

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

Other useful resources are:

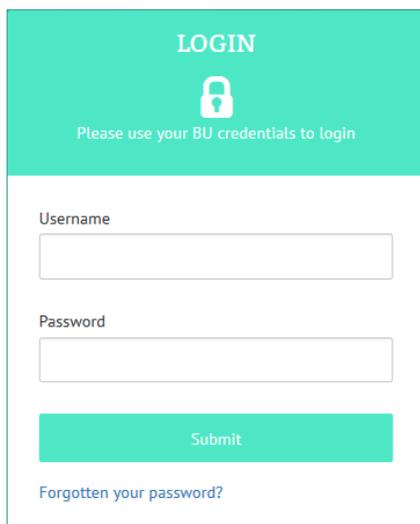
- [What to expect when completing an online ethics checklist](#)
- [Code of Good Research Practice](#)
- [Research Data Policy](#)
- [Research and Data Protection](#) – this link requires single sign on (sharepoint)

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Step One: Log on to the OEC

Directly via <https://ethics.bournemouth.ac.uk/>



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'. A teal 'Submit' button is at the bottom, along with a link for 'Forgotten your password?'.

Log on using your BU username* and password

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

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 Website and by clicking the  icon



About The Online Ethics Checklist

General Guidance

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.

Create New

My Checklist Dashboard

Show entries

Search:

Ethics ID Project Name Risk  Status  Checklist Feedback View/Edit Delete 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:

My Checklist Dashboard

Show entries Search:

Ethics ID	Project Name	Risk 	Status 	Checklist	Feedback	View/Edit	Delete	Amendment
32704	HRA and REC approvals	High	Submitted					
32698	HRA Approval Only test	Low	Open					
32222	funding question (PGT)	Low	Approved					

Key to symbols

-  Click this icon to complete/edit the checklist.
-  Click this icon to download and/or print a pdf version on the checklist. (This is the document which will be assessed when the Reviewer considers the ethical viability of your project.)
-  Click on this icon to delete the checklist. *Please note that this function is only available when the STATUS is OPEN and has not been submitted.* Once you submit your checklist it **cannot be deleted**.

-  Click on this icon to view the feedback* provided by the Research Ethics Panel once your checklist has been submitted. Full details in relation to the review will normally be issued via email.
-  Click on this icon if you need to submit an Amendment Request Form. **This icon will only appear once your checklist has been approved.**

Completing the checklist

There are 4 sections of the checklist to complete. The Online Ethics Checklist is collapsible, which means that depending on the filter questions (Section 2) you select, the system will generate only those questions which apply to your research project/data collection activities. Your responses will determine whether more or less questions appear (Section 3). *Please remember that [Academic Panel members](#) are available for assistance and would be happy to assist with any queries you may have on an informal basis, or you can also contact the Research/Clinical Governance Advisers who are available via email to researchethics@bournemouth.ac.uk.*

Once a section is complete, the Next button will enable and you can progress to the next Section. If you miss a question or field, you will not be able move onto the next Section.

The sections are highlighted below:

Section 1 – Researcher/Project Details:

1. Researcher Details

Click 

- Select the appropriate **Faculty**:
 - Faculty Management
 - Faculty of Health & Social Sciences
 - Faculty of Media & Communications
 - Faculty of Science & Technology
 - Professional Services
- Select the appropriate **Status** – i.e. staff¹
- Course details will automatically populate, however if you are in the Faculty of Management, you have the option to select – ‘Staff – Business’ or ‘Staff- Tourism’
- Joint research – list internal and external collaborators including RAs.
- Funding. If applicable, tick “*Please check this box if you have received funding to support this research project*”
 - Tick ‘internal funding’ (you will need to include funding stream e.g. ACORN) OR
 - Tick ‘external funding (you will need to include the RED ID and Funder)

¹ If you are a member of staff, undertaking a part-time PhD, please select the status “Postgraduate Research” – see ‘Review Process – Postgraduate Research

Mandatory fields as highlighted (*)

Click on  and a help guide will appear. If you do not complete a field, a warning will appear e.g. 'Must select a Faculty'

Click 

2. Project Details

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

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 the questions that apply to your research. If you are unsure what a filter question means or whether it applies to your research, click  which explains each question. Make sure the questions you select are relevant to your data collection activities. 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 containing any identifiable personal data which will be obtained from a source other than directly from a Participant?

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 and/or specifically target a country 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

For example:

- if you are collecting data using an online survey (UK only) – the filter question to select would be:
 - “Does your study involve Human Participants” - **Yes**

Completing the filter questions means the system will then generate only those questions which apply to your research project/data collection activities.

