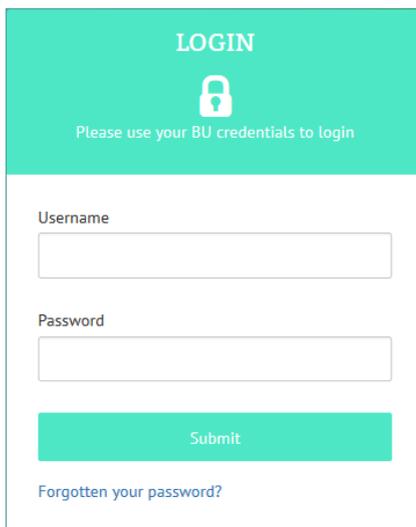


Please refer to the [Research Ethics Code of Practice](#) before completing an ethics checklist.

Step One: Log on to the OEC:

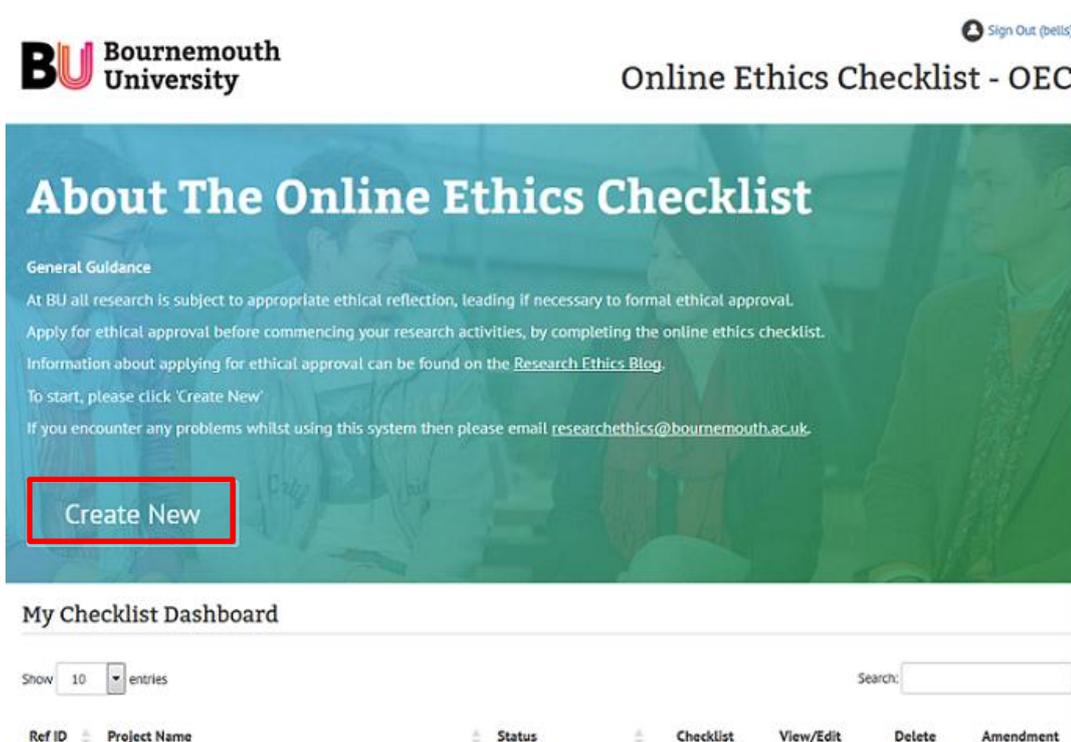
Directly via <https://ethics.bournemouth.ac.uk/> or via <https://www1.bournemouth.ac.uk/students/log-services>



The screenshot shows a login form with a teal header containing the word "LOGIN" and a lock icon. Below the header, it says "Please use your BU credentials to login". The form has two input fields: "Username" and "Password". Below the password field is a teal "Submit" button. At the bottom left of the form, there is a link that says "Forgotten your password?".

**Log on using your  
BU username and  
password**

**Step Two – Create an ethics checklist:** Click on Create New to start a checklist. Don't forget that guidance is available via the [Research Ethics Blog](#).



The screenshot shows the OEC dashboard. At the top left is the BU Bournemouth University logo. At the top right is a "Sign Out (bells)" button. The main heading is "Online Ethics Checklist - OEC". Below this is a large teal banner with the text "About The Online Ethics Checklist". Underneath the banner, there is a section titled "General Guidance" with the following text: "At BU all research is subject to appropriate ethical reflection, leading if necessary to formal ethical approval. Apply for ethical approval before commencing your research activities, by completing the online ethics checklist. Information about applying for ethical approval can be found on the [Research Ethics Blog](#). To start, please click 'Create New'. If you encounter any problems whilst using this system then please email [researchethics@bournemouth.ac.uk](mailto:researchethics@bournemouth.ac.uk)". A red box highlights the "Create New" button. Below the banner is a section titled "My Checklist Dashboard". At the bottom of this section, there is a "Show 10 entries" dropdown and a "Search:" input field. Below these are several columns of headers: "Ref ID", "Project Name", "Status", "Checklist", "View/Edit", "Delete", and "Amendment".

