

The review and approval process for PGR Checklists has changed.

Supervisors remain responsible for the *REVIEW* of the ethics submission, to ensure **GOOD** quality but the *APPROVAL* will be made by a Faculty 'Ethics Champion'.

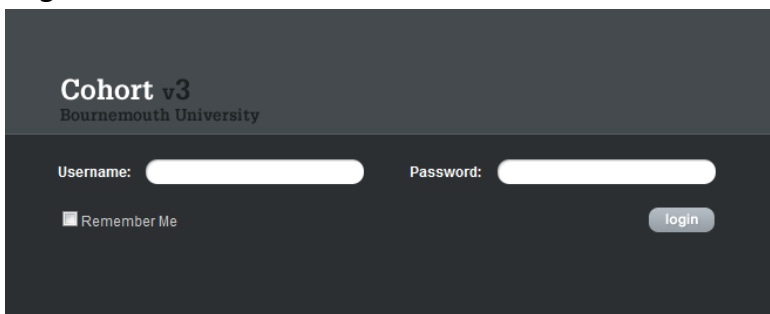
Below is an overview of the changes to Cohort and a brief user guide.

Step One:

Once a PGR has submitted a checklist, as Supervisor, you will receive a system generated email alerting you that a checklist has been submitted and is awaiting review. Log in to <https://ethicsadmin.bournemouth.ac.uk> to access the checklist(s) using your BU login credentials. This link will also be provided in the email notification as normal.

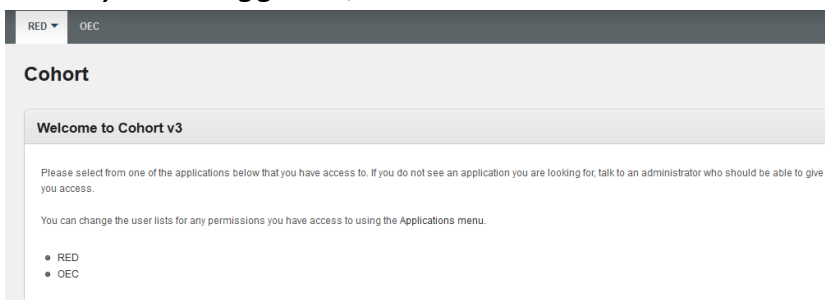
(To view the system off campus, [VMware Horizon Client software](#) is required to access the link. To set up an account, please contact [IT Services](#).)

Log in screen:



The screenshot shows the login interface for Cohort v3 at Bournemouth University. It features a dark grey header with the text 'Cohort v3 Bournemouth University'. Below the header are two input fields for 'Username:' and 'Password:'. There is a 'Remember Me' checkbox and a 'login' button.

*When you've logged in, click on the **OEC** link:*



The screenshot shows the dashboard for Cohort v3. At the top, there is a navigation bar with 'RED' and 'OEC' links. Below this is a 'Cohort' header. The main content area has a 'Welcome to Cohort v3' message and instructions: 'Please select from one of the applications below that you have access to. If you do not see an application you are looking for, talk to an administrator who should be able to give you access.' and 'You can change the user lists for any permissions you have access to using the Applications menu.' A list of applications is shown below, including 'RED' and 'OEC'.

The next screen should default and automatically view submitted Checklists ('Awaiting Approval' folder)

Id	Researcher Name	Status	Date Submitted	Risk	PDF	Attachments	Respond
11802	Gary Cowen	Submitted	04/10/2016	Low	PDF	Attachments	Respond
11803	Gary Cowen	Submitted	04/10/2016	High	PDF	Attachments	Respond

Key:

PDF: This link opens up a pdf format of the checklist, to save and/or print as appropriate.

Attachments: This link opens to any attachments submitted (e.g. Participant Information Sheet, Participant Agreement Form, Questionnaire, research protocol etc):

Respond: Click on this link to respond to the PGR:

- *send back for changes* OR
- *Review* and *forward on*

Step Two – the ‘review’ and ‘response to checklist’.

