



Research Ethics Online

How to apply – Guidance

Research & Enterprise

Research Ethics Online

- To get ethical approval for a research project or to register a project that has external ethical approval all students and staff should use City's ethics management system Research Ethics Online that is available at <https://ethics.city.ac.uk/>
- Log in with your City email and password. If you cannot log in contact the IT Service Desk on 020 7040 8181



Creating and submitting an application

City, University of London

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[Start a new research ethics application or register a project](#)

Instructions

- Click the "*Research ethics*" button on the right to see the reports and guides.
- As a user, click "*Start new ethics application*" above to begin a new application.
- Applications that require action by the current user can be found by clicking "*Applications requiring attention*" above or "*Tasks*" in the toolbar.
- When an application is in progress, it'll show who it's currently with on the right hand side.

Research governance & ethics

My record

My ethics applications

On the home screen you will find “Guides” on the left, “My ethics applications” on the right side.

Start a new application in the middle next to the green dot.

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City, University of London

My research is for a university project which may involve researchers at other institutions but does not require ethical approval from them.



External application

My research requires ethical approval from an external body.



Amendments to an application approved outside of Ethics Monitor

I wish to create an application for amendments to an application previously approved outside of Ethics Monitor.

There are three options to choose from: for internal applications select the first; for external (e.g. NHS) select the second; for amendments to an earlier application (before 1 October 2018) not on the system select the third option.

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Please use this application form to apply for approval to undertake research involving any of the following:

Guides

- Human participants
- Identifiable personal data
- Animals/animal tissue

Or to register projects involving:

- Accessing and downloading security sensitive materials
- Access obscene materials online

Note that this system should **not** be used for research projects not including one of the above categories (e.g. literature reviews or for studies using publicly available anonymous secondary data).

You are responsible for ensuring you obtain the required approval before you begin your research and it is important that you consider the ethical implications of your research. The application form and the research ethics [web pages](#) are designed to pre-empt, as far as possible, the need for the Research Ethics Committee to ask for changes to be made to your documents. You should read the guidelines thoroughly in order to prevent

Some initial guidance is provided before you get started.
Scroll down and click “Start ethics application”.

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Edit Application: Ethics ETH1819-0024: Mrs Rose Whitehouse (Low risk)

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Project

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Risks

R1) Does the project have funding? *

☐ Yes ☐ No



R2) Does the project involve human participants? *

☐ Yes ☐ No

R3) Will the researcher be located outside of the UK during the conduct of the research? *

☐ Yes ☐ No



R4) Will any part of the project be carried out under the auspices of an external organisation, involve collaboration between institutions, or involve data collection at an external organisation? *

☐ Yes ☐ No

R5) Does your project involve access to, or use of, material that could be classified as security sensitive? *

Please consult the Terrorism Act (2006) and Counter Terrorism and Security Act (2015) for guidance on what is considered as security sensitive material.

☐ Yes ☐ No

R6) Does the project involve the use of live animals? *

Answer the screening questions in order to determine which sections of the application need to be completed

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Rose Whitehouse



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Edit Application: Ethics ETH1819-0024: Mrs Rose Whitehouse (Low risk)

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Project

Funding

Participants: info

Participants: method

Data

Health & safety

Guides

Applicant & research team

T1) Principal investigator

Name

Mrs Rose Whitehouse

T2) Co-Investigator(s) at City

Name

Delete

[Add another](#)

T3) External Co-Investigator(s)

Name

[Delete](#)

Once these have been completed the rest of the application can be completed. You will always see the current risk level of your application at the top.

If you want others to be able to edit the form add them as co-investigators.

Edit Application: Ethics ETH1819-0024: Mrs Rose Whitehouse (Low risk)

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Please complete all the required fields.

Project details

P1) Project title *

P1.1) Short project title



P2) Provide a lay summary of the background and aims of the research, including the research questions (max 400 words). *

Required field

Question P3 has been hidden because this is not a high risk project.

P4) Provide a summary and brief explanation of the research design, method, and data analysis. *

If all required fields are not completed the application cannot be submitted, but can be saved for later.

P5) What do you consider are the ethical issues associated with conducting this research and how do you propose to address them?

☐ Yes ☒ No

H8) Will you directly recruit any staff and/or students at City? *

This does not include using flyers or advertising on a platform such as Sona. If this is your recruitment method you should answer 'None of the above'.

☒ Staff

☐ Students

☐ None of the above




Projects which involve the recruitment of School staff and/or students by directly contacting them (e.g. by email) require approval by the School you are intending to recruit from. This ensures that the same group of staff or students are not repeatedly contacted to become involved in research projects. Principal investigators should not contact students or staff directly. Approval should be sought from the relevant Dean(s) of School(s), Head(s) of Department(s) and/or Programme Director from which you are recruiting.

Your request should include a brief summary outlining which students or staff you wish to recruit, information of which REC has approved the study and why you are seeking to recruit this particular population, including details of the particular recruitment method.

Note that in some areas of City, permission to recruit staff/students is not needed. For information about the arrangements in your School/Department, please contact your local research ethics committee.

Further information can be found [here](#).

H8.1) If you intend to contact staff/students directly for recruitment purpose, please upload a letter of approval from the respective School(s)/Department(s).

 Drag files here or [choose file...](#)

H8.2) Will you recruit students by virtue of their attendance on specific programmes

or modules?

☐ Yes ☐ No

H9) How are participants to be identified, approached and recruited, and by whom?

Click on a red icon to see guidance notes with additional information for certain questions.

