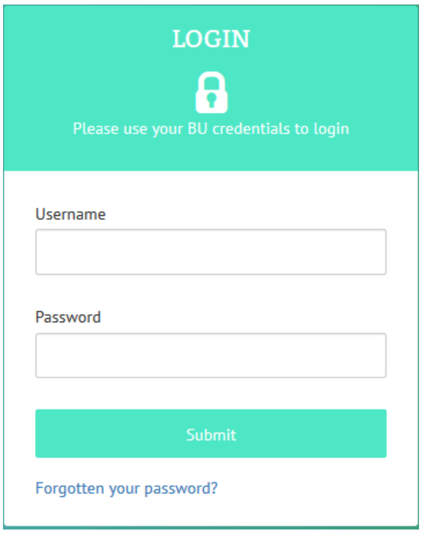
Research Ethics
Creating and Completing the Online Ethics Checklist (OEC)

Please refer to the Research Ethics Code of Practice before completing an ethics checklist.

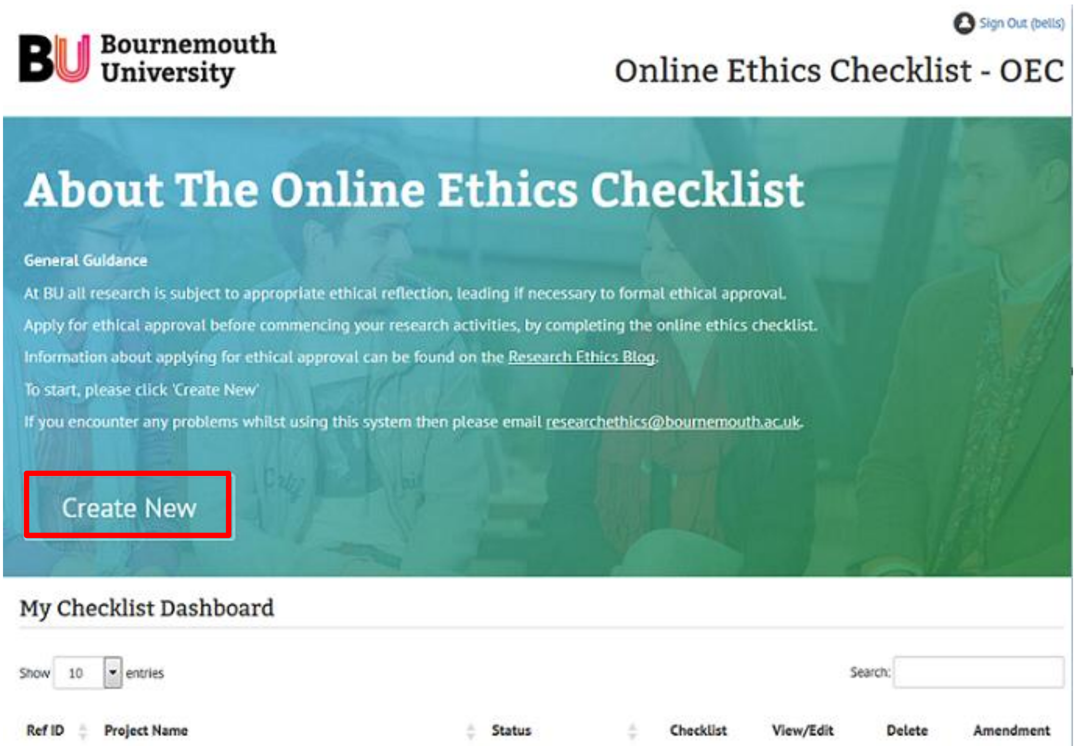
Step One: Log on to the OEC:
Directly via https://ethics.bournemouth.ac.uk/ or via https://www1.bournemouth.ac.uk/students/log-services



