Research
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Services

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’

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

Online Ethics Application screen

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.

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

Add the Lead Reviewer by clicking here.
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.

You can ‘prompt’ reviewers to remind them that the reviews are due, and you can reallocate reviewers if necessary.

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.

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 given 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.

Again, when a decision has been reached, you will need to oversee the final decision and send this to the applicant.
If you need any assistance in relation to the online system, please contact Anita Kenny
a.j.kenny@sheffield.ac.uk

You can search applications in your dashboard by title, reference number, applicant or module.

You can see the stage of each application, and also those you need to take action on.