

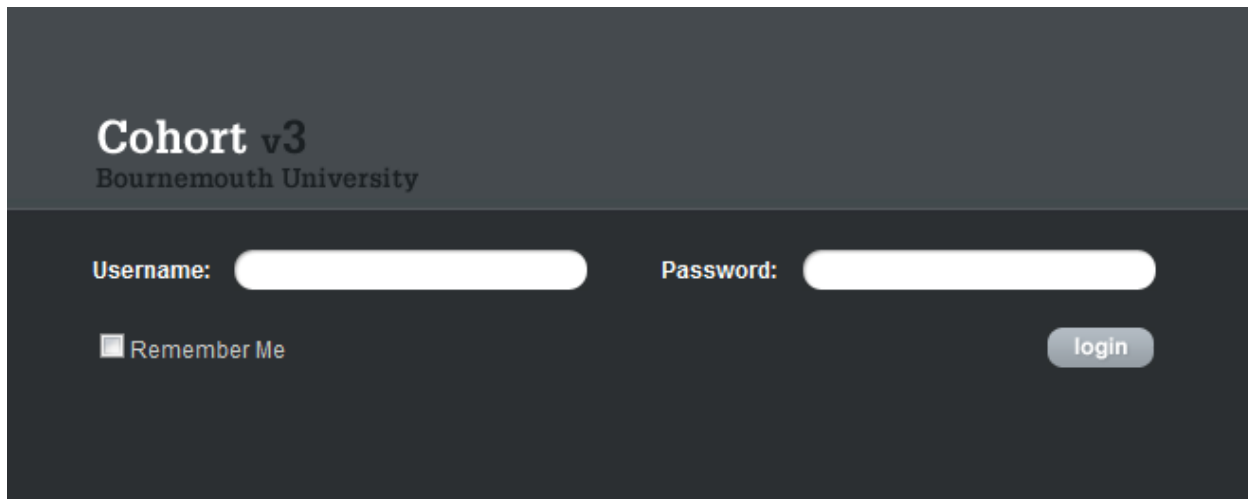
Below is an overview of Cohort (OEC admin site) and a brief user guide.

Step One:

Once a student has submitted a checklist, as Supervisor, you will receive an automated email alert notifying 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 be provided in the automated email notification.

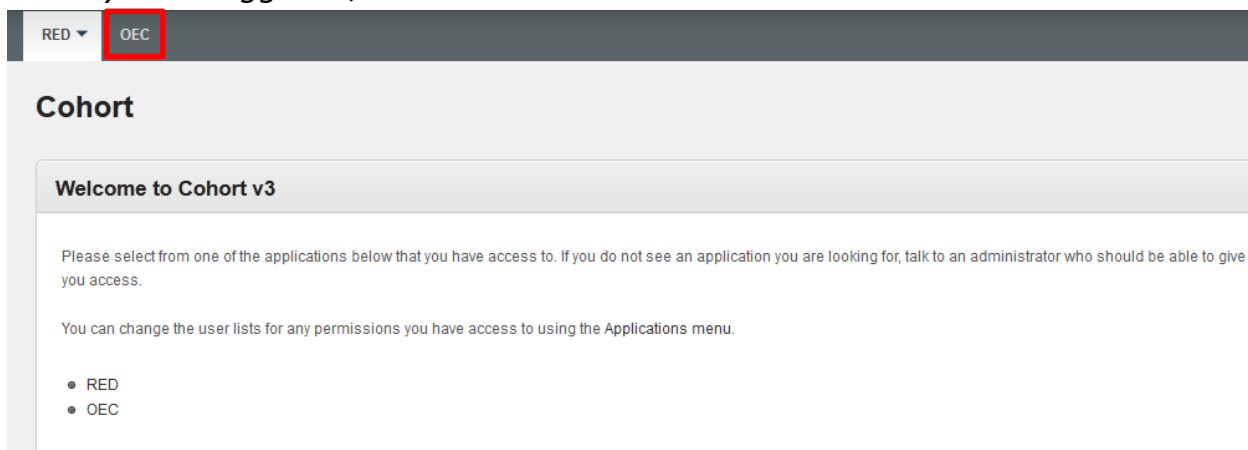
(To view the system off campus, [VMware Horizon Client software](#) is required to access the link. To set up an account, please contact [IT Services](#).)

