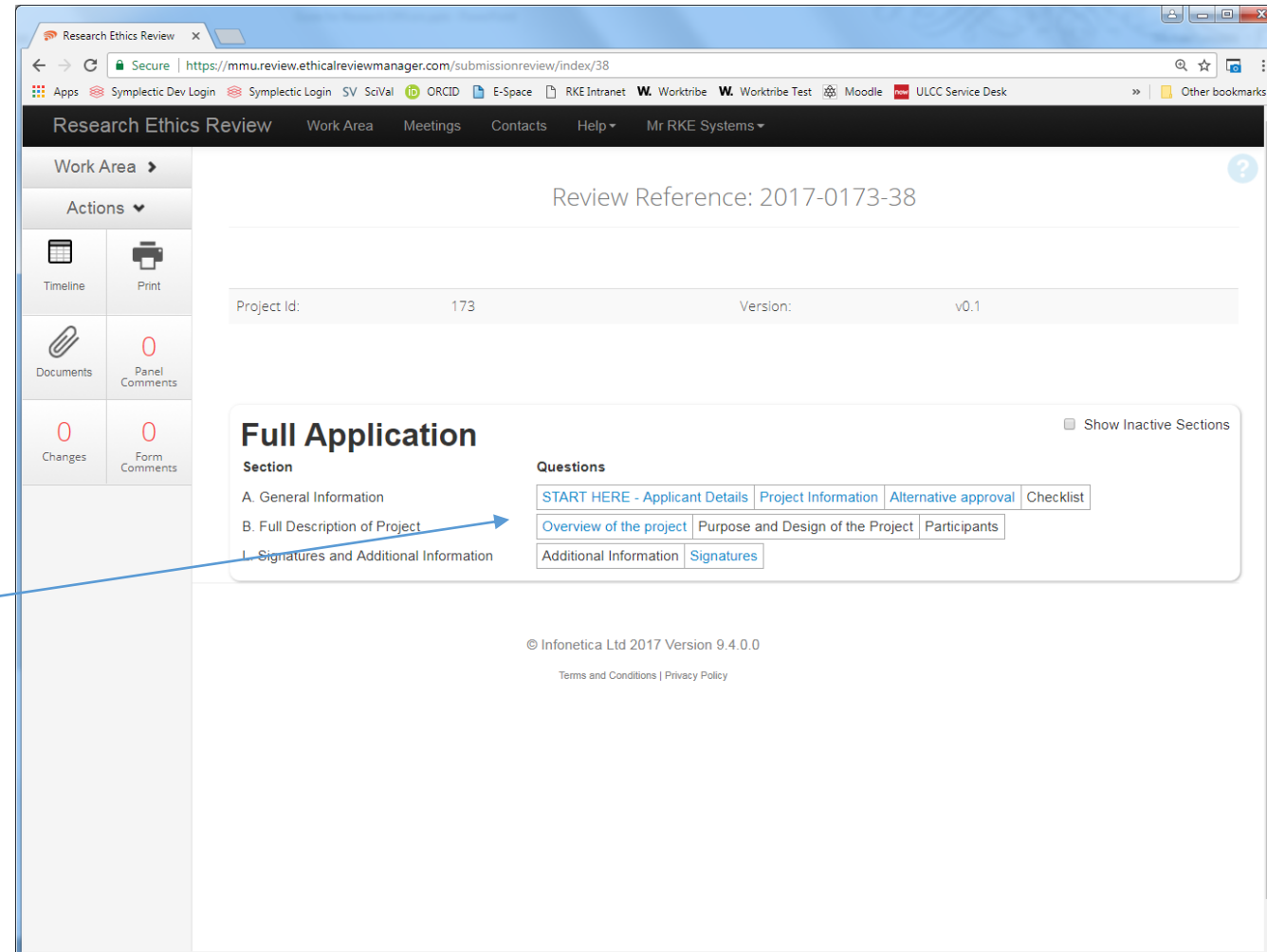
In some instances you may need to advance the project directly to the Research Ethics and Governance Committee. To do this, click on 'Request Escalation'. Further guidance can be located on page 12

0 Form Submissions	0 Project Submissions
1 Panel Comments	0 Form Comments
 Review Application	 Approved (Chair)
 Changes Requested	 Rejected (Chair)
 Request Escalation (REGC)	

Review an Application – Navigation Page

After you have clicked into the review area from the actions bar, you will arrive at the Navigation Page shown here.

