

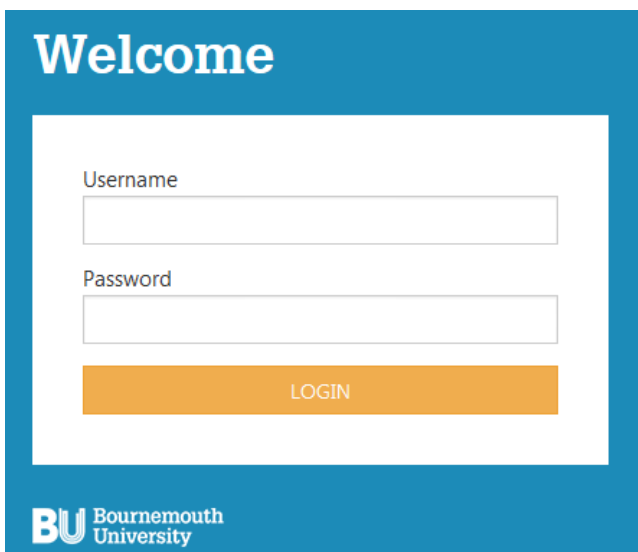
Supervisors are responsible for the *REVIEW* of the ethics checklist (including participant documentation such as the information sheet and agreement form), to ensure a complete submission of GOOD quality.

APPROVAL will be made either by the Supervisor for 'low risk' projects OR an appropriate Ethics Programme Team for 'high risk' projects. If you want to know how the system identifies whether a checklist is high or low risk – see '[what constitutes high risk](#)'.

Log on to OEC admin system:

Once a student has submitted a checklist, as Supervisor, you will receive an automated email alerting you that a checklist has been submitted and is waiting for review – ***please do not ignore this email!*** Log in to <https://ethicsadmin.bournemouth.ac.uk> to access the checklist(s). This link will also be provided in the email notification.

OEC Admin System welcome page:



The screenshot shows a login page with a blue header containing the word "Welcome" in white. Below the header is a white box containing two input fields: "Username" and "Password". Below these fields is an orange button labeled "LOGIN". At the bottom left of the page is the BU Bournemouth University logo.

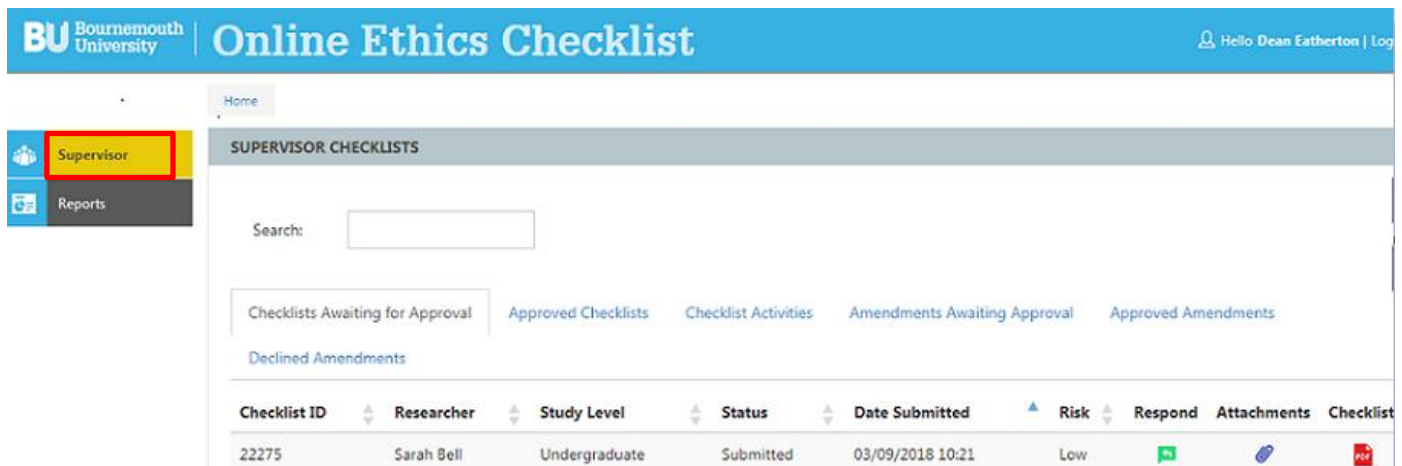
Log on using your BU username* and password

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

Access to OEC Admin system 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.) See [guidance](#).