Log in screen: Login using your BU credentials



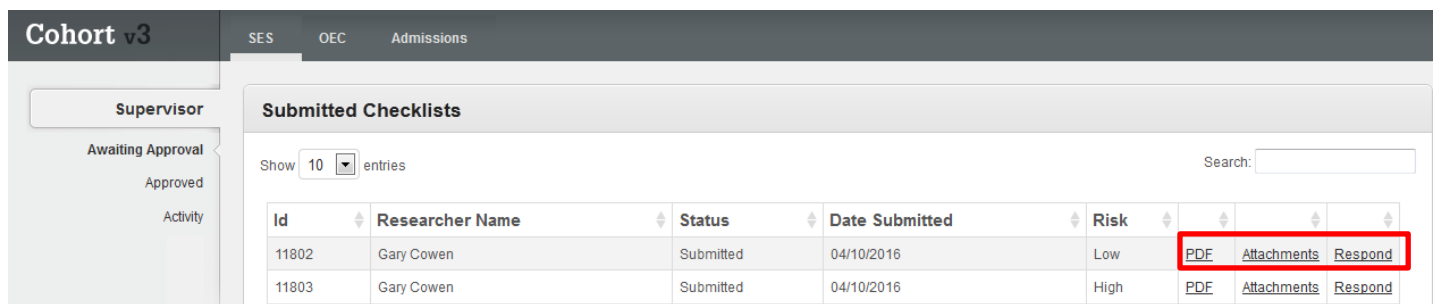
The image shows the login screen for Cohort v3 at Bournemouth University. The header displays "Cohort v3" and "Bournemouth University". Below the header, there are two input fields: "Username:" and "Password:". To the left of the "Remember Me" checkbox is a small square icon. To the right of the "Password:" field is a "login" button.

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



The image shows the dashboard for Cohort v3. At the top left, there is a navigation menu with "RED" and "OEC" (highlighted with a red box). Below the navigation menu, the heading "Cohort" is displayed. The main content area contains a "Welcome to Cohort v3" message, followed by 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." Below this, there is a note: "You can change the user lists for any permissions you have access to using the Applications menu." At the bottom, there is a list of applications: "• 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:

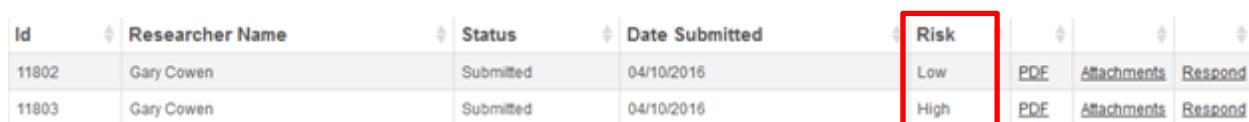
PDF: This link opens up a pdf format of the checklist, to save and/or print as appropriate.

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 Student. The following options are provided

- **Approve** OR
- **Send back for changes**
- **Forward to 'UG SOC Ethics' Team** - this option will **only** appear for high risk applications (risk is determined by the answers given to the questions when the student completes the checklist). Please note there are a number of Ethics Programme Teams set up for FHSS, so the 'ethics programme team' **will change** so the checklist is referred to the appropriate Ethics Programme Team.

Risk is highlighted in the Risk column



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

High risk projects should be forwarded to the appropriate Ethics Programme Team.

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 Supervisor** you need to ‘Respond’ to the Checklist:

Response options for Student Checklists:

Respond To Checklist ✕

Checklist ID	11845
Researcher	Gary Cowen
Supervisor	Dianne Goodman

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

Approve

Send back for changes

Forward to FHSS SOC Ethics Team

Comment:

Approve Low Risk Applications: If you’re happy that the checklist (and additional paperwork, if relevant) and is all in order, simply select this option to approve the checklist. Click Save

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.**

Forward to 'FHSS SOC Ethics' Team: This option is only available if the system has identified the checklist as above minimal risk as these applications should be reviewed by a designated ethics programme team.

Ethics Programme Team codes:

