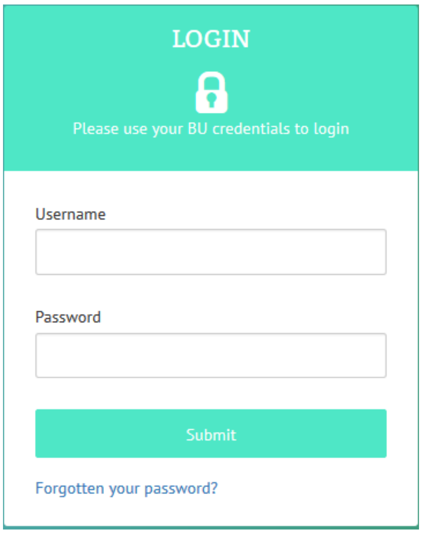
Research Ethics
Creating and Completing the Online Ethics Checklist (OEC)

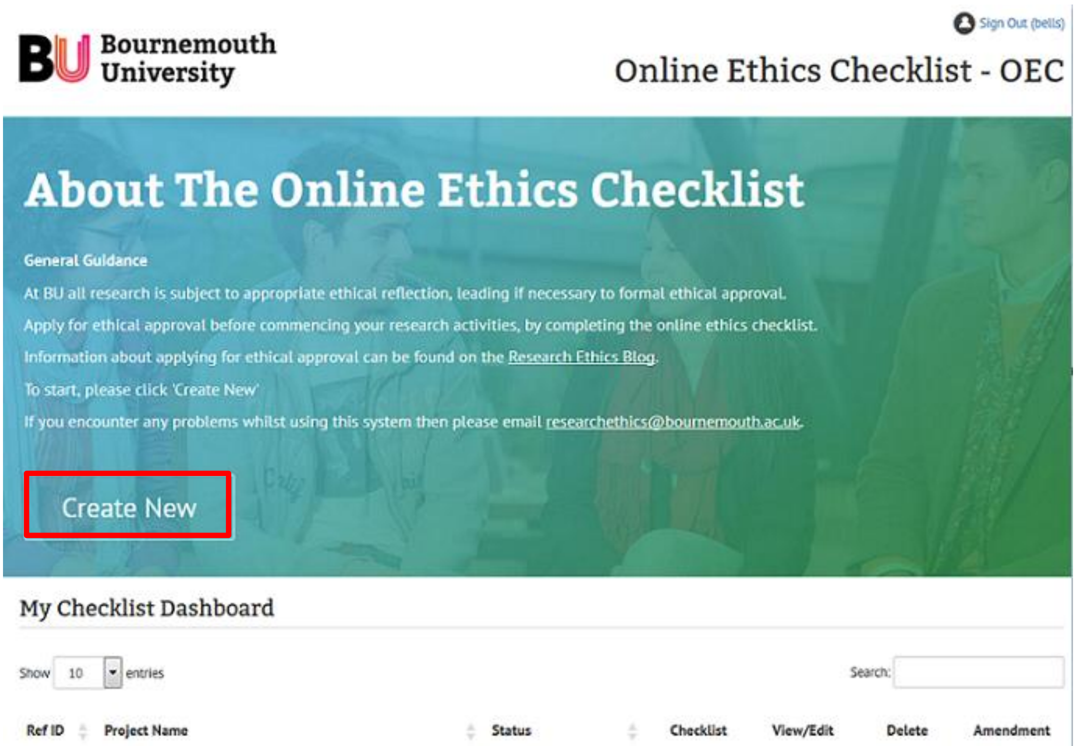
Please refer to the Research Ethics Code of Practice before completing an ethics checklist.

Step One: Log on to the OEC:
Directly via https://ethics.bournemouth.ac.uk/ or via https://www1.bournemouth.ac.uk/students/log-services