If you want to record that you have undertaken an ethical review of your project but none of the filter questions apply to your research, select the final question “*None of the questions listed above apply to my research*” and click **Save**. The next section to complete is Section 4 (Researcher statement/Submit).

Section 3 – My Research

Your answers should be concise when completing the questions. “[OEC questions](#)” lists all the questions that are assigned to each filter question, should you want to have a look off line before completing the checklist.

When completing this section, *remember* - Click on  for help guides.

You can return to the filter questions and change the questions you have selected as many times as needed but **note** that once you **deselect** a filter question, any questions you have completed in Section 3 will be lost as the question no longer applies.

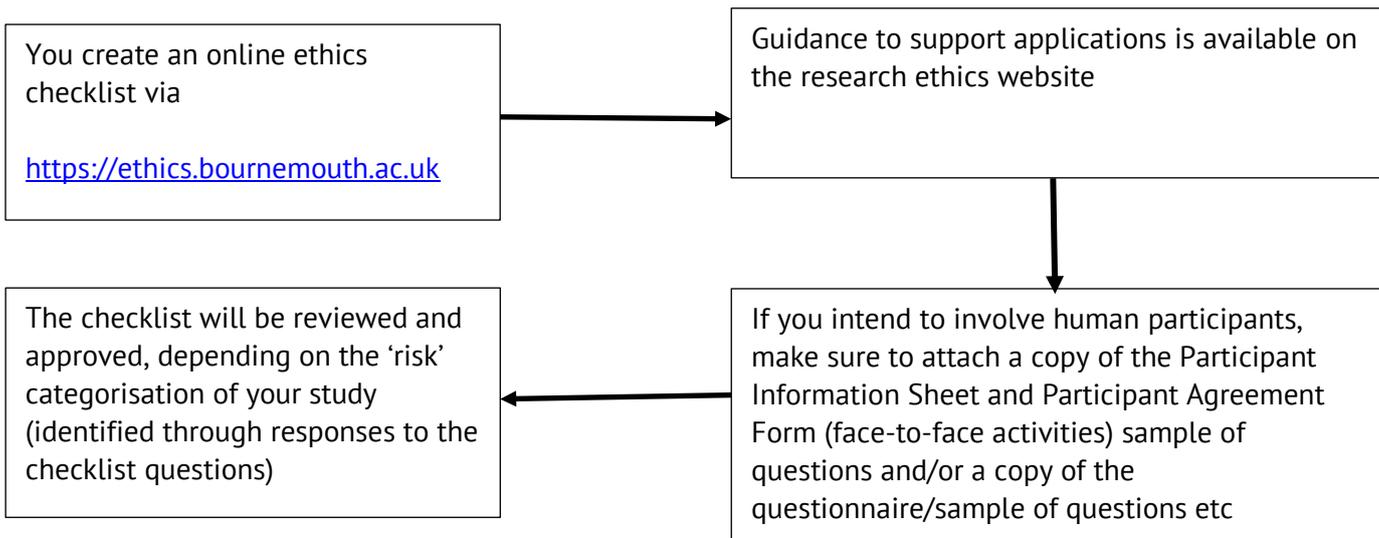
Section 4 – Final Statement/Attachments

Once you have completed Sections 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 website (part of the Research Integrity & Governance section).