H7) Will you specifically recruit pregnant women, women in labour, or women who have had a recent stillbirth or miscarriage (within the last 12 months)? *

☐ Yes ☒ No

H8) Will you directly recruit any staff and/or students at City? *

This does not include using flyers or advertising on a platform such as Sona. If this is your recruitment method you should answer 'None of the above'.

☒ Staff

☐ Students

☐ None of the above



H8.1) If you intend to contact staff/students directly for recruitment purpose, please upload a letter of approval from the respective School(s)/Department(s).

Drag files here or [choose file...](#)

H8.2) Will you recruit students by virtue of their attendance on specific programmes or modules?

☐ Yes ☐ No

H9) How are participants to be identified, approached and recruited, and by whom?

*

H10) Please upload your participant information sheets and consent form.

Where relevant, please also provide parent/guardian information sheets and GP letter.

Drag files here or [choose file...](#)



H11) If appropriate, please upload a copy of the advertisement, including recruitment emails, flyers or letters.

Drag files here or [choose file...](#)

Supporting documentation
can be uploaded as required

< Cancel

Progress application: Ethics ETH1819-0024: Mrs Rose Whitehouse (Low risk)

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Please confirm you agree with the following statements:

- I hereby certify that to the best of my knowledge the information given above, together with any accompanying information is complete and correct.
- I have read City's guidelines on human research ethics, and accept responsibility for the conduct of the procedures set out in the attached application.
- I have attempted to identify all risks related to the research that may arise in conducting the project.
- I have read and will comply with City's Data Protection and Information Security policies, available in the Guides area.
- I understand that no research can commence until full ethical approval has been given.
- I have not uploaded any security sensitive information to the system.

☐ I confirm I have read and agree with all the statements above.

Confirm: Submit application

[Cancel](#)

Notes (Notes can be seen by the applicant and all staff reviewing this application.)

Once all sections of the application are completed you can submit the application after confirming the statements.

Title	Ethics application ETH1819-0024
Application ID	ETH1819-0024
Researcher	
Principal Investigator	Mrs Rose Whitehouse
Project	Student program by research level child and
Date	14 Aug 2018
Academic year	2018 - 2019
Supervisor	Dr Frederico Edwards Prof Jessika Wallis
Ethics reviewers	Dr Frederico Edwards

Application timeline



Ethics Approval

Awaiting Supervisor decision

Rose Whitehouse started the Ethics approval process	14 Aug 2018, 11:18
Rose Whitehouse confirmed statements - view...	14 Aug 2018, 11:52
Rose Whitehouse submitted the Ethics application	14 Aug 2018, 11:52

STATUS

Awaiting Supervisor decision

CURRENTLY WITH

Frederico Edwards

LOW RISK

☐ Edit application☐ Withdraw application

Manage investigators...

APPLICATION

Ethics application

Download printable PDF...

☐ Add note

REVIEWERS

Dr Frederico Edwards

Supervisor

considering application

Academic Practice Programme
Committee

Once submitted, the application record clearly shows the status of the application as well as the next steps in the process



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Student program by research level child and

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- When an application is in progress, it'll show who it's currently with on the right hand side. Impersonate the user to try the next step in the workflow.
- Follow the instructions below to impersonate other users.
- To see the notification emails the system would send, click the user name in the top

right, then *"Test email viewer"* (only available for the Graduate School administrator

user).

Impersonation

Pre-emptive ethical risk assessment (Ethics Monitor) - User guide

representative of different roles, and to target outcomes of a multi-stakeholder approach

Where changes to the application have been requested, you will receive an email notification. A new task at the top and a link to "Applications requiring attention" will appear on the home screen.

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Ethics application ETH1819-0024



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Ethics
application
(Doctoral
researcher)

Title	Ethics application ETH1819-0024
Application ID	ETH1819-0024
Researcher	
Principal Investigator	Mrs Rose Whitehouse
Project	Student program by research level child and
Date	14 Aug 2018
Academic year	2018 - 2019
Supervisor	Dr Frederico Edwards Prof Jessika Wallis
Ethics reviewers	Dr Frederico Edwards

Application timeline



Ethics Approval

Waiting for more information

Rose Whitehouse started the Ethics approval process

14 Aug 2018, 11:18

Rose Whitehouse confirmed statements - view...

14 Aug 2018, 11:02

STATUS

Waiting for more information

CURRENTLY WITH

Rose Whitehouse

LOW RISK

☐ Edit application

☒ Renew application

☐ Withdraw application

Manage investigators...

APPLICATION

Ethics application

Download printable PDF...

☐ Add note

The application can now be edited

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Risks

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R4) Will any part of the project be carried out under the auspices of an external organisation, involve collaboration between institutions, or involve data collection at an external organisation? *

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R5) Does your project involve access to, or use of, material that could be classified as security sensitive? *

Please consult the Terrorism Act (2006) and Counter Terrorism and Security Act (2015) for

☐ Yes ☒ No



R6) Does the project involve the use of live animals? *

Sections with comments from the reviewer are clearly marked with a comment bubble.

If you amend any attachments always use "track changes" so the reviewer easily sees the changes.

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Please respond to the reviewers comments point by point, explaining the changes you have made or justifying why amendments are not appropriate. You can answer any questions, comments or amendments you were unable to address on the form in the notes below.

[Confirm: Resubmit application](#)[Cancel](#)

Notes (Notes can be seen by the applicant and all staff reviewing this application.)

After making the necessary amendments you should write a covering note to the reviewer (committee) before resubmitting the application. You will be notified when the application is approved.