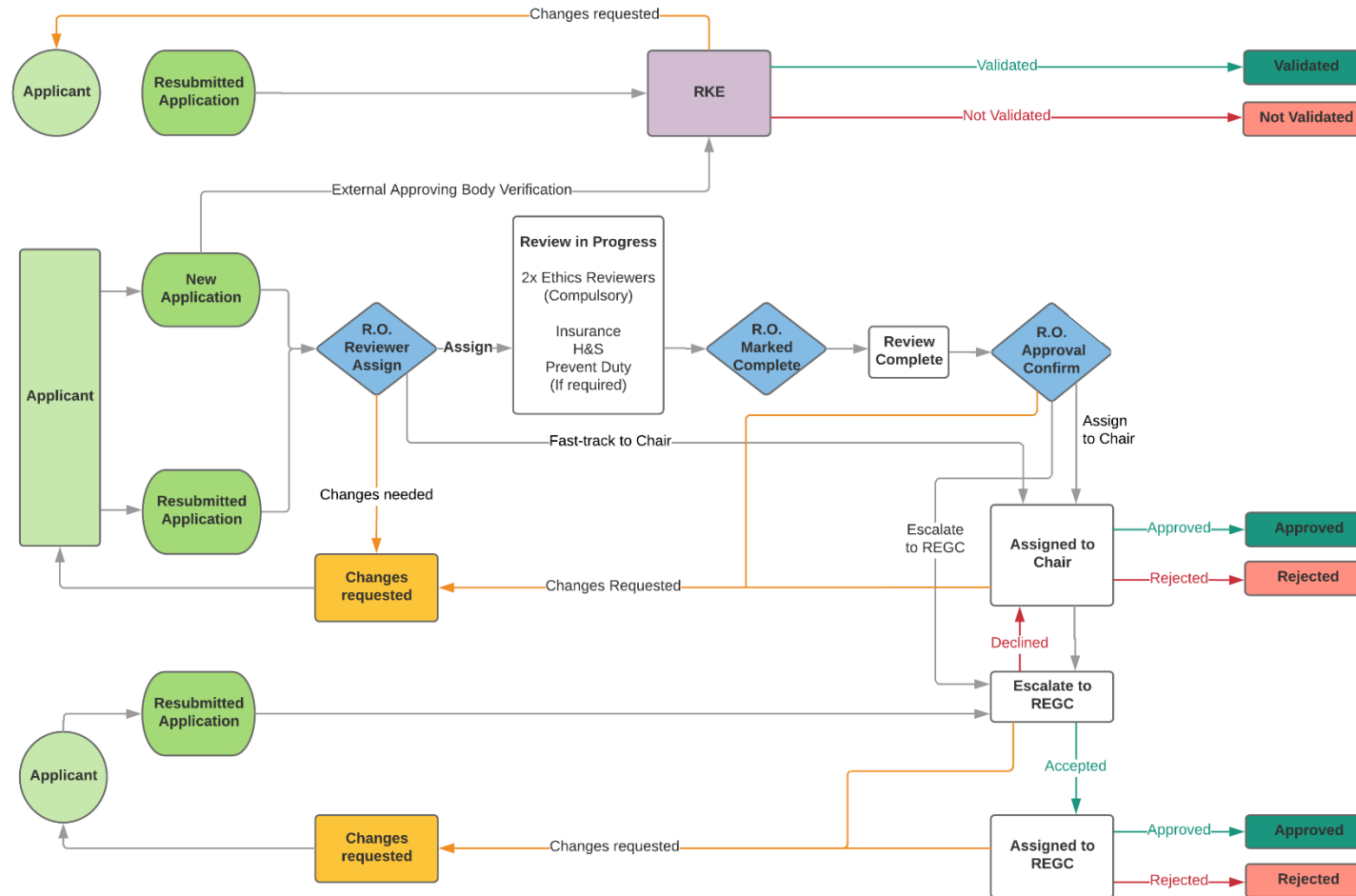


**Manchester
Metropolitan
University**

Guide for Research Officers

ethos-review.mmu.ac.uk

EthOS Process Map



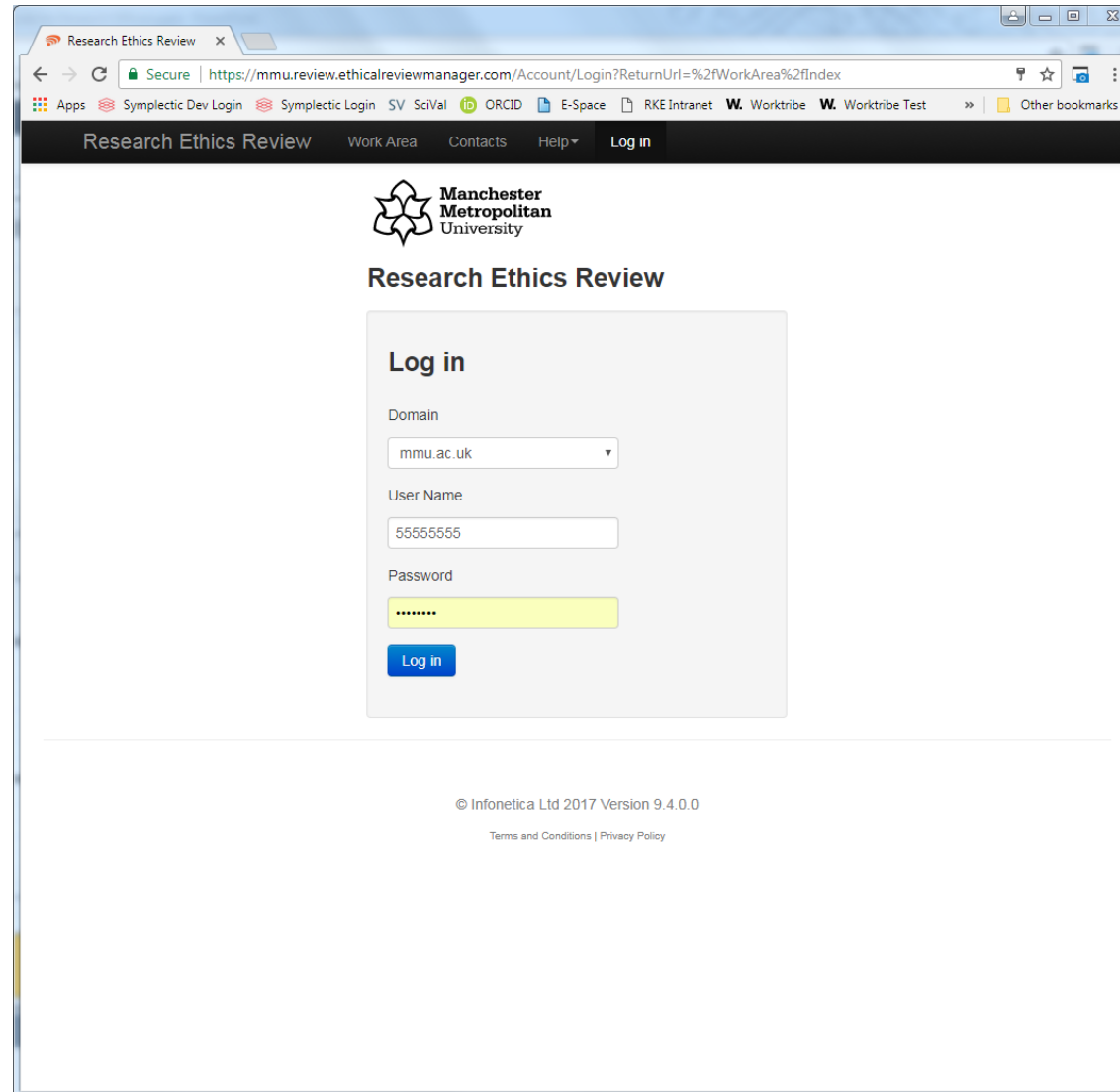
This is the process map for EthOS. Research officers are expected to engage at the 'R.O Reviewer Assign', 'R.O. Marked Complete' and the 'R.O. Approval Confirm' stages. This guide will demonstrate how to perform all tasks required within these stages.

