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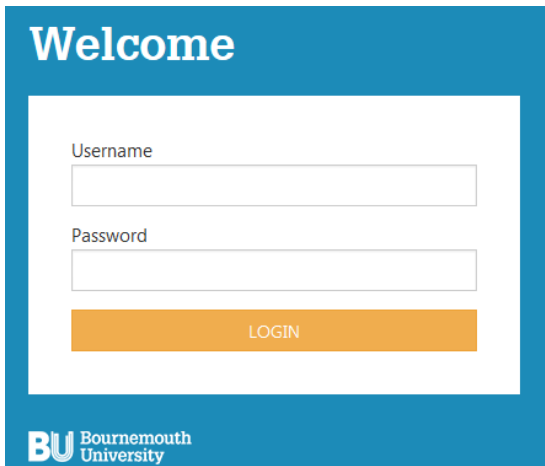# 'Above minimal risk'

Below is an overview of the OEC admin site and a brief user guide.

Once a Supervisor has 'forwarded' a checklist, member(s) of **Ethics Programme Team** will receive an **automated email notification** stating a checklist has been submitted and is awaiting review. (This email is sent to all members of the Team.)

Please note that **only one member** of the Ethics Programme Team needs to 'respond' to the checklist. See the section on '*The Process'*.

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.

OEC Admin System:

Log on using your BU username* and password

* Please **do not** include **@bournemouth.ac.uk**

Access to Cohort off campus:

(To view the system off campus, click https://horizon.bournemouth.ac.uk/ and select **VMWare Horizon HTML Access** to access the link. Click **Accept** and log in using your BU login credentials (Change Status from Student to **Staff**). Click on **Staff Standard Desktop** icon.)

*Once logged in, the system will default to show **Supervisor** Tab. Checklists which need to be reviewed by the Ethics Programme Team will have the status '**Forwarded**'*

Sections:

1) **Checklists Awaiting for Approval**
   This section lists all student checklists that have been forwarded by the Supervisor for approval; **identified by the status 'forwarded'**. Once a checklist has been 'responded' to by **a member** of the Ethics Programme Team, the checklist will disappear from this section.

2) **Approved Checklists**
   This section lists all student checklists approved by the Ethics Programme Team (or as Supervisor).

3) **Checklist Activities**
   This section lists any 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' online.
   - Status: 'Approve' means the checklist has been approved.

4) **Amendments Awaiting Approval – see Amendments**
   All amendments to research projects are made online and as '**original' approver**, you will receive requests for amendments to review and either approve or reject.   This section lists all requests for amendments. Any amendments that you approve will be detailed on the student'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 to 'respond' to the checklist/PGR

Attachments

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

Download

Click to open and download a copy of PGR ethics checklist

Action

Click to respond to Amendments

The Process

'REVIEW' and **'_RESPOND_' to checklist'**. *Also, see* **The Reviews**

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:

Click on and select either **'Approve'** or **'Send back for changes'**

Approve: If you're happy that the checklist (and additional paperwork, if relevant) is COMPLETE, select this option to approve the checklist

Send back for changes: If the checklist is INCOMPLETE (e.g. the wrong version of the participant agreement form or participant information sheet has been used by the student or questions in the checklist haven't been answered correctly), the student will need to amend the checklist and/or paperwork. Select this option and provide comments in the comments box. These comments will appear in the automated feedback email. **The supervisor will also receive a copy of this email.**

Please remember that a student cannot access the checklist again until it is returned to them online. 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. The process begins again and the checklist is **resubmitted to the Supervisor** who will forward onto the Ethics Programme Team for approval (after checking the Team's recommendations have been incorporated).

To exit cohort - Click 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 Supervisor Checklists screen and email researchethics@bournemouth.ac.uk

The Reviews

Practical guidance on how to review and approve checklists on the OEC admin system is provided above, however, as the Ethics Programme Team can vary in membership (i.e. 2-6 (or more) reviewers), it is up to each Team **how they manage the review and approval of checklists**.   As a Team you should discuss how you want to manage the review process (via email, face-to-face discussions). Please do keep a record of decisions made (the University Research Ethics Committee may ask to see copies as part of the monitoring/audit process). **Only one member of the Team needs to 'respond' to a checklist online** and this should be decided on as a group. Decisions should not be made in isolation. See RECP Section 10.3.1.

