



Research
And
Innovation
Services

PGT and UG Applicant Guide to the Online Ethics Review System

Green indicates actions you can take

Red indicates key points to note

Log in to the system at: ethics.ris.sheffield.ac.uk

or you can also access via My Services – View all services under 'E' – 'Ethics Application System'

Online Ethics Application screen

You will see a personal dashboard screen like the one shown below. From here you can manage all features of the ethics review system that you are involved with. To begin a new application select the 'New Application' button. To return to a previous application (submitted or incomplete), select 'My Applications'.

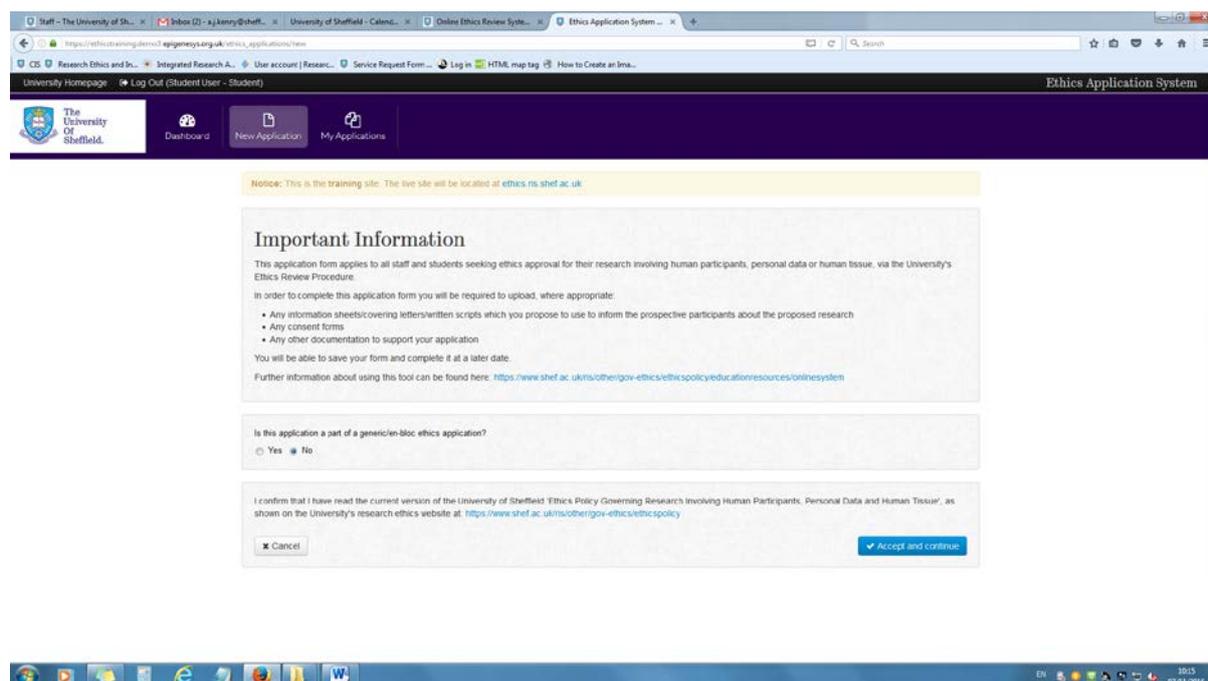
The screenshot shows a web browser window displaying the 'Ethics Application System' dashboard. The browser tabs include 'Current students - The University of S...' and 'Ethics Application System - Dash...'. The page header shows 'University Homepage' and 'Log Out (Guillaumette Haughton - Student)'. The main navigation bar contains 'The University Of Sheffield' logo, 'Dashboard', 'Users', 'New Application', and 'My Applications'. A yellow notice bar states: 'Notice: This is the demo site. The live site will be located at ethics.ris.shef.ac.uk'. Below the navigation is a 'Notifications' section with the text 'You have no notifications.'.

Callout boxes with arrows pointing to specific elements:

- Log in and out here**: Points to the 'Log Out' link in the top navigation bar.
- My Applications**: Points to the 'My Applications' button in the main navigation bar.
- New Application**: Points to the 'New Application' button in the main navigation bar.
- Notifications – this tells you the most recent activity within your Ethics account**: Points to the 'Notifications' section.