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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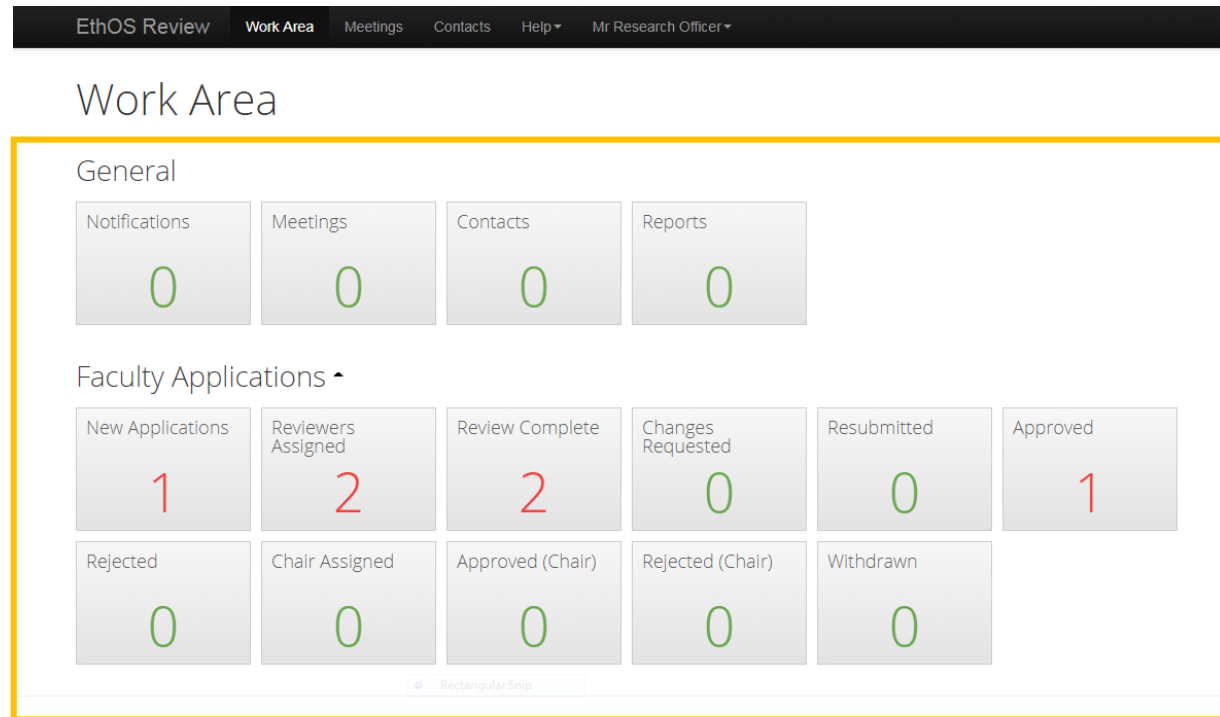
EthOS Work Area

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 the following items: EthOS Review, Work Area (selected), Meetings, Contacts, Help, and Mr Research Officer. Below the navigation bar is the title 'Work Area'. The main content area is enclosed in a yellow border and contains two sections: 'General' and 'Faculty Applications'. The 'General' section has four tiles: Notifications (0), Meetings (0), Contacts (0), and Reports (0). The 'Faculty Applications' section has 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 dashboard 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

