

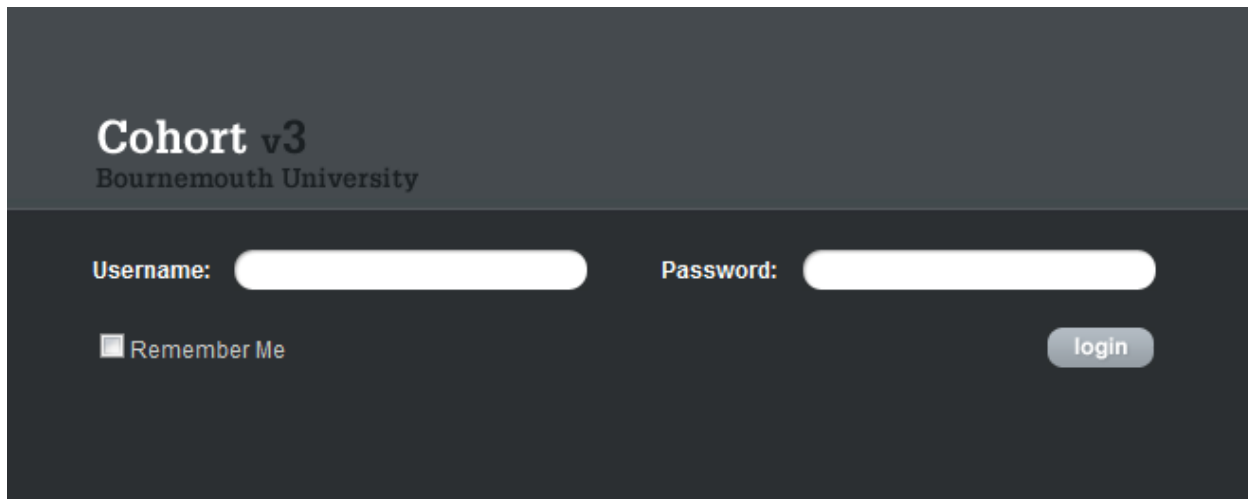
Below is an overview of Cohort (OEC admin site) and a brief user guide.

## Step One:

Once a student 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.

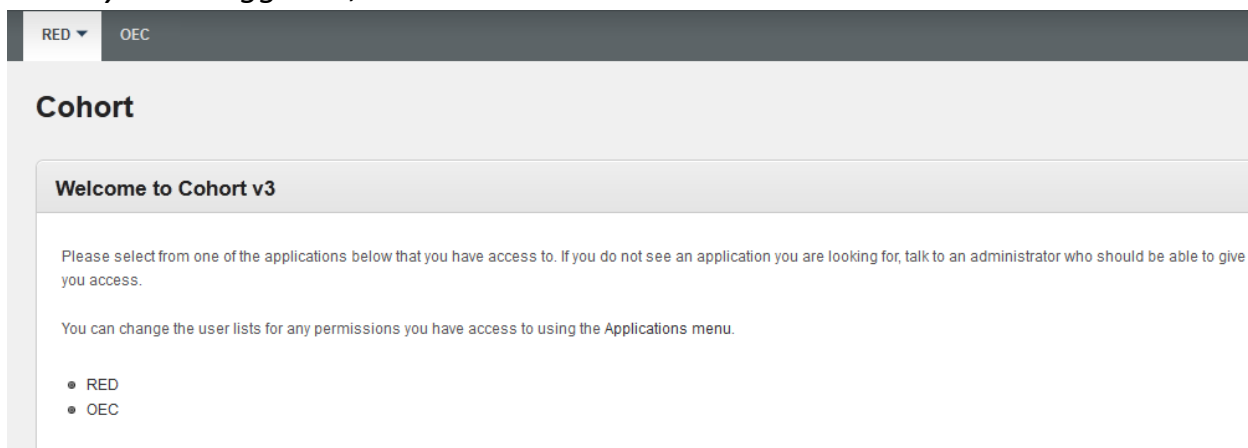
(To view the system off campus, [VMware Horizon Client software](#) is required to access the link. To set up an account, please contact [IT Services](#).)

*Log on screen:*



The screenshot shows the login interface for Cohort v3 at Bournemouth University. It features a dark grey background with the text 'Cohort v3 Bournemouth University' at the top. Below this, there are two input fields: 'Username:' and 'Password:'. A 'Remember Me' checkbox is located below the username field. A 'login' button is positioned to the right of the password field.

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



The screenshot shows the dashboard after logging in. At the top, there is a navigation bar with 'RED' and 'OEC' links. Below this, the main content area is titled 'Cohort' and contains a 'Welcome to Cohort v3' message. The message states: 'Please select from one of the applications below that you have access to. If you do not see an application you are looking for, talk to an administrator who should be able to give you access.' It also mentions: 'You can change the user lists for any permissions you have access to using the Applications menu.' At the bottom, there is a list of applications: 'RED' and 'OEC'.

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

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>
11803	Gary Cowen	Submitted	04/10/2016	High	<a href="#">PDF</a>	<a href="#">Attachments</a>	<a href="#">Respond</a>

## 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:

- **Approve** OR
- **Send back for changes**
- **Forward to 'Ethics Programme Team'** (this option will only appear for *high risk* applications and each Ethics Programme Team is defined as a code (related to the UG or PGT Course))

## 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), as Supervisor you need to 'Respond to Checklist':

## Response options for Student Checklists:

### Respond To Checklist ✕

<b>Checklist ID</b>	11804
<b>Researcher</b>	Gary Cowen
<b>Supervisor</b>	Naomi Kay

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

Approve

Send back for changes

Forward to CMC MA

Comment:

**Approve:** If you're happy that the checklist (and additional paperwork, if relevant) is all in order, simply select this option to approve the checklist

**Send back for changes:** If the checklist hasn't been answered correctly or information is missing (e.g. participant agreement form or participant information sheet), the student will need to amend the checklist. Select this option and provide comments.

**Please remember that a student cannot access the checklist again until it is 'returned' to them.** It is also important to include guidance on what changes you want to see in the comments box (unless this has been dealt with separately via email, in which case include a sentence e.g. *"Please see email dated 00/00/00, [insert subject heading] for further details"*) **Please add your name** as the email will be sent from the system generated email 'research ethics'.

**Forward to ....** This option is only available if the system has identified the checklist as above minimal risk; high risk applications should be reviewed by a designated ethics programme team.

If the 'forward to' option doesn't appear for a checklist identified as high risk, please email [researchethics@bournemouth.ac.uk](mailto:researchethics@bournemouth.ac.uk). Do not approve the checklist.

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 (*the message will change depending on the response selected*):

**Submitted Checklists**

✔ The checklist has been sent for approval to the CMC MA programme team

Show  entries Search:

Id	Researcher Name	Status	Date Submitted	Risk			
11803	Gary Cowen	Submitted	04/10/2016	High	PDF	<a href="#">Attachments</a>	<a href="#">Respond</a>
11805	Gary Cowen	Submitted	04/10/2016		PDF	<a href="#">Attachments</a>	<a href="#">Respond</a>
11806	Gary Cowen	Submitted	04/10/2016		PDF	<a href="#">Attachments</a>	<a href="#">Respond</a>

Showing 1 to 3 of 3 entries [First](#) [Previous](#) [1](#) [Next](#) [Last](#)

To **exit** cohort - Click on the **Cohort logo** and **logout**:

**Cohort v3**  
Bournemouth University

Hello Sarah Bell | [Settings](#) [Logout](#)  
Last login: 13:32 11 Oct 2016

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