



UNIVERSITY OF
PLYMOUTH
Research and Innovation

Plymouth Ethics Online System

Chair 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

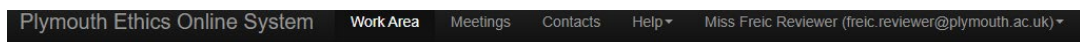
Password

[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**:



Work Area

This tile contains a list of all contacts added by the user

General

Notifications 0	Meetings 0	Contacts 0	Reports 0
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System notifications relevant to the user collate in the Notifications tile.

Reports can be run to display a list of applications depending on the parameters selected.

Chair

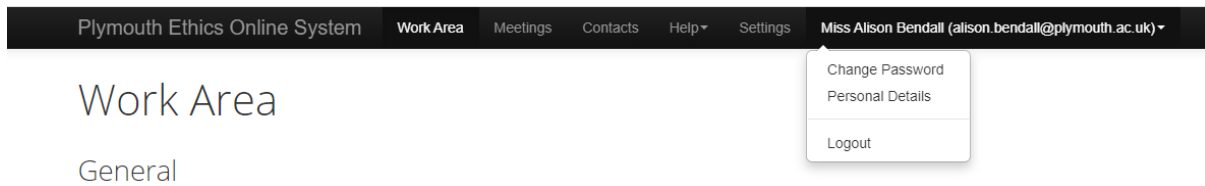
Chairs Action 0	Changes requested 0	Approved 1
--------------------	------------------------	---------------

The **Chairs Action** tile shows applications that require review.

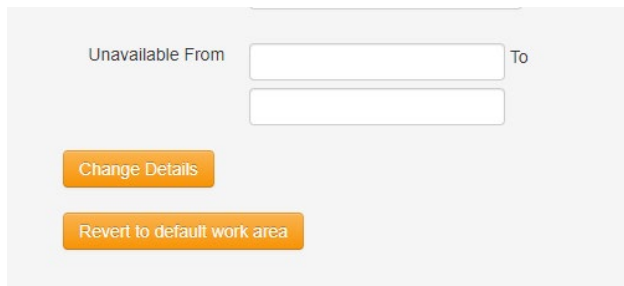
The **Approved** tile shows applications that have been approved.

The **Changes Requested** tile shows applications where you've requested changes from the applicant.

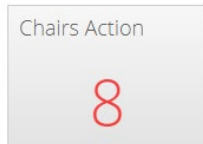
If you are going to be unavailable (e.g. if you're on annual leave), you can set your availability in the system by clicking on your username and selecting personal details:



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 **Chairs Action** tile. To review an application, select the **Chairs Action** tile and then select the application you wish to review from the list.

Plymouth Ethics Online System Work Area Meetings Contacts Help Miss Fintz Reviewer (fintz_reviewer@plymouth.ac.uk)

Chairs Action

Copy Excel CSV PDF

Review Reference	Project Id	Project Title	Applicant Title	Applicant First Name	Applicant Last Name	Review Status	Review Committee	Review Date Received	User Reviewer Type
2019-1114-92	1114		Miss	Alison	Bendall	Ready for Chairs Action	Health and Human Sciences Staff Ethics Committee	29/11/2019 14:07	
2019-1108-88	1108		Mrs	Jeannine	Levers	Ready for Chairs Action	Health and Human Sciences Staff Ethics Committee	28/11/2019 11:51	
2019-1105-86	1105		Miss	Alison	Bendall	Ready for Chairs Action	Health and Human Sciences Staff Ethics Committee	14/11/2019 15:22	
2019-1106-85	1106		Miss	Alison	Bendall	Ready for Chairs Action	Health and Human Sciences Staff Ethics Committee	14/11/2019 14:42	
2019-1099-80	1099		Miss	Alison	Bendall	Ready for Chairs Action	Health and Human Sciences Staff Ethics Committee	08/11/2019 15:04	
2019-1098-78	1098		Miss	Alison	Bendall	Ready for Chairs Action	Health and Human Sciences Staff Ethics Committee	08/11/2019 13:16	
2019-0038-27	38		Miss	Alison	Bendall	Resubmitted	Health and Human Sciences Staff Ethics Committee	20/09/2019 13:28	
2019-0004-4	4		Miss	Alison	Bendall	Resubmitted	Business Ethics Committee	01/05/2019 14:56	

