Research Ethics: Supervisors Guide
PGR Checklists ONLY

As Supervisor you are responsible for REVIEWING your PGRs ethics checklist (including supporting documentation such as the participant information sheet and agreement form), to ensure your PGR has completed the checklist (and supporting documents) and it is good quality. *It is not the role of the Ethics Champion or central research ethics panel to do this!*

APPROVAL will be made either by a Faculty/Departmental 'Ethics Champion' for low risk projects OR an appropriate central Research Ethics Panel for high risk projects.

Log on to Cohort:

Once a PGR has submitted a checklist, as Supervisor, you will receive an automated email notification from 'research ethics' which includes a link to the OEC admin system. *Please do not ignore this email!* Log in to https://ethicsadmin.bournemouth.ac.uk to access the checklist(s).

OEC ADMIN SYSTEM Homepage:
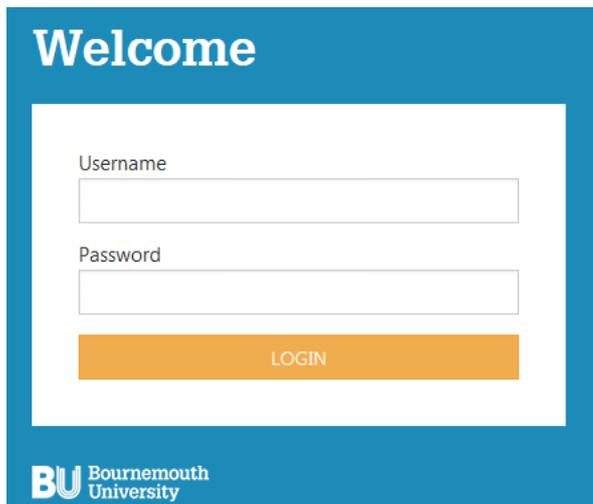
Log on using your BU username* and password

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

Access to Cohort off campus:

(To view the system off campus, click https://horizon.bournemouth.ac.uk/ and select **VMWare Horizon HTML Access** to access the link. Click **Accept** and log in using your BU login credentials (Change Status from Student to **Staff**). Click on **Staff Standard Desktop** icon.)

Once logged in, the system will default automatically to **Supervisor** Tab

Sections:

1) **Checklists Awaiting for Approval**

   This section lists all checklists that have been submitted by PGRs, which you supervise and have been named on the checklist as Supervisor. Once you 'respond' to a checklist, it disappears from this section.

   *If a PGR has named you by mistake – please **'send back for changes'** and ask the PGR to select the correct Supervisor and re-submit.*

2) **Approved Checklists**

   This section lists all checklists approved where you have been named as original 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.
   - 'Reject' means that the checklist has been 'sent back for changes'.
   - 'Approve' means the checklist has been approved.

4) **Amendments Awaiting Approval**

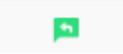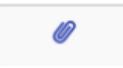   All amendments to research activities will now be made online.

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/PGR

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 PGR ethics checklist

Click to respond to Amendments

Action

The Process

Review

- To download the ethics checklist and attachments:

    Click to download and view a copy of the ethics checklist

    Click to download and view any attachments

Respond

Following a review of the paperwork, you need 'respond' the checklist:

- Click to see the options available:

'Send back for Changes':

If the checklist is incomplete, e.g. questions have not been answered correctly or the participant information sheet and/or agreement form are not based on the current TEMPLATES, you need to send the checklist back to the student online. Feedback should be included in the comments box, and these comments will be included in the automated 'response' email sent to the PGR.   Remember that any comments made will appear in the 'Checklist Activities' section, in case you need to refer back to them at any time.

The student will receive an automated email notification; they will make the changes and resubmit.

RESPOND TO CHECKLIST   ×

Checklist ID   22272
Researcher   Sarah Bell
Level of Study   PostgraduateResearch
Risk   Low
Supervisor   Dean Eatherton
Status   Submitted
Date Submitted   30/08/2018

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

○ Send back for changes
○ Forward to ETHICSCHAMPION
Comment ⓘ

If sending back for changes – you will need to add comments providing feedback on the changes necessary. Please add your name

Submit   Cancel

Please remember that a PGR cannot access their online ethics checklist unless it is returned to them!

When you are satisfied that the checklist is complete and are happy to 'sign off', depending on the risk identified you have the option to forward onto an 'Ethics Champion' (low risk) or a central ethics panel (high risk) 'EthicsFilter' who APPROVE PGR checklists:

Ethics Champion OPTION (low risk projects):

RESPOND TO CHECKLIST   ×

Checklist ID   22272

Researcher   Sarah Bell

Level of Study   PostgraduateResearch

Risk   Low

Supervisor   Dean Eatherton

Status   Submitted

Date Submitted   30/08/2018

*Click 'Forward to ETHICSCHAMPION' and select an **appropriate** Academic from the drop down list.*