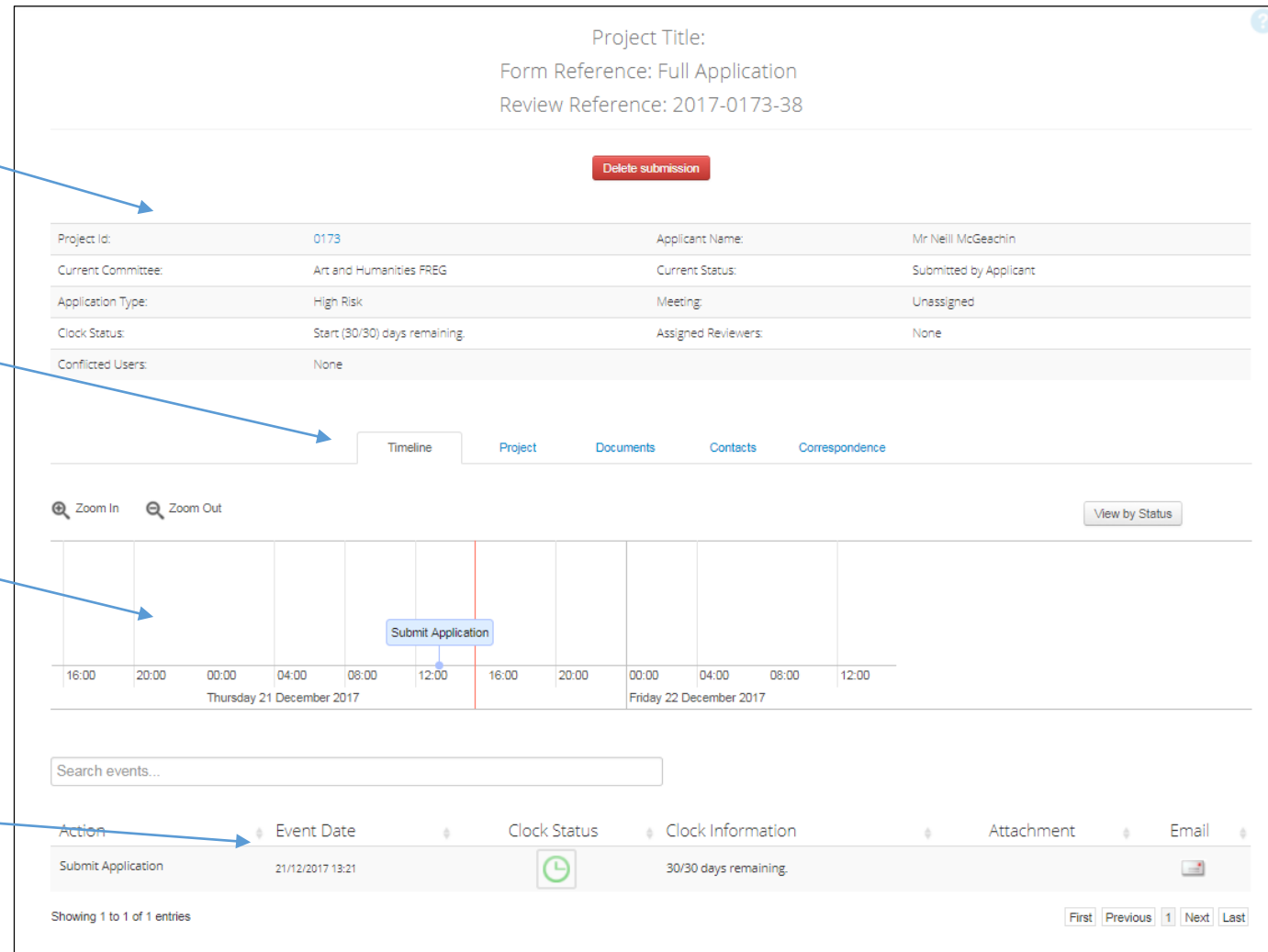
EthOS Application - Timeline Page

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.



The screenshot shows the 'EthOS Application - Timeline Page' interface. At the top, it displays the 'Project Title' and 'Form Reference: Full Application'. Below this is a 'Delete submission' button. A table provides application details:

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		

Below the table are navigation tabs: 'Timeline' (selected), 'Project', 'Documents', 'Contacts', and 'Correspondence'. There are also 'Zoom In', 'Zoom Out', and 'View by Status' options. The timeline itself shows a vertical line at 12:00 on Thursday 21 December 2017, with a 'Submit Application' event marker. Below the timeline is a search bar for events and a table of the audit trail:

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

At the bottom, it shows 'Showing 1 to 1 of 1 entries' and navigation buttons: 'First', 'Previous', '1', 'Next', 'Last'.

Advancing a project 1

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.

Assign Reviewers

Here you can allocate a project to specific reviewers. Guidance for this can be found on page 11

Escalate to Chair

In rare situations, you may need to fast-track the project to the chair. This can be done here. More information can be found on page 12

Assign to Insurance & H&S & Prevent

In some cases it may be necessary to let the Insurance/Health & Safety/Prevent teams check over the project. In order to do this, click on the corresponding button. For more information go to page 13

Changes Requested

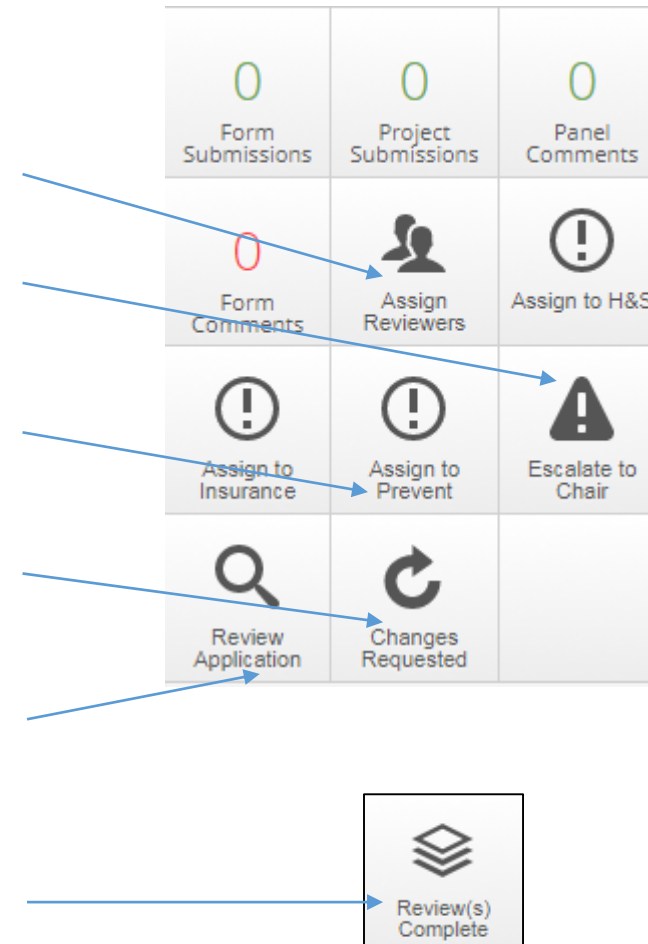
Some projects may need to be returned to the applicant to make changes before they can be advanced. Click on 'changes requested' to do this. Further guidance can be located on page 14

Review Application

Here you will be able to check the answers given 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

