

**Manchester
Metropolitan
University**

Guide for Amendments to an Ethics Application (both within EthOS and paper-based)

Ethos-apply.mmu.ac.uk

V 1.2.0.0

22/07/2019

1: Logging in to EthOS

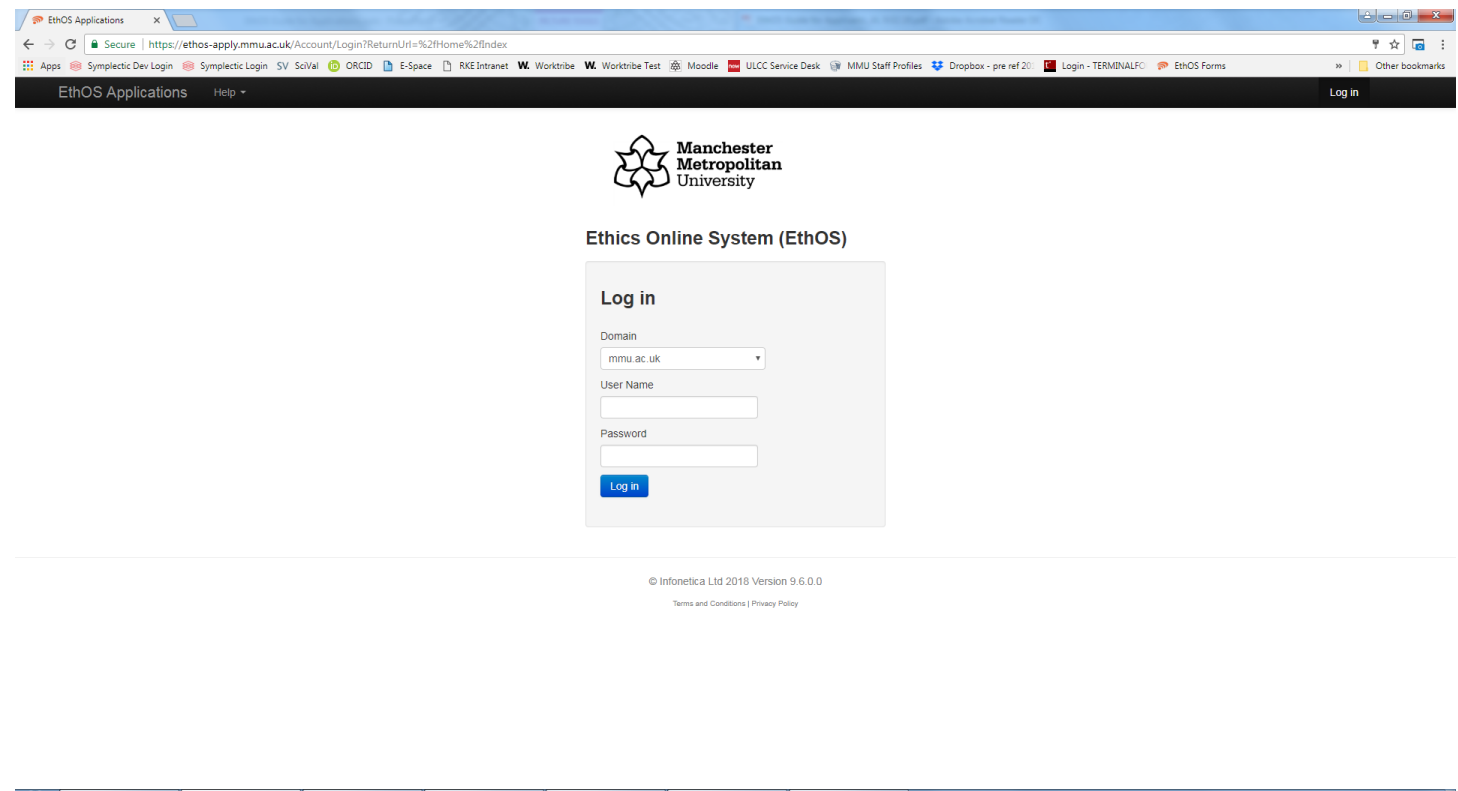
Once you have received ethical approval, you may need to amend information, alter dates or replace documentation included within the original application.

‘Amendments’ are specifically for applications that have already received approval. **This guide is not suitable to make changes to applications that have not yet been approved.** To make alterations to this type of application, please see ‘Changes Requested Guide’.

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.