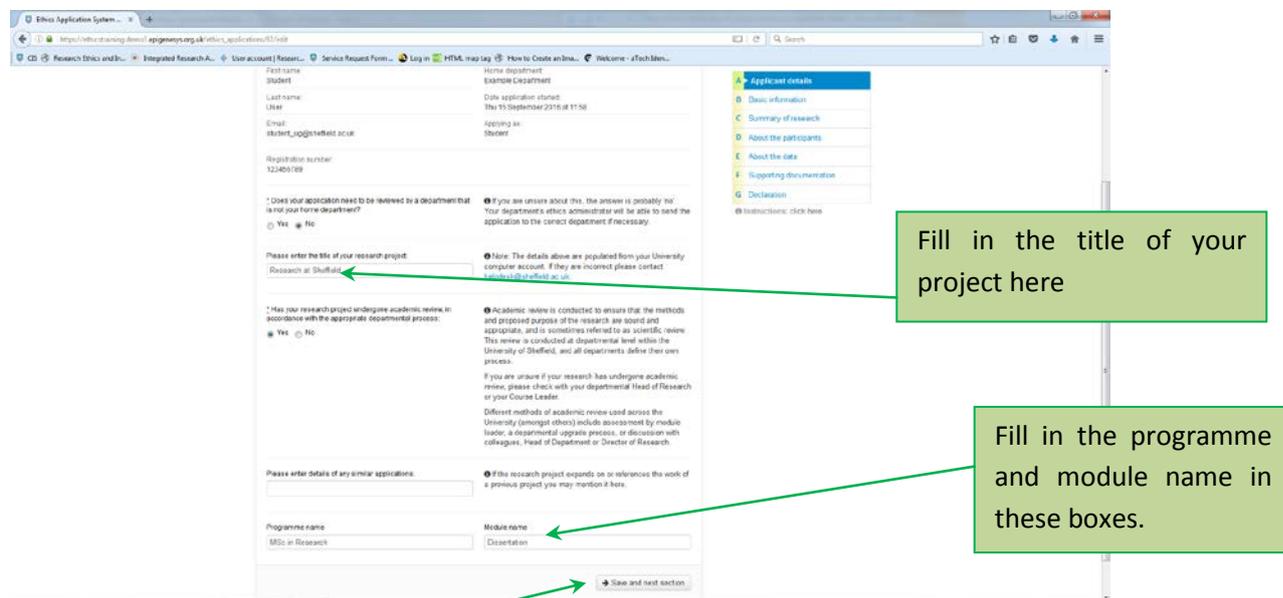
Updated December 2016

When you begin a new application, you will see this page:



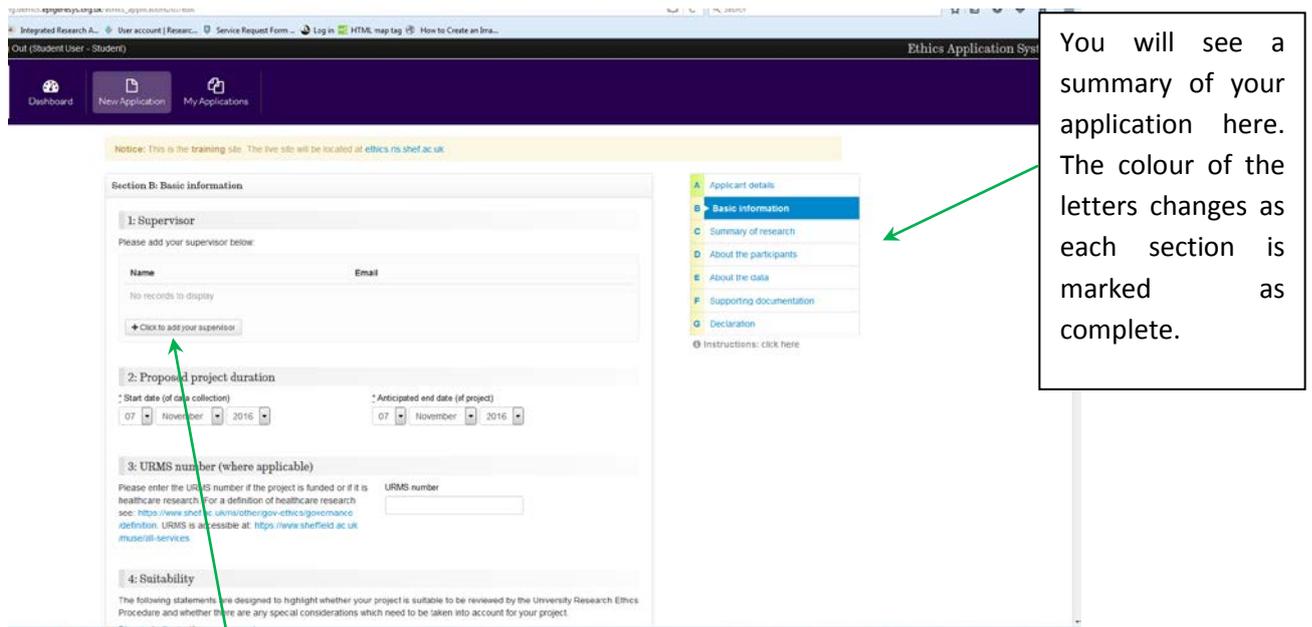
Your supervisor will advise you if your application is generic you will then be able to choose the application which applies to you, otherwise click Accept and continue.