Once logged in, the screen defaults to show 'Supervisor Checklists'



Checklist ID	Researcher	Study Level	Status	Date Submitted	Risk	Respond	Attachments	Checklist
22275	Sarah Bell	Undergraduate	Submitted	03/09/2018 10:21	Low			

Sections:

1) Checklists Awaiting for Approval

This section lists all checklists that have been submitted by the students you supervise, i.e. the student has listed your name on the online ethics checklist as Supervisor.

Once you 'respond' to a checklist, the checklist will disappear from this section.

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

2) Approved Checklists

This section lists all checklists that:

- i) you have approved as Supervisor (low risk projects) and
- ii) checklists approved by the Ethics Programme Team (high risk projects) where you are named as original supervisor

3) Checklist Activities

When you 'respond' to a checklist, any comments you make in the 'comments' field and subsequently included in the automated email notification to the student are listed in this section.

- Status Type: 'Reject' means that the checklist has been 'sent back for changes' and you'll see your comments in the 'comment' column
- Status Type: 'Approve' means the checklist has been approved (only UG/PGT low risk checklists).

4) Amendments Awaiting Approval – see [Amendments](#)

All amendments are made online via the online ethics checklist. All student project amendment requests are reviewed by the original supervisor or ethics programme team.

This section lists all requests for amendments. Any amendments that you approve will be listed on the UG/PGT checklist PDF copy; a copy of which can be downloaded from the 'Approved Checklists' section









5) Approved Amendments

This section will list all Amendments that you approve.




6) Declined Amendments

This section will list all Amendments that you decline including the comments explaining the amendment has been rejected.

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
Action 	Click  to respond to Amendments

The Review Process


- i) **'Review' the checklist (and ALL supporting documents)**
 - 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
- ii) **'Respond' to the checklist:**
 - Click  to see the options available:

Review

Review the checklist and supporting paperwork (such as Participant information sheet, Agreement Form, Questionnaire etc). As Supervisor if the student has not answered the questions appropriately or the supporting documents do not follow the [standard templates](#) / recommended text or do not reflect what the student has stated in the checklist, you should return the checklist to the student so they can correct/add additional information. Feedback should be included in the comments box, and these comments will be included in the automated email 'response' sent to the student.

Respond Options:

Send back for changes option


To **send back for changes**, click the icon  and select the option 'send back for changes' button, add your comments and click **submit**. An automated email will be generated and sent to the student.

RESPOND TO CHECKLIST

Checklist ID 22275
Researcher Sarah Bell
Level of Study Undergraduate
Risk Low
Supervisor Dean Eatherton
Status Submitted
Date Submitted 03/09/2018

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

Approve
 Send back for changes


Comment 

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

Remember that a student cannot access their ethics checklist unless it is returned to them online!!

When you are satisfied with the quality of the ethics checklist and supporting documents and are happy to 'sign off', you can approve (low risk projects only).

Approve Option

To **Approve** low risk checklists, click  and select the option 'approve' and 'submit'. An automated email will be generated and sent to the student.

RESPOND TO CHECKLIST

Checklist ID 22275
Researcher Sarah Bell
Level of Study Undergraduate
Risk Low
Supervisor Dean Eatherton
Status Submitted
Date Submitted 03/09/2018

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

- Approve
 Send back for changes

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.

SUPERVISOR CHECKLISTS

The checklist has been successfully approved and the researcher has been notified by email.

The checklist will disappear from the 'awaiting for approval' section. The 'action' is recorded in the 'Checklist Activities' section (area where your comments are recorded) and a copy of the PDF checklist can be reviewed and downloaded from 'Checklists Approved' section.

High Risk Projects must be **approved** by an **Ethics Programme Team**.

[Risk](#) is determined by the answers to questions when a student completes the checklist; whether a project is high or low risk is identified in the Risk column (highlighted):

Checklist ID	Researcher	Study Level	Status	Date Submitted	Risk	Respond	Attachments	Checklist
22298	Sarah Bell	Undergraduate	Submitted	03/09/2018 10:44	High			

Supervisors **CANNOT** approve high-risk ethics checklists.

Forward Option

To **'forward'** the checklist to the Ethics Programme Team, click and the option 'forward to TESTING' and Submit

RESPOND TO CHECKLIST

Checklist ID 22298
Researcher Sarah Bell
Level of Study Undergraduate
Risk High
Supervisor Dean Eatherton
Status Submitted
Date Submitted 03/09/2018

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

Send back for changes
 Forward to TESTING

Comment

Please note:

Each Ethics Programme Team is assigned a programme team code e.g. TESTING (this code is set up on the system by the Research/Clinical Governance Advisers in RDS). If the 'forward to' option does not appear to have a CODE assigned, please email researchethics@bournemouth.ac.uk. DO NOT select this option without a CODE; click Cancel when this occurs. A code will be assigned and you will be able to progress with the response.