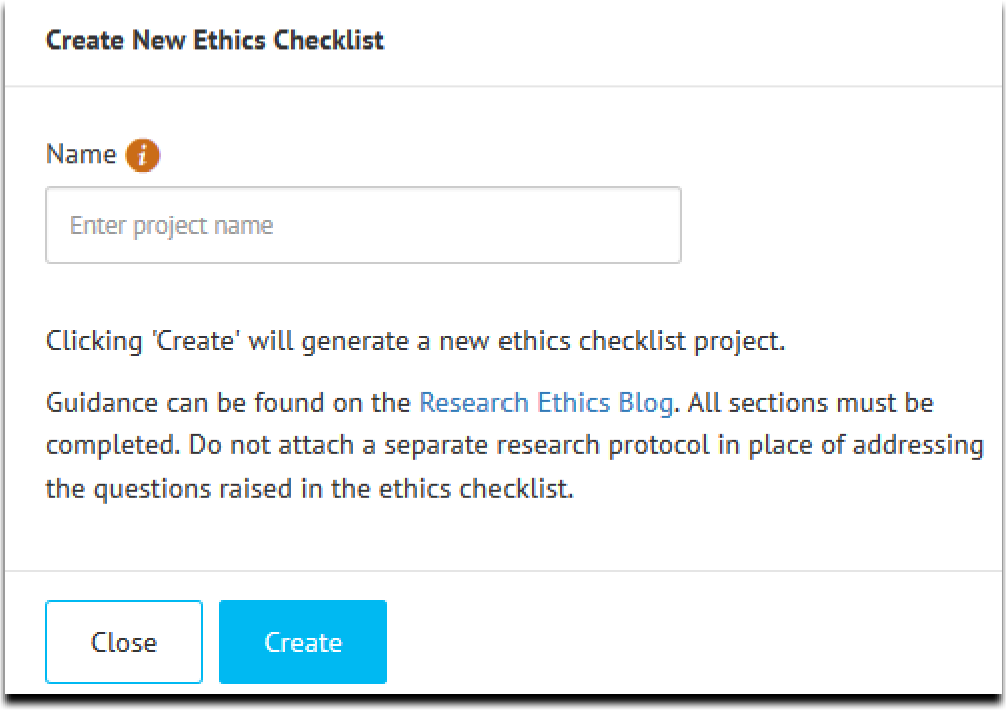
Log on using your BU username and password

If you have dual email accounts, you can use either your staff or student account but stick to the account you use to create the checklist otherwise you may find you have duplicate but incomplete checklists appearing under your staff and student accounts.

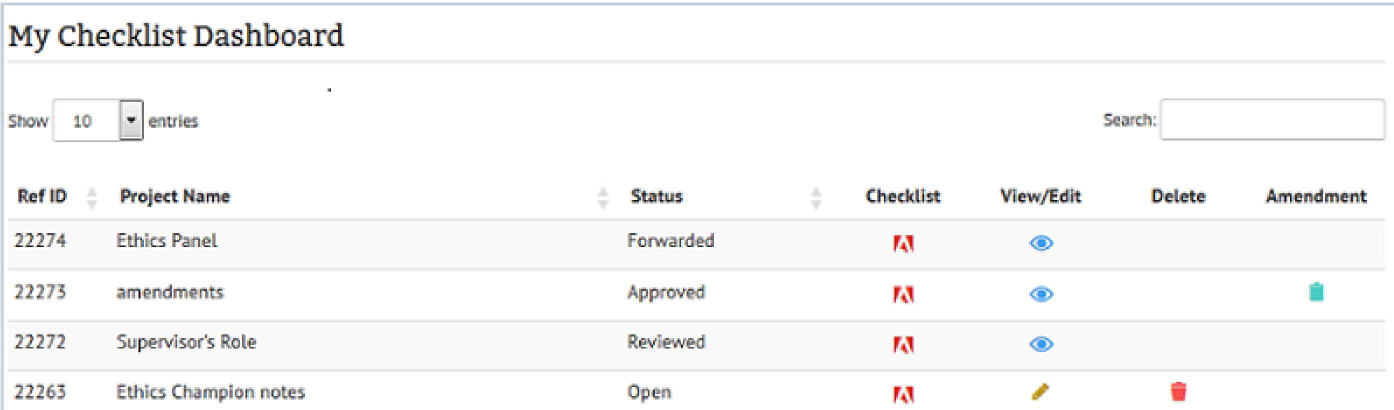
Step Two – Create an ethics checklist: Click on Create New to start a checklist. Don't forget that guidance is available via the Research Ethics Blog.



Create a short ‘project name’ which will appear on your ‘**My Checklist Dashboard’**.



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



Ref ID	Project Name	Status	Checklist	View/Edit	Delete	Amendment
22274	Ethics Panel	Forwarded				
22273	amendments	Approved				
22272	Supervisor's Role	Reviewed				
22263	Ethics Champion notes	Open				

Key to symbols

- To complete/edit the checklist – click on icon under View/Edit
- To download and/or print a pdf version on the checklist – click icon under Checklist
- To delete the checklist – click icon. *Please note that this function is only available when the STATUS is OPEN*. Once a checklist is submitted it can only be amended once it has been ‘returned’ to you but not deleted.
- If request an Amendment – click on (This icon will only appear once a checklist has been approved)

Completing the checklist

There are 4 sections of the checklist to complete. The Online Ethics Checklist is collapsible, so your responses will determine whether more/less questions appear. Please discuss your project and ethical considerations with your Supervisor before you complete the checklist.

