

Research Ethics

Creating and Completing the Online Ethics Checklist (OEC)

Please refer to the [Research Ethics Code of Practice](#)

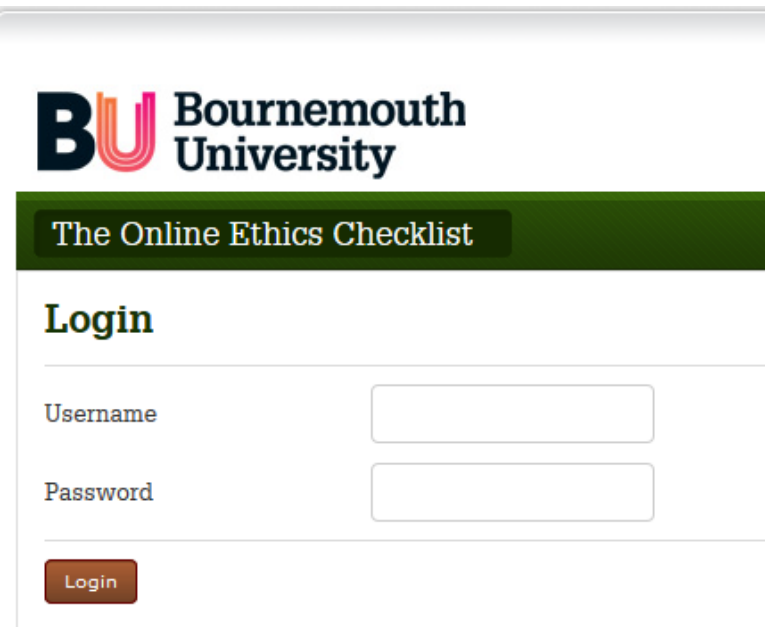
Step One: Log on to the OEC:

Directly via <https://ethics.bournemouth.ac.uk/> or via <https://www1.bournemouth.ac.uk/students/log-services>

The OEC is held on a **BU secure server**, which means you should log on to a PC on campus to access or [VMware Horizon Client software](#) is **required** to access the link. To set up an account, please contact [IT Services](#).

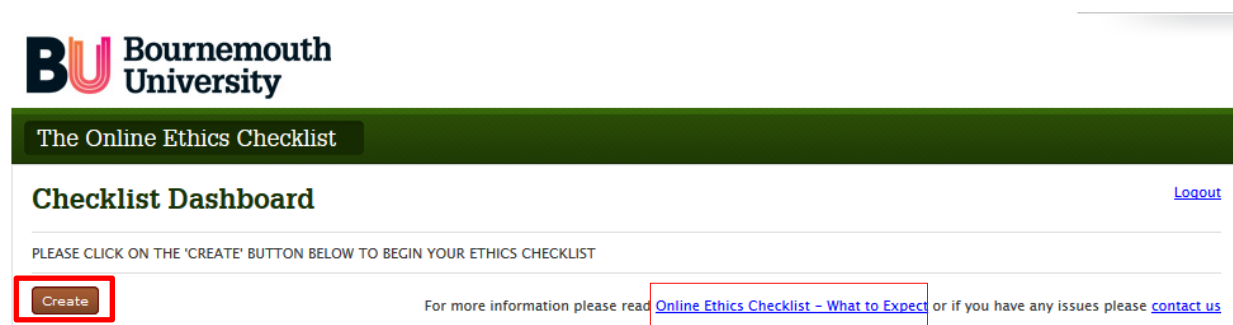
Log on using your BU username and password or Staff username and password.

NB once you've created a checklist, remember to log on using the same BU credentials i.e. if you originally logged on to the OEC using your BU student username, always log on with your BU student username.



The screenshot shows the login interface for the Online Ethics Checklist. At the top left is the BU Bournemouth University logo. Below it is a dark green header with the text 'The Online Ethics Checklist'. Underneath is a 'Login' section with two input fields: 'Username' and 'Password'. A brown 'Login' button is positioned below the password field.

Step Two – create an ethics checklist:



The screenshot shows the 'Checklist Dashboard' for the Online Ethics Checklist. At the top left is the BU Bournemouth University logo. Below it is a dark green header with the text 'The Online Ethics Checklist'. Underneath is a 'Checklist Dashboard' section with a 'Logout' link in the top right. Below the dashboard title is a message: 'PLEASE CLICK ON THE 'CREATE' BUTTON BELOW TO BEGIN YOUR ETHICS CHECKLIST'. A red box highlights a 'Create' button. Below this, there is a link: 'For more information please read [Online Ethics Checklist – What to Expect](#) or if you have any issues please [contact us](#)'.