Amendments to Applications

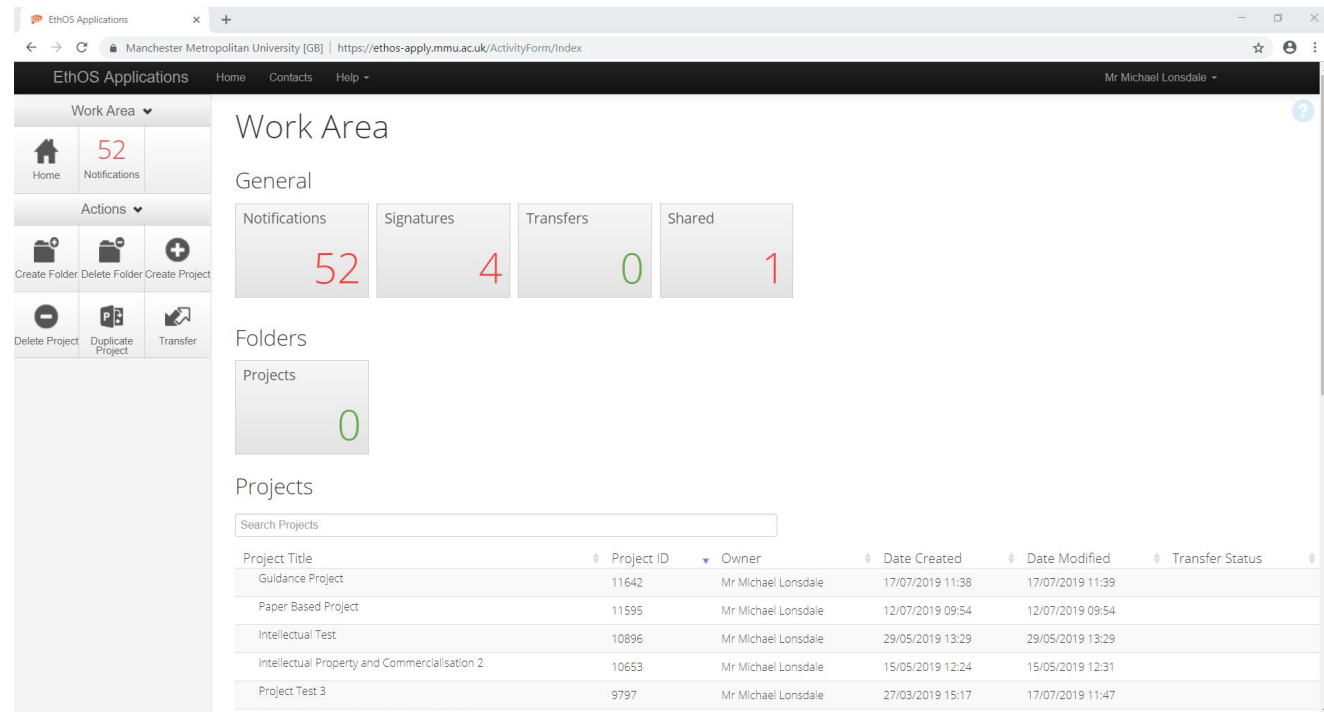
There are two potential routes to making an amendment depending on how you originally obtained ethical approval...

Route 1)

If you wish to make amendments to an application you submitted via the old paper-based route to ethical approval then click on 'Create Project' and go to [page 4 of this guide](#).

Route 2)

If you wish to make amendments to an application you submitted via EthOS then click onto the application from your list and go to [page 10 of this guide](#).



The screenshot shows the EthOS Applications web interface. The browser address bar indicates the URL: <https://ethos-apply.mmu.ac.uk/ActivityForm/Index>. The user is logged in as Mr Michael Lonsdale.

The dashboard displays the following statistics:

- Notifications: 52
- Signatures: 4
- Transfers: 0
- Shared: 1

Under the 'Folders' section, there is a 'Projects' folder with 0 items.

The 'Projects' section contains a search bar and a table of projects:

Project Title	Project ID	Owner	Date Created	Date Modified	Transfer Status
Guidance Project	11642	Mr Michael Lonsdale	17/07/2019 11:38	17/07/2019 11:39	
Paper Based Project	11595	Mr Michael Lonsdale	12/07/2019 09:54	12/07/2019 09:54	
Intellectual Test	10896	Mr Michael Lonsdale	29/05/2019 13:29	29/05/2019 13:29	
Intellectual Property and Commercialisation 2	10653	Mr Michael Lonsdale	15/05/2019 12:24	15/05/2019 12:31	
Project Test 3	9797	Mr Michael Lonsdale	27/03/2019 15:17	17/07/2019 11:47	

Amendments to a paper-based application

The method of amending a paper based application via EthOS is a two stage process.

Stage 1

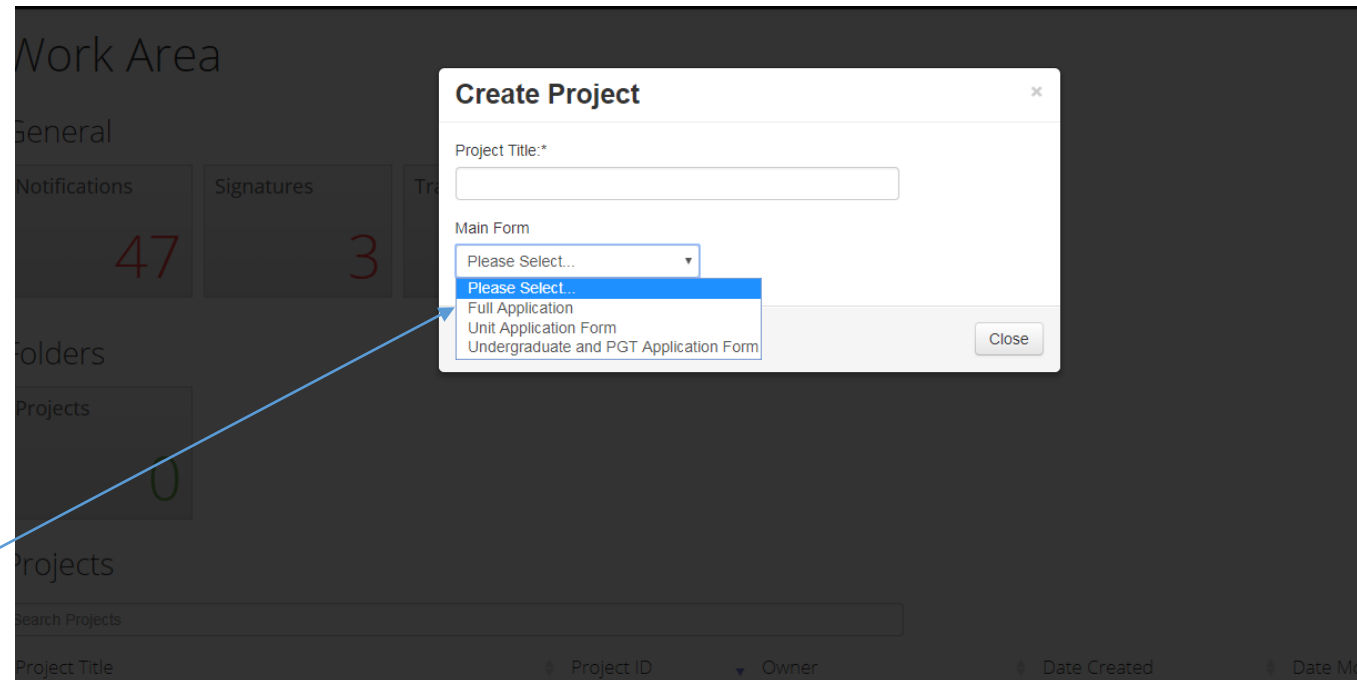
Your paper-based approval must be inputted and certified via EthOS. In order to do this, you need to create an electronic version of your original paper-based application, which is then sent to be verified.