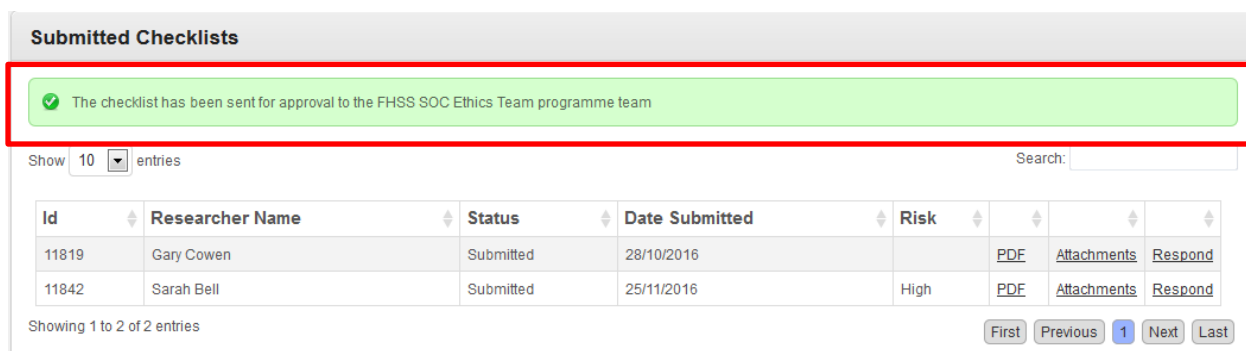
- FHSS SOC ETHICS TEAM
- HSC AMHP AP LDS
- HSC ES N
- HSC PD PH

Each FHSS ug/pgt course has been assigned to one of the team codes listed above and will automatically appear as per the example screen shot listed above.

*The ethics programme team will review and **APPROVE** the checklist. They also have the option to send the checklist back to the student if they think further amendments are required.*

Supervisors: If the 'ethics team' option doesn't appear for a checklist identified as high risk, please email researchethics@bournemouth.ac.uk. Do not approve the checklist.

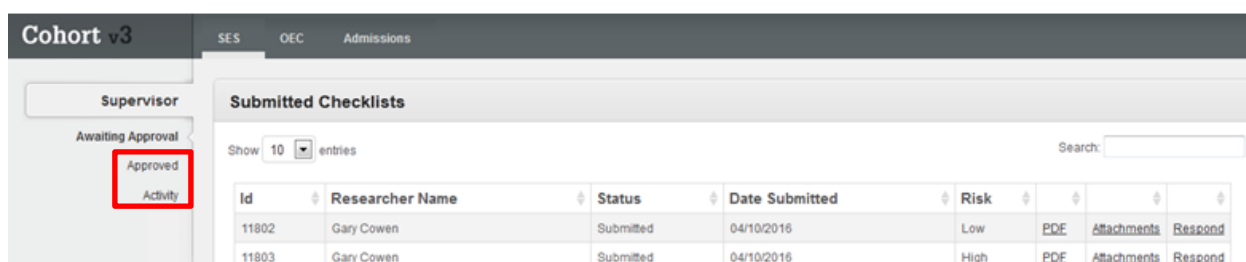
Once a **Response to the Checklist** has been made, the screen returns to the main *Submitted Checklists* screen and the checklist will disappear from the Supervisors View (*the message will change depending on the response selected*):



The screenshot shows the 'Submitted Checklists' interface. A green message box at the top states: 'The checklist has been sent for approval to the FHSS SOC Ethics Team programme team'. Below this is a table with columns: Id, Researcher Name, Status, Date Submitted, Risk, PDF, Attachments, and Respond. Two entries are visible: 11819 (Gary Cowen, Submitted, 28/10/2016, Low risk) and 11842 (Sarah Bell, Submitted, 25/11/2016, High risk). The interface includes search and pagination controls.

Id	Researcher Name	Status	Date Submitted	Risk	PDF	Attachments	Respond
11819	Gary Cowen	Submitted	28/10/2016	Low	PDF	Attachments	Respond
11842	Sarah Bell	Submitted	25/11/2016	High	PDF	Attachments	Respond

Once a checklist has been approved you will be able to see a record of the checklist (pdf) in the Approved tab and a record of any comments you made can be found in the Activity tab



The screenshot shows the 'Cohort v3' interface with a sidebar containing 'Supervisor', 'Awaiting Approval', 'Approved', and 'Activity' tabs. The 'Submitted Checklists' section is active, displaying a table with columns: Id, Researcher Name, Status, Date Submitted, Risk, PDF, Attachments, and Respond. Two entries are visible: 11802 (Gary Cowen, Submitted, 04/10/2016, Low risk) and 11803 (Gary Cowen, Submitted, 04/10/2016, High risk). The interface includes search and pagination controls.

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

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



For Ethics Programme Team Members only

When a checklist has been forwarded to a team for review, members listed as 'contact' will receive an email notification. It is up to the Team how they manage and coordinate reviews.

Please log on to <https://ethicsadmin.bournemouth.ac.uk> Checklists which require additional review and approval will appear within the folder 'Awaiting Approval'. The status will be 'Forwarded' and the automated email will include the name of the original **Supervisor Name** listed. The Researcher Name will list the student.

Id	Researcher Name	Status	Date Submitted	Risk	Supervisor Id	Supervisor Name	Ethics Panel			
11845	Gary Cowen	Forwarded	29/11/2016		1513	Dianne Goodman		PDF	Attachments	Respond

As a member of the Programme Team you can APPROVE or SEND BACK FOR CHANGES

Only one member of the Team should 'respond' to a checklist on Cohort, and once a checklist is approved it will disappear from view.

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