



| Ethics RM

ETHICS RM APPLICANT USER GUIDE

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Ethics RM Applicant User Guide

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How to Access Ethics RM

Ethics RM can be accessed at <https://ethicsandgovernanceapplications.surrey.ac.uk>

The system doesn't require a username or password if you are connected to the University network and is compatible with accessibility software.

When you log on, you will be taken to your homepage, called the Work Area. This will show the number of projects you have submitted and are involved in. Project templates, FAQs and resources to help with your application can be accessed via the Help tab located at the top of the page:

Ethics & Governance Applications Work Area Contacts Help

Mr Harpal Jandu

Work Area

Notifications 8 Signatures 1 Transfers 0 Shared 0

Projects

Search Projects

Project Title	Project ID	Owner	Date Created	Date Modified	Transfer Status
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How to start an application:

From the tiles on the left-hand side, click on "Create Project"

Create Folder	Delete Folder	Create Project
Delete Project	Duplicate Project	Move Project
Transfer		

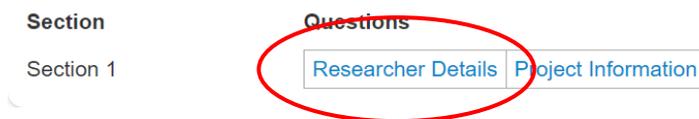
Enter a short title for your project (you will enter the full title later, if required). Select “Ethics Application Form” from the drop-down menu. Click on “create”.



Initially, only Section 1 will appear. As you work through the form more sections will be enabled.

To start, click on “Researcher Details”

Ethics Application Form



Your details as applicant will auto-populate. If you are also the lead researcher, you need to re-enter your details in the Lead Researcher section.

If you are not the lead researcher, then enter that staff member’s name here. You can use the search by typing their email address. Please note that if they have not previously logged into Ethics RM their details will not appear and you will have to enter them manually.

The lead researcher is the person who takes responsibility for a research project. This may be a staff member or a student.

For student group projects the lead researcher can either be the same student as the applicant or the supervisor. The lead researcher cannot be a different student to the applicant. See below for collaborating on the form completion.

As you work through the form you will see that additional information is provided for some questions. Click on the “i” icon to access information for that question. If you still need help completing the form please ask your supervisor in the first instance, or contact ethics@surrey.ac.uk



The application will save as you move to the next page, or you can click on the “Save” tile. Please note that the session will expire after 25-30 minutes of inactivity, and you will lose any unsaved work.



The form is comprised of the following sections:

Ethics Application Form

Section	Questions
Section 1	Researcher Details Project Information
Section 2	Standard Study Protocol Filter Questions
Section 3	Ethics review at another institution
Section 4	Data Collection / Methodology
Section 5	Legal contracts
Section 6	Health & Safety (H&S) Risk Assessment: Risk Assessment and Insurance
Section 7	Human Tissue Questions
Section 8	Upload Documentation
Section 9	Declaration

Please answer ALL questions in the form. Any questions that are missed will appear in the Completeness Check.



Supporting documents

At the end of the form, you will be prompted to upload your documents. To attach supporting documentation go to the “Upload Documentation” section. You will be prompted to upload documents based on the answers you have provided.

Upload Documentation

9.0 Please upload your Study Protocol

Upload Document

When uploading the documents, please also add the date and version number (version control) of the documents in the fields provided. Please ensure that all documents also have the version control (version number and date) in the footer. This must match the details you provide when uploading the document.

The most common document types e.g. Word, .pdf, .jpeg, are supported.



Sharing the form with your supervisor or other researchers

Students should also share the form with their supervisor, so the supervisor can check the application and sign the project.

If students don't share their project with their supervisor, and just enter the supervisor details in the form, the supervisor will not be notified until the application is submitted.

If you are submitting the form on behalf of a lead researcher, the form should be shared with them. You can also share the project with other researchers.

There are two ways to share a form:

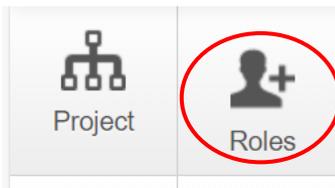
1. You can use the "Assign Role" button in Section 1, Researcher Details.

Lead Researcher (if reporter is the lead researcher re-enter your details here)

Search User

Assign Role

2. You can use the Roles tile. Click on the Roles icon.



And search for your supervisor/colleague.