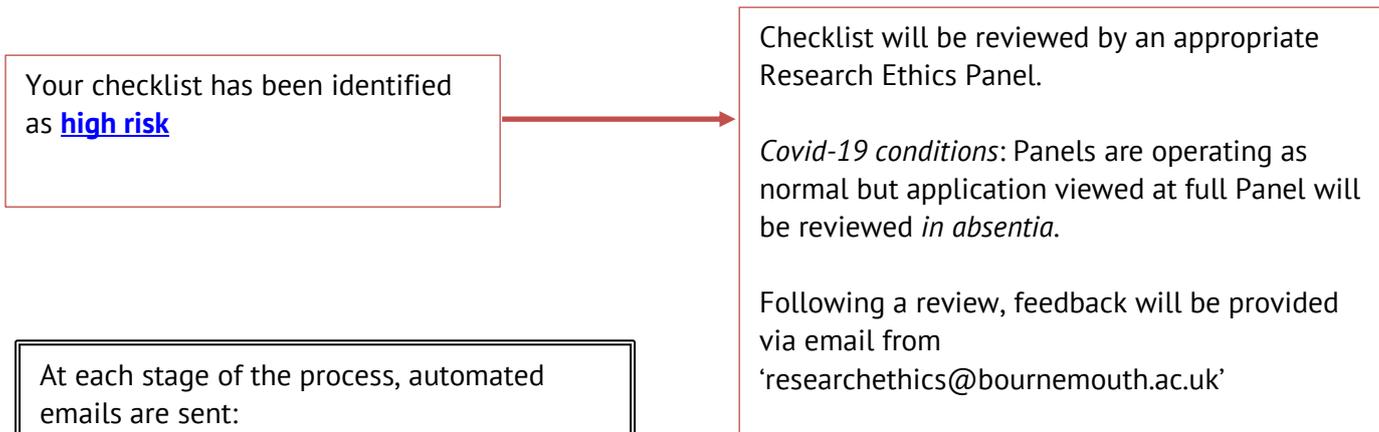
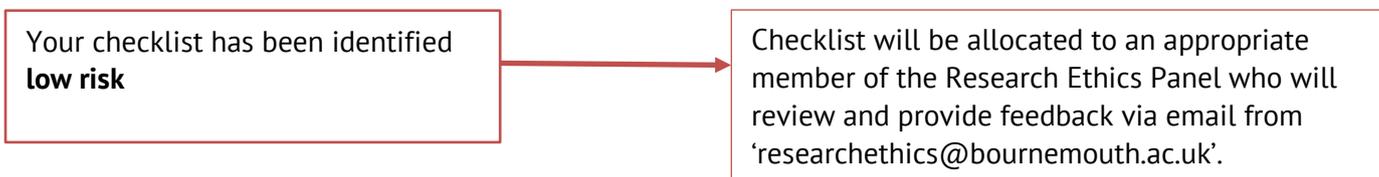
If you do not have any attachments, move straight to the **Researcher Statement**.

Click **Add Details** and tick the box “*I agree to the terms outlined above*”. Click **Save** and a **Confirmation** box will appear. Click **Submit** and this concludes your online ethics checklist. (**Note** if you need to resubmit your checklist, you will need to tick this box again in order to resubmit your checklist).

BU Review and Approval Process Summary



Review Process



- At each stage of the process, automated emails are sent:
- On submission
 - If checklist is sent back for changes
 - On approval

Once your **checklist** has been **APPROVED** you can start your data collection activities.

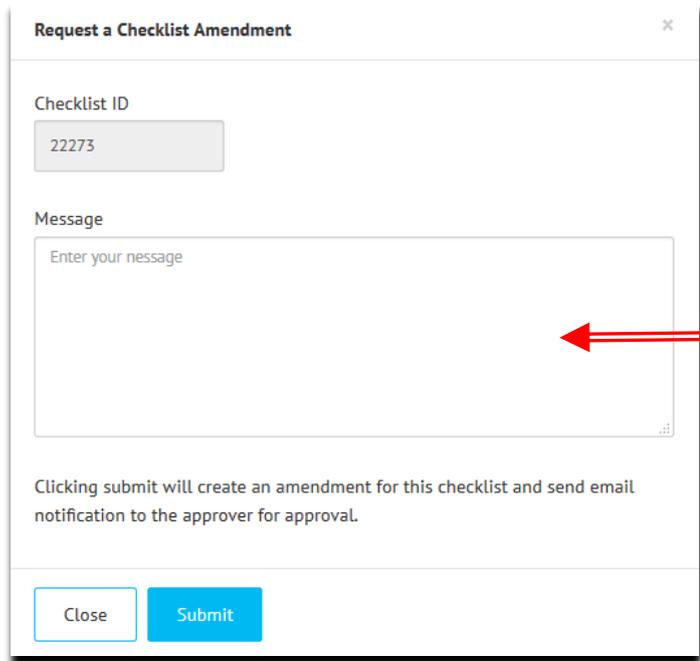
Amendments

Once your project has received ethics approval and it has started, you may find that you need to make an Amendment to your research protocol/design. Reasons for this can vary but can include:

- A change to the research end date
- A change to the Research Team
- A change in the number of participants you wish to recruit / who you want to recruit
- Changes to the design or methodology of the study
- Changes to the participant involvement/activities
- Changes to study documentation such as participant information sheet, agreement forms, questionnaires
- Any other changes that would impact on a previously approved ethics checklist

All requests should be made via the [online ethics checklist](#).

On 'my checklist dashboard, against the associated checklist, click the  icon and complete the 'Request for Checklist Amendment':



When Approved:

Please note that whatever you type here will appear word for word in your PDF checklist.

You **cannot amend this text** once the request has been submitted.

Be concise, and there is no need include a greeting such as "Dear..." or "Yours sincerely..."

Requests will be considered by the Research Ethics Panel Chair and if appropriate will be approved by Chairs Action (online). 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 online ethics checklist; in which case, the request will be declined.

All **approved** amendments will appear on the PDF copy of the checklist (final page).