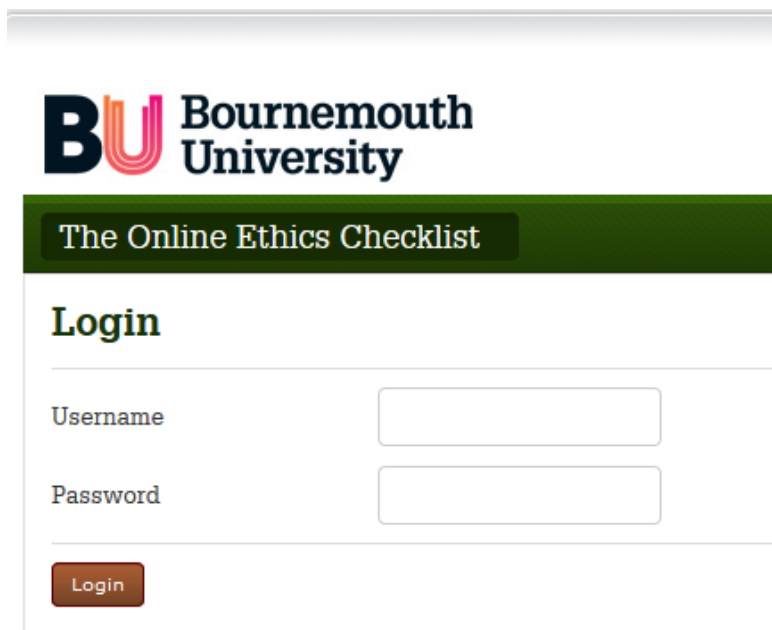


Please refer to the [Research Ethics Code of Practice](#)

Step One: Log on to the OEC:

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

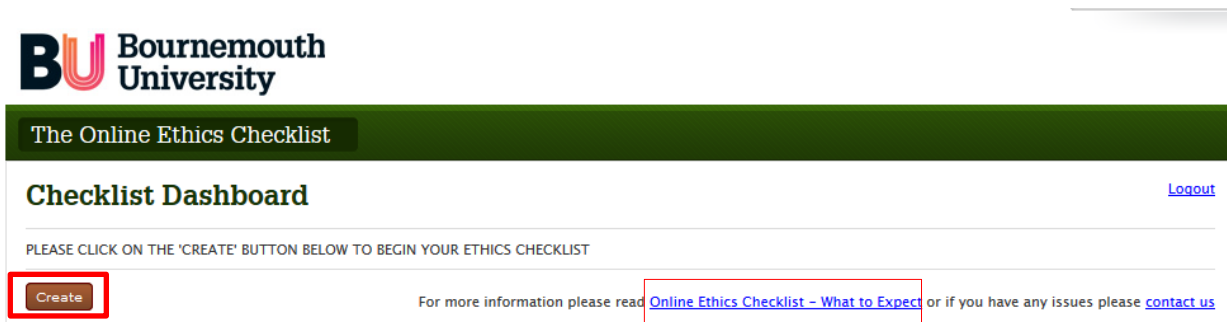
The OEC is held on a **BU secure server**, which means you should log on to a PC on campus to access or [VMware Horizon Client software](#) is **required** to access the link. To set up an account, please contact [IT Services](#).



The screenshot shows the Bournemouth University logo at the top left. Below it is a dark green header with the text 'The Online Ethics Checklist'. Underneath is a 'Login' section with two input fields: 'Username' and 'Password'. A brown 'Login' button is positioned below the password field.

Log on using your BU username and password

Step Two – create an ethics checklist:



The screenshot shows the Bournemouth University logo at the top left. Below it is a dark green header with the text 'The Online Ethics Checklist'. Underneath is a 'Checklist Dashboard' section with a 'Logout' link in the top right. A message reads: 'PLEASE CLICK ON THE 'CREATE' BUTTON BELOW TO BEGIN YOUR ETHICS CHECKLIST'. A red box highlights the 'Create' button. Below this, a link is provided: 'For more information please read [Online Ethics Checklist - What to Expect](#) or if you have any issues please [contact us](#)'.

Click on '**Create**' to start the checklist. Don't forget guidance is provided via the link '*Online Ethics Checklist – What to expect*'.

Create a project name for your checklist - this title will appear on your Checklist Dashboard.