Stage 2

Once the application has been verified, you can then create an amendment within the system and submit that for approval.

To follow the above steps, ensure that you have selected 'Create Project' from the previous page and then select 'Full Application' here

You then need to select 'Create'



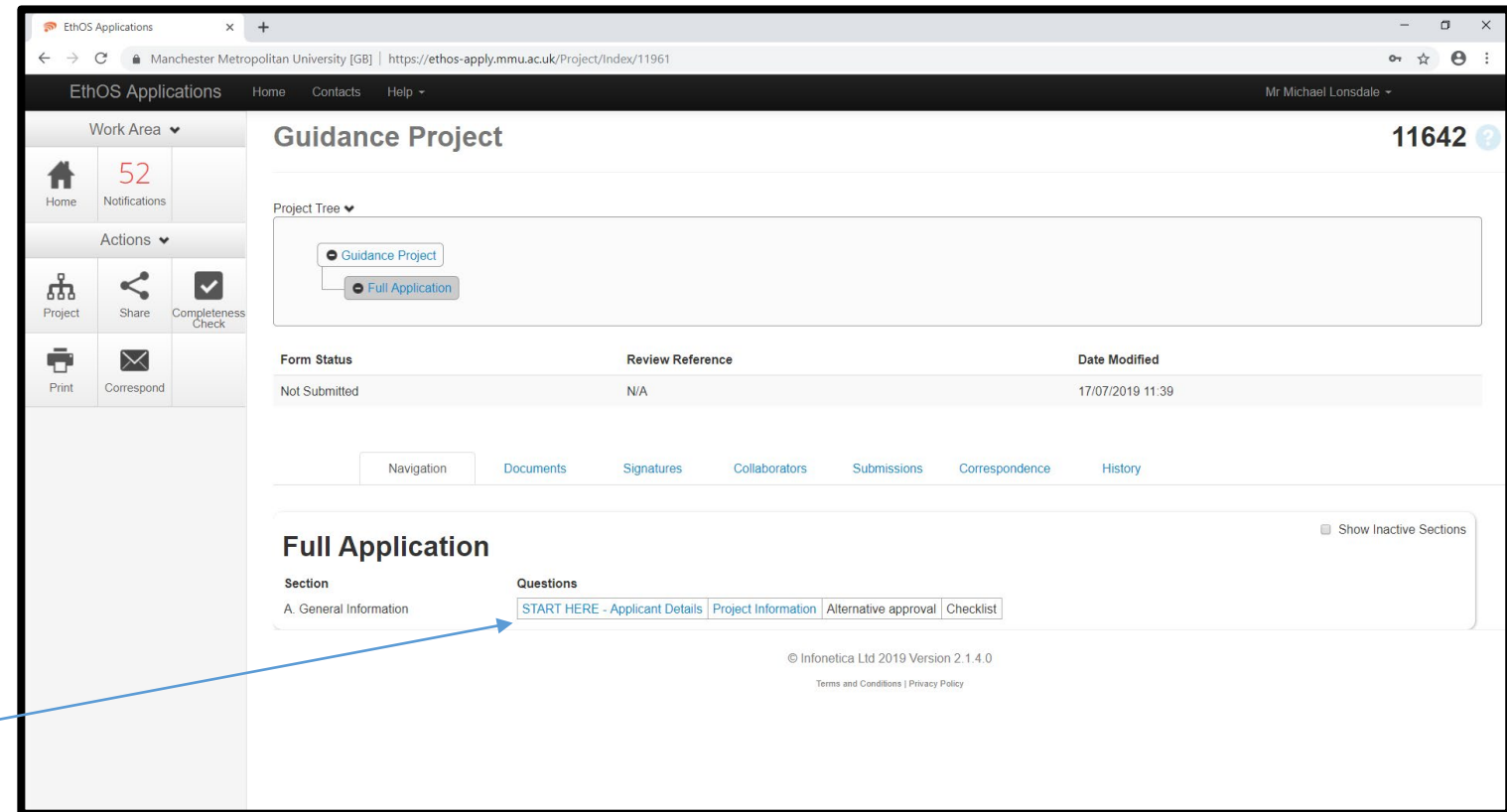
The screenshot shows a 'Create Project' dialog box overlaid on a 'Work Area' interface. The dialog box has a title bar with a close button (X). It contains a 'Project Title:*' text input field. Below it is a 'Main Form' dropdown menu with a blue highlight on the 'Please Select...' option. The dropdown menu is open, showing three options: 'Please Select...', 'Full Application', and 'Unit Application Form'. A 'Close' button is located at the bottom right of the dialog box. A blue arrow points from the 'Full Application' option in the dropdown menu to the text in the 'Stage 2' section of the document.

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 'START HERE – Applicant Details' button.