Showing 1 to 8 of 8 entries

Previous 1 Next

Navigation – Timeline (project main page)

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

Plymouth Ethics Online System

Work Area | Contacts | Help | Miss Ffiec: Reviewer (ffiec_reviewer@plymouth.ac.uk)

Please Note: This is a beta Submission

Work Area >

Actions

2 Form Submissions | 0 Project Submissions | 1 Reviewer comments

Review Application | Approve | Request changes

Project Title:
Form Reference: Default Form
Review Reference: 2019-0004-4

Delete submission

Project id:	0004	Applicant Name:	Miss Alison Bendall
Current Committee:	Business Ethics Committee	Current Status:	Resubmitted
Application Type:	Staff/PhD Application	Meeting:	Unassigned
Clock Status:	Start (249/30) days remaining	Assigned Reviewers:	Dr Nigel Marley (Reviewer)
Conflicted Users:	None		

Timeline | Project | Documents | Contacts

Zoom In | Zoom Out | View by Status

16:00 20:00 00:00 04:00 08:00 12:00 16:00 20:00 00:00 04:00 08:00 12:00

Tuesday 4 February 2020 | Wednesday 5 February 2020 | Thursday 6 February 2020

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

Approve should only be selected once you have completed your review. This sends a letter to the applicant alerting them that the review is complete.

Request changes allows you to make contact directly with the applicant if there are changes required before approval can be granted (please note, if this is an HRA approved application this option will not be available).

Reviewer Comments will be available within the application form when you undertake a review, but you can also choose to view them by selecting the Reviewer Comments tile, which will show all comments that the reviewer has made on the application.

Reviewer comments

Current | Previous | History

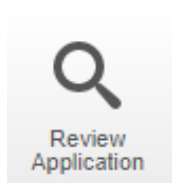
All comments to be made visible to the applicant

Title	Comment	Added	Creator	Modified
Project short title	Please add title	05/02/2020 14:53	Miss Alison Bendall	
Project full title	Please add title	05/02/2020 14:54	Miss Alison Bendall	

Edit | Edit

Close

Reviewing an application



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

The screenshot shows the Plymouth Ethics Online System interface. At the top, there is a navigation bar with "Plymouth Ethics Online System" and various menu items like "Work Area", "Meetings", "Contacts", "Help", "Settings", and a user profile for "Miss Alison Bendall". Below the navigation bar, the page title is "Review Reference: 2020-1125-102". The main content area displays "Project id: 1125" and "Version: version 0.0". The central part of the page is titled "Plymouth Research Ethics Application" and contains a table 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". The footer of the page includes copyright information for Infonetica Ltd 2020 and version 2.2.5.1.

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

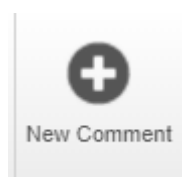
Reviewing an application – viewing reviewer’s comments

Reviewer Comments will be available within the application form when you undertake a review and you can view them by clicking on the comment bubble if it has a number other than zero in it and it will bring up the reviewer’s comment(s).

Type	Document Name	File Name	Date	Version	Size	View
Participation Information Sheet	FREIC.02 Business - TEST Info Sheet	FREIC.02 Business - TEST Info Sheet.docx	28/04/2020	1	21.4 KB	Download

You can also choose to view all comments by selecting the Reviewer Comments tile in the Actions tile, which will show all comments that the reviewer has made on the application.

Reviewing an application – adding comments



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

Plymouth Ethics Online System Work Area Meetings Contacts Help Settings Miss Alison Bendall (alison.bendall@plymouth.ac.uk)

Plymouth Research Ethics Application

Project id: 1121 Version: version 0.0

Project Title

Project short title - this is the title by which your project will be known

Test123456

Project full title - please state the full title of your research project as it appears on all relevant documentation

Status

What's your status?