When you click accept and continue you will see this page:



When you complete a section, click on Save and next section to move on, or use the summary bar to move between sections.

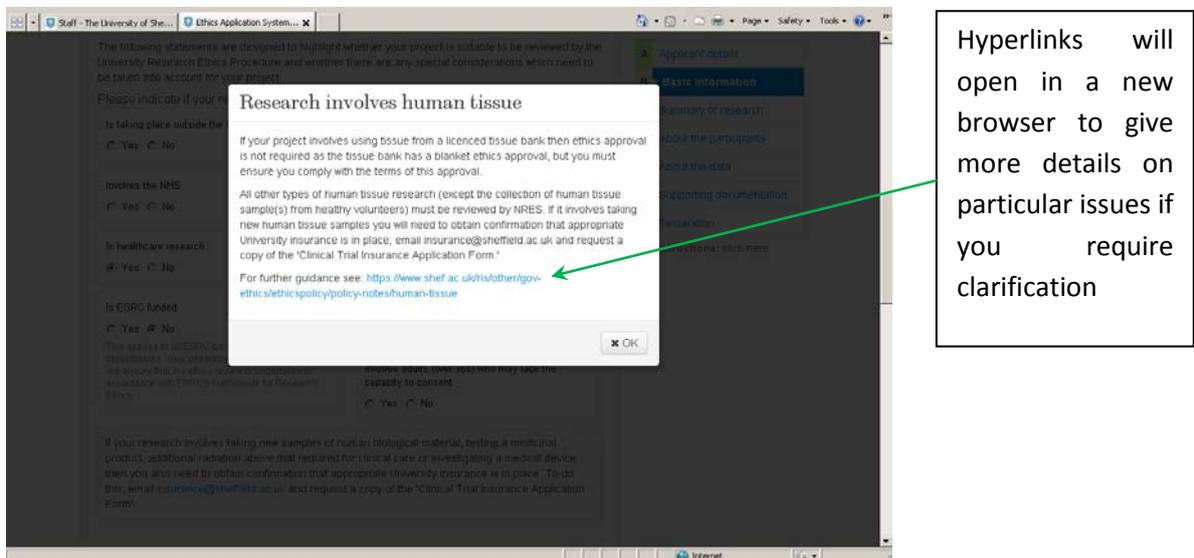
Make sure you save the application regularly as it is possible for the system to log you out and your work will be lost!



You will see a summary of your application here. The colour of the letters changes as each section is marked as complete.

