Research Ethics Supervisors Guide UG/PGT Checklists ONLY
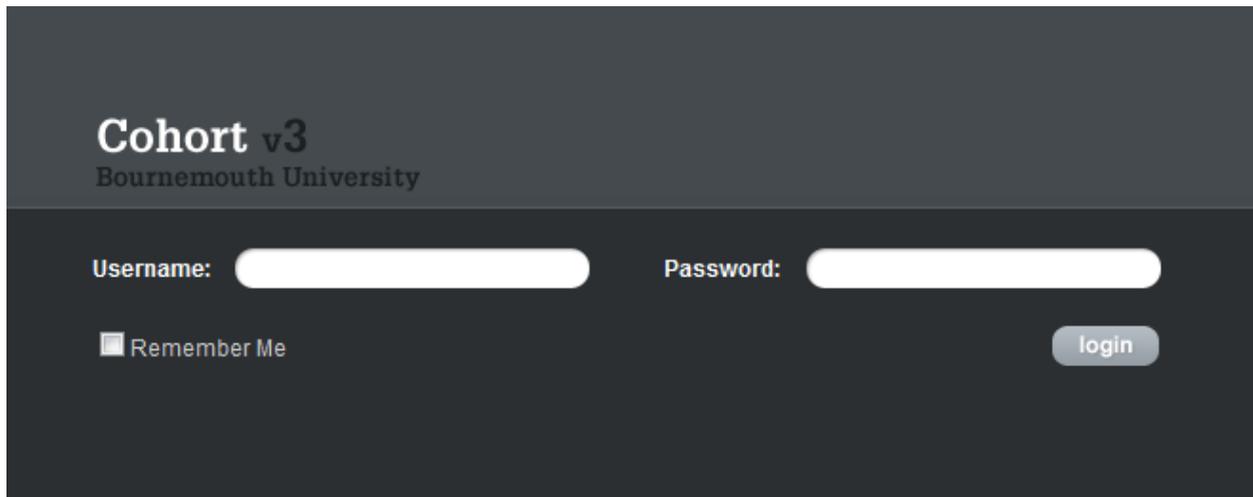
Below is an overview of Cohort (OEC admin site) and a brief user guide.

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.
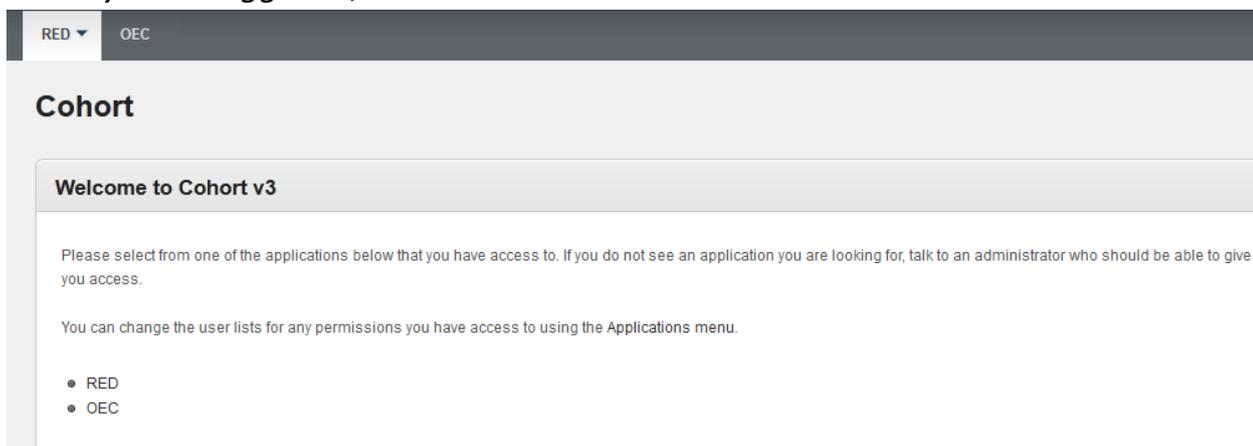
(**To view the system off campus**, VMware Horizon Client software **is required** to access the link. To set up an account, please contact IT Services.)
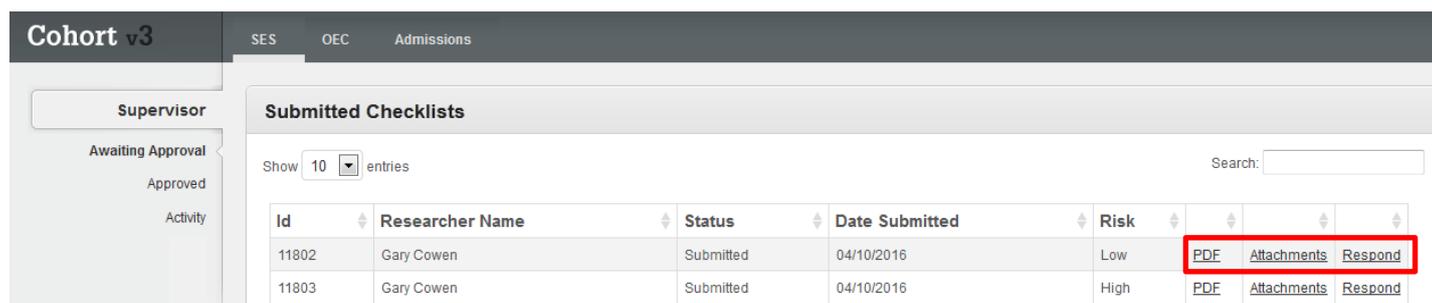
Log on screen:

*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:

- *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 or Faculty)

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 <u>Student Checklists:</u>

Click appropriate response

Click save →

Respond To Checklist ✖

Checklist ID	11804
Researcher	Gary Cowen
Supervisor	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:

> **Send back for changes option** - If the student needs to make changes to the checklist, please provide a brief explanation and don't forget to add your name.

Save   Cancel

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. <u>Please remember low risk checklists only.</u>

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. 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*):

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

If you have any questions, please email researchethics@bournemouth.ac.uk