The permissions are set for each role type, so select the correct one from the drop-down menu.

Share Roles

Sharing a form enables others to view/edit the same form depending on the level of access you give them. Please select the users you wish to share this form with: Collaborator email

Lead Researcher

Note: This form has not yet been shared with anyone

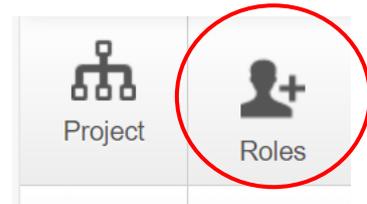
Share Role Close

Your supervisor or colleague will be notified that you have assigned them a role your form, and they will then have access to your form.

You can search for your supervisor/colleague, but they will only appear if they are already in the system, and you may have to enter their details.



Collaborate with your project team



If you wish to share the unsubmitted form with other members of the study team, use the “Roles” tile. Your project team collaborators will be able to view and edit the form. Please note this is only possible for colleagues with a @surrey email account.

Members of the project team can leave messages for each other within the form. Click on the speech bubble on the top of each page to enter a comment which will be visible to all those the project has been shared with.

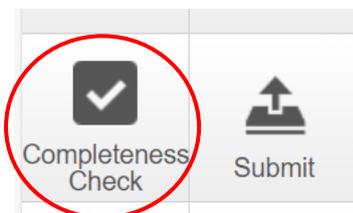
You can check who has access to the project by clicking on the “Collaborators” tile.

Please note that in Ethics RM collaborators has a different meaning to that which is usually applied to project collaborators. Section 5.0 asks about study collaborators. These are other organisations who will be performing some of the study activities. It is not required to detail other members of University of Surrey staff here.

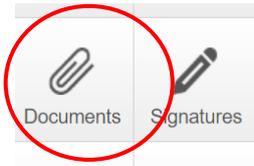


Review your submission

To check whether all questions have been answered and all documents have been uploaded, please click on the “Completeness check” tile. This will identify any mandatory questions which have not been answered.



To check the list of documents submitted, click on the “Documents” tile to see the documents that have been uploaded for this application.



Submit your application

When you are satisfied with your answers you will need to submit your application. Navigate to the “Declaration” section. Depending on your answers your study may meet more than one review criteria, in which case you will see a number of declaration statements, depending on the answers provided.

Declaration 0

Based on your answers your study will require consideration by the following reviewers. Please check each box to acknowledge that a review will take place.
If your study meets more than one review criteria, then you will see multiple boxes. Please check all boxes, however your study will only be directed for a single combined review.

Review by the University Ethics Committee.

confirmed

Read and confirm the next two researcher statements:

Once you have signed the form it will automatically be validated and allocated for governance and/or ethical review. If you are a student once your supervisor has signed the signature request your form will be automatically submitted.

- I confirm that I have answered all of the sections as fully and accurately as possible. The information in this form is accurate to the best of my knowledge and belief and I take full responsibility for it.
- I have read and will comply with all appropriate University Policies and Procedures.

If you are the lead researcher, click on “Sign”:

Lead Researcher Signature

I confirm that I will undertake this project as detailed in the application. Any changes to the project must be submitted as an amendment and be approved before implementation.
I understand that I must abide by the conditions of the Favorable Ethical Opinion (FEO) and will not commence any study activities until the the FEO is issued.

- If you are a student with a supervisor, click on the “request signature” button. You can add a message to the signatory when requesting the approval.
- If you are not the lead researcher, click on the “request signature” button.

Once the form has been signed by everyone who needs to sign it, it will automatically be submitted.

Please note that the form will be locked at this point and no changes can be made. You can re-call the signature request if you need to make an amendment up to the point when the approvers have signed. After this time the form will be submitted.

You will receive an email to confirm your form has been successfully submitted, up to ten minutes after the last signature.



Reviewer comments / How to respond to queries

Once your project has been submitted, it will be validated. You may be requested to submit additional documents at this stage.

After the project has been validated it will be sent to review by ethics and/or governance reviewers. When ethics or governance reviewers have completed their review, you will receive an email with their comments, called a Queries Letter. You should log back into Ethics RM to view the comments and make any required changes directly onto the form or upload amended supporting documents.

If you are making a change to a supporting document, please mark additional text with **yellow highlight** and deleted text with **strike-through**. Remember to update the version control.

