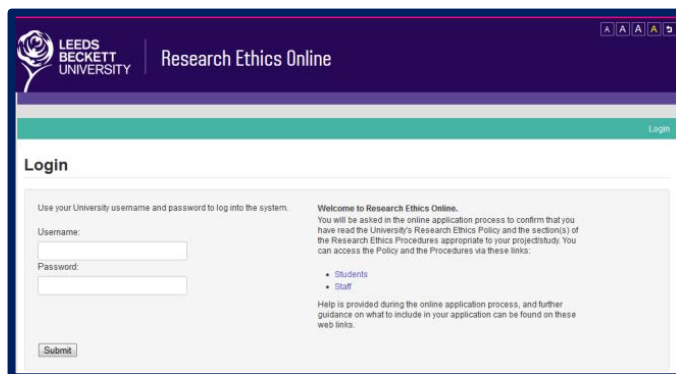


Research Ethics Online

APPLICANT Guidance Notes



The Research Ethics Online System is accessed via these links:

Students: <http://www.leedsbeckett.ac.uk/studenthub/research-ethics.htm>

Staff: https://www.leedsbeckett.ac.uk/staff/Research_Ethics.htm

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Abbreviations:

LREC: Local Research Ethics Co-ordinator

FREC: Faculty Research Ethics Committee

1. Troubleshooting

Please be aware of the following points regarding the system.

- **System timing out:** the system will time out after 20 minutes of inactivity and you will need to log in again. If you have clicked the 'SAVE' button, data entered up to that point will be automatically saved, but any data entered on current web page will not be saved. Remember to save regularly in order not to lose your work.
- **Formatting:** the system does not support MS Word formatting, so if text is copied from a MS Word document, any formatting (e.g., paragraph marks, bullet points, underlining) will be lost and special characters will not appear. If text has been copied to the system, please review your application carefully before it is submitted. If you wish to include information which needs to be formatted (e.g., in a table), this could be uploaded at the end of the process as a supporting document.
- **System problems or further guidance required?** Students would normally contact their Research Supervisor or research module leader in the first instance for guidance and staff should contact their LREC. Queries can also be directed to the Quality Assurance & Governance teams in the Faculties:

Faculty of Arts, Environment & Technology	aet-quality@leedsbeckett.ac.uk
Faculty of Business & Law	quality.fbl@leedsbeckett.ac.uk
Carnegie Faculty	carnegieQUALITYadmin@leedsbeckett.ac.uk
Faculty of Health & Social Sciences	hss-qag@leedsbeckett.ac.uk

- **Help with answering the questions:** Help is usually provided next to the online question and the Research Ethics Procedures includes further guidance for completing the questions:
Students: http://www.leedsbeckett.ac.uk/studenthub/documents/Research_Ethics_Procedures.pdf
Staff: https://www.leedsbeckett.ac.uk/staff/files/Research_Ethics_Procedures.pdf

2. Who will use Research Ethics Online

Students should submit their research ethics applications using the Online System, unless otherwise advised by the research module leader or Director of Studies.

Staff research projects should be submitted using this system, regardless of the risk category of the project, unless advised to use the paper-based process by the LREC.

3. When should an application be submitted

Applications must be submitted and approved prior to any data collection or analysis of secondary data not in the public domain.

Applications should be submitted after the Research Ethics Policy and relevant sections of the Procedures have been reviewed (you will be asked during the application process to confirm that you have done this) and if you have any queries, students should seek advice from your Research Supervisor and staff should contact your LREC.

Prepare your application by reviewing the questions and help (these can be found in the Procedures document) before you go online. You will know then what Risk Category your application will come under (Risk Category 1, 2 or 3).

If your project falls into Risk Category 1 (e.g., literature reviews), you can answer 'NO' to all the questions in the Risk Checklist, and you will then complete a much shorter application.

If your project comes under Risk Category 2 or 3, you may find it helpful to prepare your answers in a Word document, and you can then copy and paste these into the questions online (without formatting). Have final versions of any supporting documents ready (e.g., Participant Information Sheet, consent form) as you will be asked to upload these towards the end of the application process.

Students: make sure you know who you are submitting your application to online before you start (your Research Supervisor).

Staff: you will be submitting your application online to your LREC.