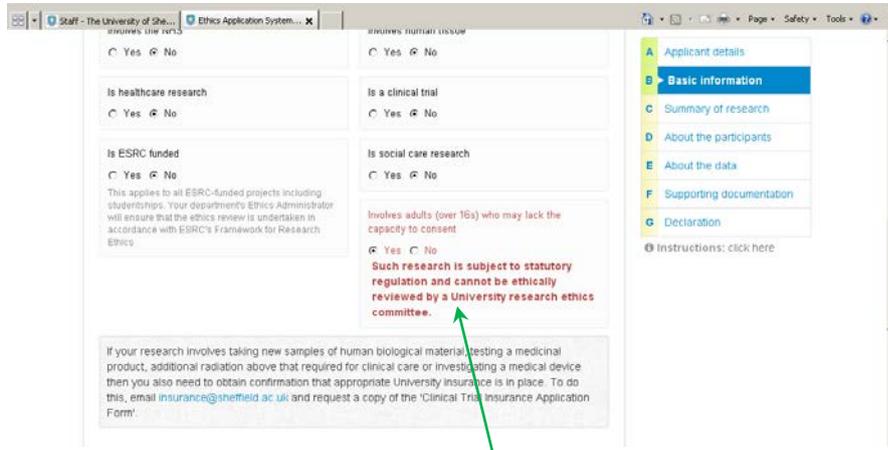
Click the button to add the email address of your supervisor

You will see pop-ups at points through the application to draw your attention to certain information; make sure you pay attention to this as it may be important to your application.



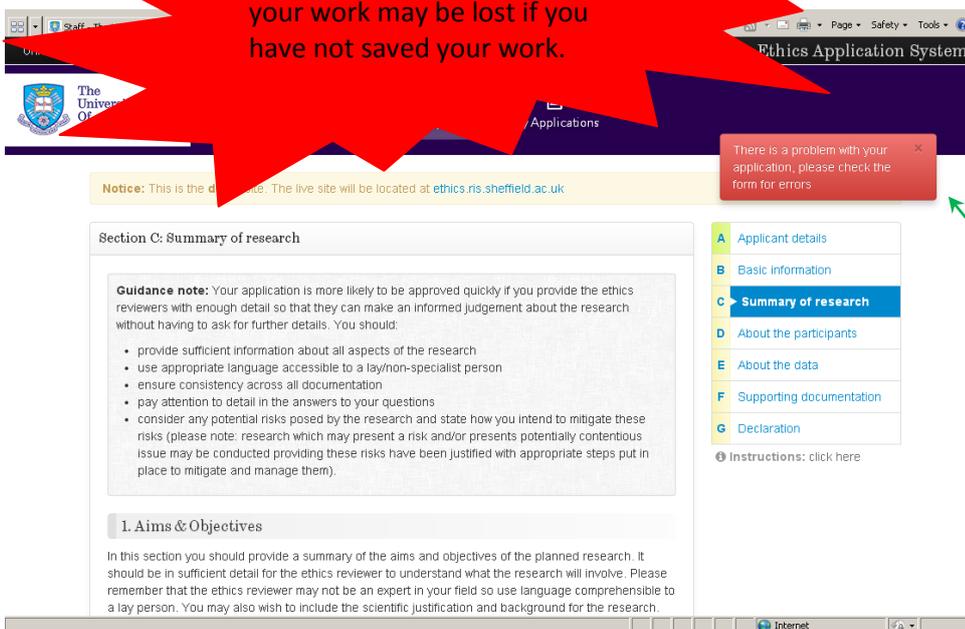
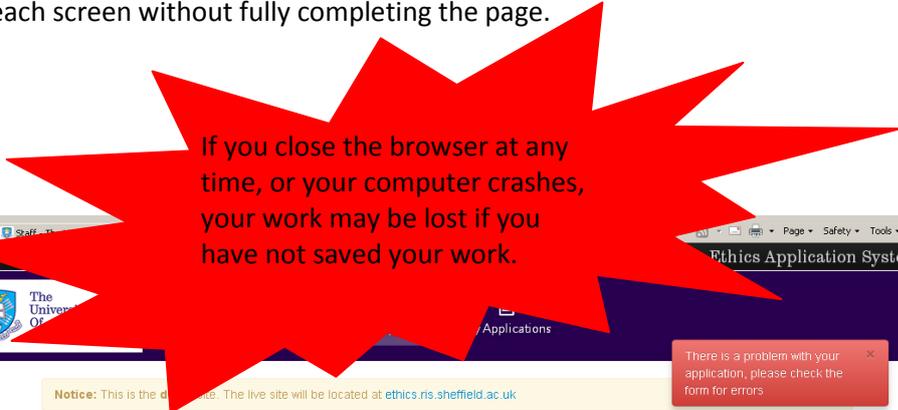
Hyperlinks will open in a new browser to give more details on particular issues if you require clarification

Under 'Suitability' you will be asked a series of yes/no questions to confirm your research project is suitable for ethical review by the University of Sheffield. If your research project cannot be ethically reviewed by the University of Sheffield, you may need to gain ethical approval elsewhere.