This page will show the list of sections that relate to this application. The sections in blue have had questions answered within them and you are able to click them to view the questions and answers given.



Research Ethics Review x

Secure | <https://mmu.review.ethicalreviewmanager.com/submissionreview/index/38>

Apps Symplectic Dev Login Symplectic Login SV SciVal ORCID E-Space RKE Intranet W. Worktribe W. Worktribe Test Moodle ULCC Service Desk Other bookmarks

Research Ethics Review Work Area Meetings Contacts Help Mr RKE Systems

Work Area

Actions

Timeline Print

Documents Panel Comments

Changes Form Comments

Review Reference: 2017-0173-38

Project Id: 173 Version: v0.1

Full Application Show Inactive Sections

Section

A. General Information

B. Full Description of Project

I. Signatures and Additional Information

Questions

[START HERE - Applicant Details](#) [Project Information](#) [Alternative approval](#) [Checklist](#)

[Overview of the project](#) [Purpose and Design of the Project](#) [Participants](#)

[Additional Information](#) [Signatures](#)

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Reviewing an Application – Questions

From within this page you are able to view the questions, answers and the associated help buttons. This section is a replica of what the applicant filled in. You also have a new set of actions within the actions bar:

Use **‘Previous’** and **‘Next’** to skip through sections.

Use **‘Navigate’** to go to the Navigation Page.

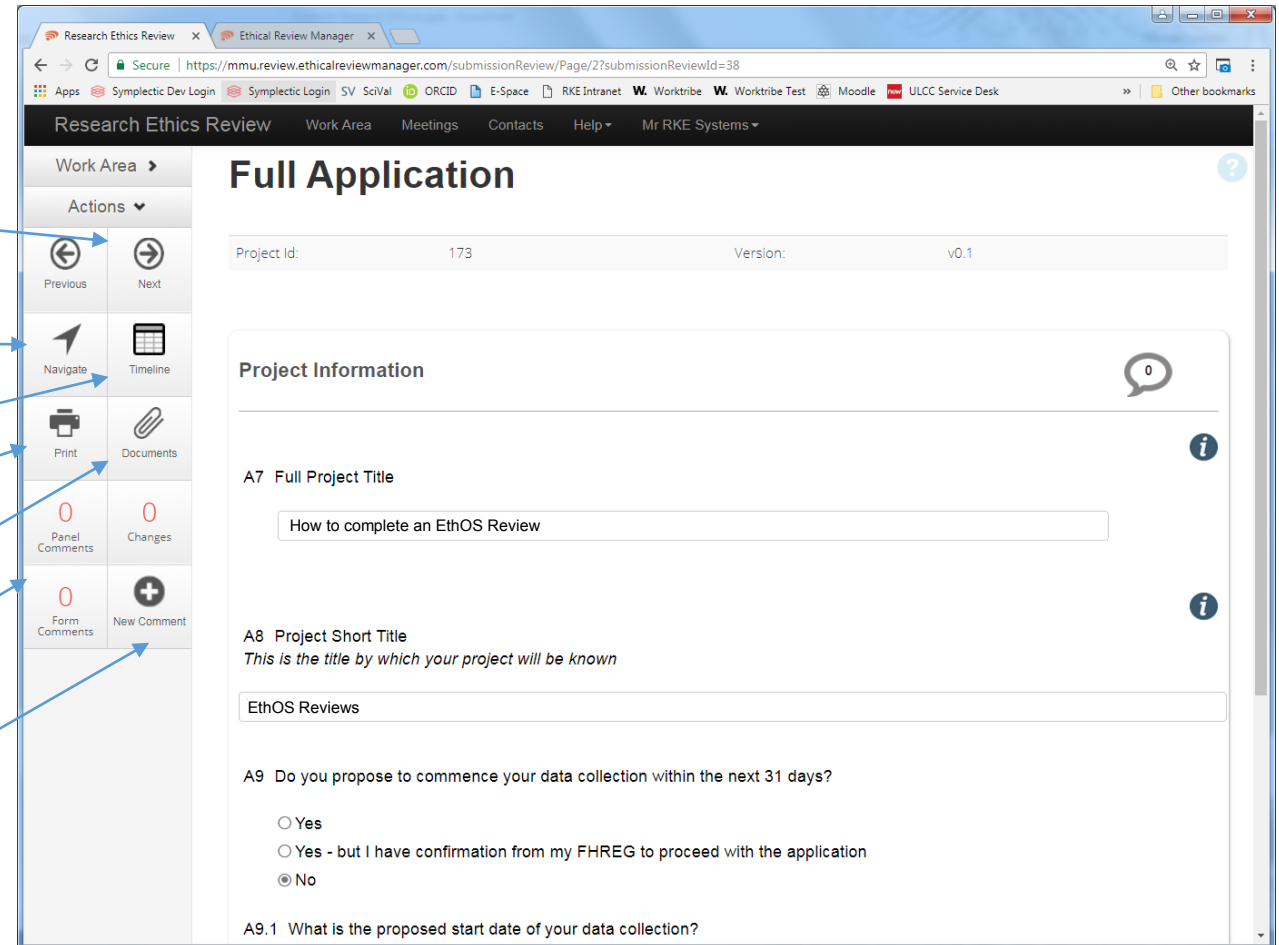
Use **‘Timeline’** to return to the Timeline Page.