Create Checklist✕

Project Name

OkCancel

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

Project Name	Status			
UGPGT instructions	Open	View	PDF	Delete

- To complete the checklist – click **View**
- To download and/or print a pdf version on the checklist – click **PDF**
- To delete the checklist – please **Delete**. *Please note that once you submit a checklist, it can no longer be deleted from the Checklist Dashboard.*

Step Three – complete the checklist (Don't forget guidance is provided via the link '[Online Ethics Checklist – What to expect](#)' and the [Research Ethics Website](#).)

There are 8 sections of the checklist to complete. The Online Ethics Checklist is collapsible, so your responses will determine whether more/less questions appear. Please discuss with the Supervisor before you complete the checklist.

The sections are highlighted below:

1. Research Details
 - a. Please note the checklist is based on the old School structure:
 - i. Faculty Management – select either Business School or School of Tourism
 - ii. Faculty of Health & Social Sciences – select Health & Social Care
 - iii. Faculty of Media & Communications – select Media School
 - b. If the course you are registered on does not appear in the drop down list, please email researchethics@bournemouth.ac.uk
2. Project Details
 - a. If the name of your Supervisor does not appear as an option, please email researchethics@bournemouth.ac.uk
3. External
 - a. Only select **Yes** if your project involves the NHS including the use of NHS premises, NHS patients and patient data.

4. Literature Review
 - a. If your research involves human participants, select **No**
5. Human Participants (please refer to the [Research Ethics Website](#) for further guidance/templates)
 - a. If you are conducting interviews, focus groups, online (or paper based) questionnaire, please attach a copy of the
 - i. Participant Information Sheet
 - ii. Participant Agreement Form
 - iii. Questionnaire
 - iv. Recruitment adverts
6. Final Review
7. Attachments
8. Research Statement

When completing the checklist – to save the section you’re working on, select ‘Next’ button

Once you’ve completed the checklist, you can download and/or print off a copy, which you can share with your supervisor before you submit online. From the **Checklist Dashboard** select the **PDF** option.

Step Four – Submit

When you’re ready to submit your checklist for review, select *Submit*:

The Online Ethics Checklist

Researcher Details — Project Details — External — Literature — Human Participants — Final Review — Attachments — **Researcher Statement**

Ethics Review Checklist - Researcher Statement

I believe the information I have given is correct. I have read and understood the [BU Research Ethics Code of Practice](#), discussed relevant insurance issues, performed a health & safety evaluation / risk assessment and discussed any issues / concerns with my Supervisor / Research Ethics Panel. I understand that if any substantial changes are made to the research (including methodology, sample etc.), then I must notify my Supervisor / Research Ethics Panel and may need to submit a revised Ethics Checklist. By submitting this form electronically I am confirming the information is accurate to my best knowledge.

I agree to the terms outlined above

JOURNALISM / BROADCAST RESEARCHERS: I confirm that I have consulted and understand the [Research Ethics Supplementary Guide: For Reference by Researchers Undertaking Journalism and Media Production Projects](#).

Dashboard Back **Submit**

Confirmation

This concludes your BU ethics application. By clicking submit, this form will be sent electronically to your supervisor(s) for review.

Submit

Cancel

- When you've submitted the checklist you will receive an automated email confirming that your checklist has been submitted. The status the Checklist Dashboard will change to *Submitted*.
- The checklist goes directly to the named Supervisor.
 - If the checklist is low risk it will be reviewed and approved by your Supervisor
 - If the checklist is high risk it will be reviewed by your Supervisor, who will forward onto an appropriate Ethics Programme Team for approval.
- Either your Supervisor or Ethics Programme Team can return the form online if changes are required. The status will change back to OPEN. *If the status remains Submitted, please contact your Supervisor and ask them to send the checklist back to you.*
- Please direct any questions regarding the checklist (including an update on review), please email the named supervisor.

Step Five – Approved

Once the Supervisor and/or Ethics Programme Team are happy to approve, you will receive an automated approval email. The status on the Checklist Dashboard will change to **Approved**.

Project Name	Status			
UGPGT instructions	Approved	View	PDF	Delete

You will also be able print a copy of the approved checklist which you can include with your dissertation.

Please note that once a checklist has been approved, no further changes can be made to it.