4. Logging on

LEEDS BECKETT UNIVERSITY | Research Ethics Online

Login

Use your University username and password to log into the system.

Username:

Password:

Submit

Welcome to Research Ethics Online.
You will be asked in the online application process to confirm that you have read the University's Research Ethics Policy and the section(s) of the Research Ethics Procedures appropriate to your project/study. You can access the Policy and the Procedures via these links:

- Students
- Staff

Help is provided during the online application process, and further guidance on what to include in your application can be found on these web links.

Login

You access the Research Ethics Online System through the Research Ethics web pages on the Student Hub or Staff web site. Log in using your University username and password.

The Online System will guide you through the process depending on the answers provided.

5. My applications

LEEDS BECKETT UNIVERSITY | Research Ethics Online

New Application | My Applications | Approve Student Applications | Approve Staff Applications | Ethics Approves | Edit | casey01 | Logout

My Applications

New Application
If you wish to submit a new application, click on "New Applications" above.

Existing applications
If you wish to edit an existing application prior to submission, click on the Application Title or select the "Edit/Continue" button.
If you have submitted an application and now need to make changes to it, click on the "Make Revision/Copy" button. Please add to the title the version number (for example, v2).

10 records per page

Search:

Title	Risk Category	Status	Date Created	Action
testing 250914	Risk Category 2	Application Not Complete	25-SEP-14	
testing 141014	n/a	Application Not Complete	14-OCT-14	

Showing 11 to 11 of 11 entries

Previous 1 2 Next

My applications

Once logged in, you have the option of creating a new application (click on 'New Application'), reviewing an existing application, or amending an existing application.

6. Completing a new application

LEEDS BECKETT UNIVERSITY | Research Ethics Online

New Application | My Applications | Approve Student Applications | Approve Staff Applications | Ethics Approvers | Edit | casey01 | Logout

New Application

Project Details

Project Title:

Please enter the name of your Local Research Ethics Co-ordinator:

Currently assigned:

Save and Continue

New application web page

Students: enter the title of your project and the name of your Research Supervisor (type their surname into the box, and then click on their name in the drop down box).

Staff: enter the title of your project and the name of your LREC (type their surname into the box, and then click on their name in the drop down box).

LEEDS BECKETT UNIVERSITY | Research Ethics Online

New Application | My Applications | Approve Student Applications | Approve Staff Applications | Ethics Approvers | Edit | casey01 | Logout

Introduction | Project Type | Risk Category | Summary | Details 1 | Details 2 | Details 3 | Declaration | Checklist | Submit Form

RESEARCH ETHICS APPLICATION GUIDANCE

All research carried out by students and staff must receive ethical approval before any data collection commences.

THE APPLICATION PROCESS

The online system will guide you through the application process depending on the details you give for the project.

If you are uncertain about the answer to any question, read the relevant Help section online and in the Research Ethics Procedures, and if you are still unsure, students should seek guidance from their Research Supervisor or Director of Studies and staff members should contact their Local Research Ethics Co-ordinator.

If your project has supporting documents (e.g. Participant Information Sheet/consent form, etc.) you will be asked to upload these towards the end of the application process, so have final versions prepared before you begin the application.

ADVICE

University Research Ethics Policy and Procedures: The University Research Ethics Policy and relevant sections of the Research Ethics Procedures should be read prior to commencing this application. Consideration of the application by the reviewers will be undertaken in accordance with the Policy and Procedures.

External requirements for the project: Applicants should consider if there are requirements by an appropriate learned society or professional body that may be relevant to the project. Where the project also comes under the jurisdiction of an external research ethics committee, approval from that committee should be included in the submission.

OUTCOME

You will be advised of the outcome of your application by email and you may only begin any data collection once you receive notification that the project has ethical approval.

If the circumstances of your research study change after approval, it is your responsibility to complete and submit a further application using this system. The Research Ethics Procedures provides guidance on what changes will need re-approval.

Save and Go Back | Save and Exit | Save and Continue

Research ethics application guidance

This web page provides details of the process and gives further advice on applications.

LEEDS BECKETT UNIVERSITY | Research Ethics Online

Navigation: New Application | My Applications | Approve Student Applications | Approve Staff Applications | Ethics Approvers | Edit | casey01 | Logout

Progress: Introduction | Project Type | Risk Category | Summary | Details 1 | Details 2 | Details 3 | Declaration | Checklist | Submit Form

Questions marked with * are mandatory fields.