The screenshot displays the EthOS Applications web interface. The browser address bar shows the URL: <https://ethos-apply.mmu.ac.uk/Project/Index/11961>. The page title is "EthOS Applications" and the user is logged in as "Mr Michael Lonsdale".

The main content area is titled "Guidance Project" with the ID "11642". Below this, there is a "Project Tree" showing a hierarchy: "Guidance Project" (expanded) and "Full Application".

A table displays the application status:

Form Status	Review Reference	Date Modified
Not Submitted	N/A	17/07/2019 11:39

Below the table, there are navigation tabs: "Navigation", "Documents", "Signatures", "Collaborators", "Submissions", "Correspondence", and "History".

The "Full Application" section is visible, showing a "Section" list with "A. General Information" selected. Underneath, there is a "Questions" list with the following items: "START HERE - Applicant Details", "Project Information", "Alternative approval", and "Checklist". A blue arrow points from the text in the previous block to the "START HERE - Applicant Details" button.

At the bottom of the page, there is a copyright notice: "© Infonetica Ltd 2019 Version 2.1.4.0" and links for "Terms and Conditions" and "Privacy Policy".

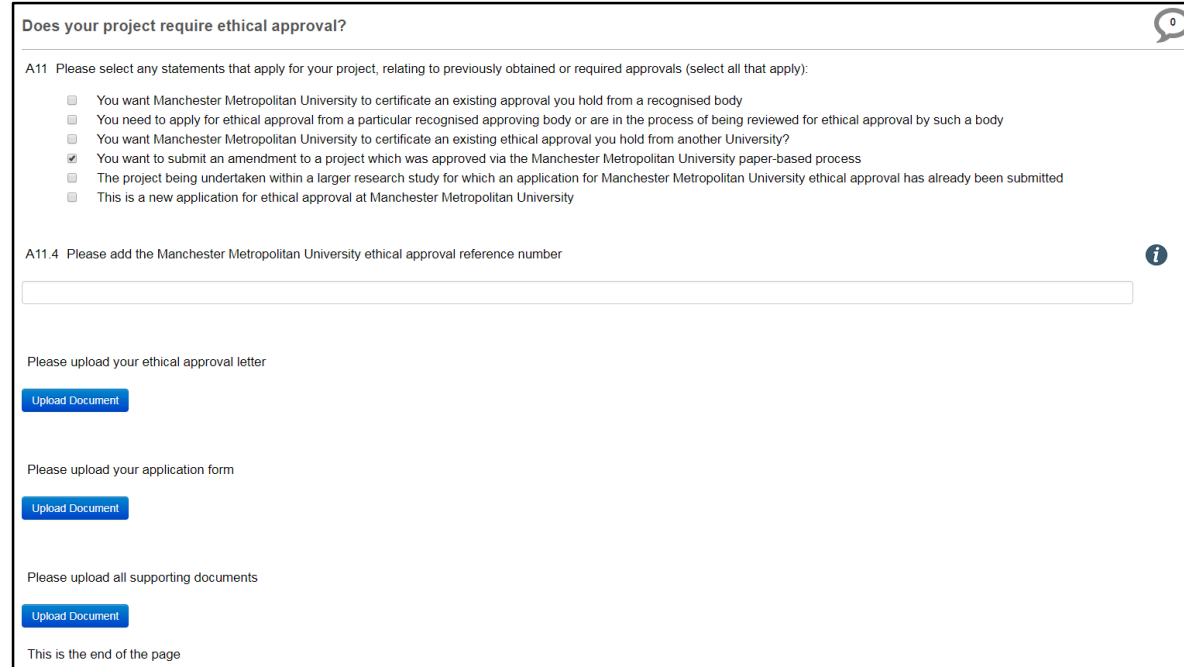
Amendments to a paper-based application

You should begin to fill out the questions.

Use question A11 to indicate that you want to ‘...submit an amendment to a project which was approved by the Manchester Metropolitan University paper-based process.’

You should then upload all paper-based documentation (original application form (with signatures), the participant information sheet, the consent form, posters and anything else that they had originally been submitted).

The purpose of this stage is to capture the information that was in your original application. All detail at this stage should only refer to your original application and no reference should be made to the amendment you intend to make (this will come later).



Does your project require ethical approval?

A11 Please select any statements that apply for your project, relating to previously obtained or required approvals (select all that apply):

- You want Manchester Metropolitan University to certificate an existing approval you hold from a recognised body
- You need to apply for ethical approval from a particular recognised approving body or are in the process of being reviewed for ethical approval by such a body
- You want Manchester Metropolitan University to certificate an existing ethical approval you hold from another University?
- You want to submit an amendment to a project which was approved via the Manchester Metropolitan University paper-based process
- The project being undertaken within a larger research study for which an application for Manchester Metropolitan University ethical approval has already been submitted
- This is a new application for ethical approval at Manchester Metropolitan University

A11.4 Please add the Manchester Metropolitan University ethical approval reference number

