

# Research Ethics Ethics Programme Team Guide UG/PGT Checklists ONLY 'Above minimal risk'

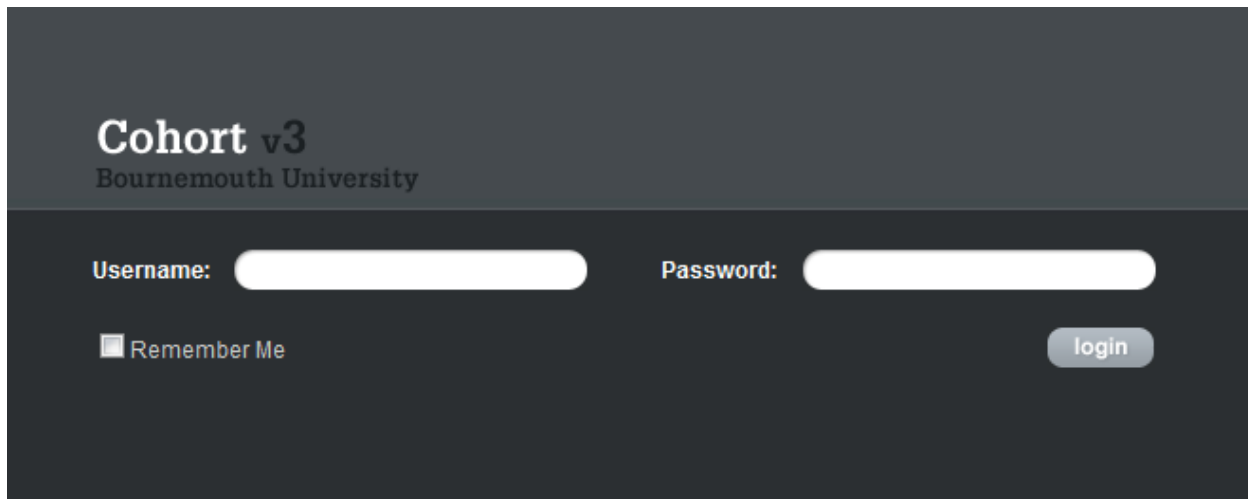
Below is an overview of Cohort (OEC admin site) and a brief user guide.

## Step One:

Once a Supervisor has 'forwarded' a checklist, as a member of the Ethics Programme Team, 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 an automated email notification.

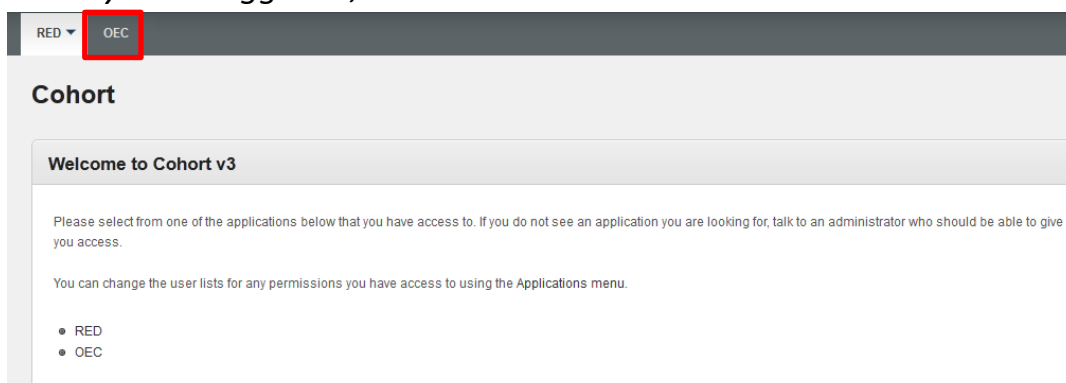
(To view the system off campus, [VMware Horizon Client software](#) is required to access the link. To set up an account, please contact [IT Services](#).)

*Log in screen: Login using your BU credentials*



The image shows the login screen for Cohort v3 at Bournemouth University. It features a dark grey background with the text 'Cohort v3 Bournemouth University' at the top. Below this, there are two input fields: 'Username:' and 'Password:'. A 'Remember Me' checkbox is located below the Username field. A 'login' button is positioned to the right of the Password field.

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



The image shows the dashboard of the Cohort system. At the top, there is a navigation bar with 'RED' and 'OEC' links. The 'OEC' link is highlighted with a red box. Below the navigation bar, the page title is 'Cohort'. A 'Welcome to Cohort v3' message is displayed. The main content area contains 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, including 'RED' and 'OEC'.

