

### **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





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### City, University of London

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Start a new research ethics application or register a project

Guides

#### 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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Start a new research ethics application or register a project

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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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### Start a new research ethics application or register a project

Please use this application form to apply for approval to undertake research involving any

Home

· Human participants

Guides

of the following:

- 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".



EST 1894		
Q Quick search	Search Browse Recent	Tasks 1 Rose Whitehouse ⇔ Help
< Back	Edit Application: Ethics ETH1819-0024: Mrs Rose Whitehouse (Low risk)	
Home	Risks Team Project Health & safety	
Guides	Risks	
	R1) Does the project have funding? *	
	○Yes ○No	<b>1</b>
	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 collect at an external organisation? *	
	○Yes ○No	
	R5) Does your project involve access to, or use of, material that could be class as security sensitive? *	ified
	Please consult the Terrorism Act (2006) and Counter Terrorism and Security Act (2015) for	

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



Q Quick search	Search Browse Recent Tasks 1 Rose Whitehouse ⇔ Help			
< Back	Edit Application: Ethics ETH1819-0024: Mrs Rose Whitehouse (Low risk)			
Home	Risks <b>Team</b> 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			

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 coinvestigators.

< Back	Edit Application: Ethics ETH1819-0024: Mrs Rose Whitehouse (Low risk)		
Home	Risks Team Project Funding Participants: info Participants: method Data Health & safety		
Guides	Please complete all the required fields.		
	Project details		
	P1) Project title *		
	Student program by research level child and		
P1.1) Short project title			
	<b>1</b>		
	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.

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.

sought from the relevant Dean(s) of School(s), Head(s) of Department(s)

and/or Programme Director from which you are recruiting.

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...

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

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

○ 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 Sorrecruitment method you should answer 'None of the above'.	na. If this is your
✓ Staff	
☐ Students	
☐ None of the above	
H8.1) If you intend to contact staff/students directly for recruitm upload a letter of approval from the respective School(s)/Depar	
Trag files here or choose file	
H8.2) Will you recruit students by virtue of their attendance on a or modules?  Yes No  H9) How are participants to be identified, approached and recruit	
H10) Please upload your participant information sheets and cor	
Where relevant, please also provide parent/guardian information sheets a	nd GP letter.

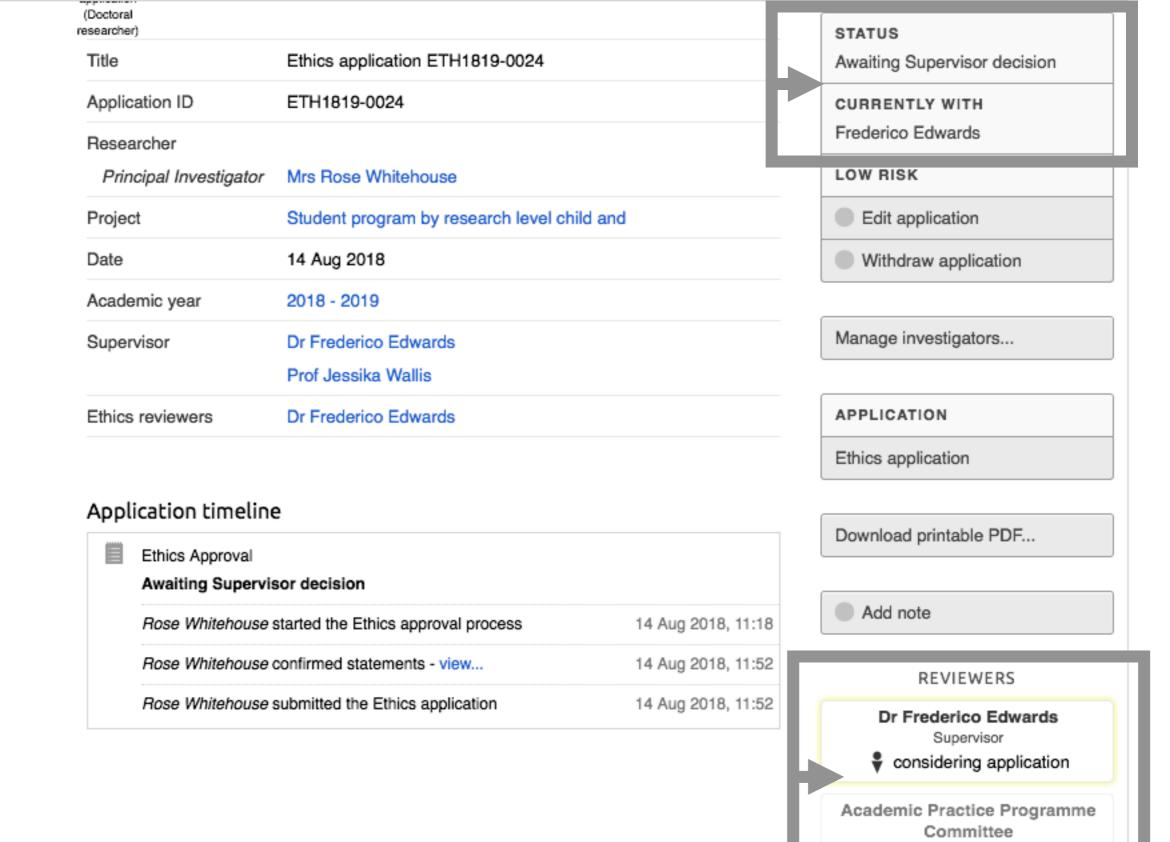
Supporting documentation can be uploaded as required