This research project would need to be ethically reviewed elsewhere.
If you are unsure how to proceed there is guidance on the University website:
<http://www.shef.ac.uk/ris/other/gov-ethics/ethicspolicy>

You must complete all of the information required in each section, and you will be unable to submit your application until it is complete. You can navigate between screens without completing the full screen. If you make changes the system will ask if you want to save changes before leaving the screen you are working on. You will not be able to select 'save and next section' at the bottom of each screen without fully completing the page.



If you attempt to save a screen and move on to the next screen without completing all of the information required you will see this message. The missing parts will be highlighted in red.

If you intend to use a consent form or information sheet you will be asked to attach these documents to your application. You can attach these as either Word or PDF documents.

Sheffield.

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Section F: Supporting documentation

Information & Consent

Are the following supporting documents relevant to your project?

Participant information sheet(s)

Yes No

Please upload your participant information sheet(s):

+ Click to add a document

Consent form(s)

Yes No

You can download a template information sheet and consent form from:
<http://www.shef.ac.uk/ris/other/gov-ethics/ethicspolicy/further-guidance/universityprocedure2>

Additional Documentation

If any other supporting documentation (such as a complete research proposal, a letter of support from a research partner, or a covering letter) is relevant to your application, please upload it here.

A Applicant details
B Basic information
C Summary of research
D About the participants
E About the data
F Supporting documentation
G Declaration
Instructions: click here

Attach a document here

You can also upload any other relevant documentation, or hyperlinks to online surveys for example.

All versions of documentation you upload will be retained by the system and cannot be deleted. The system will automatically manage version control so it will be clear to the reviewers which are the most recent versions.

You can save and return to your application as many times as you wish, and continue to make alterations to it up to the point that you submit your application.

Once you have completed your application, you will be asked to sign a declaration before it is submitted.

I am aware of my responsibility to be up to date and comply with the requirements of the law and relevant guidelines relating to security and confidentiality of personal data, including the need to register when necessary with the appropriate Data Protection Officer (within the University the Data Protection Officer is based in CICS).

- I understand that the project, including research records and data, may be subject to inspection for audit purposes, if required in future.
- I understand that personal data about me as a researcher in this form will be held by those involved in the ethics review procedure (e.g. the Ethics Administrator and/or ethics reviewers) and that this will be managed according to Data Protection Act principles.
- If this is an application for a 'generic' project, all the individual projects that fit under the generic project are compatible with this application.
- I understand that this project cannot be submitted for ethics approval in more than one department, and that if I wish to appeal against the decision made, this must be done through the original department.

Please check this box if you would be happy for your application to be anonymously used for teaching purposes?

Signature

Enter your name here and click 'Submit'...

Submit

Navigation menu:
C Summary of research
D About the participants
E About the data
F Supporting documentation
G Declaration
Instructions: click here

Type your name here before clicking Submit.

Once your application has been submitted you will see this screen:

University Homepage | Log Out (Medical School Ethics - Staff) | Ethics Application System

Dashboard | Users | New Application | My Applications

Notice: This is the demo site. The live site will be located at ethics.ris.sheffield.ac.uk

Your application has been submitted.

Submitted	Incomplete						
<table border="1"><thead><tr><th>Research project title</th><th>Last updated</th><th></th></tr></thead><tbody><tr><td>My Research Project</td><td>03/12/2013</td><td>Amend Read</td></tr></tbody></table>	Research project title	Last updated		My Research Project	03/12/2013	Amend Read	You have no incomplete applications.
Research project title	Last updated						
My Research Project	03/12/2013	Amend Read					
You have no reviewed applications.							

This box flashes up to confirm your application has been submitted

You can continue to amend your application until it has been reviewed.