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

Id	Researcher Name	Status	Date Submitted	Risk	Supervisor Id	Supervisor Name	Ethics Panel				
11845	Gary Cowen	Forwarded	29/11/2016		1513	Dianne Goodman		<a href="#">PDF</a>	<a href="#">Attachments</a>	<a href="#">Respond</a>	

## 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 Student:

- **Approve** OR
- **Send back for changes**

**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 if applicable), as a member of the Ethics Programme Team you can 'Respond' to Checklist:

## Response options for Student Checklists:

### Respond To Checklist ✕

**Checklist ID** 11853

**Researcher** Gary Cowen

**Supervisor** Dianne Goodman

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

Approve

Send back for changes

Comment:

**Approve High Risk Applications:** If you're happy that the checklist (and additional paperwork, if relevant) is all in order, simply select this option to approve the checklist

**Send back for changes:** If the checklist hasn't been answered correctly or information is missing (e.g. participant agreement form or participant information sheet), the student will need to amend the checklist. Select this option and provide comments.

**Please remember that a student cannot access the checklist again until it is 'returned to them'.** It is also important to include guidance on what changes you want to see in the comments box (unless this has been dealt with separately via email, in which case include a sentence e.g. *"Please see email dated 00/00/00, [insert subject heading] for further details"*) – **Don't forget to include your name.**

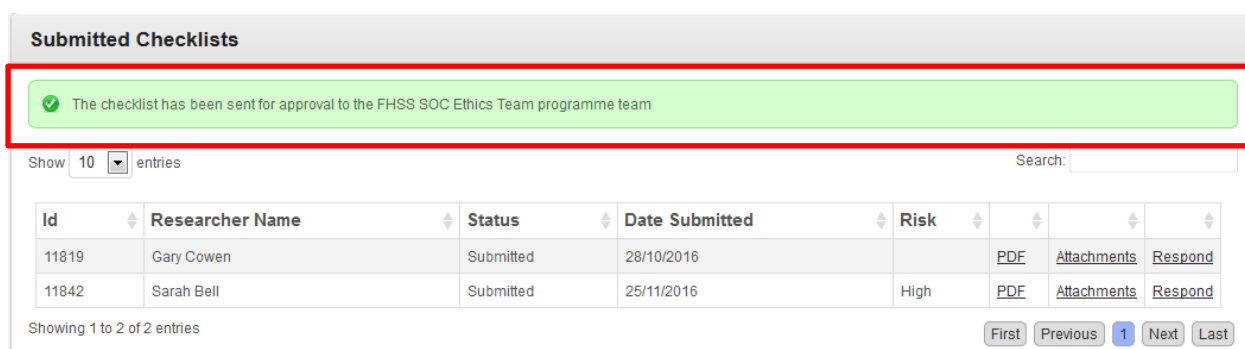
If this option is selected the checklist will be 'open' for the student to access and resubmit back to the Supervisor, who reviews and forwards back to the Ethics Programme Team.

## The Reviews

Practical guidance on how to review and approve checklists on Cohort is provided above, however, as the Ethics Programme Team can vary in membership (i.e. 2-6 reviewers), it is up to each Team how they manage the review and approval of checklists.

If within faculty, there is a departmental coordinator, they can manage the review process on behalf of the Ethics Programme Team. If there is no admin support, then as a Team you need to coordinate how you are going to manage the review and who will approve the checklist, as it only takes one member of the team to 'respond' to a checklist. However you decide to manage the process, please remember, that if you are dealing with a checklist to keep the Ethics Programme Team in the loop because once a checklist has been dealt with on the system, the checklist will disappear from view. Keep each other in the loop!

Once a **Response to Checklist** has been made, the screen returns to the main *Submitted Checklists* screen and the checklist will disappear from the Ethics Programme Team View (*the message will change depending on the response selected*):



The screenshot shows the 'Submitted Checklists' interface. A green confirmation message is displayed at the top, stating: 'The checklist has been sent for approval to the FHSS SOC Ethics Team programme team'. Below the message, there is a search bar and a table of submitted checklists. The table has columns for Id, Researcher Name, Status, Date Submitted, Risk, PDF, Attachments, and Respond. Two entries are visible: one for Gary Cowen (Submitted, 28/10/2016) and one for Sarah Bell (Submitted, 25/11/2016, High Risk). The interface also includes a 'Show 10 entries' dropdown, a 'Showing 1 to 2 of 2 entries' indicator, and navigation buttons (First, Previous, 1, Next, Last).

Id	Researcher Name	Status	Date Submitted	Risk	PDF	Attachments	Respond
11819	Gary Cowen	Submitted	28/10/2016		<a href="#">PDF</a>	<a href="#">Attachments</a>	<a href="#">Respond</a>
11842	Sarah Bell	Submitted	25/11/2016	High	<a href="#">PDF</a>	<a href="#">Attachments</a>	<a href="#">Respond</a>

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



If you have any questions, please email [researchethics@bournemouth.ac.uk](mailto:researchethics@bournemouth.ac.uk)