Rose Whitehouse \$ Q Quick search Search Browse Recent Tasks 1 Progress application: Ethics ETH1819-0024: Mrs Rose < Cancel Whitehouse (Low risk) Home Please confirm you agree with the following statements: I hereby certify that to the best of my knowledge the information given above, together Guides 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

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

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



Guides

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

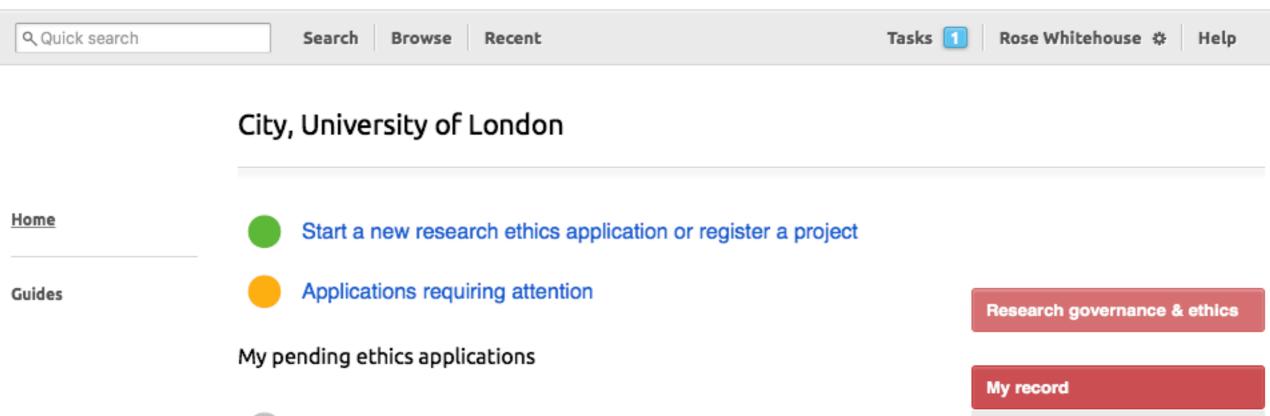


### Revising an application



My ethics applications





#### Instructions

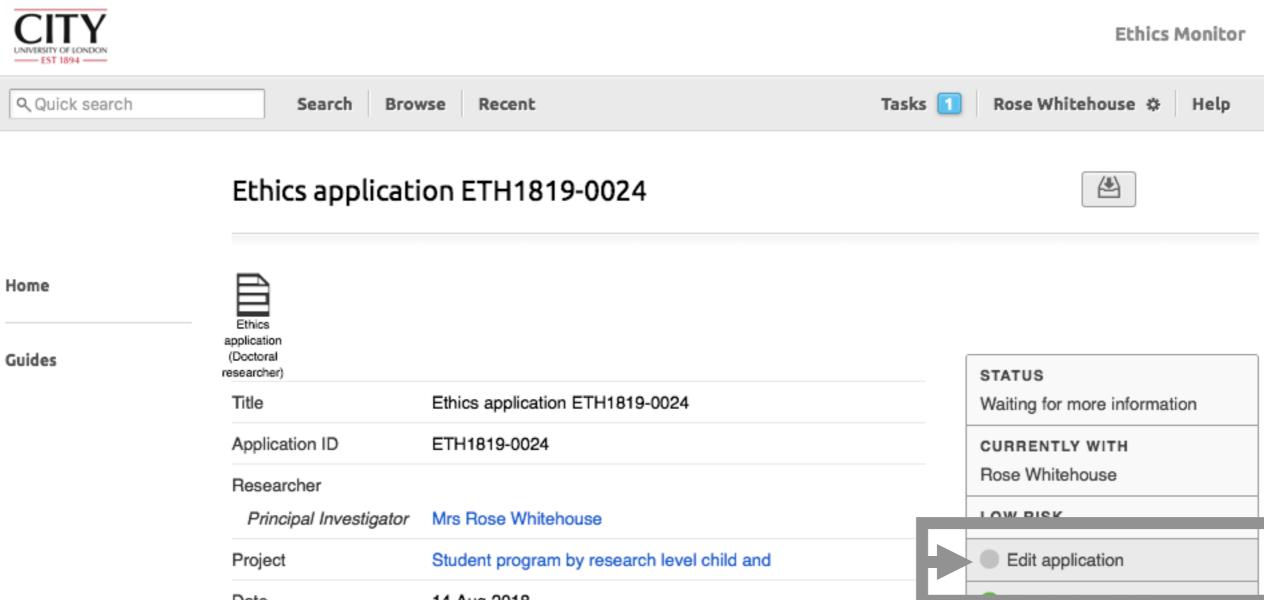
- . Click the "Research ethics" button on the right to see the reports and guides.
- As a user, click "Start new ethics application" above to begin a new application.
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- When an application is in progress, it'll show who it's currently with on the right hand side. Impersonate the user to try the next step in the workflow.
- Follow the instructions below to impersonate other users.