Review Complete

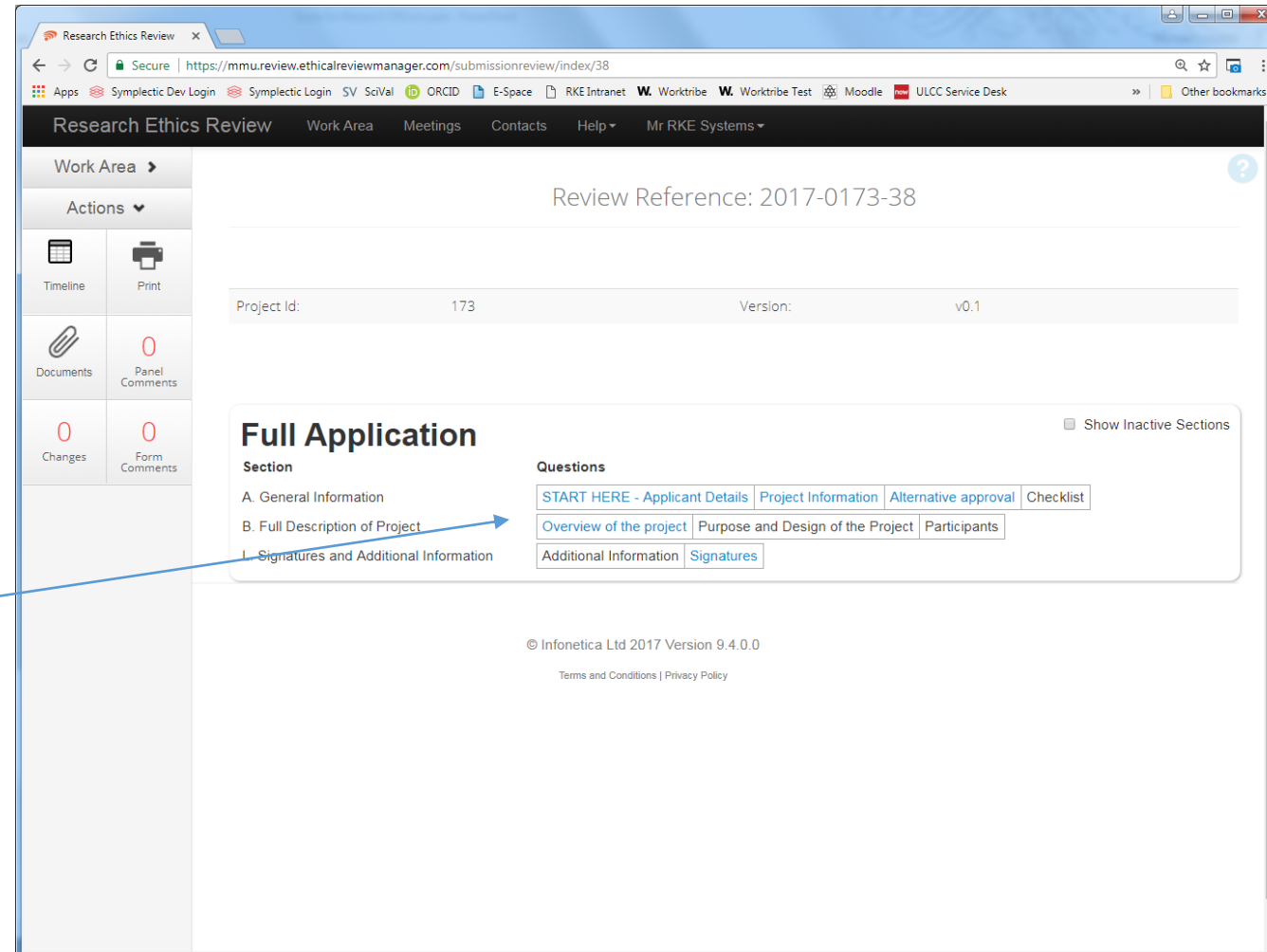
When you assign the application, then you will no longer be able to request changes and the 'Changes Requested' button will be replaced with the 'Review Complete' button. When you have received a response from all assigned parties then you can click this button to advance to the next stage.



Reviewing 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

Work Area

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
- C. 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.

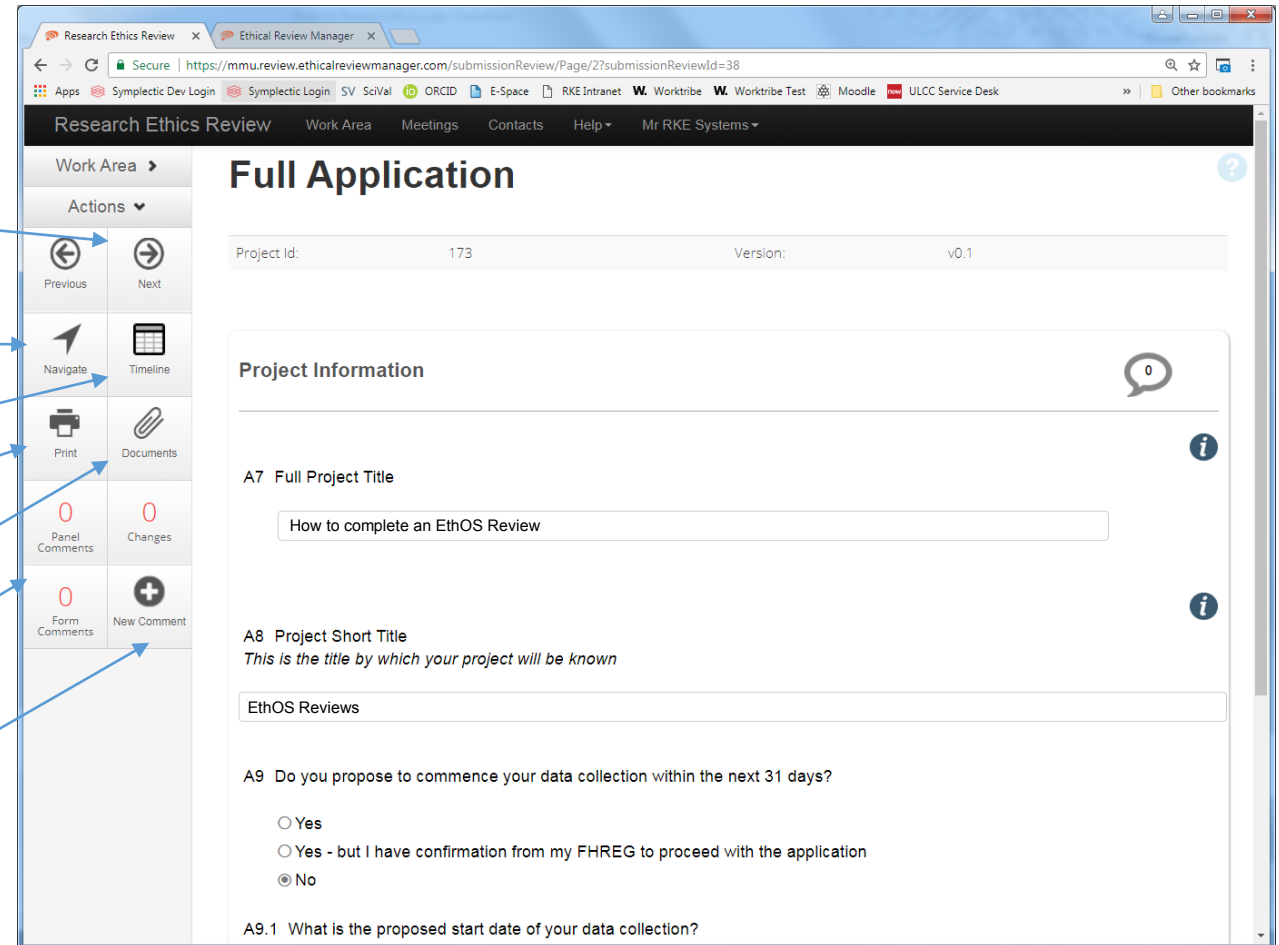
Use **'Timeline'** to return to the Timeline Page.

