



UNIVERSITY OF  
**PLYMOUTH**  
Research and Innovation

Plymouth Ethics Online System

Reviewer User Guide

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# Getting started

Navigate to the Plymouth Ethics Online System site <https://review-ethiconlinesystem.plymouth.ac.uk>



## Research Ethics Application

### Log in

Email Address

Password

[Log in](#) [New User](#) [Forgotten Password](#)

If you're not automatically signed in (single sign on service), enter your University email and password as requested and select log in

## Interface

After logging in, you will arrive at the **Work Area**:

The screenshot shows the 'Work Area' interface. At the top is a navigation bar with 'Plymouth Ethics Online', 'gs', 'Contacts', 'Help', and a user profile 'Miss Freic Reviewer (freic.review@plymouth.ac.uk)'. Below the navigation bar is the 'Work Area' header. The main content is divided into two sections: 'General' and 'Reviewer'. The 'General' section contains four tiles: 'Notifications' (with a red '2'), 'Meetings' (with a green '0'), 'Contacts' (with a green '0'), and 'Reports' (with a green '0'). The 'Reviewer' section contains four tiles: 'To be reviewed' (with a green '0'), 'HTA to be reviewed' (with a green '0'), 'HRA to be reviewed' (with a green '0'), and 'Reviewed' (with a green '0').

Callouts and annotations:

- An orange arrow points from the 'Notifications' tile to a box: "System notifications relevant to the user collate in the Notifications tile."
- An orange arrow points from the 'Meetings' tile to a box: "The Meetings tile represents the number of upcoming meetings (only applicable for Educational committee)"
- An orange arrow points from the 'Contacts' tile to a box: "This tile contains a list of all contacts added by the user"
- An orange arrow points from the 'Reports' tile to a box: "Reports can be run to display a list of applications depending on the parameters selected."
- A green bracket groups the 'Reviewer' section tiles, pointing to a box: "Tiles representing applications applicable to the user appear in this area"

The **To be reviewed** | **HTA to be reviewed** | **HRA to be reviewed** | **Reviewed** | tiles provide an overview of your applications. Selecting a tile allows you to view associated applications.

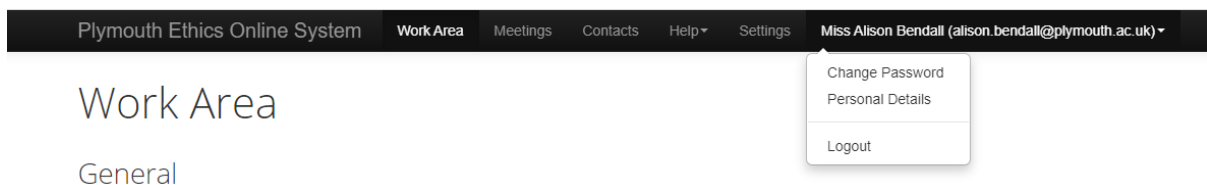
**To be reviewed** shows applications that require review.

**HTA to be reviewed** shows Human Tissue Authority applications that require review (only applicable to Human Tissue Application Reviewers).

**HRA to be reviewed** shows Health Research Authority applications that require review (only applicable to Health Research Authority Application Reviewers).

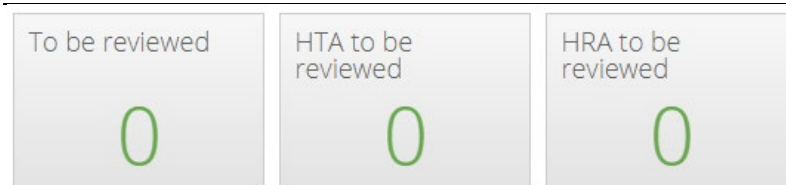
**Reviewed** shows previously reviewed applications that are now completed.

If you are going to be unavailable (e.g. if you're on annual leave), you can set your availability in the system by clicking on your username and selecting personal details:



At the bottom of your personal details there is an option to add when you unavailable from and to. Then select change details.

## Selecting an application to review



Applications requiring review are displayed in the **To be reviewed**, **HTA to be reviewed** or **HRA to be reviewed** tile (depending which is applicable to you). To review an application, select the **To be reviewed**, **HTA to be reviewed** or **HRA to be reviewed** tile, and then select the application you wish to review from the list.

