

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

The role of the Ethics Programme Team is to apply an independent judgement on the ethical viability of undergraduate/postgraduate taught student ethics checklists. A review should be appropriate to ascertain (not exhaustive):

- that the student has demonstrated awareness of ethical principles which apply to their research
- the risks have been identified and a clear mitigation strategy has been identified for 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)

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

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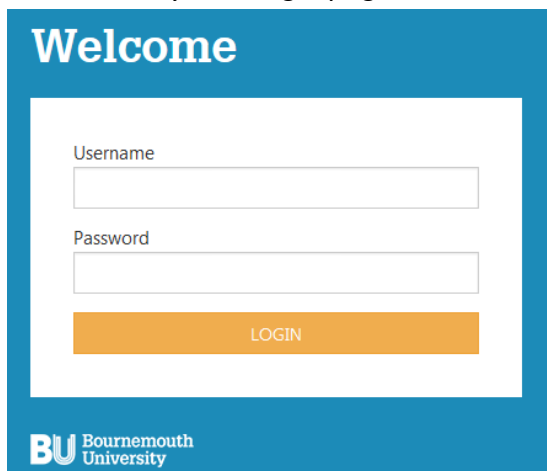
Step One: Log on to OEC Admin System:

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

Once a Supervisor has forwarded a checklist for APPROVAL, you (as part of the Team) will receive an automated email alert informing you that a checklist has been submitted and is 'awaiting approval'. Please do not ignore this email! *(This email is sent to all members of the Team, unless an academic coordinator has been identified as the point person.)*

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

OEC Admin System login page:



Log on using your BU username* and password

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

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

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**'

Checklist ID	Researcher	Study Level	Status	Date Submitted	Risk	Respond	Attachments	Checklist
22298	Sarah Bell	Undergraduate	Forwarded	03/09/2018 10:44	High			

Sections (Tabs):

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 Student and Supervisor.

- Status: 'Reject' means that the checklist has been 'sent back for changes' online.
- 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 (see also [step by step](#) help guide)

Requests for Amendments are now online. If you approve a student checklist online on behalf of the Team, 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  to 'respond' to the checklist/Student




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 Student ethics checklist



Action

Click  to respond to Amendments



To exit cohort - Click logout:

Trouble shooting

Normally if an action doesn't work properly, a message will appear at the top of the screen. Please take a screenshot of this error message and email researchethics@bournemouth.ac.uk so that the issue can be investigated.

For general enquiries about the review and approval process, please email researchethics@bournemouth.ac.uk

Step Two: The Review and Approval Process (practical)

'REVIEW' and 'RESPOND' to checklist. Also, see [The Review](#)

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'**

RESPOND TO CHECKLIST

Checklist ID 22298
Researcher Sarah Bell
Level of Study Undergraduate
Risk High
Supervisor Dean Eatherton
Status Forwarded
Date Submitted 03/09/2018

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: If you're happy that the checklist (and study documentation, if relevant) is COMPLETE, select this option to approve the checklist online. This action will trigger an automated 'approved' email notification.

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 supporting study documentation. Select this option and provide comments in the comments box. This action will trigger an automated 'checklist not yet approved' email notification and the comments will appear in the body of the email. Please provide *clear and precise feedback* to the student. **The supervisor will also receive a copy of this email notification.**

Remember! 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.**

Returning the checklist to the student online will 'open' the checklist so they have edit rights again.

When a checklist is returned to a student online, the process begins again and the checklist is **resubmitted to the Supervisor** (for checking) who will forward onto the Ethics Programme Team for approval after they are satisfied that the Team's recommendations have been incorporated.

The Review Process (Team Management)

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. 3-6 (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 (BU's 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.

Changes in membership

Please email researchethics@bournemouth.ac.uk with the details of who is leaving or who is joining the Ethics Programme Team, so that the OEC Admin System can be kept up to date.