‘Print’ will allow you to print or export the questions.

‘Documents’ allow you to view all uploads.

The numbered panels show a total of the comments and changes

To post a comment, click on **‘New Comment’**



The screenshot shows the 'Full Application' page in the EthOS system. The browser address bar indicates the URL: <https://mmu.review.ethicalreviewmanager.com/submissionReview/Page/2?submissionReviewId=38>. The page title is 'Full Application'. The sidebar on the left contains the following actions:

- Previous (left arrow icon)
- Next (right arrow icon)
- Navigate (compass icon)
- Timeline (calendar icon)
- Print (printer icon)
- Documents (paperclip icon)
- Panel Comments (0 comments icon)
- Changes (0 changes icon)
- Form Comments (0 comments icon)
- New Comment (+ icon)

The main content area displays project information and questions:

- Project Id: 173, Version: v0.1
- Project Information section with a chat bubble icon (0 messages).
- A7 Full Project Title: How to complete an EthOS Review
- A8 Project Short Title: This is the title by which your project will be known
- EthOS Reviews section
- A9 Do you propose to commence your data collection within the next 31 days?
 - Yes
 - Yes - but I have confirmation from my FHREG to proceed with the application
 - No
- A9.1 What is the proposed start date of your data collection?

Reviewing an Application – Adding Comments

In order to add a comment you need to first select the specific question you want to comment on. This will open up a dialogue box where you are able to type into. You are also able to toggle on and off:

Change Request –

If you intend to return the application to the applicant for changes then you can toggle this on to flag a change to be requested.

Visible Applicant –

You can make the comment invisible from the applicant so that only subsequent reviewers are able to see the comment.

