



Bournemouth University

# Research Ethics: Supervisors Guide

## PGR Checklists ONLY

Supervisors remain responsible for the *REVIEW* of the ethics submission, to ensure **GOOD** quality.

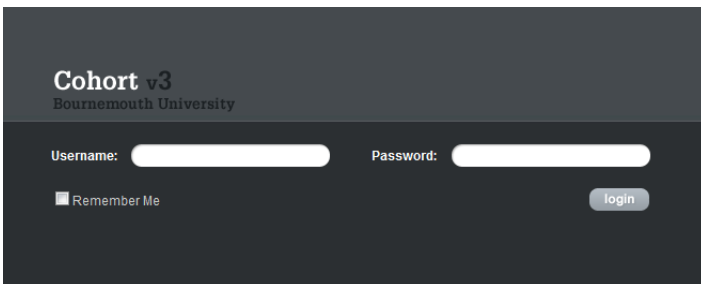
**APPROVAL** will be made either by a Faculty ‘Ethics Champion’ for low risk projects and an appropriate Research Panel for high risk projects.

### Step One:

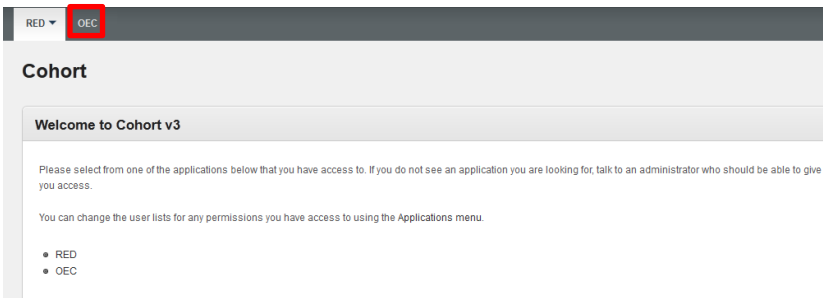
Once a PGR has submitted a checklist, as Supervisor, you will receive a system generated email alerting you that a checklist has been submitted and is awaiting review. Log in to <https://ethicsadmin.bournemouth.ac.uk> to access the checklist(s) using your BU login credentials. This link will also be provided in the email notification as normal.

(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](#).)

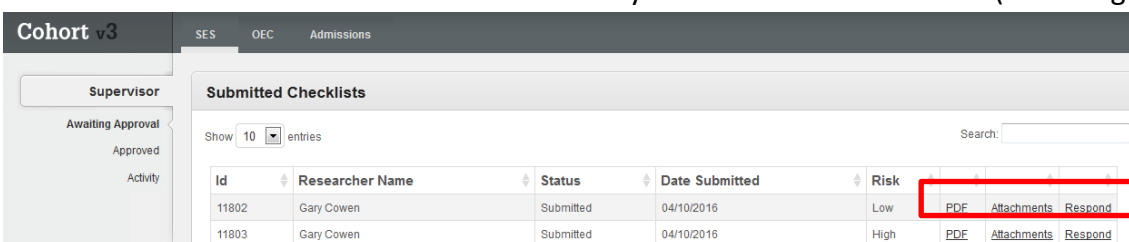
Log in screen:



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



The next screen should default and automatically view submitted Checklists (‘Awaiting Approval’ folder)



**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 PGR:

- **send back for changes** OR
- **Review** and forward on

**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 etc), as Supervisor you need to ‘Respond to Checklist’:

**Response options for Low Risk Checklists – Send back for changes:**

**Respond To Checklist**

Checklist ID: 11802  
Researcher: Gary Cowen  
Supervisor: Naomi Kay

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  
 Review and Forward to ETHICSCHAMPION

Ethics Champion: - please select an ethics champion

I 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:  
If sending back for changes – don't forget to add instructions here

click save →

*If sending back for changes – don't forget to add instructions and your name*

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

**Response options for Low Risk Checklists – Review and Forward on to ETHICSCHAMPION (for approval):**

*Once the checklist has gone through the review process and its ready for approval, click on this option and select the relevant Ethics Champion from the drop down list. The Ethics Champion will undertake a final review and approve.*

**Respond To Checklist**

**Checklist ID** 11802

**Researcher** Gary Cowen

**Supervisor** Naomi Kay

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

Review and Forward to ETHICSCHAMPION

Ethics Champion - please select an ethics champion

I 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:

**Don't forget to tick the 'confirmation' box and click Save:**

- I 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.

## Response options for High Risk Checklists:

The same options apply:

Send back for changes or Forward to ETHICSFILTER.

High Risk PGR Checklists will be reviewed and approved by the appropriate Research Ethics Panel.

### Respond To Checklist ✕

**Checklist ID** 11803  
**Researcher** Gary Cowen  
**Supervisor** Naomi Kay

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 ETHICSFILTER

Comment:

Once a **Response to Checklist** has been made, the screen returns to the main *Submitted Checklists* screen and the checklist will disappear from the Supervisors View:

#### Submitted Checklists

✓ The checklist has been sent for approval to ETHICSCHAMPION, the ethics champion.

Show  entries Search:

Id	Researcher Name	Status	Date Submitted	Risk
No data available in table				

Showing 0 to 0 of 0 entries

Should the Ethics Champion subsequently select '**send back to changes**' rather than approve the ethics submission, the process of review will begin again:

For **low risk** projects:

1. Checklist returned to student by Ethics Champion
2. Student resubmits; checklist received by Supervisor
3. Supervisor forwards onto Ethics Champion
4. Ethics Champion approves; Supervisor receives copy of APPROVAL email

For **high risk** projects:

1. Checklist returned to student by EthicsFilter
2. Student resubmits; checklist received by EthicsFilter
3. Once Panel has approved the resubmission; checklist is approved
4. Supervisor receives copy of APPROVAL email

### **Step three**

To **exit** cohort - Click on the **Cohort logo** and **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 Submitted Checklists screen:

### Example 1 – The Ethics Champion wasn't selected

**Submitted Checklists**

✘ The checklist (ID: 11802) response was invalid, please correct the following errors:

- Please select an ethics champion to forward to.

Show  entries Search:

Id	Researcher Name	Status	Date Submitted	Risk			
11802	Gary Cowen	Submitted	04/10/2016	Low	<a href="#">PDF</a>	<a href="#">Attachments</a>	<a href="#">Respond</a>

Showing 1 to 1 of 1 entries [First](#) [Previous](#) [1](#) [Next](#) [Last](#)

### Example 2 – Supervisor didn't confirm

**Submitted Checklists**

✘ The checklist (ID: 11802) response was invalid, please correct the following errors:

- Please confirm that you have reviewed this checklist.

Show  entries Search:

Id	Researcher Name	Status	Date Submitted	Risk			
11802	Gary Cowen	Submitted	04/10/2016	Low	<a href="#">PDF</a>	<a href="#">Attachments</a>	<a href="#">Respond</a>

Showing 1 to 1 of 1 entries [First](#) [Previous](#) [1](#) [Next](#) [Last](#)

they had reviewed the ethics submission

**If you have any questions, please email [researchethics@bournemouth.ac.uk](mailto:researchethics@bournemouth.ac.uk)**