'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 a web browser window displaying the 'Full Application' page in the EthOS system. The browser address bar shows the URL: <https://mmu.review.ethicalreviewmanager.com/submissionReview/Page/2?submissionReviewId=38>. The page header includes 'Research Ethics Review' and navigation links for 'Work Area', 'Meetings', 'Contacts', 'Help', and 'Mr RKE Systems'. The main content area is titled 'Full Application' and displays project details: Project Id: 173, Version: v0.1. Below this is a 'Project Information' section with a search icon and a message count of 0. The form contains several sections: 'A7 Full Project Title' with a text input field containing 'How to complete an EthOS Review'; 'A8 Project Short Title' with a text input field containing 'EthOS Reviews'; 'A9 Do you propose to commence your data collection within the next 31 days?' with radio button options for 'Yes', 'Yes - but I have confirmation from my FHREG to proceed with the application', and 'No'; and 'A9.1 What is the proposed start date of your data collection?'. A sidebar on the left contains an 'Actions' menu with icons for 'Previous', 'Next', 'Navigate', 'Timeline', 'Print', 'Documents', 'Panel Comments', 'Changes', 'Form Comments', and 'New Comment'. Blue arrows point from the text on the left to these specific icons in the sidebar.

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.

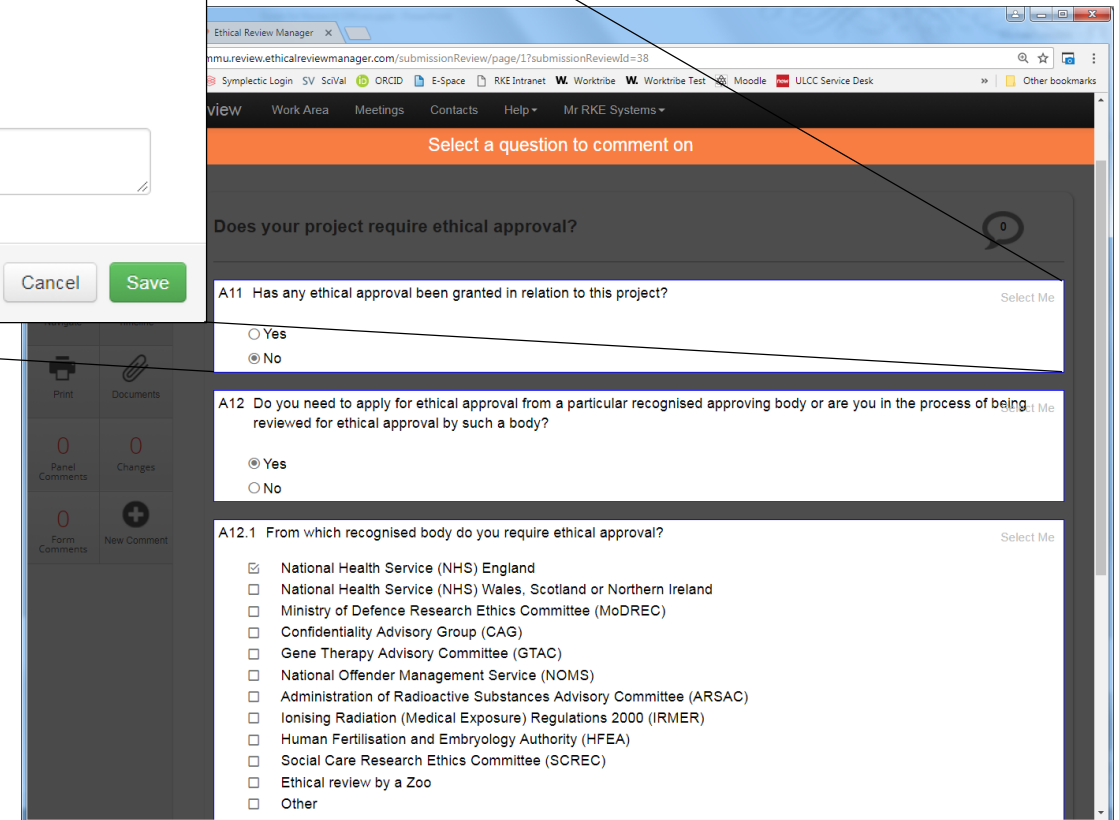
Add Comment

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:

- Does your project require ethical approval?**
 - A11 Has any ethical approval been granted in relation to this project? Select Me
 - Yes
 - No
 - 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? Select Me
 - Yes
 - No
 - A12.1 From which recognised body do you require ethical approval? Select Me
 - National Health Service (NHS) England
 - National Health Service (NHS) Wales, Scotland or Northern Ireland
 - Ministry of Defence Research Ethics Committee (MoDREC)
 - Confidentiality Advisory Group (CAG)
 - Gene Therapy Advisory Committee (GTAC)
 - National Offender Management Service (NOMS)
 - Administration of Radioactive Substances Advisory Committee (ARSAC)
 - Ionising Radiation (Medical Exposure) Regulations 2000 (IRMER)
 - Human Fertilisation and Embryology Authority (HFEA)
 - Social Care Research Ethics Committee (SCREC)
 - Ethical review by a Zoo
 - Other

The sidebar on the left contains navigation options: Print, Documents, Panel Comments, Changes, Farm Comments, and New Comment.

