Please refer to the [Research Ethics Code of Practice](#) before completing an ethics checklist.
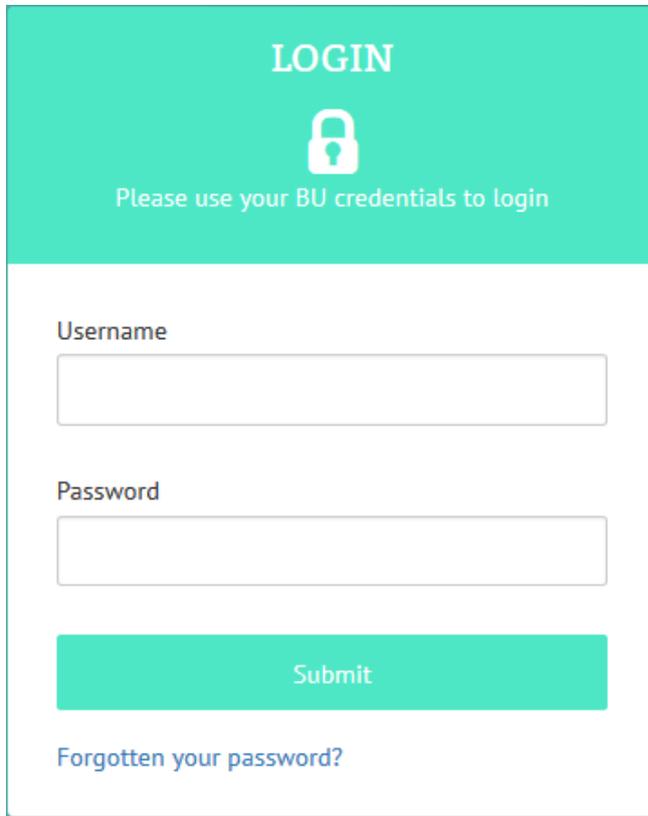
Other useful resources are:

- **[What to expect when completing an online ethics checklist](#)**
- **[Code of Good Research Practice](#)**
- **[Research Data Policy](#)**
- **[Research and Data Protection](#)** – this link requires single sign on (sharepoint)

Contents

Step One: Log on to the OEC:

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

LOGIN

Please use your BU credentials to login

Username

Password

Submit

Forgotten your password?

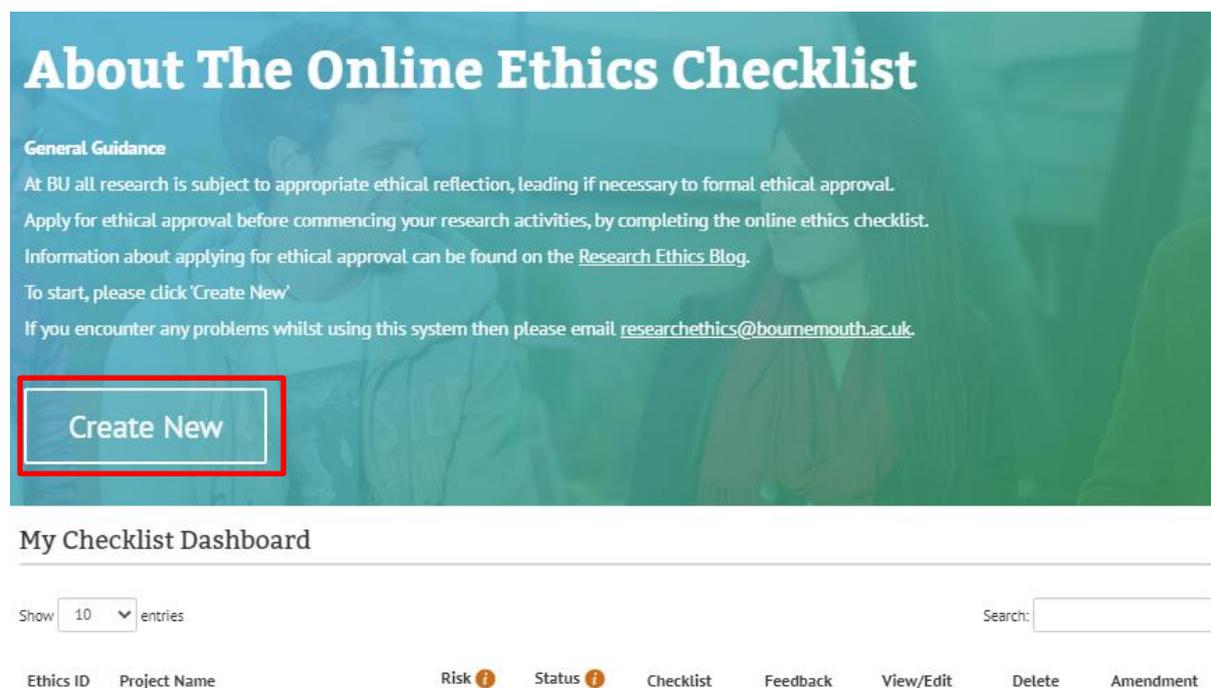**Log on using your BU username* and password**

