Reviewer 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’

Further information for Ethics Reviewers and the review process for student services applications is available here:

https://www.sheffield.ac.uk/rs/ethicsandintegrity/ethicspolicy/further-guidance/universityprocedure2/reviewersc

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

Reviewers are not expected to evaluate the method/ology of the application.

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.

Applications where you have been assigned as a reviewer or Lead Reviewer will also appear here.

Notifications – this tells you the most recent activity within your Ethics account. When you are assigned as a Reviewer it will appear in your notifications. Actions highlighted in blue are items that need attention.

Click on Review to begin the review process.

Green indicates actions you can take

Red indicates key points to note
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.
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 you want to ensure that changes are made, then please select requires compulsory changes.**
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

Once your review has been submitted, it will appear in your notifications bar as reviewed, and in your dashboard summary as reviewed.

If you are not the Lead Reviewer, you are not required to do anything further with this application, unless requested in the future by your Ethics Administrator.
If you need any assistance in relation to the online system, please contact Anita Kenny
a.j.kenny@sheffield.ac.uk