Once a section is complete the Next button will enable and you can progress to the next Section. If you miss a question/field, you won't be able move onto the next Section.

The sections are highlighted below:

Section 1 – Researcher/Project Details:

1. ***Researcher Details***

   Click Add Details

   a. Select the appropriate Faculty - 'Faculty':
      i. Faculty Management
      ii. Faculty of Health & Social Sciences
      iii. Faculty of Media & Communications
      iv. Faculty of Science & Technology
   b. Select the appropriate Level of Study – 'Status' e.g. Postgraduate Research
   c. Select the appropriate course 'Course'.
   d. Joint research – list internal and external collaborators.
   e. Select Supervisor from a dropdown list. Begin typing your supervisor's first and/or last name and click the supervisor's name once it appears in the dropdown list. If your Supervisor's name does not appear, email researchethics@bournemouth.ac.uk. Please do not go ahead and select another name because the name you need does not appear! *The person named here will receive your checklist for review so they need to know who you are and what your project is about.*

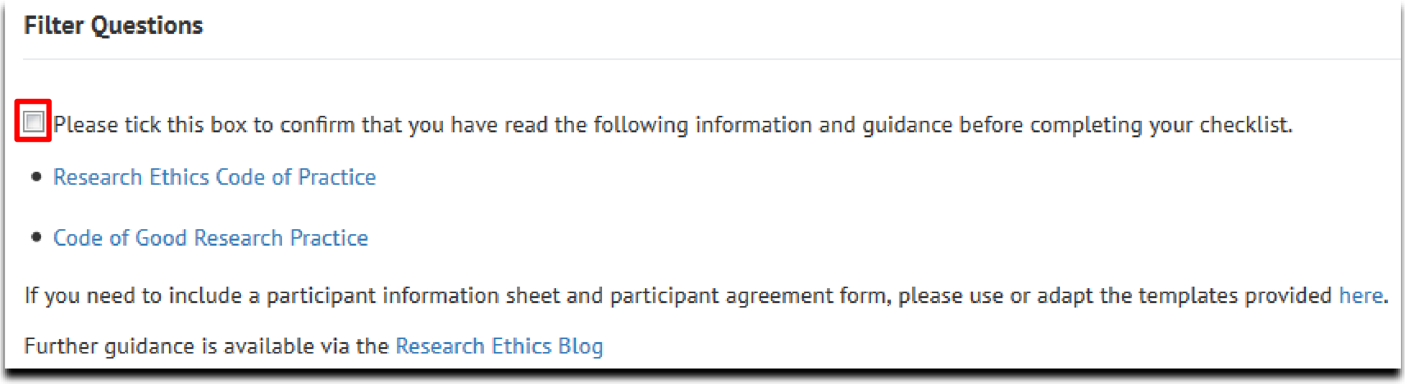
2. Click Save

1. ***Project Details***
   a. Complete the fields – click on and help notes will appear. If you do not complete a field, a warning will appear e.g. 'Must provide a start date of project'
   b. You will not be able to save a section until all fields are completed.

2. Click Save

Section 2 – Filter Questions

Before the Filter Questions appear on screen, you need to confirm that you have read the guidance provided before completing your checklist. The following screen will only appear once.



Tick the box and the filter questions will appear. Please select either yes or no against all the questions. If none of the questions apply to your research – select the final question “None of the questions listed above apply to my research” and click **Save**.

Filter Questions
Is your study solely literature based
Does your study involve Human Participants
Does your study involve the re-use of data
Does your study involve the use of human tissue?
Does your study involve experimentation on any of the following: animals, animal tissue, genetically modified organisms?
Will your research study take place outside the UK?
Does your study require external permission/licences?
Does your study require review an approval through another external Ethics Committee?
Does your study require HRA Approval and/or NHS Research Ethics Committee Approvals?
None of the Questions listed above apply to my research

Click on and help notes will appear

The questions you select in this section will inform the questions that will appear in the next Section “My Research”.

Section 3 – My Research
Depending on the filter questions that you selected in Section 2, you will need to answer questions that appear in ‘My Research’. Your answers should be concise; when completing the additional details sections, only 250 characters (not including spaces) are permitted.

See “my research questions”, which details the questions that will appear under each filter question.

Click on and help notes will appear

You can return to the filter questions and change the questions you have selected as many times as needed but **please note** that once you **deselect** a filter question, any information you have already detailed in Section 3 will be lost as the question no longer applies.