If you have dual email accounts, you can use either your staff or student account but be consistent and 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.

* Please **do not** include **@bournemouth.ac.uk** in the username field.

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 Website (part of the Research Integrity & Governance Section) and by clicking the ⓘ icon.

Create a short 'project name' which will **only be displayed** on your '**My Checklist Dashboard'.**

Create New Ethics Checklist

Name ⓘ

Enter project name

Clicking 'Create' will generate a new ethics checklist project.

Guidance can be found on the Research Ethics Blog. All sections must be completed. Do not attach a separate research protocol in place of addressing the questions raised in the ethics checklist.

Close | Create

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

My Checklist Dashboard

Show 10 ⌄ entries

Search:

Ethics ID	Project Name	Risk ⓘ	Status ⓘ	Checklist	Feedback	View/Edit	Delete	Amendment
32704	HRA and REC approvals	High	Submitted	⏷	🗐	👁		
32698	HRA Approval Only test	Low	Open	⏷	🗐	✏	🗑	
32222	funding question (PGT)	Low	Approved	⏷	🗐	👁		🗑

Key to symbols

- ✏ Click this icon to complete/edit the checklist.

- ⏷ Click this icon to download and/or print a pdf version on the checklist. (This is the document which will be assessed when the Reviewer considers the ethical viability of your project.

- 🗑 Click on this icon to delete the checklist. *Please note that this function is only available when the STATUS is OPEN and has not been submitted*. Once you submit your checklist it **cannot be deleted**.

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- Click on this icon to view the feedback provided by the Reviewer once your checklist has been submitted. These comments will be made by either your Supervisor, Ethics Champion (minimal risk projects) or a central Research Ethics Panel (above minimal risk projects).

- Click on this icon if you need to submit an Amendment Request Form. **This icon will only appear once your checklist has been approved.**

Step Three: Complete the online checklist

There are 4 sections to the checklist to complete. The Online Ethics Checklist is collapsible, which means that some of your responses will determine whether more or less questions appear for you to complete. 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. Save any new information given before moving in-between sections. If you miss a question/field, you will not be able move onto the next Section.

The sections are highlighted below:

Section 1 – Researcher/Project Details:
1. *Researcher Details*

   Click

   a. Select the appropriate **Faculty**:
      i. Faculty Management
      ii. Faculty of Health & Social Sciences
      iii. Faculty of Media & Communications
      iv. Faculty of Science & Technology
   b. Select the appropriate **Status**: e.g. Postgraduate Research

c. Select the appropriate **Course**: e.g. Postgraduate Research - FST

d. Joint research (BU and/or external collaborators) – list external collaborators (e.g. if you have a matched funded studentship – list the company).

e. **Funding.** Please check this box if you have received funding to support this research project if:

   i. If you are in receipt of a BU matched funded studentship, tick *external funding*

   ii. If you are being sponsored e.g. your fees are being paid by your employer or government, **do not tick** '*please check this box if you have received funding to support this research project*'.

f. Select your 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. **Do not** 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 each section of the checklist. *The following screen will only appear once.*

Filter Questions

☐ Please tick this box to confirm that you have read the following information and guidance before completing your checklist.

- Research Ethics Code of Practice

- Code of Good Research Practice

If you need to include a participant information sheet and participant agreement form, please use or adapt the templates provided here.

Further guidance is available via the Research Ethics Blog

Tick the box highlighted and the filter questions will appear.

Please select either yes or no against the questions that apply to your research. If you are unsure what a filter question means or whether it applies to your research, click 🛈 which explains each question. Make sure the questions you select are relevant to your data collection activities.   Click **Save**.

Filter Questions

Is your study solely literature based?

Does your study involve Human Participants?

Does your study involve the use or re-use of data which will be obtained from a source other than directly from a Research Participant?

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 and/or specifically target a country outside the UK?