Staff Application

Postgraduate Research (e.g. PhD, EdD/ResM) Application

Taught Masters Application

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

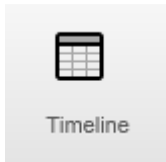
The screenshot shows the Plymouth Ethics Online System interface. At the top, there is a navigation bar with 'Plymouth Ethics Online System', 'Work Area', 'Meetings', 'Contacts', 'Help', 'Settings', and 'Miss Alison Bendall (alison.bendall@plymouth.ac.uk)'. Below this is a header with 'Select a question to comment on'. The main content area is divided into sections: 'Project Title' and 'Status'. Under 'Project Title', there are two questions: 'Project short title - this is the title by which your project will be known' and 'Project full title - please state the full title of your research project as it appears on all relevant documentation'. Under 'Status', there is a question: 'What's your status?'. The 'Status' question has three radio button options: 'Staff Application', 'Postgraduate Research (e.g. PhD, EdD/ResM) Application', and 'Taught Masters Application'. A 'New Comment' button is visible in the left sidebar.

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

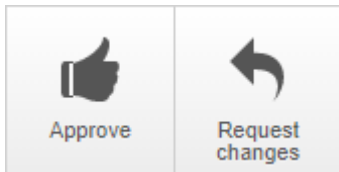
The screenshot shows the 'Add Comment' dialog box overlaid on the Plymouth Research Ethics Application interface. The dialog box has a title bar 'Add Comment' and a close button. It contains the following fields and options: 'Question Title' (Project short title), 'Change Request' (Comment), 'Visible to Applicant' (Hidden from applicant), and a 'Comment' text box. At the bottom right, there are 'Cancel' and 'Save' buttons.

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



Once you have reviewed all answers in the application and the **Reviewer Comments** and added any of your own **Comments**, select the **Timeline** tile to return to the project main page and then select **Request Changes** (please note, if this is an HRA approved application this option will not be available) or **Approve**



Selecting **Request Changes** will bring up a pre-typed letter with all the visible to applicant comments in it. Leave the Action Date as Now and add any notes in the timelines notes section that you want to appear on the timeline. Check that you are happy with the contents of the letter and make any further amendments if required. Then select **Request Changes**. This will then be sent to the applicant indicating you have requested changes. The application will sit in the **Changes requested** tile. Once the applicant has made the changes requested and resubmitted, you will receive a notification and the application will appear in the **Chairs Action** tile.

A screenshot of a web form titled "Request changes". At the top, a yellow banner contains a note: "Note: This action will make marked comments visible to the applicant, please ensure you are happy with them before clicking Request changes". Below this, there is a dropdown menu for "Action Date" set to "Now" and a text area for "Timeline Notes". A rich text editor follows, containing a pre-typed letter. The letter starts with "Dear Allison" and "0062 SciEng test". It includes a table with two columns: "Title" and "Comment". The table has two rows: "HRA Approval" with comment "Are you sure this is the right option?" and "Funding body" with comment "Please supply information on the funding body". Below the table, it says "(delete any comments as appropriate)", "Many thanks", "Kind regards", "Miss Eric Reviewer", and "Science and Engineering Ethics Committee". At the bottom of the form, there are buttons for "Existing", "My Drafts", "Preview", "Request changes", and "Close".

Selecting **Approve** will bring up a pre-typed letter with any visible to applicant comments in it. Check that you are happy with the contents and make any further amendments if required. You can delete any comments that are not applicable. You will need to set an approval expiry date by choosing an option within the **Set New Expiry Date** option. Then

select **Approve**. This letter and notification will then be sent to the applicant indicating you have approved the application. Once approved, the application will sit in the **Approved** tile.

Approve

Action Date:

Timeline Notes:

Set New Expiry Date:

0062

SciEng test

The committee has considered your application and has granted ethical approval to conduct this research/providing the following conditions are met/changes are undertaken: (delete as appropriate).

Title	Comment
HRA Approval	Are you sure this is the right option?
Funding body	Please supply information on the funding body

(amend or remove table if not required)

Approval is for the duration of the project. If you wish to continue beyond this date, you will need to seek an extension.

Please note that if you wish to make any minor changes to your research, you must complete an amendment form or major changes you will need to resubmit an application. (depending on how the amendment form turns out).

Yours sincerely

Contacts

For Plymouth ethics online systems support, please contact:

Email: ethics-online-system@plymouth.ac.uk

Telephone: 01752 586703

For general research ethics support, please contact:

Arts, Humanities and Business

FoAHBethics@plymouth.ac.uk

Health

FOHEthics@plymouth.ac.uk

Science and Engineering

scienghumanethics@plymouth.ac.uk

Plymouth Sponsor

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