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://researchmanager.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
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.
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.
Start a new research ethics application or register a project

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

- 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...
Answer the screening questions in order to determine which sections of the application need to be completed.
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.
If all required fields are not completed, the application cannot be submitted, but can be saved for later.
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...
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 email for student recruitment.

Drag files here or choose file...
Progress application: Ethics ETH1819-0024: Mrs Rose Whitehouse (Low risk)

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.
Once submitted, the application record clearly shows the status of the application as well as the next steps in the process.
Revising an application
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.
The application can now be edited.
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.
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.