Please upload your ethical approval letter

Upload Document

Please upload your application form

Upload Document

Please upload all supporting documents

Upload Document

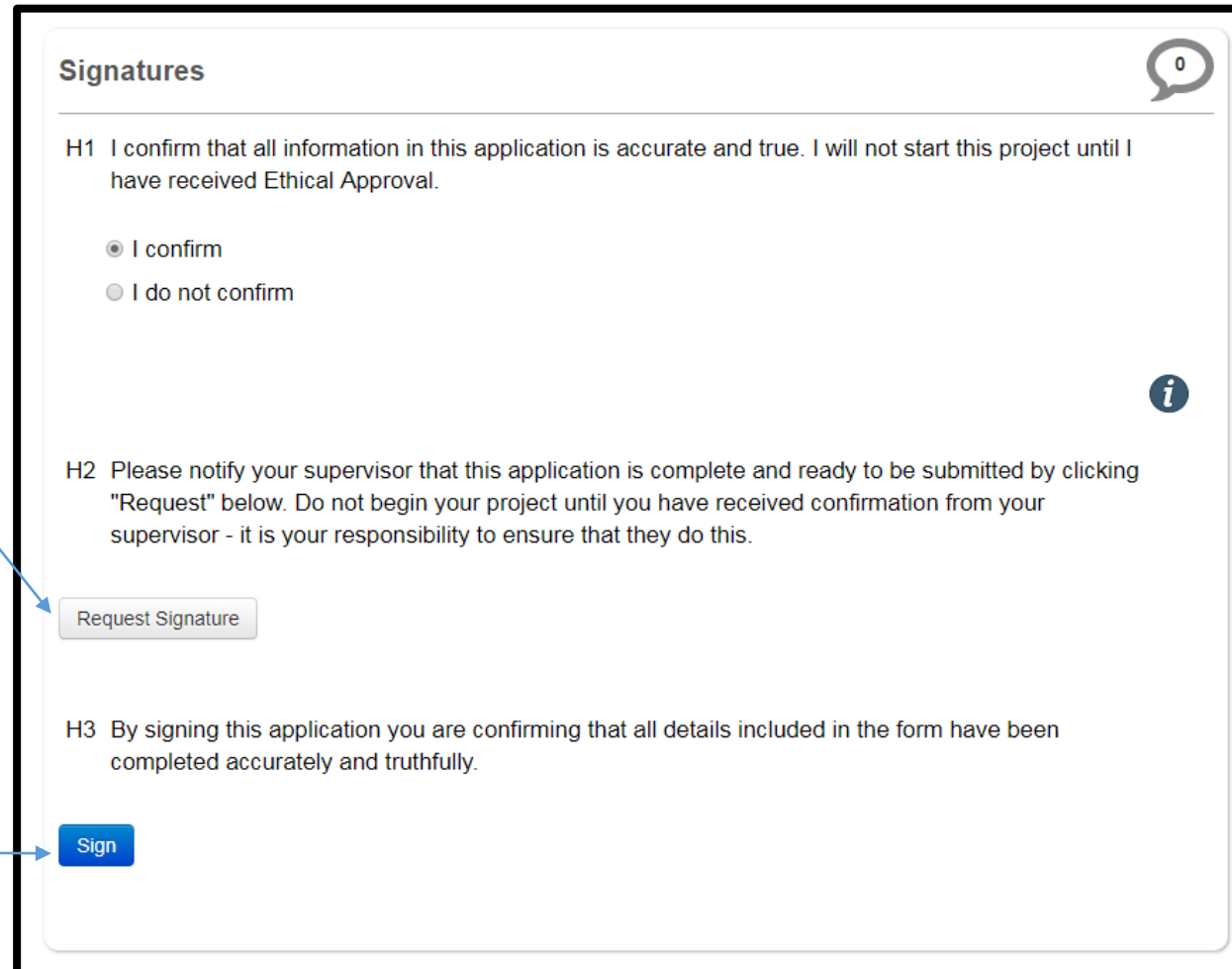
This is the end of the page

Signing and Submitting

Once you have completed all questions then you *may* be required to request a signature from your supervisor (PGR only). 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:

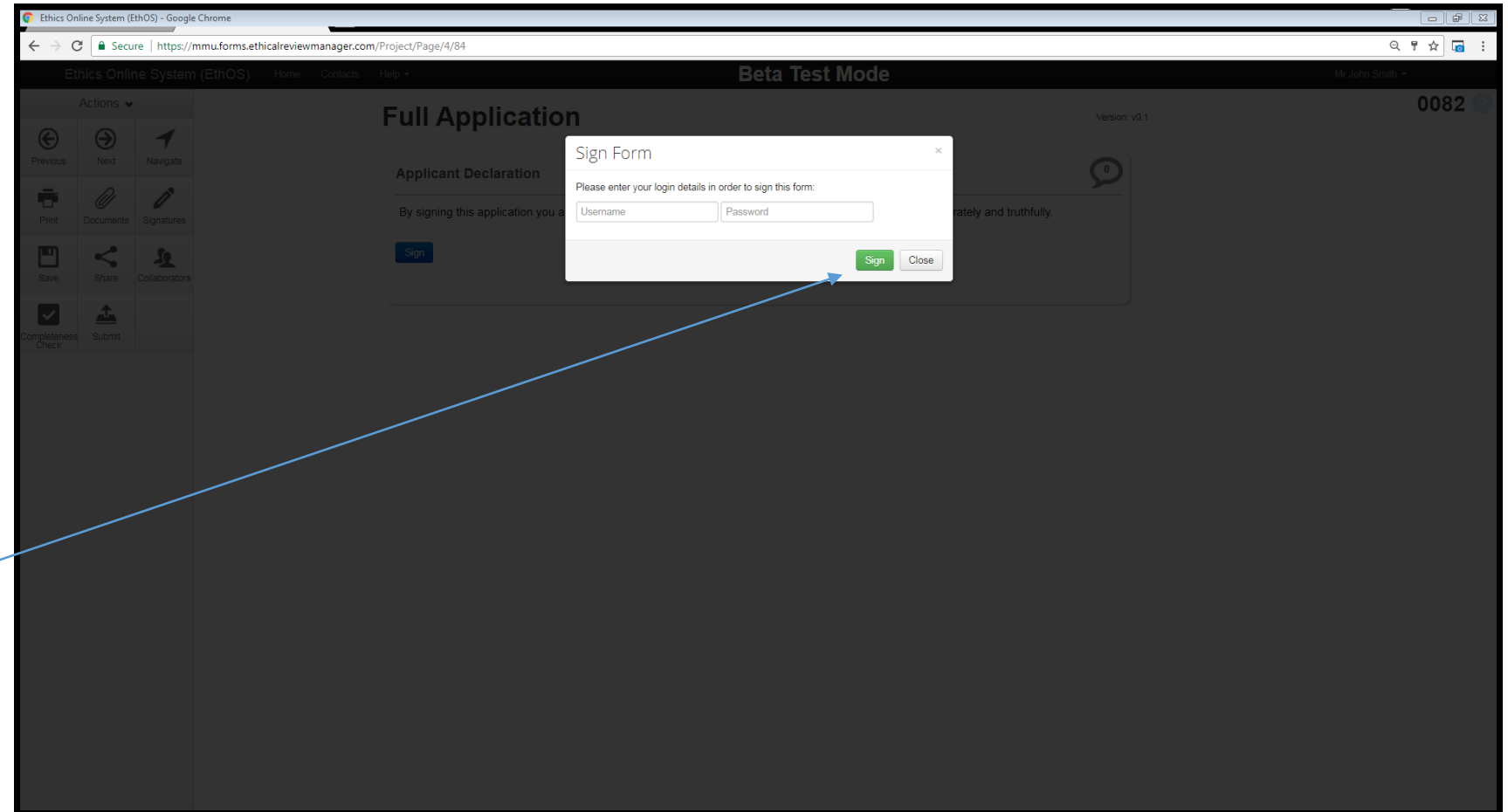
- H1** I confirm that all information in this application is accurate and true. I will not start this project until I have received Ethical Approval.
 - I confirm
 - I do not confirm
- H2** Please notify your supervisor that this application is complete and ready to be submitted by clicking "Request" 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.