Review Reference	Project Id	Project Title	Applicant Title	Applicant First Name	Applicant Last Name	Review Status	Review Committee	Review Date Received	User Reviewer Type
2020-1121-100	1121	Test123456	Miss	Alison	Bendall	Assigned reviewers	Health and Human Sciences Staff Ethics Committee	29/01/2020 15:18	★

## Navigation – Timeline (project main page)

Once you have selected the application, you arrive at the project main page:

The screenshot shows the project main page for 'Plymouth Research Ethics Application' (Review Reference: 2019-0062-51). The page includes a sidebar with navigation options: 'Review Application', 'Decline Review', and 'Send feedback'. The main content area displays project details:

- Project Id: 0062
- Applicant Name: Miss Alison Bendall
- Current Committee: Science and Engineering Ethics Committee
- Current Status: Assigned reviewers
- Application Type: Staff/PhD Application
- Meeting: Unassigned
- Clock Status: Start (-83/30) days remaining
- Assigned Reviewers: Miss Alison Bendall (Reviewer), Miss Freic Reviewer (Reviewer)
- Conflicted Users: None
- Centre: University of Plymouth

The timeline view shows a 'Decline Review' action at 12:00 and 'Assign Reviewers' actions at 14:00 and 15:00 on Thursday, 30 January 2020.

You can either choose to **Review application** or **Decline review** at this point.

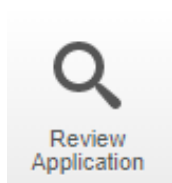
**Review Application** takes you into the application to begin the review.

**Decline Review** sends an email to the appropriate administrator alerting them that review has been declined.

**Send feedback** should only be selected once you have completed your review. This sends a letter to the appropriate administrator alerting them that review is complete.

**Reviewer Comments** shows any comments you have added to a question.

## Reviewing an application



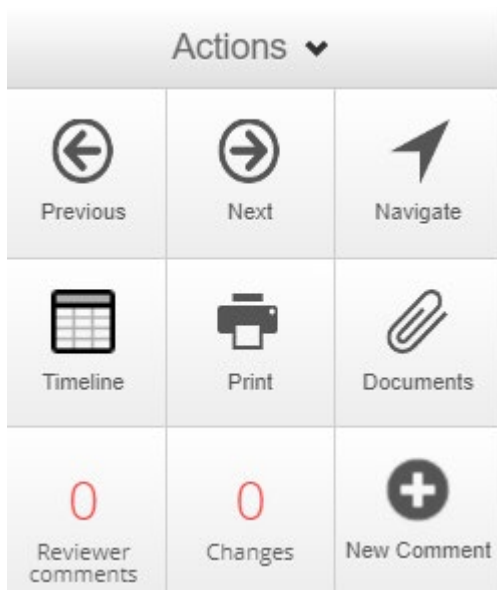
After selecting **Review Application**, you arrive at the project main page to begin the application review:

A screenshot of the Plymouth Ethics Online System interface. The page title is "Review Reference: 2020-1125-102". The main content area is titled "Plymouth Research Ethics Application" and shows a list of sections. The first section, "Start Application Here", is highlighted in blue and contains links for "Application help and support" and "GDPR". Other sections include "Project Title, Status and Study Type", "Research Study Approval", "Human Tissue", "External Approval", "Approval", "Project contacts", "Project information", and "Declarations". A sidebar on the left contains navigation options like "Timeline", "Print", "Documents", "Reviewer comments", and "Changes". The footer includes copyright information for Infonetica Ltd 2020.

Please start with the first section, **Start application here** [Application help and support | GDPR](#) and begin reviewing the form by selecting the section name ([Application help and support | GDPR](#)).

### Note:

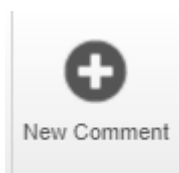
Section in blue can be accessed (e.g. [Application help and support | GDPR](#)). Inactive sections will appear in black, are not required and have not been filled in, therefore cannot be accessed. You can opt out of showing the inactive sections by unticking the box on the far right of the application. The actions side panel will change once you start reviewing the application.