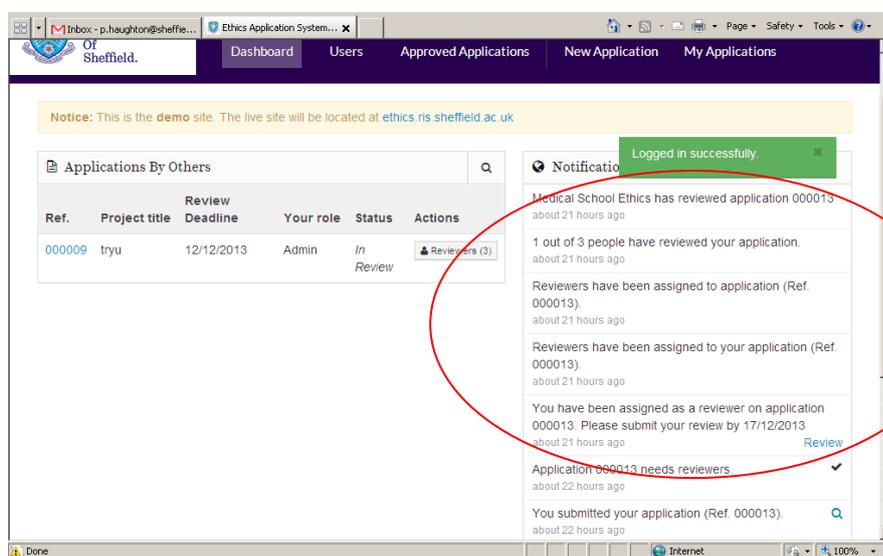
You can read your application at any time.

Your application will be sent to your supervisor, who will check you have covered everything they think necessary. If they are happy with your application, it will then be moved into the ethical review process. If your supervisor feels your application needs more work, they will return it to you, and you will need to make the necessary changes and submit it for your supervisor to check again.

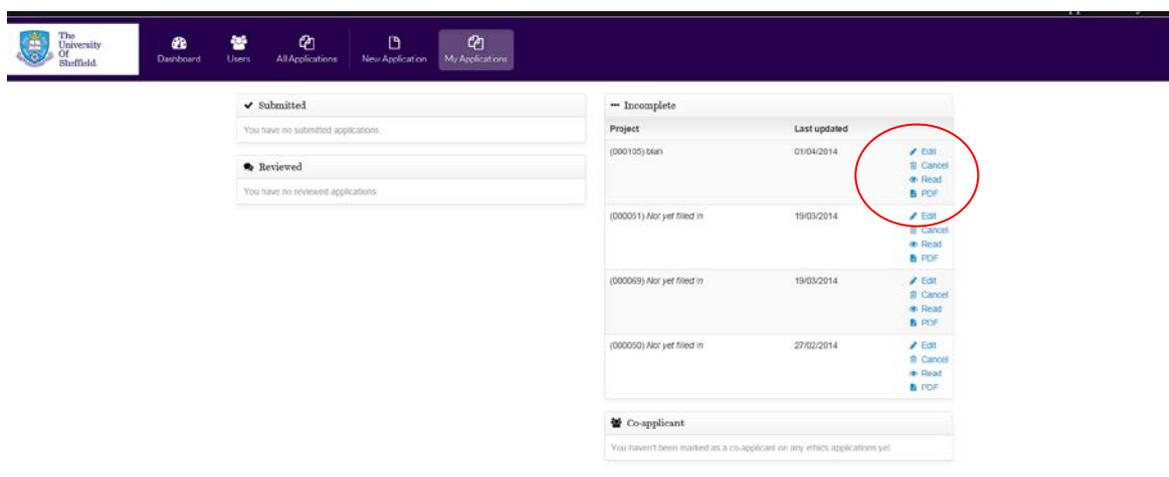
Once your application has entered the ethical review process, it will be assessed as high or low risk by your supervisor.

If your project is low risk, it will be ethically reviewed by one reviewer. This may be done by your supervisor or by another academic assigned by the Ethics Administrator, as per Departmental policy. If your project is high risk it will be ethically reviewed by two reviewers, one of whom may be your supervisor. You will need to wait for approximately ten working days (check your department guidance for clearer indication) whilst your application is reviewed.

You will receive updates on the progress of your application in your notifications bar and you will also receive email notifications of the progress of your application.