Create a short 'project name' which will appear on your 'My Checklist Dashboard'.

### Create New Ethics Checklist

Name 

Clicking 'Create' will generate a new ethics checklist project.

Guidance can be found on the [Research Ethics Blog](#). All sections must be completed. Do not attach a separate research protocol in place of addressing the questions raised in the ethics checklist.

The checklist will now appear in a list on your Checklist Dashboard:

Ref ID	Project Name	Status	Checklist	View/Edit	Delete	Amendment
22274	Ethics Panel	Forwarded				
22273	amendments	Approved				
22272	Supervisor's Role	Reviewed				
22263	Ethics Champion notes	Open				

### Key to symbols

- To complete/edit the checklist – click on  icon under View/Edit
- To download and/or print a pdf version on the checklist – click  icon under Checklist
- To delete the checklist – click  icon. *Please note that this function is only available when the STATUS is OPEN.* Once a checklist is submitted it can only be amended once it has been 'returned' to you but not deleted.
- If request an Amendment – click on  (This icon will only appear once a checklist has been approved)

## Completing the checklist

There are 4 sections of the checklist to complete. The Online Ethics Checklist is collapsible, so your responses will determine whether more/less questions appear. Please discuss your project and ethical considerations with your Supervisor before you complete the checklist.

**Once a section is complete the Next button will enable and you can progress to the next Section. If you miss a question/field, you won't be able move onto the next Section.**

The sections are highlighted below:

### Section 1 – Researcher/Project Details:

#### 1. *Researcher Details*

Click 

- a. Select the appropriate Faculty - 'Faculty':
  - i. Faculty Management
  - ii. Faculty of Health & Social Sciences
  - iii. Faculty of Media & Communications
  - iv. Faculty of Science & Technology
- b. Select the appropriate Level of Study – 'Status'
- c. Select the appropriate course 'Course'. If the course you are registered on does not appear in the drop down list, please email [researchethics@bournemouth.ac.uk](mailto:researchethics@bournemouth.ac.uk). Don't just select any course!
- d. Select Supervisor from a dropdown list. Begin typing your supervisor's first and/or last name and click the supervisor's name once it appears in the dropdown list. If your Supervisor's name does not appear, email [researchethics@bournemouth.ac.uk](mailto:researchethics@bournemouth.ac.uk). Please do not go ahead and select another name because the name you need does not appear! *The person named here will receive your checklist for review so they need to know who you are and what your project is about.*

2. Click 

#### 1. *Project Details*

Click 

- a. Complete the fields (Title, Summary, Insert dates) – click on  and help notes will appear. If you do not complete a field, a warning will appear e.g. 'Must provide a start date of project'
- b. You will not be able to save a section until all fields are completed.

2. Click 

## Section 2 – Filter Questions

Before the Filter Questions appear on screen, you need to confirm that you have read the guidance provided before completing your checklist. This screen will only appear once.

### Filter Questions

Please tick this box to confirm that you have read the following information and guidance before completing your checklist.

- [Research Ethics Code of Practice](#)
- [Code of Good Research Practice](#)

If you need to include a participant information sheet and participant agreement form, please use or adapt the templates provided [here](#).

Further guidance is available via the [Research Ethics Blog](#)

Tick the box and the filter questions will appear. Please select either yes or no against all the questions. If none apply to your research – select the final question “None of the questions listed above apply to my research” and click Save.

### *Filter Questions*

Is your study solely literature based

Does your study involve Human Participants

Does your study involve the re-use of data

Does your study involve the use of human tissue?

Does your study involve experimentation on any of the following: animals, animal tissue, genetically modified organisms?

Will your research study take place outside the UK?

Does your study require external permission/licences?

Does your study require review and approval through another external Ethics Committee?

Does your study require HRA Approval and/or NHS Research Ethics Committee Approvals?

None of the Questions listed above apply to my research

Click on  and help notes will appear

The questions you select in this section will inform the questions that will appear in the next Section “My Research”.

## Section 3 – My Research

Depending on what filter questions you have selected in Section 2 (see below) you will need to answer questions that appear in this section. Your answers should be concise; when completed the additional details sections, only 250 characters (not including spaces) are permitted.

See “[my research questions](#)”, which details the questions that will appear under each filter question. Remember to click on  and help notes will appear which provide additional guidance. You can return to the filter questions and change the questions you have selected as many times as needed but **please note** that once you **deselect** a filter question, any information you have already detailed in Section 3 will be lost as the question no longer applies.

#### Section 4 – Final Statement/Attachments

Once you have completed Section 1-3, in the final section you can attach any supporting documents, such as participant information sheet, agreement form, questionnaire etc. Remember there are templates available for you to download and adapt from the [Research Ethics Blog](#).