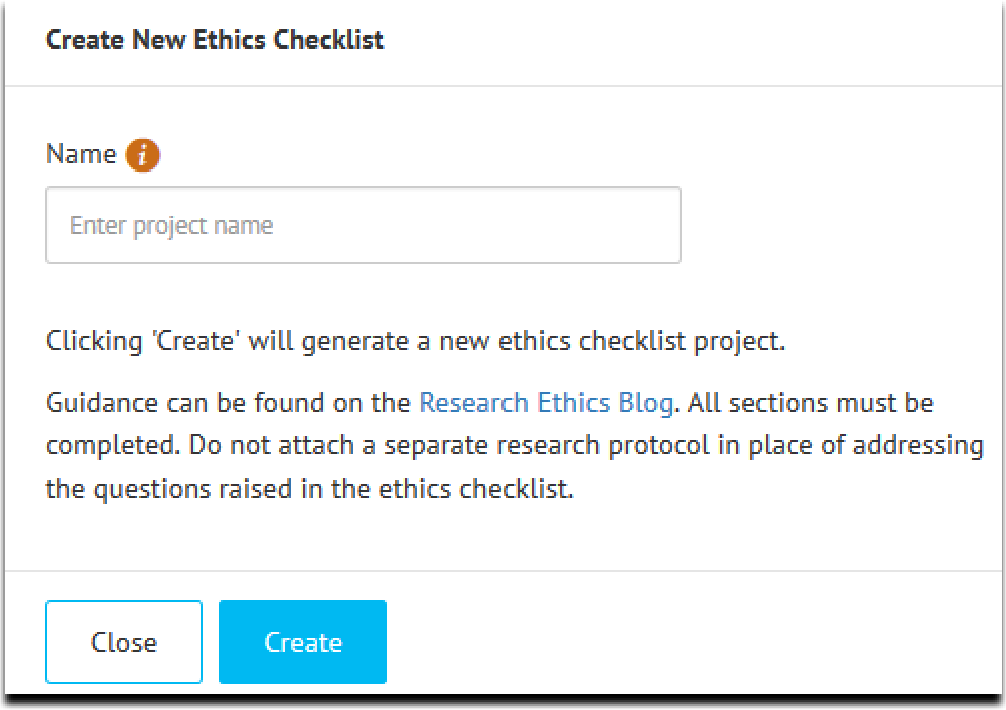


Log on using your BU username and password

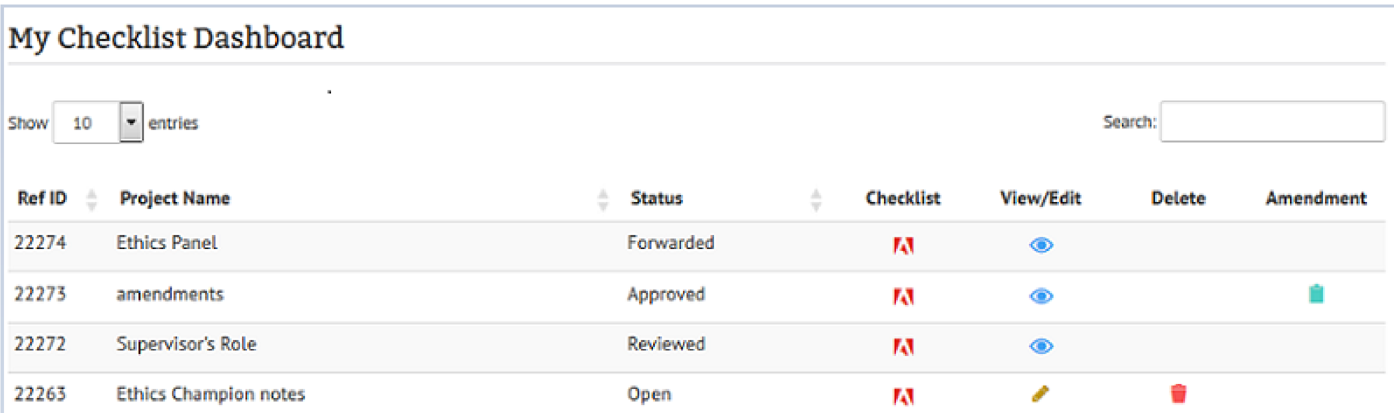
Step Two – Create an ethics checklist: Click on Create New to start a checklist. Don't forget that guidance is available via the Research Ethics Blog.



Create a short ‘project name’ which will appear on your ‘**My Checklist Dashboard’**.



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


My Checklist Dashboard

Show 10 entries Search:

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 remember that [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 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 Add Details

   a. Select the appropriate Faculty:
      i. Faculty Management
      ii. Faculty of Health & Social Sciences
      iii. Faculty of Media & Communications
      iv. Faculty of Science & Technology
      v. Professional Services
   b. Select the appropriate Status – i.e. staff[1]
   c. 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*'
   d. Joint research – list internal and external collaborators including RAs.
   e. External funding – if you are receipt of external funding which has been registered on RED (Research & Enterprise Database), select this option. *If you have received internal funding, do not select this option.*
      i. *Enter RED IT*
      ii. *Funding Body*

   Mandatory fields as highlighted (*)

   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'