However, you decide to manage the process, please remember that if you are dealing with a checklist, keep all other members of the Ethics Programme Team in the loop because once a checklist has been dealt with on the system, the checklist will disappear from everyone's view.

Once a '***Response'*** to a checklist has been made, a screen message will appear. This will change depending on the action e.g when a checklist has been sent back for changes:

SUPERVISOR CHECKLISTS

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

If a checklist is sent back for changes, the checklist will be **resubmitted to the Supervisor in the first instance**. It is the **responsibility of the supervisor** to make sure the student has incorporated the changes recommended by the Ethics Programme Team. Once the supervisor is happy with the checklist, they will forward the checklist onto the Ethics Programme Team for another final review and approval.

Amendments

Requests for Amendments are now online and once an Amendment has been submitted by the student, the request will automatically be sent directly to the original 'Approver'. If you approved the checklist, **you** will receive an automated email alerting you that an Amendment has been submitted and is awaiting approval (this email will include a link to the OEC Admin System).

'Review' and 'Take Action'

Click on the section "**Amendments Awaiting Approval**" and Requests will be listed with the description of the amendment listed under **Message**.

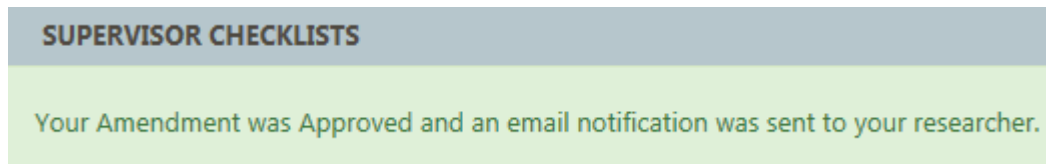

Click the Action icon and the following screen will appear:

Option 1

If the Amendment remains within the scope of the original ethics approval and you are happy to approve e.g. the request is an extension to the end date or recruitment of additional participants (same sample), click **Approve**. Details will appear on the student PDF checklist and the student will be notified by email.

If required you will be able to add attachments (i.e. the student sent a revised participant sheet and you've added comments to it should they need to make changes).
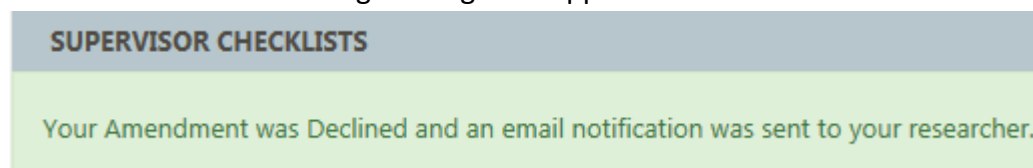
Once approved the following message will appear on screen:

SUPERVISOR CHECKLISTS

Your Amendment was Approved and an email notification was sent to your researcher.

Option 2

If the Amendment is outside the scope of the original ethics approval, you should not approve the Request, e.g. the student would not like to recruit research participants who are minors which was not included as part of the original review. **Decline** the Amendment; remember to add comments to the Comment field providing an explanation e.g. *"Recruiting children is outside the scope of your current ethics approval and will require a new checklist. I am declining this request for Amendment. Please submit a new checklist which will be reviewed and approved as appropriate."* The Student will be notified by automated email. Please note that 'declined' amendments **will not appear** on the student PDF checklist.

Once declined the following message will appear on screen:

SUPERVISOR CHECKLISTS

Your Amendment was Declined and an email notification was sent to your researcher.

If you need to refer to the original checklist, please click "Approved Checklists" section and search under the Checklist ID or Researcher to download a copy of the PDF checklist.

Checklists Awaiting for Approval	Approved Checklists	Checklist Activities	Amendments Awaiting Approval	Approved Amendments	Declined Amendments		
Checklist ID	Researcher	Status	RED ID	Date Approved	Approved By	Attachments	Download
22298	Sarah Bell	Approved		03/09/2018 11:45	Alex Morrison	📎	📄

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