The Ethics Programme Team will receive an email notification and they will conduct a final review. Teams have two options:

1. Send back for changes (you will receive a copy of the email so that you can see the comments made by the Ethics Programme Team)
2. Approve (you will receive a copy of the approval email)

If the Team return the checklist to the student for additional information, once the student makes the amendments and resubmits, the checklist will **COME BACK TO YOU** as Supervisor. Please make sure the student has updated the checklist (supporting documentation) as per the recommendations made by the Ethics Programme Team. If they have not, you must send the checklist back to the student until they get it right. **IT IS YOUR RESPONSIBILITY** to make sure the changes have been made.

Once you are happy with the revised checklist, you will 'forward' the checklist onto the Ethics Programme Team for APPROVAL.

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


Amendments

Requests for Amendments are made online via the online ethics checklist. Once an Amendment Request Form has been submitted by the student, the request will automatically be sent directly to you as the original 'Approver'. You will receive an automated email alerting you that an Amendment has been submitted and is awaiting approval (this email will include a link to the OEC Admin System).

'Review' and 'Take Action'

Click on the section "**Amendments Awaiting Approval**" and Requests will be listed with the description of the amendment listed under **Message**.

SUPERVISOR CHECKLISTS						
Search: <input type="text"/>						
Checklists Awaiting for Approval	Approved Checklists	Checklist Activities	Amendments Awaiting Approval	Approved Amendments	Declined Amendments	
Checklist ID	Researcher	Message	Status	Date Submitted	Action	
22298	Sarah Bell	Would like to change my methodology to include interviews with children. Previously, the method was questionnaire to parents.	AwaitingApproval	03/09/2018 11:48		

Click the Action icon  and the following screen will appear:

TAKE ACTION ON AMENDMENT - ID = 24

Checklist ID 22298
Researcher Sarah Bell
Status AwaitingApproval
Message Would like to change my methodology to include interviews with children. Previously, the method was questionnaire to parents.
Date Submitted 03/09/2018

Please choose whether you want to approve or decline the Amendment.

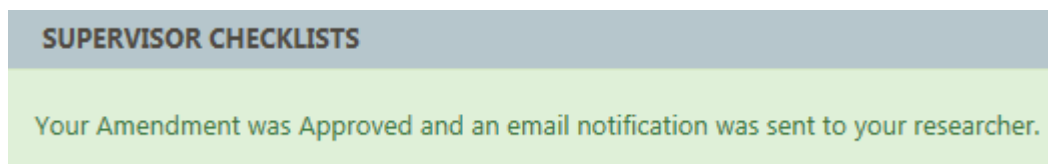
Approve
 Decline

Comment

Option 1

If the Amendment remains within the scope of the original ethical approval and you are happy to approve e.g. the request is an extension to the end date, recruitment of additional participants (same sample), click **Approve**. Details will appear on the PDF copy of the student checklist and the student will be notified by an automated email notification.

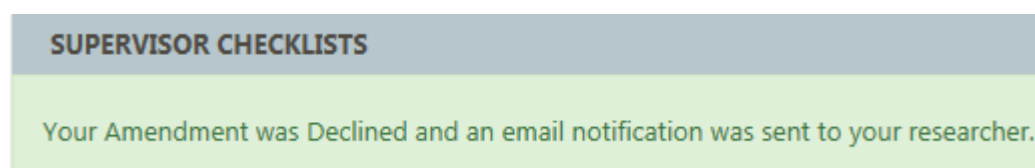
Once approved the following message will appear on screen:



Option 2

If the Amendment is outside the scope of the original ethical approval you should not approve the Request, e.g. the additional activity changes the risk from low to high or original approval was for a literature review and now your students wishes to recruit research participants. **Decline** the Amendment; remember to add comments to the Comment field providing an explanation e.g. *“Recruiting children is outside the scope of your current ethical approval and will require a new checklist. I am declining this request for Amendment. Please submit a new checklist which will be reviewed and approved as appropriate.”* The Student will be notified by automated email. Please note that ‘declined’ amendments **will not appear** on the PDF copy of the Student checklist.

Once declined the following message will appear on screen:



If you need to refer to the original checklist, please click “Approved Checklists” section and search under the Checklist ID or Researcher (student name) to download a copy of the PDF checklist.

Checklist ID	Researcher	Status	RED ID	Date Approved	Approved By	Attachments	Download
22298	Sarah Bell	Approved		03/09/2018 11:45	Alex Morrison	