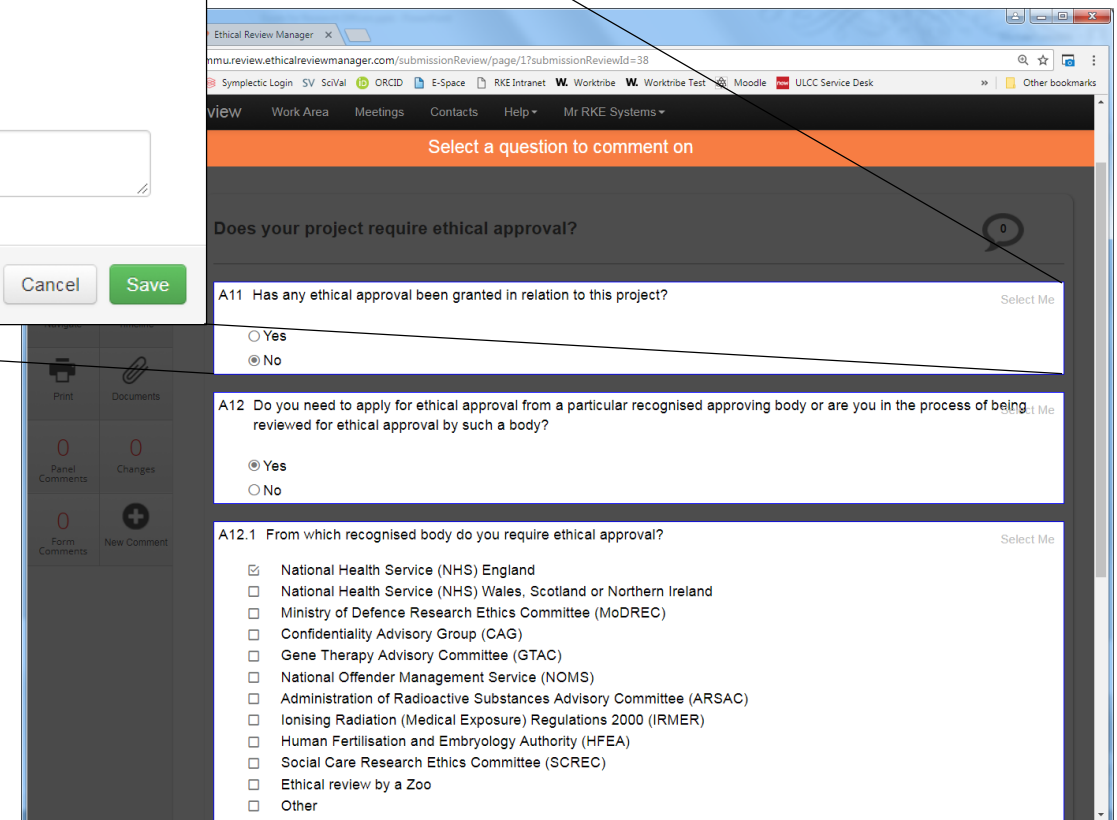
Add Comment

Question Title A11Has any ethical approval been granted in relation to this project?

Change Request Comment

Visible to Applicant Hidden from applicant

Comment



The screenshot shows the 'Ethical Review Manager' web application. The main content area displays a list of questions for review, including:

- A11 Has any ethical approval been granted in relation to this project?
- A12 Do you need to apply for ethical approval from a particular recognised approving body or are you in the process of being reviewed for ethical approval by such a body?
- A12.1 From which recognised body do you require ethical approval?

The 'Add Comment' dialog box is overlaid on the top question (A11). It contains the following fields and options:

- Question Title:** A11Has any ethical approval been granted in relation to this project?
- Change Request:** A toggle switch currently set to 'Comment'.
- Visible to Applicant:** A toggle switch currently set to 'Hidden from applicant'.
- Comment:** A text input field for entering the comment.
- Buttons:** 'Cancel' and 'Save' buttons at the bottom right.

Changes Requested – Return to Applicant

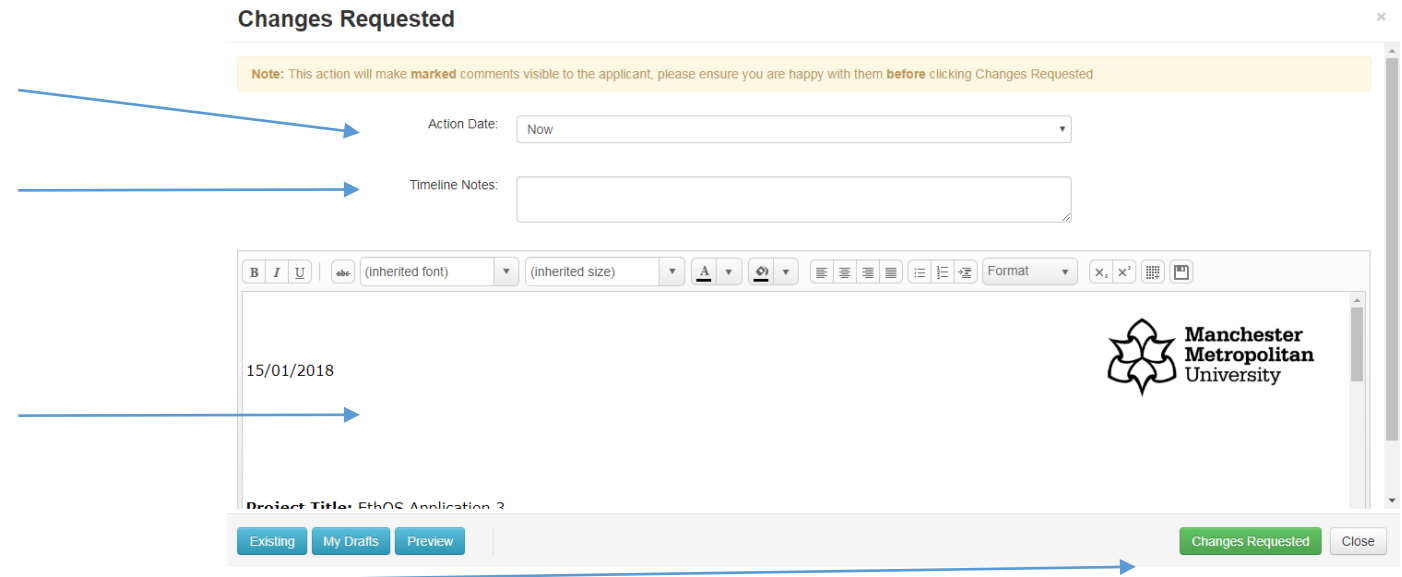
Once you have clicked on the ‘Changes Requested’ button then the following window will appear.