Next Stage – Assigning Reviewers

Once you have clicked on the button to assign reviewers then the following window will appear. In this section **you must select 2 reviewers.**

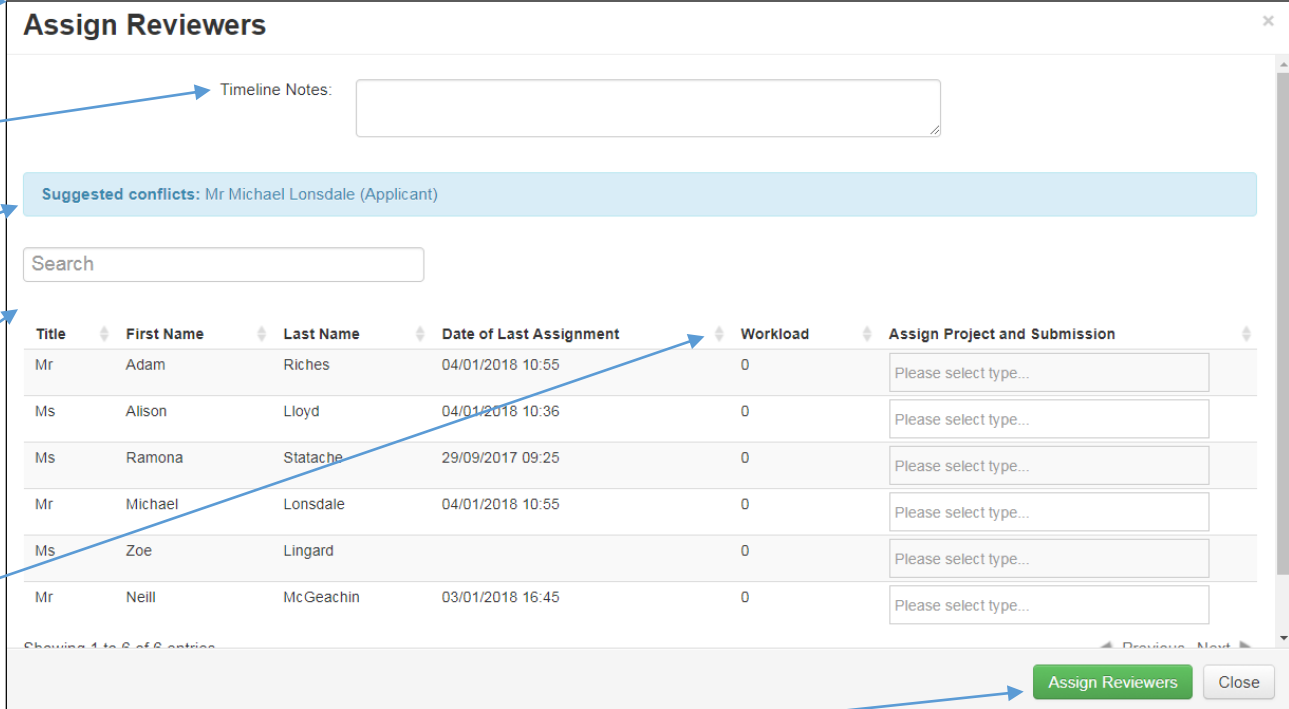
You can add timeline notes that will be passed to the reviewer and also show up on the application timeline.

Possible conflicts are also shown if the applicant/supervisor is also a potential reviewer.

This will list the people who are eligible to review the application. You can also use the search bar to search for a specific reviewer.

You can view the amount of applications currently assigned to a particular reviewer in order to spread the workload.

Once you have selected the type of reviewer, click on 'Assign Reviewers'.



Assign Reviewers

Timeline Notes:

Suggested conflicts: Mr Michael Lonsdale (Applicant)

Search

Title	First Name	Last Name	Date of Last Assignment	Workload	Assign Project and Submission
Mr	Adam	Riches	04/01/2018 10:55	0	Please select type...
Ms	Alison	Lloyd	04/01/2018 10:36	0	Please select type...
Ms	Ramona	Statache	29/09/2017 09:25	0	Please select type...
Mr	Michael	Lonsdale	04/01/2018 10:55	0	Please select type...
Ms	Zoe	Lingard		0	Please select type...
Mr	Neill	McGeachin	03/01/2018 16:45	0	Please select type...

Showing 1 to 6 of 6 entries

Assign Reviewers Close

Next Stage – Escalate to Chair

Once you have clicked on the button to escalate to the chair then the following window will appear. In this section **you must select 1 chair.**