When you have finished revising your documents in response to the queries raised, delete the document that was uploaded as part of the original project submission and upload the revised document in section 9.

If you need to provide an explanation or comment rather than a change, then you should make this in question 9.11 Response to Queries in the upload documentation section. Please reference the question that you are answering so that the reviewers can easily review your response. You can also upload relevant supporting documents here.

9.11 Response to Queries (do not complete for initial applications). See help text for instructions

This free text box can be used for an explanation or descriptive response that cannot be contained within a document revision. Please add the question number that the query was raised on to aid the reviewers in identifying the response. If you need to upload a supporting document relevant to your response you can do so here.

This does not need to be used for all queries, only when required.

Response to Queries

I'm still waiting for gatekeeper approval

Response to Queries - supporting document

Upload Document

It is usual for all projects to undergo at least one round of queries and responses. If you do not understand something, please liaise with your supervisor or contact ethics@surrey.ac.uk.



Favourable Ethical Opinion

When the reviewers are satisfied that the study meets ethical standards and governance requirements you will receive a letter confirming Favourable Ethical Opinion (FEO). Keep this letter safe as you may need it when submitting your thesis or dissertation, or when publishing your research.



No review required

Some simple studies do not meet the criteria for review. If this is the case you will receive an automated email confirming no review was required, followed by a formal letter within 24 hours. You may commence your research but keep a copy of the letter as you may need to submit it with your dissertation/thesis. If there are any changes to your research you should complete a new application, as a review may be required as a result.



Standard Study Protocols (SSPs)

Some departments have standardised protocols in place which can be used for some student research. If your supervisor has provided you with these templates, please complete the first part of the Ethics RM application (you will only see the questions you need to answer). Select the relevant SSP from the drop-down menu at Section 2 and upload your documents. You will receive an automated “SSP Registration Confirmed” email.



Amendments

If you need to make an amendment to your study open the project application and click on “Sub Form”.

Select the amendment form.

Some of the project details will be copied from the original application. If these details are changing, make the amendment in that section.

For each change to the study, describe the amendment request and provide justification for making the change. You can add more than one change to a single amendment request.

Upload any documents which have been updated as a result of the amendment. Please mark additional text with **yellow highlight** and deleted text with ~~strike through~~. Remember to update the version control.

Lead researchers and supervisors will need to approve the amendment application before it is submitted.

Queries from reviewers should be responded to in the same way as for new studies.



Amendment Requirement

Extension to study end date

Justification for amendment

recruitment slower than expected

Add Another

Remove

Amendment Requirement

New study member Dr Smith

Justification for amendment

Dr Smith has joined the project team to assist with participant interviews.

Add Another

Remove

If the original review was not conducted through Ethics RM, you will first need to create a new project using the “Legacy Approved Application” form. Once you have submitted (the form will be auto approved) you can then create the amendment sub-form.

Create Project



Project Title* (Max 200 characters)

Form*

Create

Close



Transferring studies

If the applicant is leaving the University but the project is continuing, the study should be transferred to another researcher.

Please note that if the person leaving was the Lead Researcher an amendment must be submitted to formally review and record the change.



Copying applications

If you wish to create a new study which is very similar to one you have already submitted, you can click on the “Duplicate Project” tile to copy all answers into a new study application.

Make any required changes and upload new supporting documents before submitting your application.



Tracking submissions

The Work Area page lists all the applications you have created. Click on the left-hand arrow to expand and see the status of your project

✓ 1	Test Project 9	54	Mr. System Admin	04/10/2023 12:00	18/10/2023 17:26	
	Form Title	Form Reference	2 Review Reference	3 App Type	4 Status	Form Owner
	Ethics Application Form - Admin	Ethics Application Form - Admin	2023-0054/67-3	Ethics Review Medium	Review Complete	Mr. System Admin

1: Project Short Title

2: Review reference – quote this when contacting RIGO about your application.

3: Review type based on the answers given in your application.

4: Status of the application.

Open the project to check if there are any outstanding actions for you:

My short project title

Project Tree

- My short project title
 - Ethics Application Form - Huckle

Action Required on Form	Status
Yes	Not Submitted

If you have a lot of applications, you can create folders to organise your projects:

 Create Folder	 Delete Folder	 Create Project
 Delete Project	 Duplicate Project	 Move Project
 Transfer		