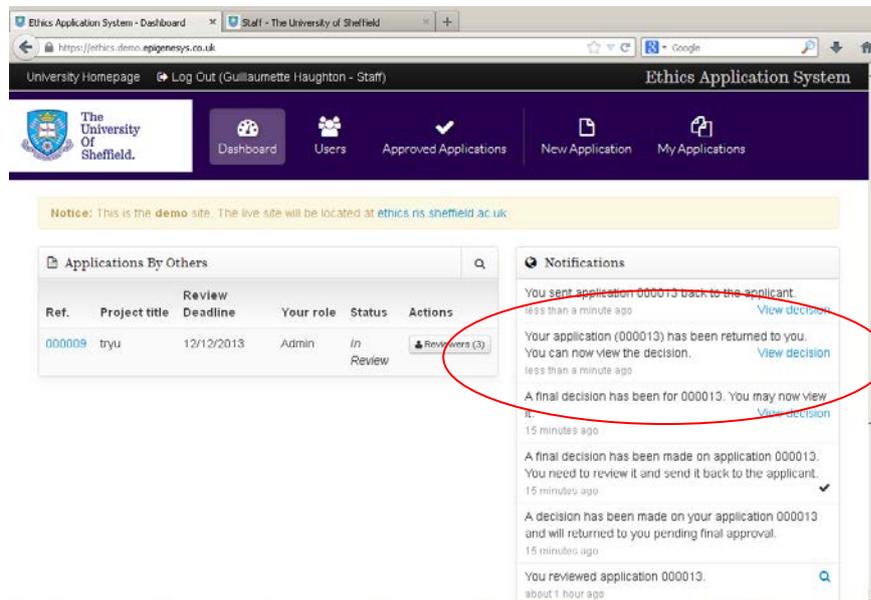
At any stage in the development of your application, you can produce a PDF of the file by selecting the 'my applications' menu, and choosing 'PDF'. This means you can share your application as it is developed with anyone who may need to see it, or save a hard copy for future reference.



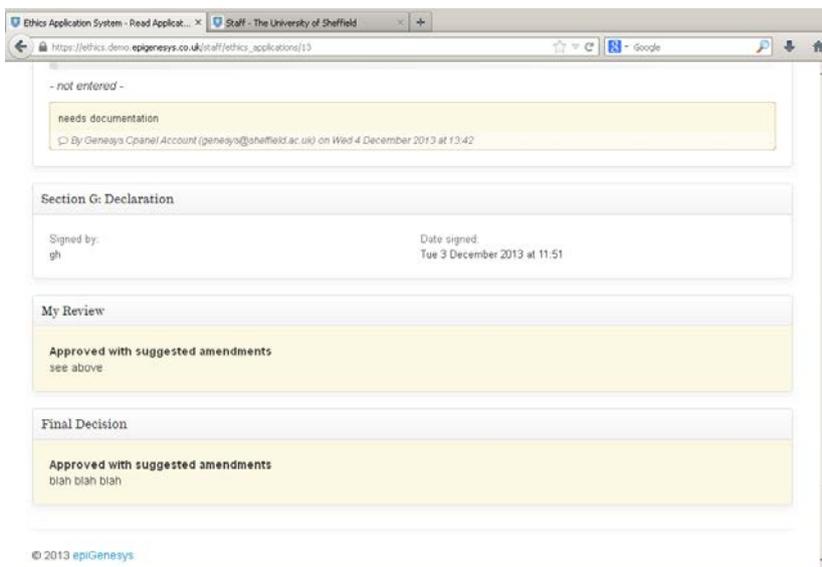
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Once your application has been reviewed

You will receive notification from your Ethics Administrator that your project has been reviewed.



You can then view the final decision on your application.



If your application has been approved or approved with suggested amendments, you can make the amendments and proceed with your research.

A letter of approval will be available to you.

If your application requires compulsory changes, you will need to make changes to your application according to the comments given by the reviewers and resubmit the application.

You will receive notification of the final decision when it has been reassessed by the reviewers.

If your application has not been approved, you are unable to proceed with your research. You may wish to rethink your research plans and submit a new application; you should discuss this with your

Updated December 2016

supervisor. If you are dissatisfied with the decision made, you can follow the appeal process, which can be found in the Ethics Policy and Procedure: <http://www.sheffield.ac.uk/ris/other/gov-ethics/ethicspolicy/general-principles>

If you need any assistance in relation to the online system, please contact Anita Kenny a.j.kenny@sheffield.ac.uk