WILL YOUR RESEARCH STUDY.....?

Please answer the following:

- 1 Involve direct and/or indirect contact with human participants? * Yes No
- 2 Involve analysis of pre-existing data which contains personal or sensitive information not in the public domain? * Yes No
- 3 Require permission or consent to conduct? * Yes No
- 4 Require permission or consent to publish? * Yes No
- 5 Have a risk of compromising confidentiality? * Yes No
- 6 Have a risk of compromising anonymity? * Yes No
- 7 Collect / contain sensitive personal data? * Yes No
- 8 Contain elements which you OR your supervisor are NOT trained to conduct? * Yes No
- 9 Use any information OTHER than that which is freely available in the public domain? * Yes No

backkett.ac.uk/Forms/new/533/continue?help or other visual/vocal methods where participants may be identified? * Yes No

Will your research study...? checklist

Please ensure that you complete this accurately as the answers you provide will help determine the level of ethical approval you require. Please click on the help icons for further guidance.

Remember, if you are undertaking a literature review, you can answer NO to all the questions.

LEEDS BECKETT UNIVERSITY | Research Ethics Online

Navigation: New Application | My Applications | Approve Student Applications | Approve Staff Applications | Ethics Approvers | Edit | casey01 | Logout

Progress: Introduction | Project Type | Risk Category | Summary | Declaration | Checklist | Submit Form

Questions marked with * are mandatory fields.

PROJECT DETAILS

Start date of project*

Expected completion date of project*

Externally Funding*
 Is this project externally funded? Yes No

Project Summary*
 Please give a brief summary of your study (maximum 100 words).

Project Group Members*
 Is this a group project? Yes No

Buttons: Save and Go Back | Save and Exit | Save and Continue

Project details

The basic project details are input here. For Risk Category 1 projects, these are all the details you provide. For Risk Category 2 and 3 projects, the Online System will guide you through the longer application process.

If the study is a group project, you will be able to add the names of the other members of the team on this web page.

LEEDS BECKETT UNIVERSITY Research Ethics Online

New Application | My Applications | Approve Student Applications | Approve Staff Applications | Ethics Approvers | Edit casey01 | Logout

Introduction Project Type Risk Category Summary Declaration Checklist Submit Form

Questions marked with * are mandatory fields.

RISK CATEGORY 1: DECLARATION

Comply with Policy and Procedures*

I confirm that I have read the Research Ethics Policy and relevant sections of the Research Ethics Procedures and will adhere to these in the conduct of this project.

Benefits

The results of the research should benefit society directly or by generally improving knowledge and understanding. Please tick this box to confirm that your study has a potential benefit.

Confirmation*

I confirm that I will undertake this project as detailed in the application. I understand that I must abide by the terms of this approval and that I may not make any substantial amendments to the project without further approval.

Learned Societies*

I have read an appropriate professional or learned society code of ethical practice: Yes No

Save and Go Back Save and Exit Save and Continue

Declaration

For all projects you will complete a declaration: the wording is the same for all declarations.

For the learned societies section, students will be advised if there is an appropriate learned society for their project area by their research module leader or Research Supervisor. For many projects not involving human participants or their data, the answer to this statement will be 'NO'.

LEEDS BECKETT UNIVERSITY Research Ethics Online

New Application | My Applications | Approve Student Applications | Approve Staff Applications | Ethics Approvers | Edit casey01 | Logout

Introduction Project Type Risk Category Summary Declaration Checklist Submit Form

SUBMISSION CHECKLIST

Please indicate the supporting documents submitted by ticking the appropriate boxes below:

For projects involving human participants, you must submit, where appropriate, the Participant Information Sheet/consent form. You must also submit every communication a participant will see or receive. Failure to do so will cause delays to the application.

Participant Information Sheet(s)

Consent Form(s)

Assent Form (usually for children participants)

Recruitment documents eg. posters, flyers, advertisements, email invitations, letters, web pages if online research

Measures to be used eg. questionnaires, surveys, interview schedules, psychological tests

Screening questionnaire

Letters/communications to and from gatekeepers/third parties

Evidence of any other approvals or permissions eg. NHS research ethics approval, in-country approval

Research proposal/protocol (no more than 2-3 A4 pages): It is not a requirement that this is included, however, if this would help the understanding of a complex project by the reviewer(s), please include

Risk assessment form: Some projects may require a risk assessment form: see the Procedures document for details (eg. projects involving a physical intervention, collecting data off-campus)

Approval documentation for projects involving ionising radiation

Confirmation of insurance and indemnity cover: Some projects need to be referred to the Insurance & Risk Officer: see the Procedures document for details

Other document/s

File uploads

Please upload your files here:

Browse...