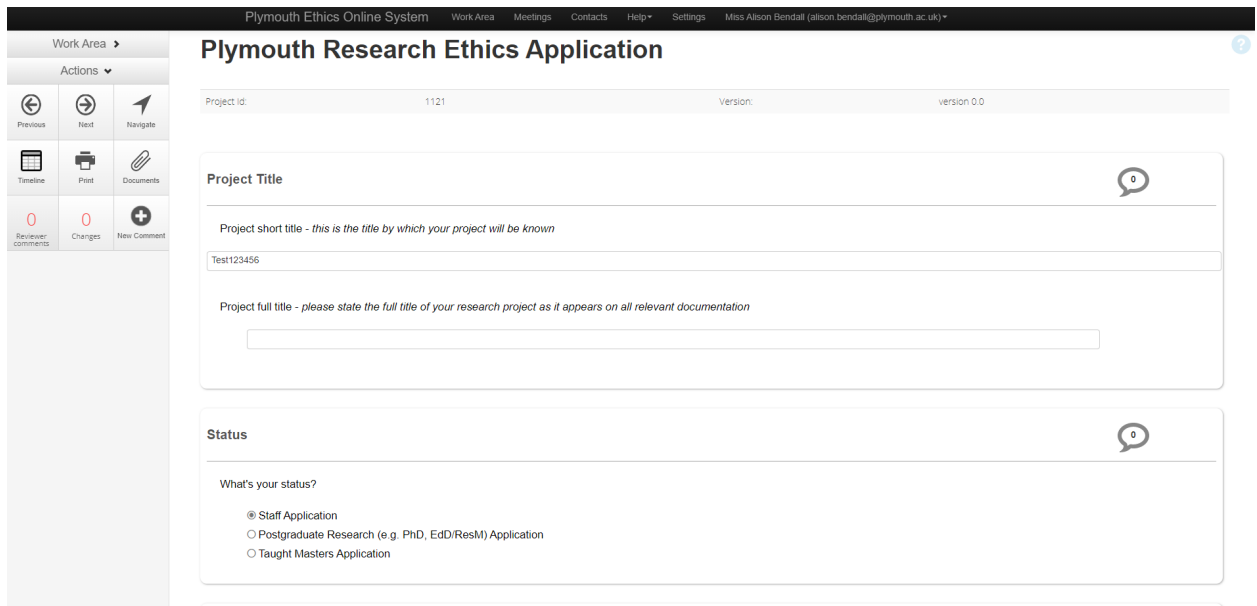
Use the previous and next buttons to navigate your way through the form. Use the navigate button to get back to viewing all sections of the form. Use the timeline button to get back to the project main page. The print button allows you to print the form, the documents button shows you the documents attached to the form.

## Reviewing an application – adding comments

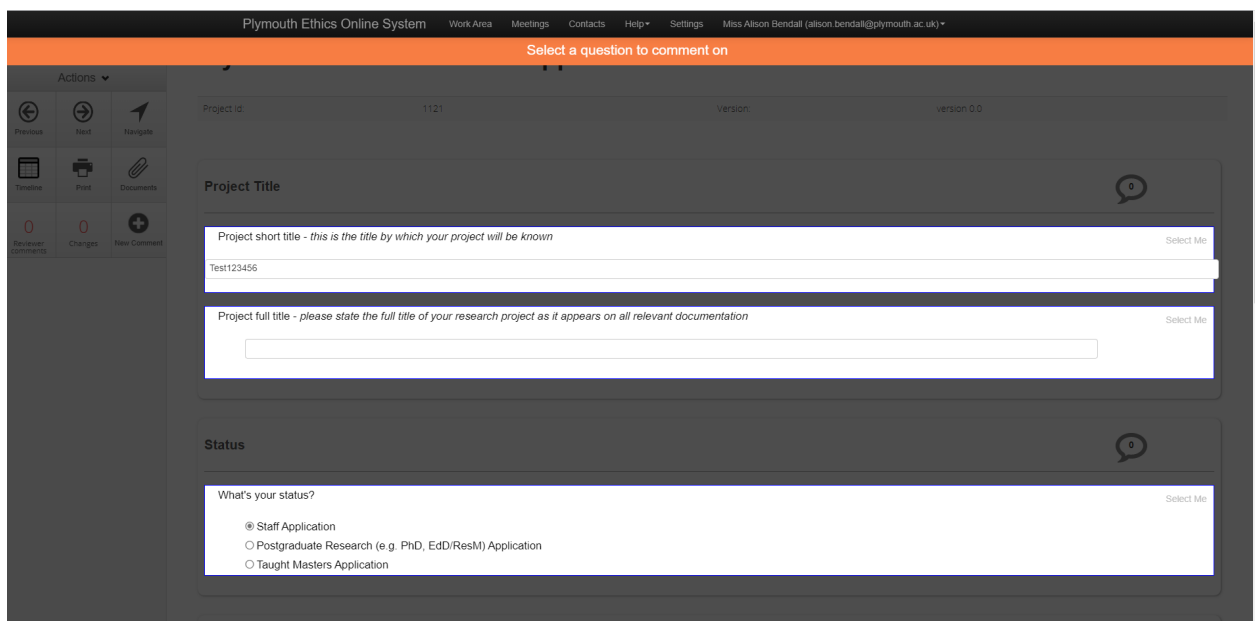
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Reviewer comments can be added against a question by selecting the **New Comment** tile from the left side panel.