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'



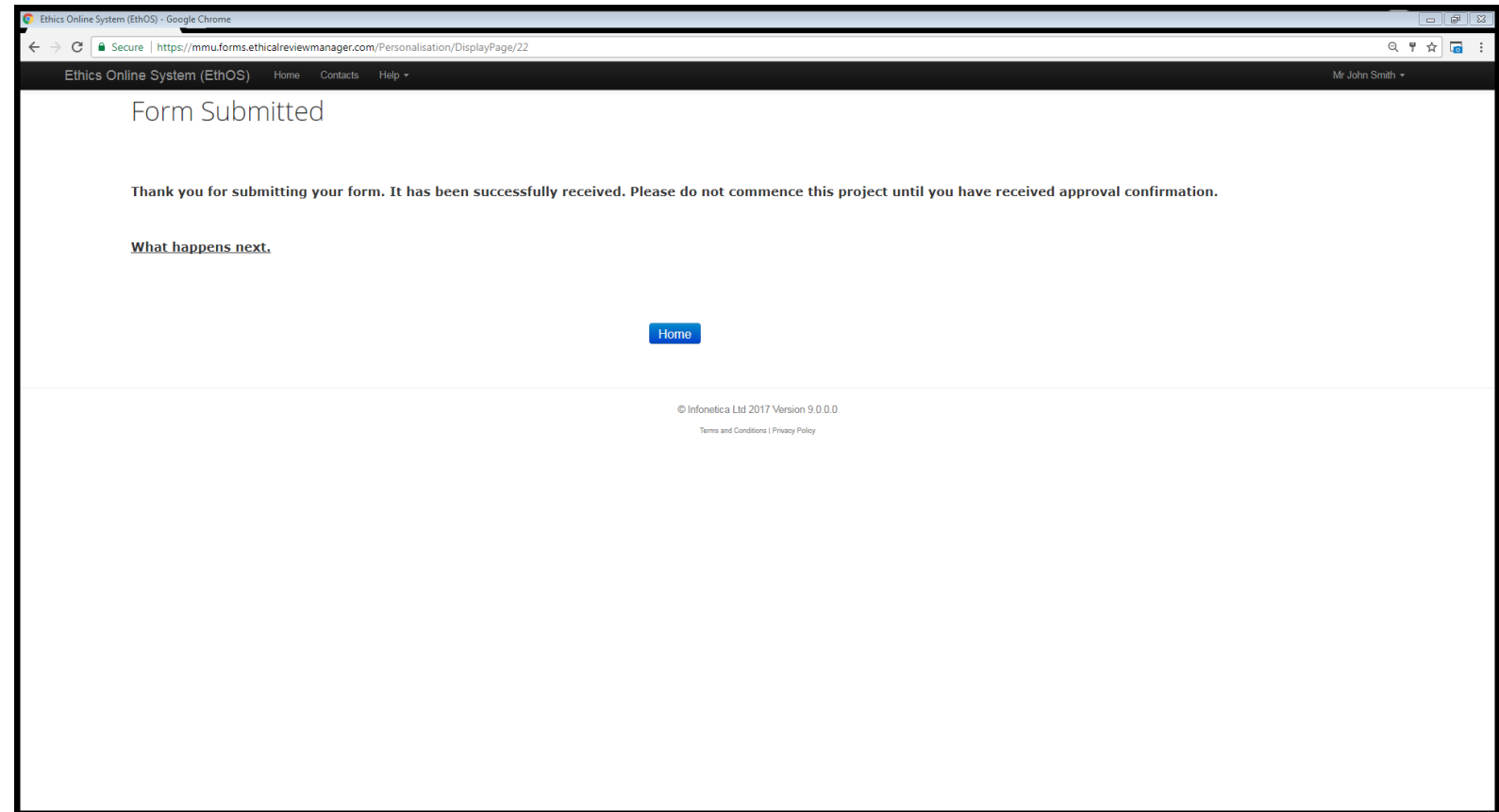
Signing and Submitting

You have now submitted your form.