Name	File Size	Progress

Save and Go Back Save and Exit Save and Continue

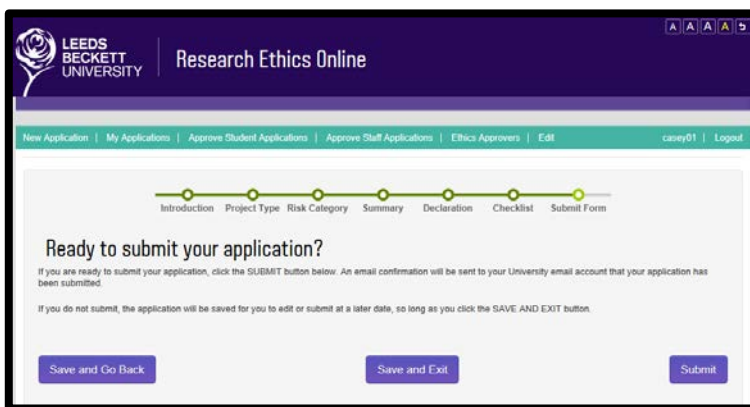
Submission checklist

You upload any documents to support your application here. These may include, e.g., a Participant Information Sheet, consent form and questionnaire. The Submission Checklist is provided only as a reminder of documents to submit and to help the reviewer.

Click on 'Browse' to find your files and 'Start upload' to upload the files to the Online System. There is an option to delete files once uploaded if required.

Please note that the maximum file size is 10MB. The system will allow the upload of most file types.

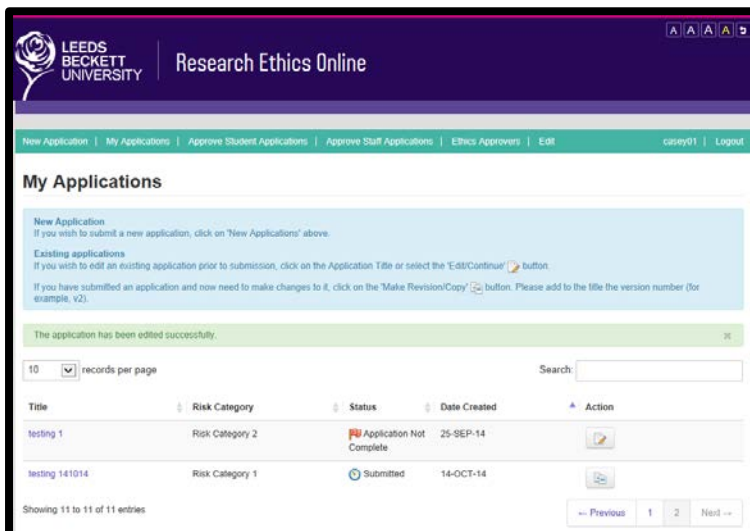
If you do not have any documents to upload (e.g., if your study is a literature review), you can just 'SAVE AND CONTINUE' from this web page.




Ready to submit?

Remember if you are ready to submit your application, to click on 'SUBMIT'. If you do not submit, the application will be saved for you to edit or submit at a later date so long as you click on the SAVE AND EXIT button.

7. Editing an application before submission



Editing an application before submission

You can edit a saved application before it has been submitted on the Online System - click on the 'Application Title' or select the 'Edit/Continue'  button on the 'My Applications' web page.

8. What happens after an application is submitted


After you have submitted your application the status of your application will change to 'submitted' on the 'My Applications' web page and you will receive an email to your University email account confirming your application has been submitted. You should receive a decision or feedback normally within 10 working days.

- Students: Your Research Supervisor will be notified by email that your project is ready for review.
- Staff: Your LREC will be notified by email that your project is ready for review.