The Action Date should remain as ‘Now’.

You can add timeline notes that will be passed to the applicant and also show up on the application timeline.

Changes that have been requested within the application review stage will be pulled in to a letter. Here you can check and edit the comments before they are sent to the applicant.

Once you are ready to return to the applicant, click on ‘Changes Requested’.



Next Stage – Escalate to REGC

In certain circumstances where the application could be perceived to impact the reputation of the University, then it may be necessary to progress the application directly to Research Ethics and Governance Committee (REGC).

Once you have clicked on 'Request Escalation' in the actions bar then you will arrive at this page.

You can add timeline notes to detail the reason for the escalation that will be passed to REGC and also show up on the application timeline.

Once you are ready to send to REGC, click on 'Request Escalation (REGC)'.

Once the application has gone to REGC then it will be either approved or rejected by them. You should not expect to receive the application back.



Request Escalation (REGC) x

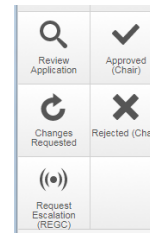
Action Date: Now

Timeline Notes:*

Request Escalation (REGC) Close

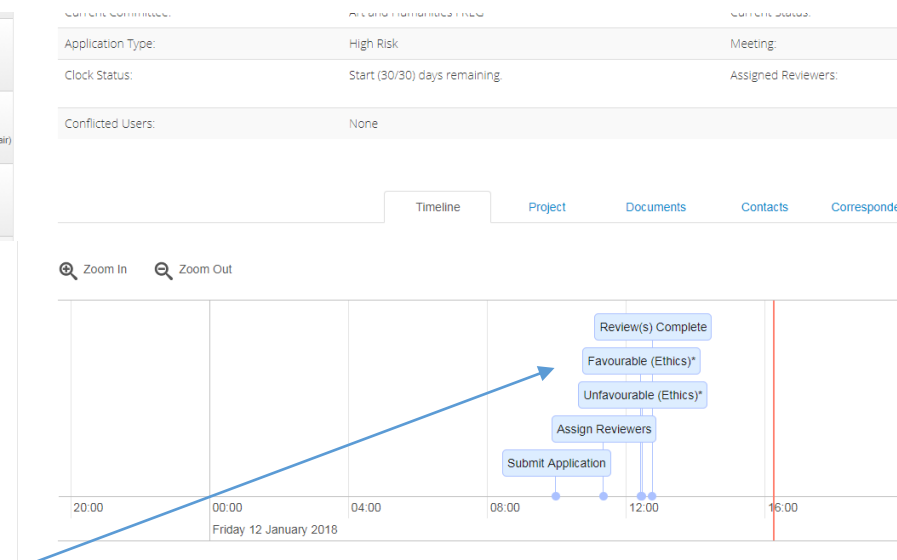
Assess Approval Status

Once you have decided how to advance the application based on the guidelines below, you can click 'Approved', 'Rejected', 'Escalate to Chair', 'Request Escalation' or 'Changes Requested'.



The rules surrounding approval are:

- If they agree that it should be approved, then you should approve.
- If they agree that it should be rejected, then you should reject.
- If the reviewers disagree on the approval of the application then you should decide on the outcome of the application.
- If you cannot make a decision, then the project should be advanced to escalated to REGC (Page 12)



In order to ascertain what each reviewer has decided then you can check the timeline on the Timeline page. Each bar will show a decision of 'Favourable' or 'Unfavourable'. You can click on each bar to check who made the decision.

Assigned Reviewer Full Name	Assigned Reviewer Type
Miss Ethics Reviewer	FREG Reviewer
Mr RKE Systems	FREG Reviewer

Timeline user	Timeline Event Title	Timeline Recorded Date
Miss Ethics Reviewer	Favourable (Ethics)	12/01/2018 12:25
Mr RKE Systems	Unfavourable (Ethics)	12/01/2018 12:27