Section 4 – Final Statement/Attachments

Once you have completed Section 1-3, in the final section you can attach any supporting documents, such as participant information sheet, agreement form, questionnaire etc.   Remember there are templates available for you to download and adapt from the Research Ethics Blog.

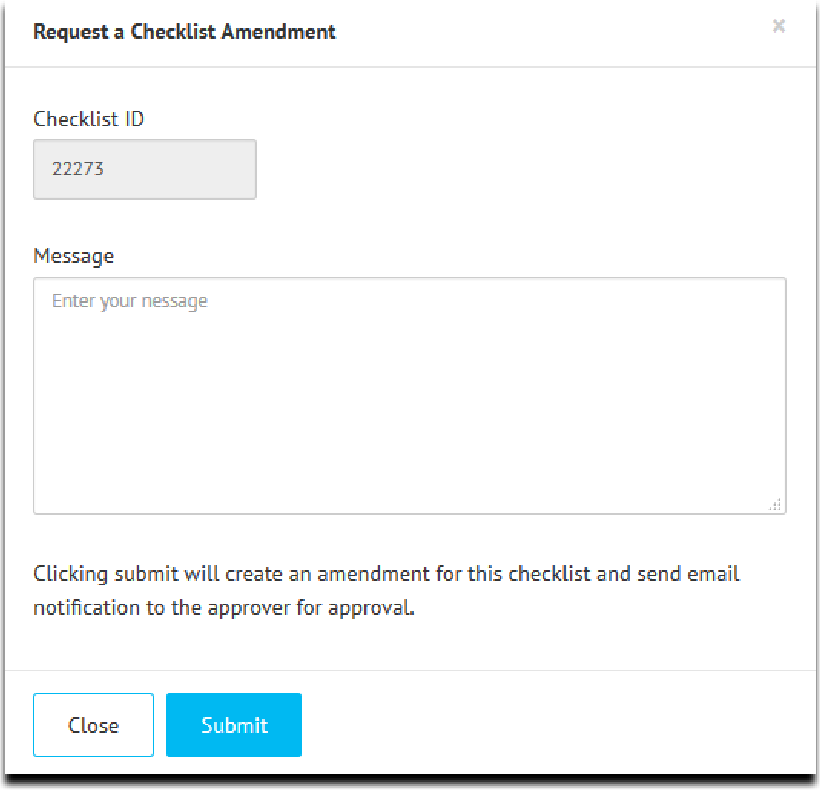
If you do not have any attachments, move straight to the **Researcher Statement**

Click **Save** and a Confirmation box will appear which will details the next steps – Click **Submit** and this concludes your Ethics Checklist.

Amendments

Once your project has been approved, should you need to make any modifications to your project e.g. request for an extension, Amendments can be requested via the online ethics checklist.

On '**my checklist dashboard'**, against the associated checklist, click the icon and complete the 'Request for Checklist Amendment':



Amendments will automatically to be sent the original 'Approver' for review. If the Amendment falls within the current scope of the ethics approval, the Amendment will be approved. If the request falls outside the scope of the approval (e.g. you originally distributed a questionnaire to adults but now you wish to conduct interviews with children) you may be advised to submit a new checklist; in which the request will be declined.

All **approved** amendments will appear on the PDF copy of the checklist.

BU Review and Approval Process Summary

Researcher creates an online ethics checklist via

https://ethics.bournemouth.ac.uk

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Guidance to support applications is available here

https://blogs.bournemouth.ac.uk/research/guidance-on-completing-the-ethics-checklist/

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If intending to include activities with participants, make sure to attach a copy of the Participant Information Sheet and Participant Agreement Form (face-to-face activities) or a copy of the questionnaire/sample of questions etc

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The checklist will be reviewed and approved, depending on your status at BU and the 'risk' categorisation of your study (identified through responses to the checklist questions)

Review Process

Postgraduate Researchers that have submitted a low risk ethics checklist

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The named Supervisor will review and forward onto an appropriate Faculty/Department Ethics Champion for approval.

Both the supervisor and Ethics Champion can 'return' checklists if they are submitted incomplete.

Feedback will be provided via email from 'Research Ethics'.

Postgraduate Researchers that have submitted a high risk ethics checklist

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The named Supervisor will review and forward onto an appropriate Research Ethics Panel for approval.

You will be invited to attend the Panel meeting and you must attend with a member of your Supervisory Team, or the checklist will be deferred to the next Panel meeting.

Feedback will be provided following Panel via email from 'researchethics@bournemouth.ac.uk'

At each stage of the process, automated emails are sent:

- On submission
- If checklist is sent back for changes
- On approval