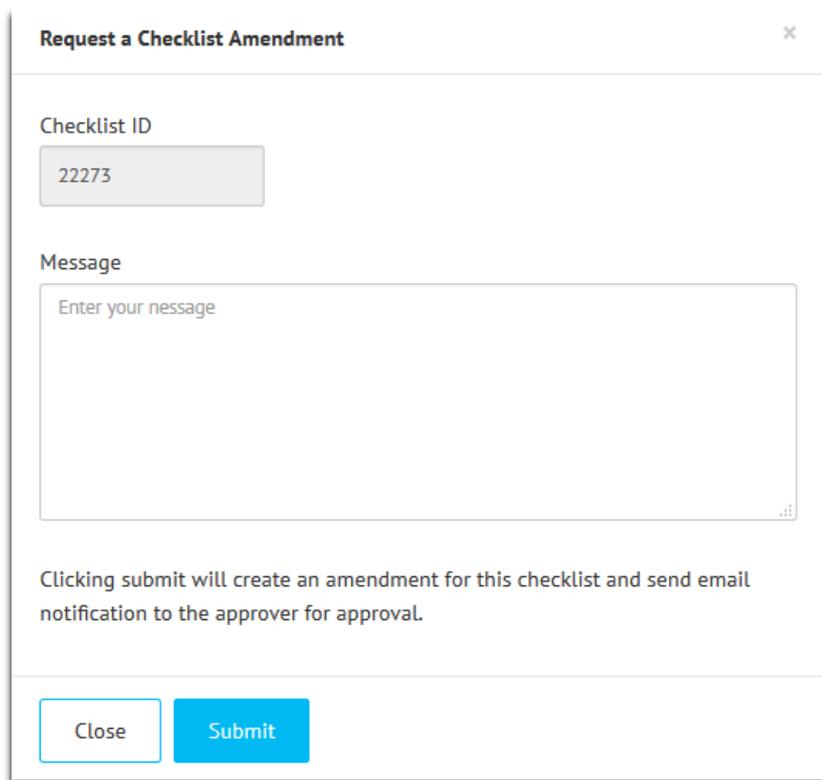
If you do not have any attachments, move straight to the **Researcher Statement**

Click **Save** and a Confirmation box will appear which will details the next steps – Click **Submit** and this concludes your Ethics Checklist.

#### Amendments

Should you need to make any modifications to your project e.g. request for an extension, such requests should be made via the online ethics checklist.

On your ‘**my checklist dashboard**’, against the associated checklist click the  icon and complete the ‘Request for Checklist Amendment’:



**Request a Checklist Amendment** ×

Checklist ID  
22273

Message  
Enter your message

Clicking submit will create an amendment for this checklist and send email notification to the approver for approval.

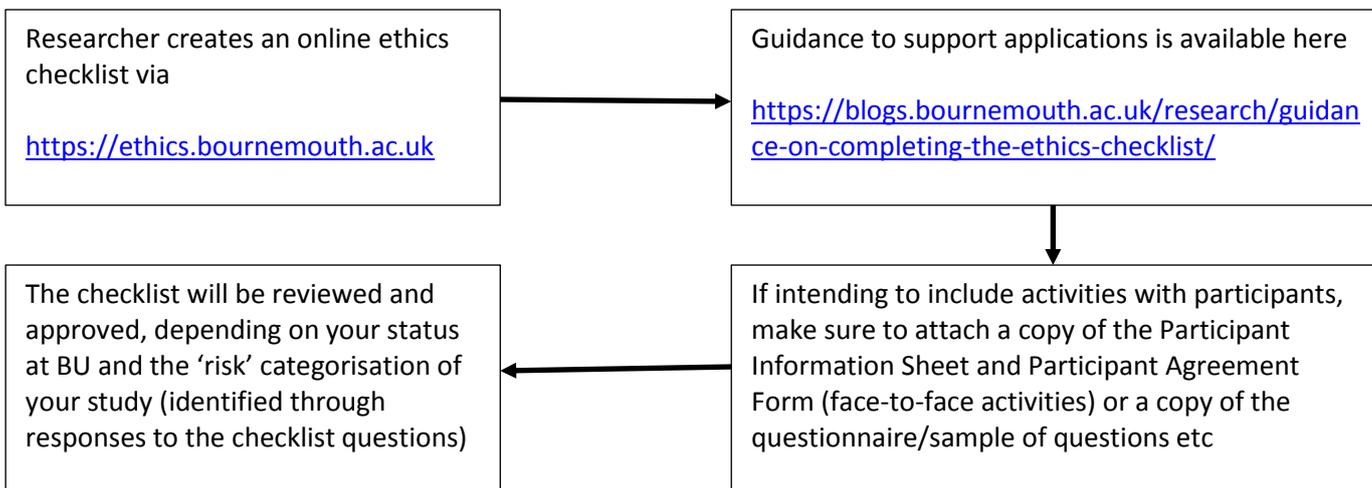
Close Submit

Amendments will automatically to be sent the original ‘Approver’ for review. If the Amendment falls within the current scope of the ethics approval, the Amendment will be approved. If the request falls

outside the scope of the approval (e.g. you originally distributed a questionnaire to adults but now you wish to conduct interviews with children) you may be advised to submit a new checklist; in which the request will be declined.

All **approved** amendments will appear on the PDF copy of the checklist.

## BU Review and Approval Process Summary



## Review Process