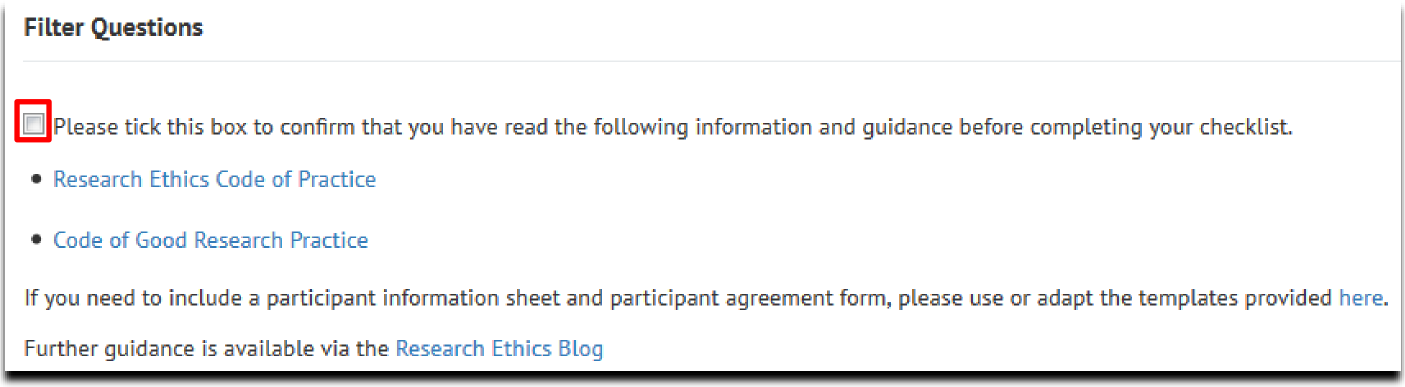
2. Click Save

[1] If you are a member of staff, undertaking a part-time PhD, please select the status "Postgraduate Research" – see 'Review Process – Postgraduate Research

1. ***Project Details***
    a. Complete the fields – 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 Save

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 that apply to your research. If none of the questions 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 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 an 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.

Click on and help notes will appear

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 don't 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.

BU Review and Approval Process Summary

Researcher creates an online ethics checklist via

https://ethics.bournemouth.ac.uk

Guidance to support applications is available here

https://blogs.bournemouth.ac.uk/research/guidance-on-completing-the-ethics-checklist/

If you intend to involve human participants, make sure to attach a copy of the Participant Information Sheet and Participant Agreement Form (face-to-face activities) sample of questions and/or a copy of the questionnaire/sample of questions etc

The checklist will be reviewed and approved, depending on your status at BU and the 'risk' categorisation of your study (identified through responses to the checklist questions)

Review Process

Staff that have submitted a 'low risk' ethics checklist.

Checklist will be allocated to an appropriate member of the Research Ethics Panel who will review and provide feedback via email from 'researchethics@bournemouth.ac.uk'.

Staff that have submitted a 'high risk' ethics checklist.

Checklist will be reviewed by an appropriate Research Ethics Panel.

You will be invited to attend the Panel meeting for an informal discussion.

Following Panel, feedback will be provided via email from 'researchethics@bournemouth.ac.uk'

At each stage of the process, automated emails are sent:

- On submission
- If checklist is sent back for changes
- On approval

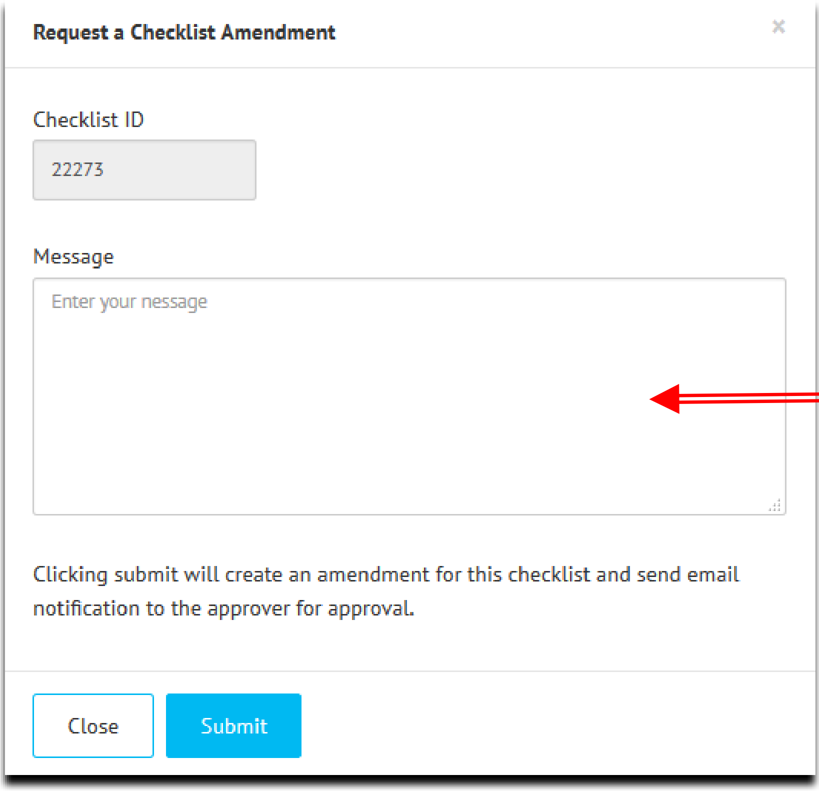
Apply for an Amendment

Once your project has been approved and it has started, you may find that you need to make an Amendment. 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
- 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':



Please note that whatever text you include here will appear as an approved Amendment in your PDF checklist.

You can't amend this text once it's been submitted.

Please be concise, and there's no need include a salutation 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 checklist; in which case, the request will be declined.

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