(Don't just select the first name in the dropdown list, as Champions have been added per Department, so do make sure who you are selecting an appropriate academic).
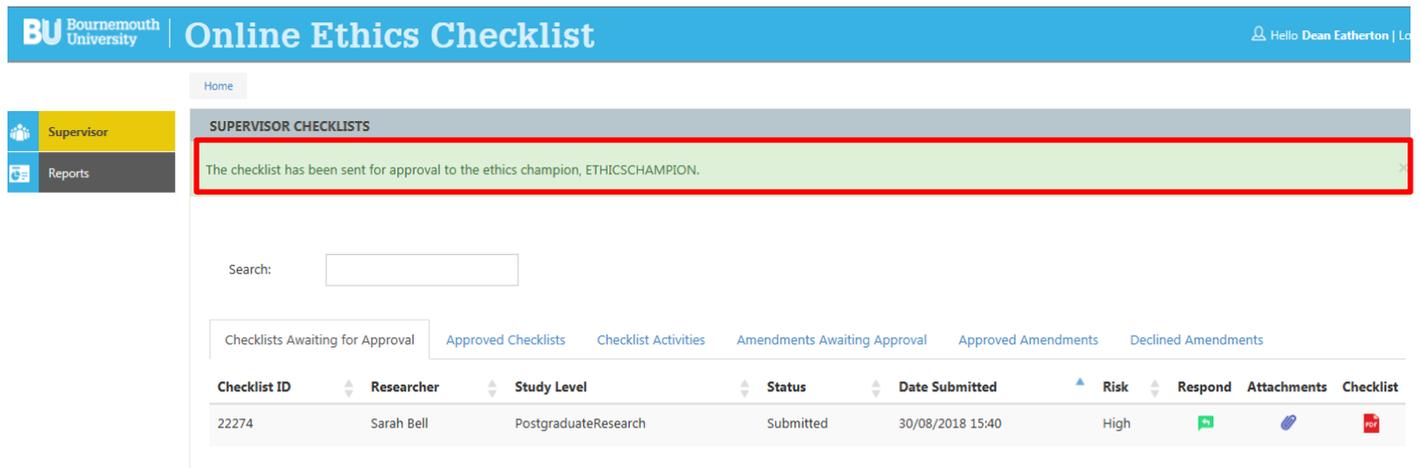
The Ethics Champion will undertake a final review and approve.

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

○ Send back for changes

◉ Forward to ETHICSCHAMPION

Ethics Champion

- Please select an ethics champion -
Philip Ryland
Lorraine Brown
Uzoamaka Anozie   t and discussed
George Filis   al issues relevant to
Elvira Bolat   an participants, an
Sangeeta Khorana   and participant
Michael Silk   at this checklist is
Tim Rees
Suzy Wignall
Rhyannan Hurst

Comment ⓘ

*Click the **'confirmation' statement** and click **Submit***

☐ confirm that I have reviewed the checklist and discussed with my Postgraduate Researcher all ethical issues relevant to this research. If this research involves human participants, an appropriate participant information sheet and participant agreement form are attached. I confirm that this checklist is now ready for approval.

Comment ⓘ

Submit   Cancel

Once a 'response' to a checklist has been made, a system message will appear at the top of the screen to confirm the action taken e.g.

The checklist will disappear from the 'awaiting for approval' section but the 'action' is recorded in the 'checklist Activities' section.

Please note:

Following a review by the Ethics Champion, if they feel that the ethics checklist or supporting documents are incomplete e.g. answers provided are inadequate, they can also send the checklist back to the PGR for changes.

If this happens, you will receive a copy of the automated email, so that you can see what feedback has been provided to the PGR and once the PGR re-submits the checklist, the checklist will come back to you for review. **Make sure** your PGR has incorporated the recommendations made by the Ethics Champion (you can send the checklist back to them if they haven't). Once the checklist is complete, forward onto the Ethics Champion for final review.

Central Ethics Panel OPTION ' Ethicsfilter' (high risk):

Checklists for the attention of the central ethics panel are coordinated through Research Development & Support and managed by either the Research Governance Advisor or Clinical Governance Adviser.

PGRs must be accompanied by a member of the Supervisory Team to all Panel meetings and calendar invites will be sent following the deadline for applications.   If ethics applications are not received by the deadline, they will be deferred to the next Panel meeting.

Following Panel, your PGR will receive feedback (cc'd to supervisor), however, when checklists are resubmitted, they automatically come back to the 'EthicsFilter' to facilitate a final review by Panel Chair.

Once a checklist has been approved by the Research Ethics Panel, you will receive a copy of the automated confirmation email issued to the PGR.

To exit cohort - Click logout:

Trouble Shooting

If you think the system isn't responding the way it should, please check for any error messages which will appear at the top of the Supervisor Checklists screen and email researchethics@bournemouth.ac.uk

Summary:

For **low risk** projects:

1. PGR submits a checklist for review
2. Supervisor reviews and will either 'send back for changes' or 'forward' for approval
3. Ethics Champion will receive the checklist for approval
4. Ethics Champion reviews and will either 'send back for changes' or approve
5. If the checklist is returned to student by Ethics Champion, the PGR will amend and resubmit;
6. Checklist received by Supervisor and reviews etc
7. Supervisor forwards onto Ethics Champion
8. Ethics Champion approves; Supervisor receives copy of APPROVAL email

For **high risk** projects:

1. PGR submits a checklist for review
2. Supervisor reviews and will either 'send back for changes' or 'forward' for approval
3. Following Panel review, checklist may be returned to PGR by EthicsFilter for amendments
4. PGR resubmits; checklist received by EthicsFilter
5. Once Panel has approved the resubmission; checklist is approved
6. Supervisor receives copy of APPROVAL email