Supervisor 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’

Reviewing any student application is a 2 stage process

- First you have to confirm that you have checked the application and are happy with it as the supervisor.
- Then the application must be ethically reviewed (you may be one of the reviewers)

Online Ethics Review 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. To begin a new application, select the ‘New Application’ button. To return to a previous application (submitted or incomplete), select ‘My Applications’.

When one of your students has submitted an application, you will receive an email notification. When you log into the online ethics system you will see this page:
You then need to check the application to ensure the student has met all of the necessary criteria. All text boxes should contain information (rather than n/a), and the student should fully address the issues. If you feel the student has failed to address the question at any point on the application, you are able to add comments.

You will see the application in your notifications, and will be asked to perform a supervisor check.

You can download the application as a PDF to read at your convenience.

A text box opens for you to type comments.
Please ensure that all applications meet the requirements of the GDPR and the Data Protection Act 2018

For further advice on the GDPR please visit: https://sites.google.com/a/sheffield.ac.uk/gdpr

At the end of the application you will be asked if the student needs to make revisions to the application. If you select ‘yes’, the application will be returned to the student to make these revisions, after which you will check the application again.

If you select ‘no’ the application will move to the next stage of the ethics review process.

PGR Applications

If the application is a PGR application, it will then be sent to the ethics administrator to assign three independent reviewers.

PGT/UG Applications

The ethics review and approval process has a number of stages.

If you are reviewing your student’s project, you must complete ALL the stages to ensure that the project has been approved. You have to:

- Check the application
- Assign the risk level
- Decide if you are reviewing the project (Low risk project)
- Review the application and make a Final Decision (Low risk project)
- More details on next page
If the application is from a PGT or UG student, you will be asked to assess the risk of the project as low or high risk.

Check with your department if you are unsure how your department operates the high/low risk application process.

You will be asked if you are reviewing the project. Check with your department if you are unsure of departmental protocol.

If the project is low risk you will be able to review the project immediately, submit your review and the project decision will be returned to the student as soon as it has been checked by the ethics administrator.

If the project is high risk you will be able to review the project once the ethics administrator has assigned a second reviewer for the project.

Once you have given a final decision on the project, it is checked by the ethics administrator and returned to the student.

You will also receive email notification of the decision regarding the application if there was more than 1 reviewer.
All Applications

You will see the details of the application laid out in different sections.

As you read through the document you can add comments at different points as you wish.

You can add comments alongside the applicant information.
When you click on 'Add comment' the following text box appears and you will be able to type in your comments and save them.

Your comments will appear below the point you have commented on.

You can delete or change these comments at any point until you submit your review.

At the end of the form, you will be asked to make your decision from four options:

- Approved
- Approved with suggested amendments
- Requires compulsory changes
- NOT approved
If you recommend suggested amendments, compulsory changes or for the application to be not approved, you will be provided with a text box in which you can give further details of your decision.

If compulsory changes are required, then when the student has made the changes and re-submitted the application, the application will return to you again for a supervisor check before being sent back to the Lead Reviewer (or you as supervisor) for the final decision.

If you want to include both Compulsory Changes and suggested amendments, then clearly list your requirements under headings e.g.

**Compulsory changes required:**

Please update your information sheet to be GDPR compliant.

**Suggested amendments:**

It would be helpful if you made your information sheet headings bold and underlined so that participants could navigate the information easily.

It might be easier for you if you tried to arrange several appointments in one day so that you are not travelling so much, this might be less stressful for you.
You may wish to view applications you have reviewed for reference or to monitor your decisions for your own development as a reviewer.

You can view a list of all the applications you have reviewed by clicking on the magnifying glass next to “Applications by Others”

Type your name into the box Reviewer Name and click Filter

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