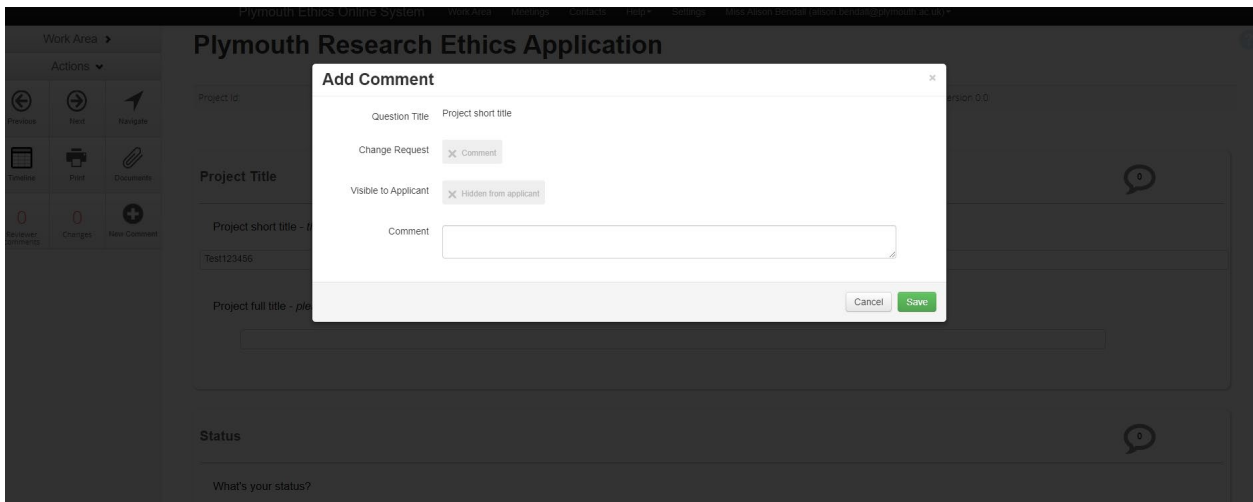


After selecting **New Comment**, select the box which contains the question you would like to comment against:





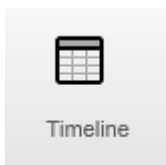
Selecting the box opens the **Add Comments** window:



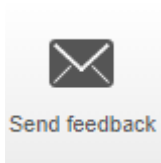
Type your comment into the **Comment** box and then select **Save** to save the comment. You can choose to hide/unhide the comment from the applicant. The default is hidden from the applicant.

## Reviewing an application – completing the review

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Once you have reviewed all answers in the application and added any **Comments**, select the **Timeline** tile to return to the project main page and then select **Send feedback**:



Selecting **Send feedback** will bring up a pre-typed letter with all your comments in it. Check that you are happy with the contents and make any further amendments if required. Leave the Action Date as Now and add any notes in the timelines notes section that you want to appear on the timeline. Then select **Send**. This will then be sent to the Faculty Research Ethics Administrator indicating you have completed the review.

Send feedback

Action Date: Now

Timeline Notes:

Dear  
1121 Test123456  
Please find my feedback for the following application <https://plymouth.review.ethicalreviewmanager.com/Timeline/edex/100> below:

Reviewer	Title	Comment
Miss Alison Bendall	Project short title	Change short title to xxx
Miss Alison Bendall	Status	Check if staff application or taught masters

Kind regards  
Miss Alison Bendall

Existing My Drafts Preview Send feedback Close

Once you've completed your review and sent your feedback, you can mark the application from the list in your assigned reviewers tile as completed by selecting the tick next to the application within the list, to differentiate between the applications you've completed and still have to review.

Once the faculty committee administrator has received all reviewer comments, they will mark the applications as feedback complete and all applications will then sit in your **Reviewed** tile.

## Contacts

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For Plymouth ethics online systems support, please contact:

Email: [ethics-online-system@plymouth.ac.uk](mailto:ethics-online-system@plymouth.ac.uk)

Telephone: 01752 586703

For general research ethics support, please contact:

Arts, Humanities and Business

[FoAHBethics@plymouth.ac.uk](mailto:FoAHBethics@plymouth.ac.uk)

Health

[FOHEthics@plymouth.ac.uk](mailto:FOHEthics@plymouth.ac.uk)

Science and Engineering

[scienghumanethics@plymouth.ac.uk](mailto:scienghumanethics@plymouth.ac.uk)

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