Ethics Administrator Guide to the Online Ethics Review System

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’

Additional information about the role of Ethics Administrator is available here:
https://www.sheffield.ac.uk/rs/ethicsandintegrity/ethicspolicy/further-guidance/universityprocedure2/administratorsc2

You may find it useful to also refer to the Staff Applicant Guide to the Online Ethics Review System.

Online Ethics Application screen

When you have logged on you will see a dashboard screen like the one shown below. From here you can manage all features of the ethics review system that you are involved with.

- Log in and out here
- View all approved applications here
- Notifications – this tells you the most recent activity within your Ethics account. Actions highlighted in blue are items that need attention.

This lists all applications by others that have been submitted and are in the review process.
When an application is submitted that you have been assigned as Ethics Administrator for, you will receive an email to inform you. When you go to your Ethics Administrator Dashboard, you will see the application in your notifications, with an action to assign reviewers.

When you click on this you will see an ‘Assign Reviewers’ screen

You will need to:

- Assign 2 reviewers for a High risk Undergraduate (UG) or Post Graduate Taught (PGT) application
- Assign 3 reviewers for a Post Graduate Research (PGR) or Staff application
- When you assign 2 or 3 reviewers one of these will need to be the Lead Reviewer

Add the Lead Reviewer by clicking here.
The role of the Lead Reviewer involves reviewing the application then performs a final review of the application and provides a final decision on the application.

You will need to type in a valid Sheffield email address here.

Select two further reviewers here for a staff or PGR application. You can add additional reviewers or change to review by committee.

You will need to add a date for the review deadline.

You will also need to add a final review date for the Lead Reviewer.
The reviewers will receive an email to inform them that they have been assigned to review the application. You will then need to wait for the reviewers to review the application, and for the lead reviewer to compile those reviews. You will receive notifications when each reviewer completes their review.

**Once a decision has been made**

You will receive a notification that a decision has been made. The applicant will not be informed of the decision until you have approved it.
You are able to change the wording of the final decision if there is departmental protocol to use a consistent format. However, the decision of the reviewers and their recommendations needs to be conveyed to the applicant.

Suggested amendments

If the application is approved or approved with suggested amendments, then the applicant will be issued a PDF approval letter and permitted to proceed with data collection.

The applicant will only be asked to resubmit their amendments if the application is returned with compulsory changes required. If compulsory changes are required then the applicant will be expected to make changes to the application and return this to you.

Compulsory amendments

If the application has compulsory amendments, it will be resubmitted by the applicant (unless they choose to withdraw). When it is resubmitted you will receive notification of this as the Ethics Administrator.

The application will then need to be viewed again by the lead reviewer to ensure that the changes have been made to their satisfaction. If necessary (due to illness or staff leaving for example) you can reassign a different lead reviewer to complete this stage of the application process. If the lead reviewer is changed, both the original and new lead reviewers will be informed.

Once you have sent the decision to the applicant, this will appear in your notifications bar. You will not be able to make any changes to the application at this stage.
Again, when a decision has been reached, you will need to oversee the final decision and send this to the applicant.

It is recommended that Ethics Administrators, working with the Principal Ethics Contact, performs spot checks on applications for consistency.

Should the situation arise where there are problems with an ethics application or decision; the UREC have agreed that Ethics Administrators, and the Principal Ethics Contact, have the authority to question ethics decisions and if necessary bring these issues to the UREC.

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