Does your study require external permission/licences?

Does your study require review an approval through another external Ethics Committee (Not HRA/NHS Approvals)?

Does your study require HRA Approval and/or NHS Research Ethics Committee Approvals?

None of the Questions listed above apply to my research

Completing the filter questions means the system will then generate only those questions which apply to your research project/data collection activities.

For example:

- if you are collecting data using an online survey (UK only) – the filter question to select would be:

        o   "Does your study involve Human Participants" - **Yes**

If you want to record that you have undertaken an ethical review of your project but none of the filter questions apply to your research, select the final question "*None of the questions listed above apply to my research*" and click **Save.** The next section to complete is Section 4 (Researcher statement/Submit).

Section 3 – My Research

Your answers should be concise when completing the questions. "[OEC questions"](#) lists all the questions that are assigned to each filter question, should you want to have a look off line before completing the checklist.

When completing this section, *remember* - Click on 🛈 for help guides.

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

Section 4 – Final Statement/Attachments

Once you have completed Sections 1-3, in the final section you can attach any supporting documents, such as participant information sheet, agreement form, questionnaire, interview and/or focus schedule (including the questions) etc. Remember there are templates available for you to download and adapt from the Research Ethics website (part of the Research Integrity & Governance section).

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

Click **Add Details** and tick the box *"I agree to the terms outlined above"*. Click **Save** and a **Confirmation** box will appear. Click **Submit** and this concludes your online ethics checklist. (**Note** if you need to resubmit your checklist, you will need to tick this box **again** in order to resubmit your checklist).

BU Review and Approval Process Summary

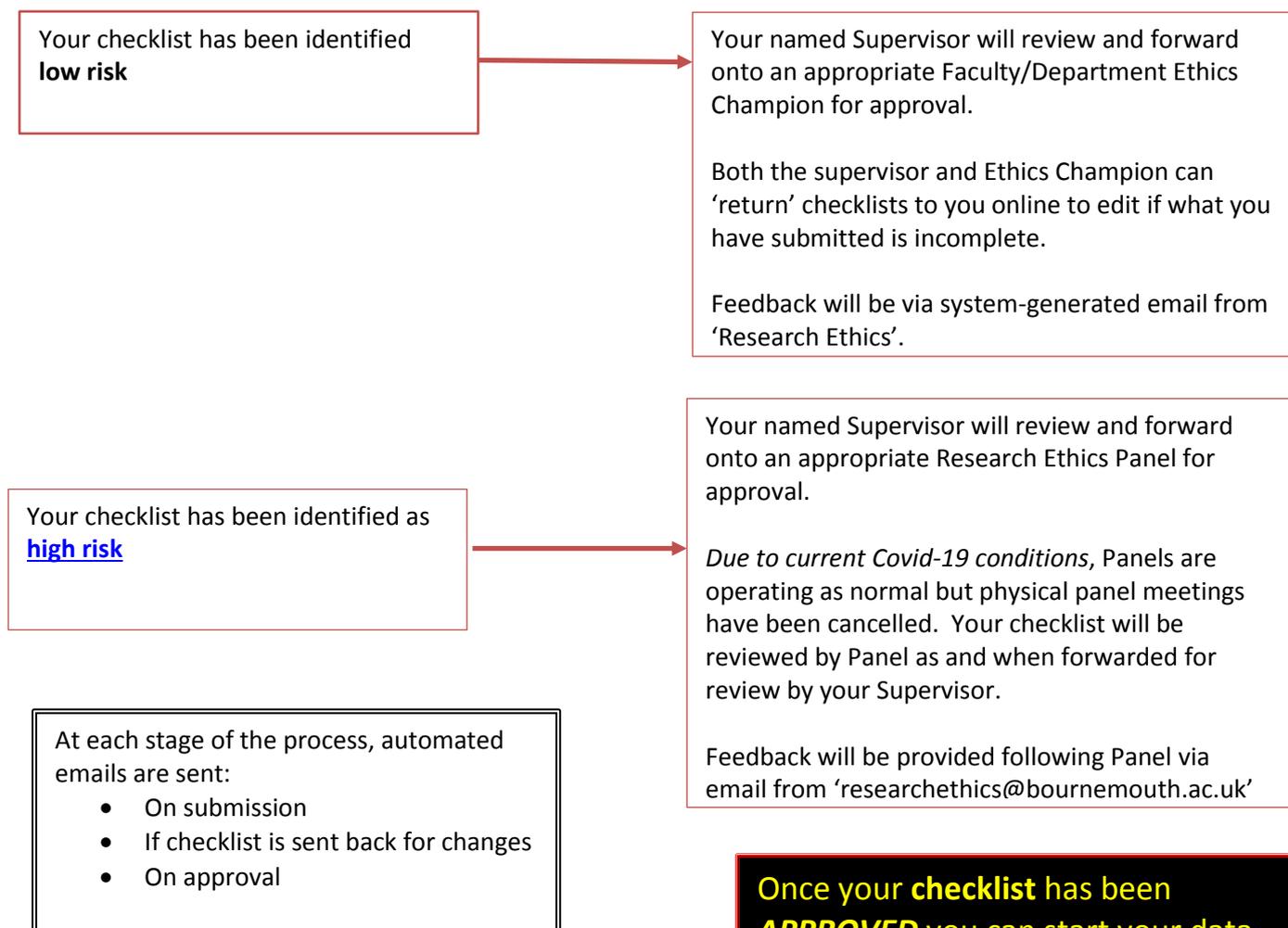|	
You create an online ethics checklist via https://ethics.bournemouth.ac.uk	Guidance to support applications is available via the Research Ethics Website
The checklist will be reviewed and approved, depending on the 'risk' categorisation of your study (identified through responses to the checklist questions)	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

