

Ethics Online: Using the Ethical Approval Online System

Ethical approval must be obtained for all research projects prior to the commencement of the research.

Northumbria University upholds the highest standards of academic integrity and ethical practise in research. Making sure our research complies with ethical standards is an important part of assuring its quality and our reputation. Staff and students are expected to ensure that their conduct is driven by:

- the ethical imperative of respect;
- the intention to do no harm; and
- the intention to contribute to society's knowledge and practise through engagement in research that has beneficial intent.

The online ethics system enables staff and students to submit their project for ethics approval at any time, from any campus, as well as track their application through the process.

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Submitting an application

To access Ethics Online go to Ethics and Governance webp governance/ or the Staff or Student portals.	age https://www.northumbria.ac.uk/research/ethics-and-
You may have to enter your university login details the first	t time you access the system.
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Revising an application

Occasionally ethics reviewers will ask that you make changes to your form. You'll be notified by an email like this.

Click 'Click to open worklist item' to view the reviewers comments.



You'll now see two panes. Your application is on the left and reviewer comments on the right. There are also instructions in the yellow box at the top.

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Getting approval

Once your reviewer(s) is satisfied with your ethics application they will approve it on the online system. You will then get an email notifying you that is has been approved.



Assigning reviewers



As Departmental Ethics Lead/Coordinator you can review the application before assigning reviewers.	Review Comme Coordination	ents, Conditions and Outco	mes		
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	Department:	Research and Business Services @northumbria.ac.uk Yes	No		
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moderation box the reviewers comments and decision will go straight back to the PI. If two reviewers	Help				
disagree with one another regarding an application you will be asked to moderate.	Reviewer A	Find Clear			
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Please note - Where a Reviewer needs to be replaced e.g. they've left NU or are on sabbatical, the DEL/Coordinator should contact their Faculty Ethics Director confirming the new Reviewer. The Ethics Director is responsible for confirming to ethicssupport@northumbria.ac.uk that the Reviewer should be changed .

Moderating a review

After the reviewer(s) has submitted their review, you will be notified by email, if you ticked the box to moderate the review(s), or two reviewers disagree with one another.

Follow the link 'Click to open worklist item' in the email.



You can now see the reviewers comments and their recommendation in the column on the right. As moderator you can now choose to Approve, to Reject or ask the PI Revise the application, or to override the reviewers(s) decision, if you deem necessary.

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				Reviewer A			
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Reviewing an application



The sections in the reviewer pane are lettered and numbered to correspond with sections of the application. In each section you can leave comments and use the drop down to 'Approve', 'Reject' or ask that the PI 'Revise'. Proposed Methodology and Analysis (see G2) 🕂 Add 🛛 💾 Save Re ver A: Select an item **Reviewer B:** design appropriate to the research question? hods of data analysis appropriate to the research question? DATE ROL F COMMENT No items to display. Click 'Add' to leave a comment and remember to 'Save' your review of each section. Reviewer Action Overall Recommendation: Approve Save and Submit Recommendation Save for later Once you have reviewed each section scroll back to You are Reviewer A the top of the reviewer pane. The system will display your Overall Recommendation. Ge ts (see Help) Click 'Save and Submit Recommendation'. 🕂 Add 🔡 Save COMMENT BY DATE ROLE If you're unsure of what recommendation to give you Title and Objectives (see G1) can discuss the application with the Departmental 🕂 Add 🔡 Save Ethics Lead/Coordinator or second reviewer (if Reviewer A: Approve Reviewer B: \sim e.g. Are the research question and/or study aims clear applicable) outside of the system e.g. via email. COMMENT BY DATE ROLE COMMENT

Contacts

If you have any questions or queries about using the Ethics Online system please contact ethicssupport@northumbria.ac.uk .

We welcome feedback on your experience of using the Ethics Online system; please send this to <u>ethicssupport@northumbria.ac.uk</u>. All feedback will be considered in relation to future system development