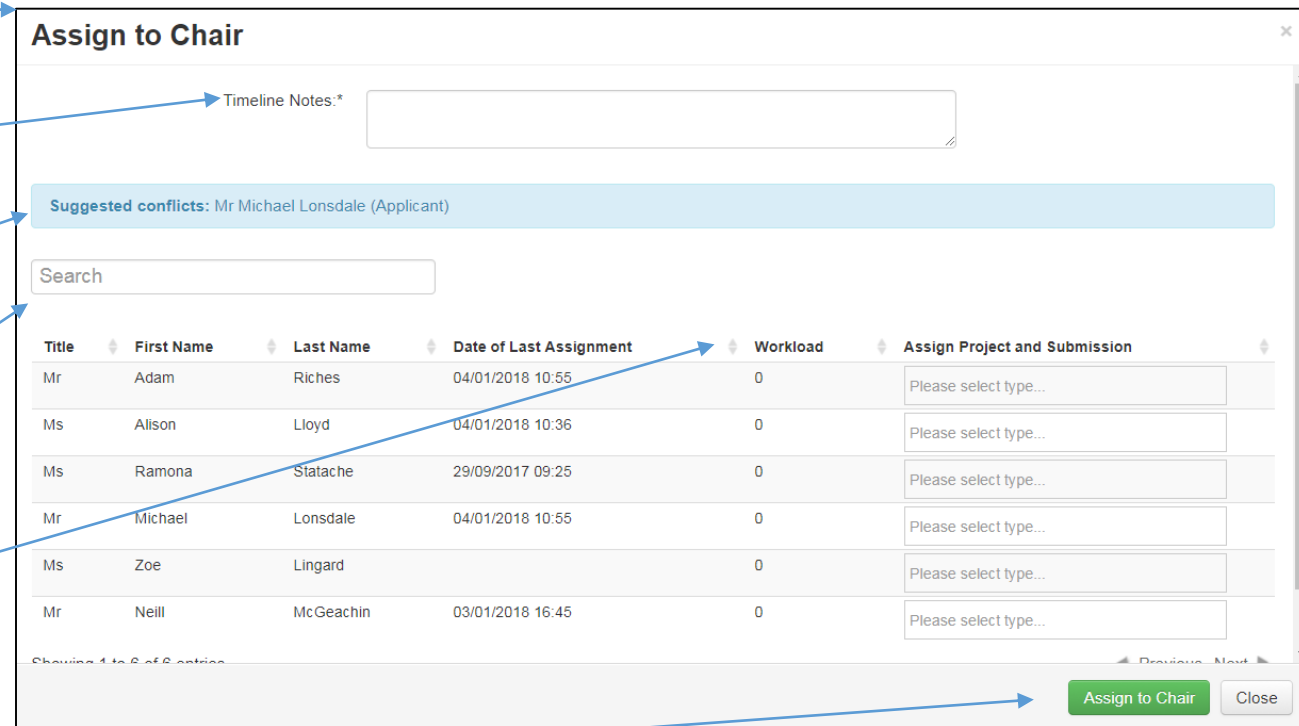
You can add timeline notes that will be passed to the chair and also show up on the application timeline. You may wish to do this to detail the reason for the escalation.

Possible conflicts are also shown if the applicant/supervisor is also a potential chair.

This will list the people who are eligible to review the application as a chair. You can also use the search bar to search for a specific chair.

You can view the amount of applications currently assigned to a particular chair in order to spread the workload.

Once you have selected the type of assignment, click on 'Assign to Chair'.



Assign to Chair

Timeline Notes:*

Suggested conflicts: Mr Michael Lonsdale (Applicant)

Search

Title	First Name	Last Name	Date of Last Assignment	Workload	Assign Project and Submission
Mr	Adam	Riches	04/01/2018 10:55	0	Please select type...
Ms	Alison	Lloyd	04/01/2018 10:36	0	Please select type...
Ms	Ramona	Statache	29/09/2017 09:25	0	Please select type...
Mr	Michael	Lonsdale	04/01/2018 10:55	0	Please select type...
Ms	Zoe	Lingard		0	Please select type...
Mr	Neill	McGeachin	03/01/2018 16:45	0	Please select type...

Showing 1 to 6 of 6 entries

Previous Next

Assign to Chair Close

Next Stage – Assign to Insurance, H&S & Prevent Duty

Once you have clicked on the button to assign to Insurance/H&S/Prevent then the following window will appear.

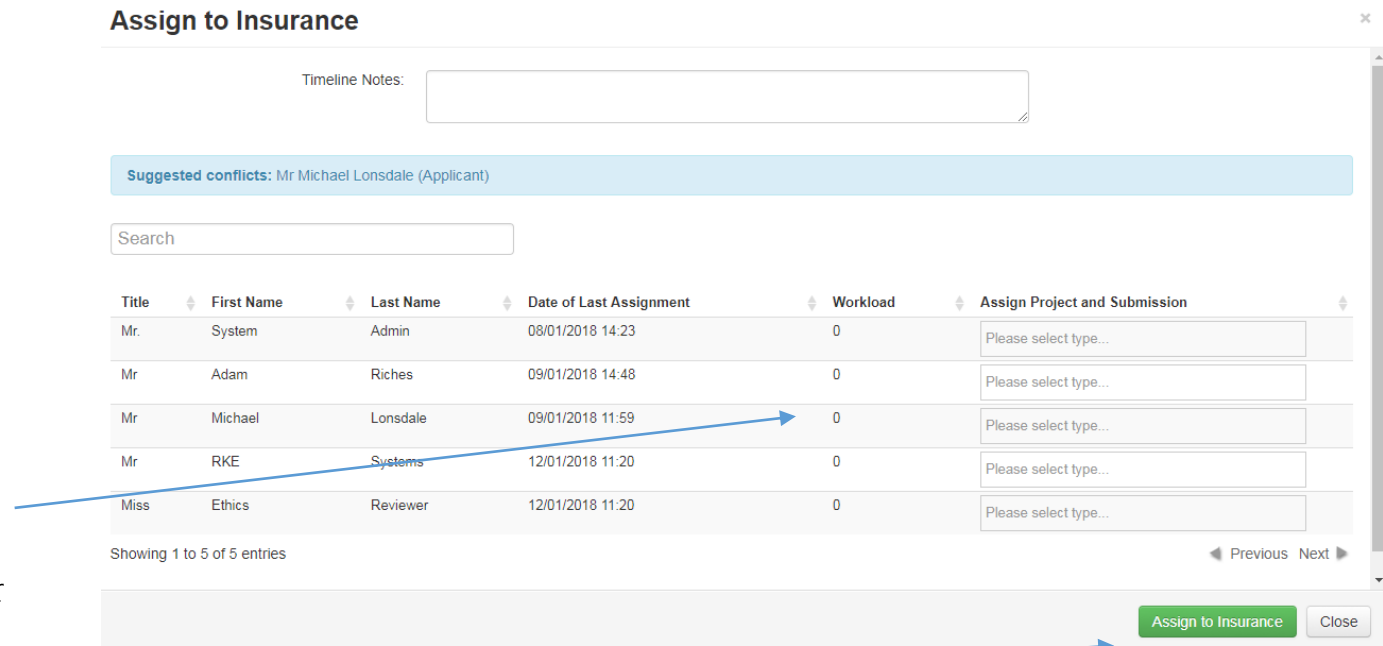
You can add timeline notes that will be passed to insurance and also show up on the application timeline.