Ethics application ETH1819-0024

Student program by research level child and

. To see the notification emails the system would send, click the user name in the top

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.



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

Manage investigators...

Withdraw application

### Application timeline



Ethics Approval

Waiting for more information

APPLICATION

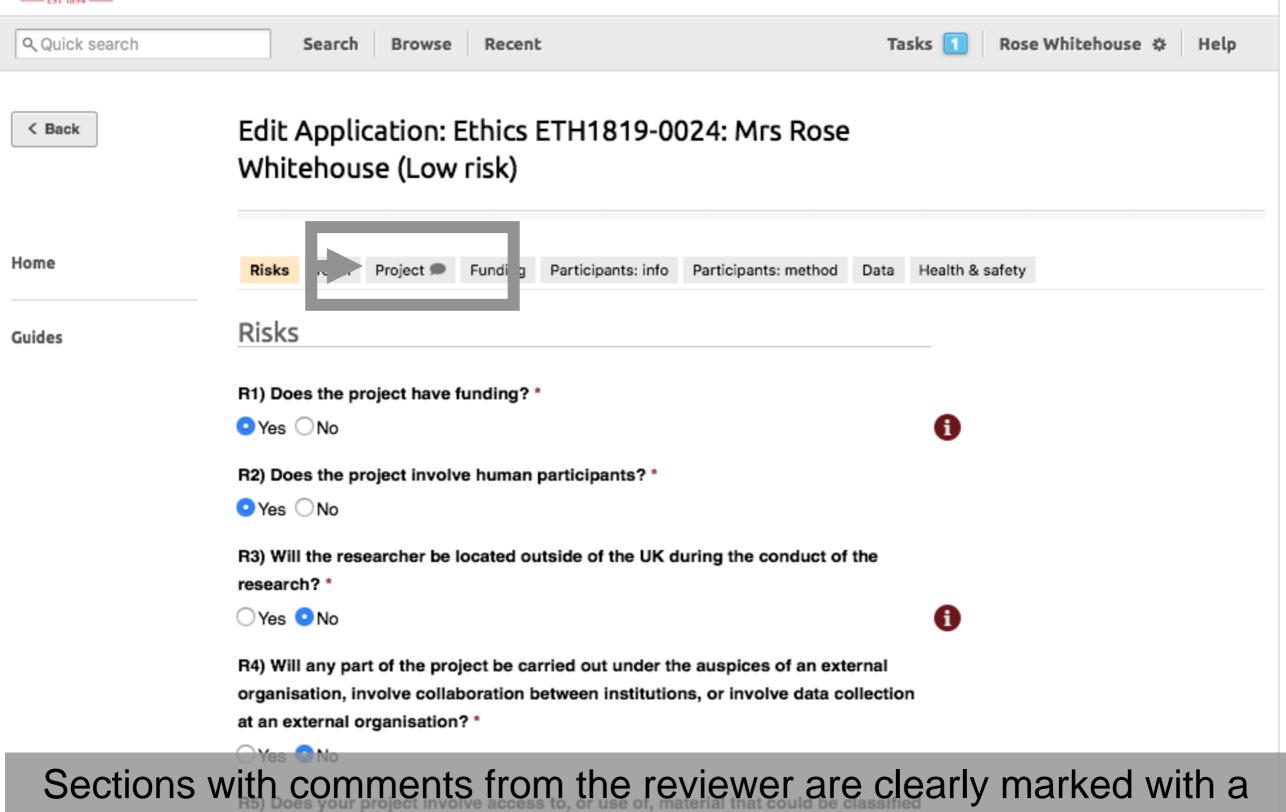
Ethics application

Download printable PDF...

The application can now be edited

Add note





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

comment bubble.

as security sensitive? \*



Q Quick search	Search Browse Recent	Tasks 1 Rose Whitehouse ☆ Help
< Cancel	Progress application: Ethics ETH1819-00 Whitehouse (Low risk)	024: Mrs Rose
Home	Please respond to the reviewers comments point by point, explain have made or justifying why amendments are not appropriate. Yo questions, comments or amendments you were unable to address notes below.  Confirm: Resubmit application	u can answer any
	(Notes that be seen by the applicant and an stall reviewing	απο αργιτοατίστες

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.