Review Process

Your checklist has been identified **low risk**	Your named Supervisor will review and forward onto an appropriate Faculty/Department Ethics Champion for approval. Both the supervisor and Ethics Champion can 'return' checklists to you online to edit if what you have submitted is incomplete. Feedback will be via system-generated email from 'Research Ethics'.
Your checklist has been identified as **high risk**	Your named Supervisor will review and forward onto an appropriate Research Ethics Panel for approval. *Due to current Covid-19 conditions*, Panels are operating as normal but physical panel meetings have been cancelled. Your checklist will be reviewed by Panel as and when forwarded for review by your Supervisor. 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

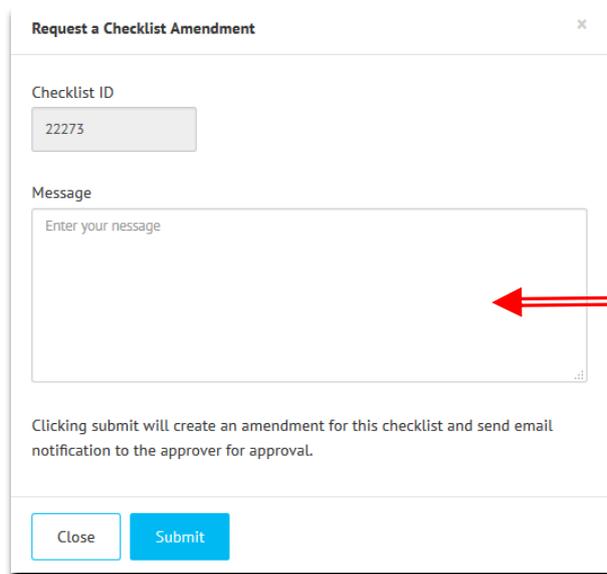Once your **checklist** has been **APPROVED** you can start your data collection activities.

Amendments

Once your project has received ethics approval and it has started, you may find that you need to make an Amendment. Reasons for this can vary but can include:

- A change to the research end date
- A change to the Research Team
- A change in the number of participants you wish to recruit / who you want to recruit
- Changes to the design or methodology of the study
- Changes to the participant involvement/activities
- Changes to study documentation such as participant information sheet, agreement forms, questionnaires
- Any other changes that would impact on a previously approved ethics checklist

All requests should be made via the online ethics checklist.

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

When Approved:
Please note that whatever you type here will appear word for word in your PDF checklist.

You **cannot amend this text** once the request has been submitted.

Be concise, and there is no need include a greeting such as "Dear…" or "Yours sincerely…"

Requests will be considered by either:
- the assigned Ethics Champion (low risk projects) or
- the Research Ethics Panel Chair (high risk projects)

Requests will be approved online but if appropriate you may be advised to submit a new online ethics checklist. For example, if your request falls outside the scope of the original approval (e.g. you distributed a questionnaire to adults but now you wish to

conduct interviews with children) you will be advised to submit a new checklist; in which case, the request will be declined.

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

What happens if my Supervisor or Ethics Champion has left BU?

- Please email researchethics@bournemouth.ac.uk for assistance