Possible conflicts are also shown.

This will list the people who are eligible to review the application. You can also use the search bar to search for a specific person.

You can view the amount of applications currently assigned to a particular person in order to spread the workload.

Once you are ready to send, click on 'Assign to ...'



Assign to Insurance

Timeline Notes:

Suggested conflicts: Mr Michael Lonsdale (Applicant)

Search

Title	First Name	Last Name	Date of Last Assignment	Workload	Assign Project and Submission
Mr.	System	Admin	08/01/2018 14:23	0	Please select type...
Mr.	Adam	Riches	09/01/2018 14:48	0	Please select type...
Mr.	Michael	Lonsdale	09/01/2018 11:59	0	Please select type...
Mr.	RKE	Systems	12/01/2018 11:20	0	Please select type...
Miss	Ethics	Reviewer	12/01/2018 11:20	0	Please select type...

Showing 1 to 5 of 5 entries

◀ Previous Next ▶

Assign to Insurance Close

Changes Requested – Return to Applicant

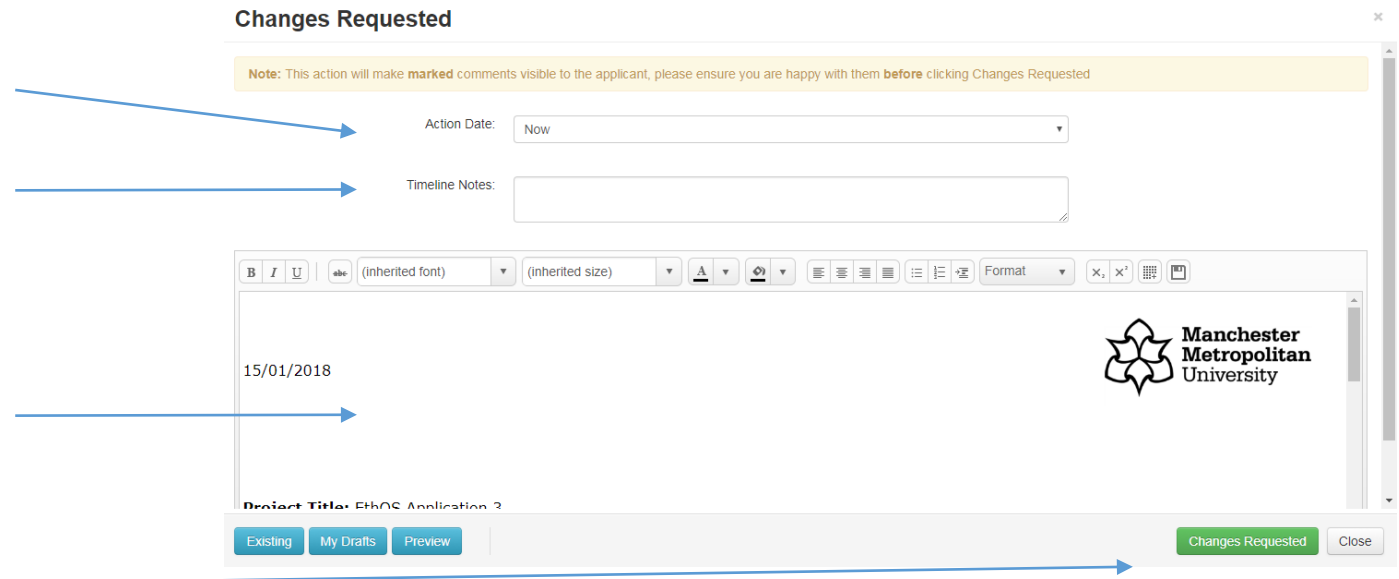
Once you have clicked on the 'Changes Requested' button then the following window will appear.

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'.




Changes Requested

Note: This action will make **marked** comments visible to the applicant, please ensure you are happy with them **before** clicking Changes Requested

Action Date: Now

Timeline Notes:

15/01/2018

 Manchester Metropolitan University

Project Title: EthOS Application 3

Existing My Drafts Preview Changes Requested Close

Advancing a project 2

Once all reviews are complete and you have selected 'Review Complete', the project will require further actions that dictate the next stage of the application. These can be found in the actions bar.

Escalate to Chair

If no changes are needed then you should escalate the project to the chair. To do this, click here.

Review Application

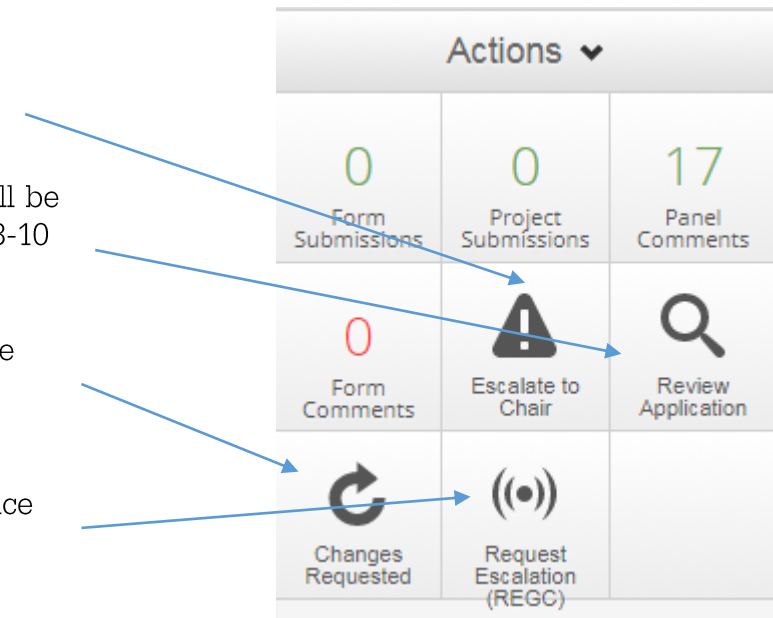
This will allow you to view the answers given within this particular application. It is here that you will be able to check certain questions to inform your next actions. For more information on this, view page 8-10

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 14

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 16



Actions ▾		
0 Form Submissions	0 Project Submissions	17 Panel Comments
0 Form Comments	⚠ Escalate to Chair	🔍 Review Application
🔄 Changes Requested	📡 Request Escalation (REGC)	

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