If required to do so (PGR Students), your supervisor will sign to ensure that the application is of sufficient quality to be submitted for review. **It is your responsibility to chase up your supervisor to ensure that they have done this.**

The application will then get sent for verifications.

Once you have received verification then please return to this guide and follow Route 2 on [page 3 of this guide](#).



Amendments to applications submitted via EthOS



Once you have received approval/verification, you may need to amend information or documentation included within the original application. Rather than re-submit an entire new application, you can create an amendment sub form here.

To do this, click here from within the navigation page of your project.

You will then be asked to create an amendment form. Click 'Create'.

A screenshot of the EthOS web application interface. The browser address bar shows 'https://ethos-apply.mmu.ac.uk/Project/Index/11551'. The page has a dark header with 'EthOS Applications' and navigation links for 'Home', 'Contacts', and 'Help'. A left sidebar contains a 'Work Area' with icons for Home (2 notifications), Actions, Project, Create Sub-form (7 Reviewer Comments), Share, Print, and Correspond. A blue arrow points to the 'Create Sub-form' button. The main content area shows a 'Project Tree' with 'Project Test' and 'Full Application' nodes. Below this is a table with columns 'Form Status', 'Review Reference', and 'Date Modified', containing one row: 'Approved (Chair)', '2019-11261-7238', and '16/07/2019 14:32'. A navigation bar below the table includes 'Navigation', 'Documents', 'Signatures', 'Collaborators', 'Submissions', 'Correspondence', and 'History'. The 'Full Application' section is expanded, showing a list of sections (A-L) and a 'Questions' list with links like 'START HERE - Applicant Details', 'Project Information', 'Alternative approval', 'Checklist', 'Overview of the project', 'Purpose and Design of the Project', 'Participants', 'Risks and hazards', 'Project Data', 'Publication and dissemination', 'Funding', 'Insurance and Indemnity', 'Additional Information', and 'Signatures'. A footer at the bottom reads '© Infonetica Ltd 2019 Version 2.1.4.0'.

Amendments to applications submitted via EthOS

From within this page you need to fill out a new series of questions in the exact same way as you would with a normal application.

The answers to these questions should refer to your intended amendments.

Amendment Information

Is this an amendment to information previously given in the approved application form?

Yes
 No

Is this an amendment to the protocol?

Yes
 No

Is this amendment to the Participant Information Sheet, consent form, or any other supporting documentation?

Yes
 No

Is this a modified version of an amendment previously notified, but not approved?

Yes
 No

Summary of changes:

Briefly summarise the main changes proposed in this amendment. Explain the purpose of the changes and their significance for the research project.

If this is a modified amendment, please explain how the modifications address the concerns raised previously by the FREGC.

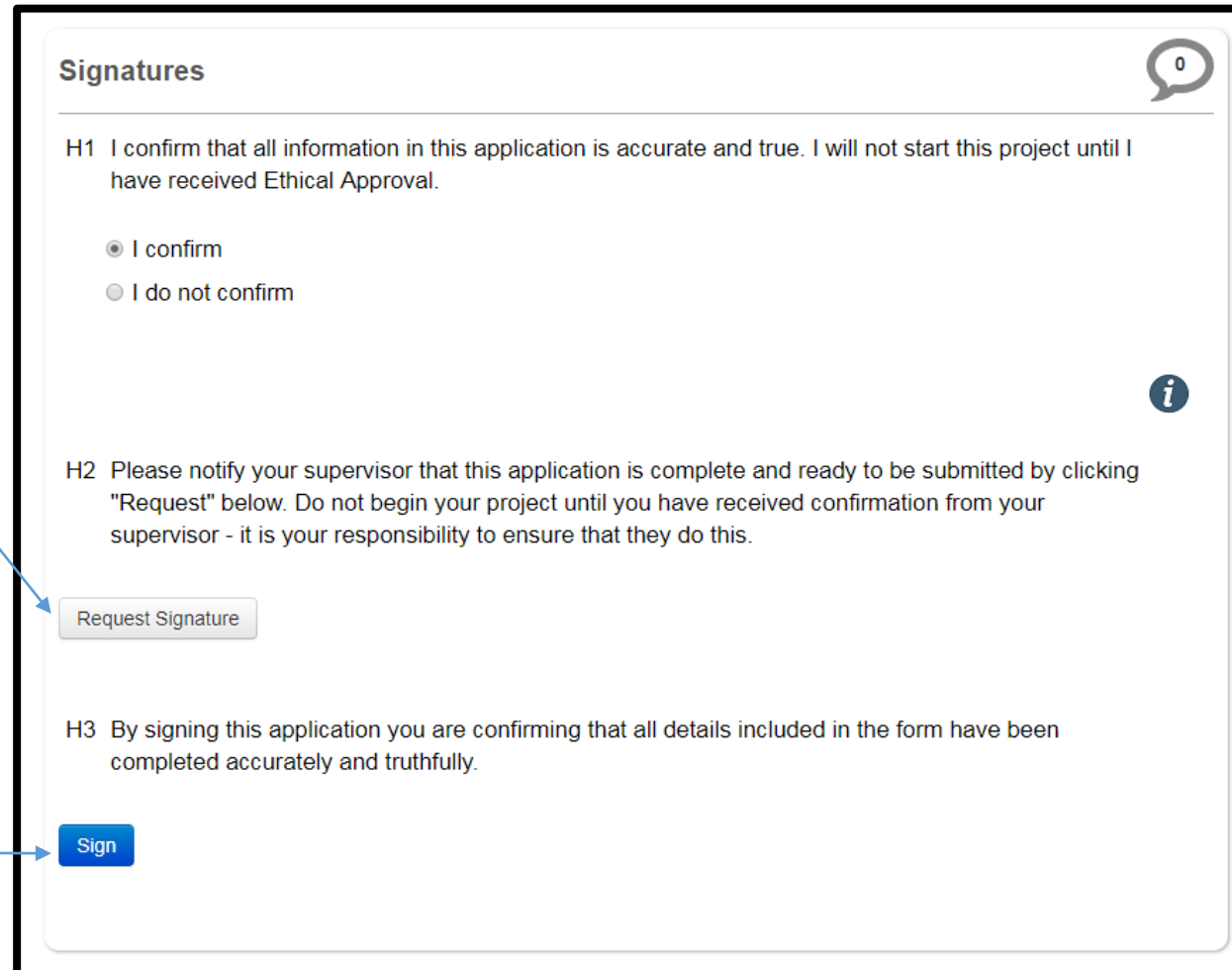
If the amendment significantly alters the research design or methodology, or could otherwise affect the discipline specific value of the study, supporting information should be given (or enclosed separately). Please indicate whether or not additional discipline specific critique has been obtained.