Click on '**Create**' to start the checklist. Don't forget guidance is provided via the link '*Online Ethics Checklist – What to expect*'.

Create a project name for your checklist - this title will appear on your Checklist Dashboard.

Create Checklist✕

Project Name

OkCancel

The checklist will now appear in a list on your Checklist Dashboard:

Project Name	Status			
PGR Instructions	Open	View	PDF	Delete

- To complete the checklist – click **View**
- To download and/or print a pdf version on the checklist – click **PDF**
- To delete the checklist – please **Delete**. *Please note that once you submit a checklist, it can no longer be deleted from the Checklist Dashboard.*

Step Three – complete the checklist (Don't forget guidance is provided via the link '[Online Ethics Checklist – What to expect](#)' and the [Research Ethics Website](#).)

There are 8 sections of the checklist to complete. The Online Ethics Checklist is collapsible, so your responses will determine whether more/less questions appear. Please discuss with the Supervisor before you complete the checklist.

The sections are highlighted below:

1. Research Details
 - a. Please note the checklist is based on the old School structure:
 - i. Faculty Management – select either Business School or School of Tourism
 - ii. Faculty of Health & Social Sciences – select Health & Social Care
 - iii. Faculty of Media & Communications – select Media School
2. Project Details
 - a. If the name of your Supervisor does not appear as an option, please email researchethics@bournemouth.ac.uk
3. External
 - a. Only select **Yes** if your project involves the NHS including the use of NHS premises, NHS patients and patient data.
4. Literature Review
 - a. If your research involves human participants, select **No**

5. Human Participants (please refer to the [Research Ethics Website](#) for further guidance/templates)
 - a. If you are conducting interviews, focus groups, online (or paper based) questionnaire, please attach a copy of the
 - i. Participant Information Sheet
 - ii. Participant Agreement Form
 - iii. Questionnaire
 - iv. Recruitment adverts
6. Final Review
7. Attachments
8. Research Statement

When completing the checklist – to save the section you're working on, select 'Next' button

Once you've completed the checklist, you can download and/or print off a copy, which you can share with your supervisor before you submit online. From the **Checklist Dashboard** select the **PDF** option.

Step Four – Submit

When you're ready to submit your checklist for review, select *Submit*:

The Online Ethics Checklist

Researcher Details Project Details External Literature Human Participants Final Review Attachments **Researcher Statement**

Ethics Review Checklist - Researcher Statement

I believe the information I have given is correct. I have read and understood the [BU Research Ethics Code of Practice](#), discussed relevant insurance issues, performed a health & safety evaluation / risk assessment and discussed any issues / concerns with my Supervisor / Research Ethics Panel. I understand that if any substantial changes are made to the research (including methodology, sample etc.), then I must notify my Supervisor / Research Ethics Panel and may need to submit a revised Ethics Checklist. By submitting this form electronically I am confirming the information is accurate to my best knowledge.

I agree to the terms outlined above

JOURNALISM / BROADCAST RESEARCHERS: I confirm that I have consulted and understand the [Research Ethics Supplementary Guide: For Reference by Researchers Undertaking Journalism and Media Production Projects](#).

Dashboard Back **Submit**

Confirmation

This concludes your BU ethics application. By clicking submit, this form will be sent electronically to your supervisor(s) for review.

Submit

Cancel

- When you've submitted the checklist you will receive an automated email confirming that your checklist has been submitted. The status the Checklist Dashboard will change to *Submitted*.
- The checklist goes directly to the named Supervisor.
 - If the checklist is low risk it will be reviewed by your Supervisor, who will forward onto an appropriate Ethics Champion (faculty based).
 - If the checklist is high risk it will be reviewed by your Supervisor, who will forward onto an appropriate Research Ethics Panel for approval. You will be invited to Panel (accompanied by your supervisor), so please refer to Panel [Meeting Dates](#) and manage your submission accordingly. It can take between 2 – 6 weeks for approval.
- Your Supervisor, Ethics Champion or Research Ethics Panel can return the form online if changes are required. The status will change back to OPEN. *If the status remains Submitted, please contact your Supervisor and ask them to send the checklist back to you.*
- Please direct any questions regarding the checklist (including an update on review), please email the named supervisor.

Step Five – Approved

Once the Supervisor and/or Ethics Champion and/or Ethics Panel are happy to approve, you will receive an automated approval email. The status on the Checklist Dashboard will change to **Approved**.

Project Name	Status			
PGR Instructions	Approved	View	PDF	Delete

You will also be able print a copy of the approved checklist which you can include with your dissertation.

Please note that once a checklist has been approved, no further changes can be made to it.