Following a review of the checklist and additional paperwork (such as Participant information sheet, participant agreement and questionnaire), as Supervisor you need to ‘Respond to Checklist’:

Response options for Low Risk Checklists – Send back for changes:

Respond To Checklist

Checklist ID: 11802
Researcher: Gary Cowen
Supervisor: Naomi Kay

Please choose whether you want to forward the checklist to the relevant team or send it back for editing with a comment.

Send back for changes
 Review and Forward to ETHICSCHAMPION

Ethics Champion: - please select an ethics champion

I confirm that I have reviewed the checklist and discussed with my Postgraduate Researcher all ethical issues relevant to this research. If this research involves human participants, an appropriate participant information sheet and participant agreement form are attached. I confirm that this checklist is now ready for approval.

Comment:

Save Cancel

If sending back for changes – don't forget to add instructions

Please remember that a PGR cannot access their online checklist unless it is returned to them!

Response options for Low Risk Checklists – Review and Forward on to ETHICSCHAMPION (for approval):

Once the checklist has gone through the review process and its ready for approval, click on this option and select the relevant Ethics Champion from the drop down list. The Ethics Champion will undertake a final review and approve.

Respond To Checklist ✕

Checklist ID 11802
Researcher Gary Cowen
Supervisor Naomi Kay

Please choose whether you want to forward the checklist to the relevant team or send it back for editing with a comment.

Send back for changes
 Review and Forward to ETHICSCHAMPION

Ethics Champion

I confirm that I have reviewed the checklist and discussed with my Postgraduate Researcher all ethical issues relevant to this research. If this research involves human participants, an appropriate participant information sheet and participant agreement form are attached. I confirm that this checklist is now ready for approval.

Comment:

Don't forget to tick the 'confirmation' box and click Save:

- I confirm that I have reviewed the checklist and discussed with my Postgraduate Researcher all ethical issues relevant to this research. If this research involves human participants, an appropriate participant information sheet and participant agreement form are attached. I confirm that this checklist is now ready for approval.

Response options for High Risk Checklists:

The same options apply:

Send back for changes or Forward to ETHICSFILTER.

High Risk PGR Checklists will be reviewed and approved by the appropriate Research Ethics Panel.

Respond To Checklist ✕

Checklist ID 11803

Researcher Gary Cowen

Supervisor Naomi Kay

Please choose whether you want to forward the checklist to the relevant team or send it back for editing with a comment.

Send back for changes

Forward to ETHICSFILTER

Comment:

Once a **Response to Checklist** has been made, the screen returns to the main **Submitted Checklists** screen and the checklist will disappear from the Supervisors View:

Submitted Checklists

✓ The checklist has been sent for approval to ETHICSCHAMPION, the ethics champion.

Show entries Search:

Id	Researcher Name	Status	Date Submitted	Risk
No data available in table				

Showing 0 to 0 of 0 entries First Previous Next Last

Should the Ethics Champion subsequently select '**send back to changes**' rather than approve the ethics submission, the process of review will begin again.

To **exit** cohort - Click on the **Cohort logo** and **logout**:

Trouble Shooting

If you think the system isn't responding the way it should, please check for any error messages which will appear at the top of the Submitted Checklists screen. For example:

Submitted Checklists

✘ The checklist (ID: 11802) response was invalid, please correct the following errors:

- Please select an ethics champion to forward to.

Show entries Search:

Id	Researcher Name	Status	Date Submitted	Risk			
11802	Gary Cowen	Submitted	04/10/2016	Low	PDF	Attachments	Respond

Showing 1 to 1 of 1 entries [First](#) [Previous](#) [1](#) [Next](#) [Last](#)

OR

Submitted Checklists

✘ The checklist (ID: 11802) response was invalid, please correct the following errors:

- Please confirm that you have reviewed this checklist.

Show entries Search:

Id	Researcher Name	Status	Date Submitted	Risk			
11802	Gary Cowen	Submitted	04/10/2016	Low	PDF	Attachments	Respond

Showing 1 to 1 of 1 entries [First](#) [Previous](#) [1](#) [Next](#) [Last](#)

If you have any questions, please email researchethics@bournemouth.ac.uk