

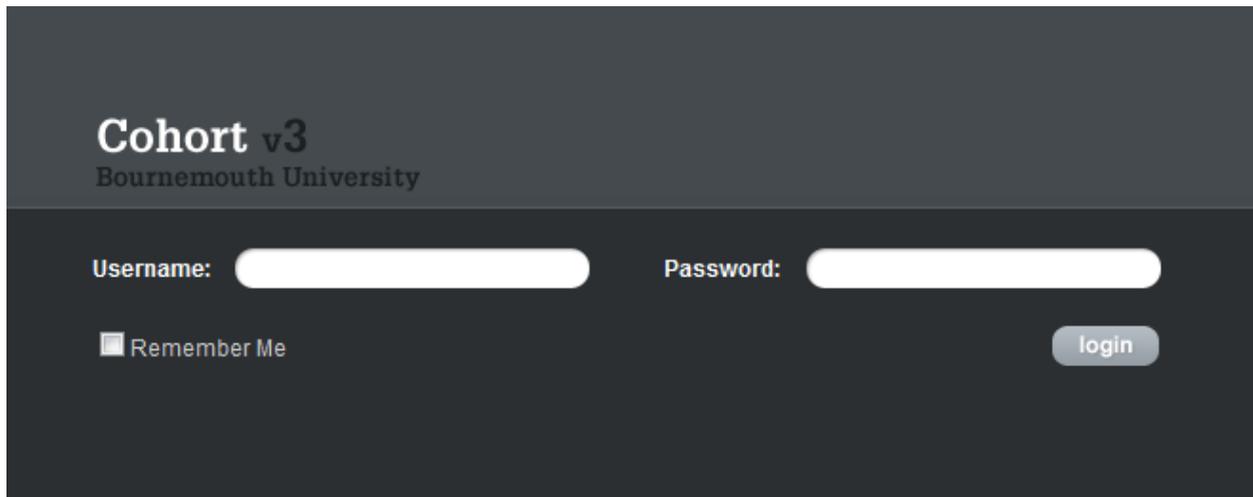
Below is an overview of Cohort (OEC admin site) and a brief user guide.

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.

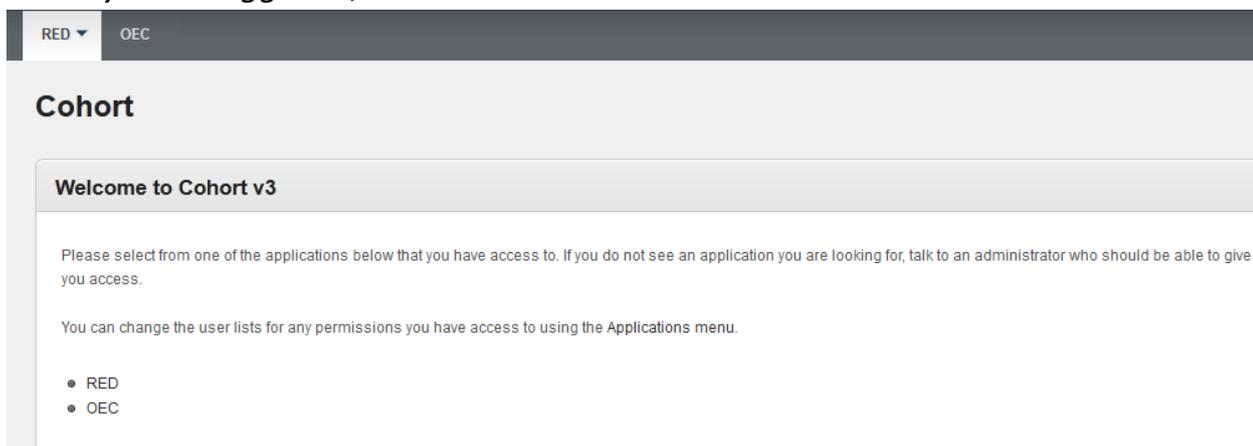
(To view the system off campus, [VMware Horizon Client software](#) is required to access the link. To set up an account, please contact [IT Services](#).)

Log on screen:



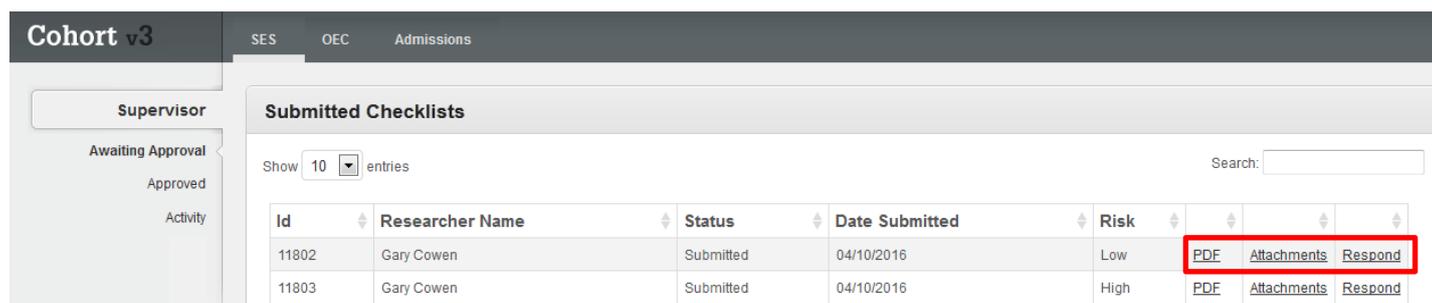
The screenshot shows the login interface for Cohort v3 at Bournemouth University. It features a dark grey background with the text 'Cohort v3 Bournemouth University' at the top. Below this, there are two input fields: 'Username:' and 'Password:'. A 'Remember Me' checkbox is located below the username 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 for Cohort v3. At the top, there is a navigation bar with 'RED' and 'OEC' links. Below this, the heading 'Cohort' is displayed. A 'Welcome to Cohort v3' message is followed by instructions: '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.' Below this, there is a note: 'You can change the user lists for any permissions you have access to using the Applications menu.' A list of applications is shown, including 'RED' and 'OEC'.

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



The screenshot shows the 'Submitted Checklists' page in the 'Cohort v3' system. The page has a dark header with 'Cohort v3' and navigation tabs for 'SES', 'OEC', and 'Admissions'. On the left, there is a sidebar with 'Supervisor' and a list of folders: 'Awaiting Approval', 'Approved', and 'Activity'. The main content area is titled 'Submitted Checklists' and includes a 'Show 10 entries' dropdown and a search box. Below this is a table with the following data:

Id	Researcher Name	Status	Date Submitted	Risk	PDF	Attachments	Respond
11802	Gary Cowen	Submitted	04/10/2016	Low	PDF	Attachments	Respond
11803	Gary Cowen	Submitted	04/10/2016	High	PDF	Attachments	Respond

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 Student Checklists:

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.

Click appropriate response { 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.

Click save → **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. Please remember low risk checklists only.

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*):

Submitted Checklists

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

Show 10 entries Search:

Id	Researcher Name	Status	Date Submitted	Risk			
11803	Gary Cowen	Submitted	04/10/2016	High	PDF	Attachments	Respond
11805	Gary Cowen	Submitted	04/10/2016		PDF	Attachments	Respond
11806	Gary Cowen	Submitted	04/10/2016		PDF	Attachments	Respond

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