Student checklists are automatically sent to Supervisors to check before proceeding to the next stage.

*The role of the Ethics Champion is to apply an independent judgement on the ethical viability of postgraduate research student **low risk** ethics checklists. A light touch review should be appropriate to ascertain (not exhaustive):*

- that the student has demonstrated awareness of ethical principles which apply to their research

- the risks are low to both researcher and research participant

- the overall research aim is of benefit for individuals and society

- the study documentation is in order (e.g. correct templates, ethics id is displayed and appropriate version control has been applied)
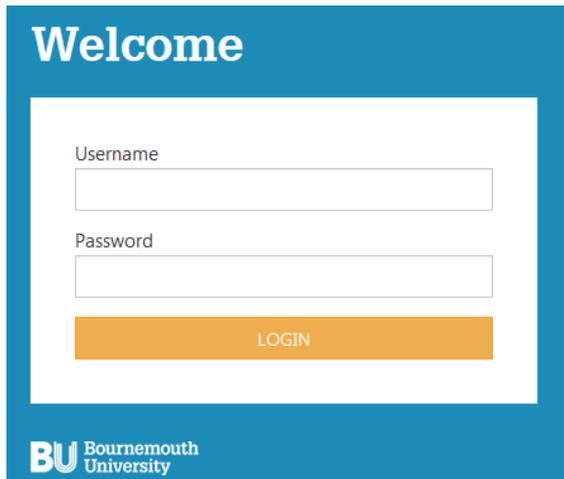
Contents

Step One: Log on to OEC Admin System:

Directly via https://ethicsadmin.bournemouth.ac.uk

Once a Supervisor has forwarded a checklist for APPROVAL, you will receive an automated email alert informing you that a checklist has been submitted and is 'awaiting approval'.   Please do not ignore this email!

Log on using your BU username* and password

* Please **do not** include **@bournemouth.ac.uk** in this field.

Access to the OEC Admin System off campus:

You need to log onto your BU desktop via Horizon before opening a browser page:

1) Log onto **Horizon** (https://horizon.bournemouth.ac.uk/)
2) Click the **HTML Access Link** option (see guidance)
3) From *your BU desktop*, open a browser and copy & paste the OEC admin system link to open (https://ethicsadmin.bournemouth.ac.uk/)

Overview: Online Ethics Checklist (Admin System) Dashboard

Sections (Tabs):

1) **Checklists Awaiting for Approval**

   This section lists all PGR checklists that have been forwarded by a Supervisor for approval. Once a checklist has been 'responded' to, the checklist will disappear from this section.

2) **Approved Checklists**

   This section lists all PGR checklists that you have approved as Ethics Champion.

3) **Checklist Activities**

   This section lists any actions/comments you make in the 'comments' field and which are automatically included in the email notification to the PGR and Supervisor.
   - Status: 'Reject' means that the checklist has been 'sent back for changes'.
   - Status: 'Approve' means the checklist has been approved.

   (*When no comments are made (e.g. on approval), you will see* 'null' *listed in the comments field*).

4) **Amendments Awaiting Approval**

   Requests for Amendments are now online. If you approved a student checklist, you will receive all requests for amendments related to that particular checklist/project to review and either approve or reject. This section lists all requests for amendments. Amendments that you approve online will be recorded on the PGR's PDF checklist.

5) **Approved Amendments**

   This section will list all Amendments that you approve.

6) **Declined Amendments**

   This section will list all Amendments that you decline.

Key to symbols

Respond

Click [icon] to 'respond' to the checklist/PGR

Attachments

Click [icon] to open attachments (e.g. Participant Information Sheet, Participant   Agreement Form, Questionnaire, research protocol etc)

Download

Click [icon] to open and download a copy of PGR ethics checklist

Action

Click [icon] to respond to Amendments

Step 2: The Process (light touch reviews)

Once logged in, the system will default to the *Supervisor* Tab.

Click on Ethics Champion tab:

The Process

'Review' and 'Respond' to the checklist following a light touch review.

- To review the documents, download a copy of the checklist (click) and any attachments (click).

Once you have reviewed the documents if you're satisfied with the checklist and study documentation and there are no further revisions required, you can APPROVE the checklist:

To **APPROVE**, click the respond icon () and select the 'approve' button and submit. (If you want to provide an additional instruction (condition) on approval, add your comments to the comments box). An automated approval email will be generated and sent to the PGR, Supervisor and Research Administrator.

Once the checklist has been approved you will see the following message at the top of the screen:

The checklist has been successfully approved and the researcher has been notified by email.

Alternatively:

Once you have reviewed the documents, if you feel that the checklist and/or study documentation would benefit from further revision you can send the checklist back to the student online.

To **send back for changes**, click 'send back for changes' button and submit (you will **need** to provide comments – *this is now a mandatory field*). An automated email will be generated, (this email will include your comments) and sent to the PGR and Supervisor.

Once the checklist has been sent back for changes you will see the following message at the top of the screen:

The checklist has been successfully re-opened and the researcher has been notified by email.

If the changes mean the level of risk is now HIGH, when the checklist is re-submitted it will be forwarded by the Supervisor to the appropriate Ethics Panel for review and approval.

If the level of risk remains low, when the checklist is re-submitted the Supervisor will review the checklist to make sure your recommendations have been followed and forward the checklist back to you for approval.   You will receive an automated email alert once it has been forwarded.

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

General Points

Trouble shooting

Should you see the following message when you click on the Ethics Champion tab, please email researchethics@bournemouth.ac.uk:

Internal Error Occurred - User bells is not recognised as an Ethics Champion. If you think you should have access please email researchethics@bournemouth.ac.uk.

To **exit** cohort, click Logout

BU Bournemouth University | Online Ethics Checklist   Hello **Rhyannan Hurs** | Logout

General Enquiries

If you have any questions about the review process, please email researchethics@bournemouth.ac.uk