Signing and Submitting: Amendment

Once you have completed all questions then you *may* be required to request a signature from your supervisor (PGR only). 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'



Signatures 0

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

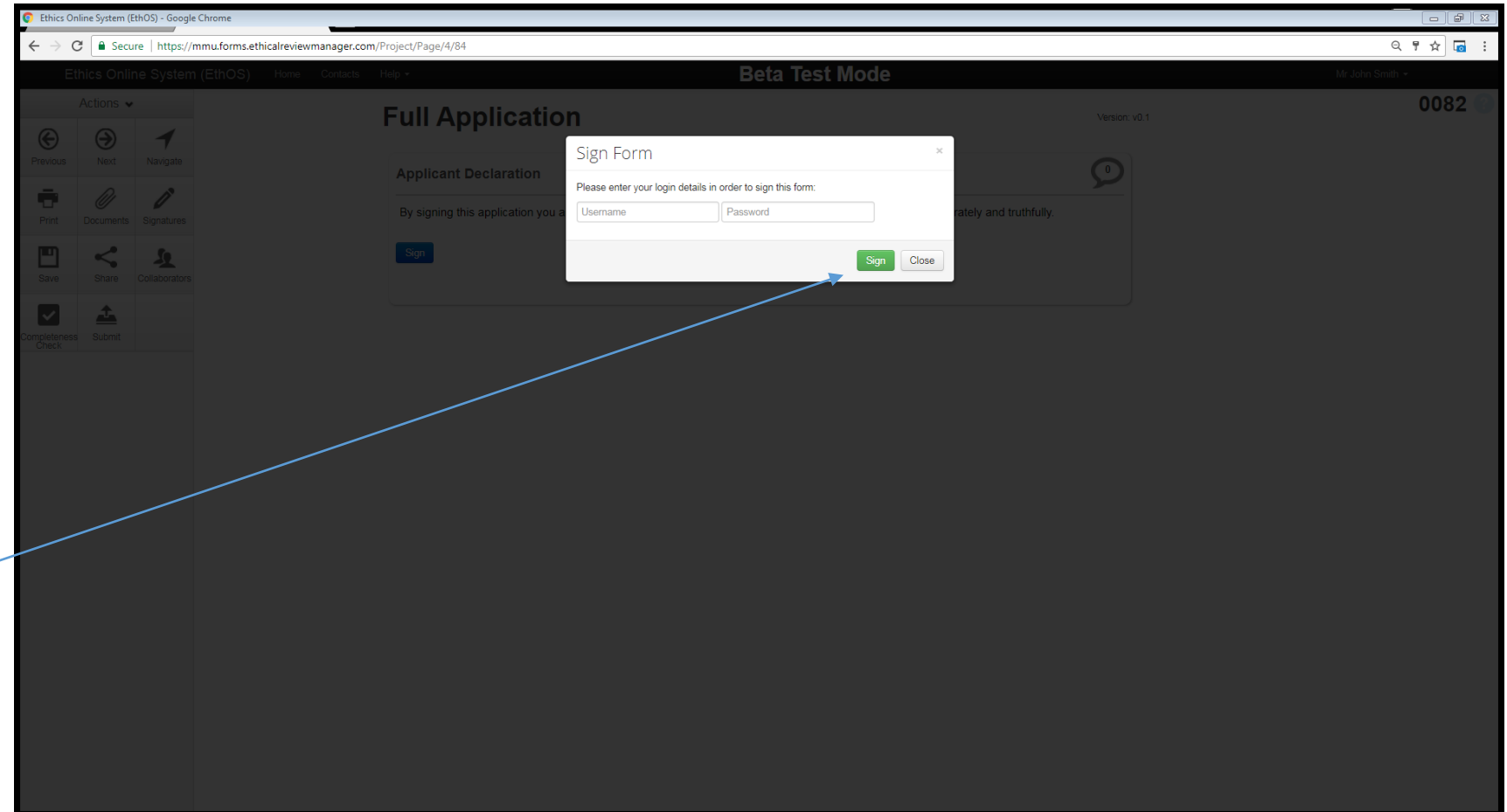
H2 Please notify your supervisor that this application is complete and ready to be submitted by clicking "Request" below. Do not begin your project until you have received confirmation from your supervisor - it is your responsibility to ensure that they do this.

H3 By signing this application you are confirming that all details included in the form have been completed accurately and truthfully.

Signing and Submitting: Amendment

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: Amendment

You have now submitted your amendment.

If required to do so (PGR Students), your supervisor will sign to ensure that the application is of sufficient quality to be submitted for review. **It is your responsibility to chase up your supervisor to ensure that they have done this.**

The application will then get sent for approval.

DO NOT continue with your amended project until the amendments have been approved.