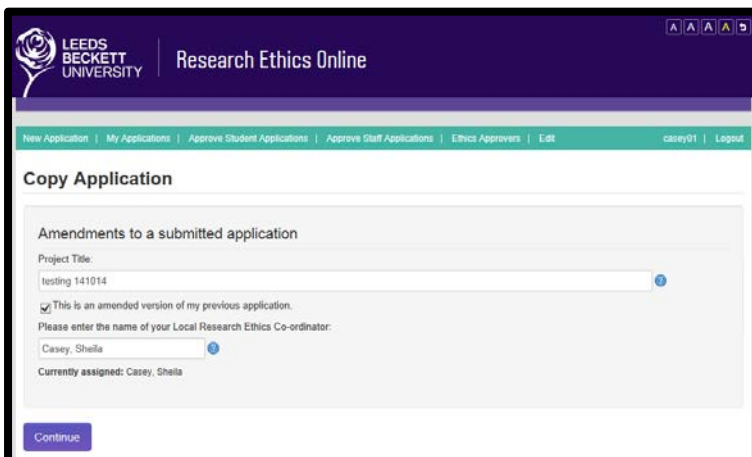
9. Notification of the outcome of an application

You will be notified of decisions made on your application by email. You can also view the status/outcome on the 'My Applications' web page. **If you need to submit a copy of the approval decision with your research dissertation, save the email as a Word document.**


10. Next step if an application is rejected or amendments are requested

Please click on the feedback icon for further details  next to your project on the 'My Applications' web page. If you are required to make changes to your application, you can print out the feedback, copy the text from the feedback page into a Word document, or save the feedback as a file, by right clicking on the feedback page, and selecting 'Convert to Adobe PDF', depending on your browser.

11. Editing an application after submission



Editing an application after submission

To make amendments to your application, select the 'Make Revision/Copy' button  next to the project. This will create a copy of the original application. Please amend as necessary and submit the resubmission. Please remember to rename your project to reflect that it is a revised version, e.g., 'Research Study v2' and include details of changes to the study.

12. What happens if an application is reviewed by the Faculty Research Ethics Committee

If your project is sent to FREC for approval, the status of your project will change to 'referred to FREC' on the 'My Applications' page.

You will be contacted by email by the FREC Secretary to confirm if the project will be considered by the Committee and the date and time your project will be reviewed.

You may be invited to attend the meeting, in which case you should receive confirmation of your appointment at least five working days prior to the meeting.

13. To view a submitted application

You can view your application through the 'My Applications' page. Select the title of your project in order to view your application.

If you need to print or save your application as a file, you can do this by clicking into the title on the 'My Applications' page, then right clicking in the pop-up window and selecting 'Print' or 'Convert to Adobe PDF' depending on your browser.

14. What to do if the Online System is not available for a new application

There are forms available for applicants which replicate the Online System. These can be found on the University website:


Students: <http://www.leedsbeckett.ac.uk/studenthub/research-ethics.htm>

Staff: https://www.leedsbeckett.ac.uk/staff/Research_Ethics.htm

All applicants complete the 'Stage One Research Ethics Approval Form'. For Risk Category 2 or 3 projects applicants also complete the 'Stage Two Research Ethics Approval Form'.


Please note: These forms should only be used if the Online System is not in operation and students have been advised to use these by the research module leader or by the LREC if you are a staff member.

15. 'My Applications' web page icons glossary

 Application
Not Complete


Application not complete

Your application is not complete. Please select the 'Edit/Continue' button to continue completing your application or click on the project title.

 Submitted

Submitted

Your application has been submitted to your Research Supervisor/ LREC/ FREC as appropriate. You will be notified of the outcome on this screen and via email in due course.

 Approved by
supervisor

Approved by Supervisor

Your project has been approved by your Research Supervisor (Risk Category 1 projects). You may now commence your study.

 Approved by
LREC


Approved by LREC

Your project has been approved by your LREC. You may now commence any data collection or analysis of secondary data not in the public domain.

 Approved by FREC


Approved by FREC

Your project has been approved by the Faculty Research Ethics Committee. You may now commence any data collection or analysis of secondary data not in the public domain.

 Referred to
LREC


Referred to LREC

Your Research Supervisor has reviewed your application and has sent it to your LREC with a recommendation that it is approved. You will be notified of the outcome in due course, via this web page and by email.


 Referred to
FREC


Referred to FREC

Your LREC has reviewed your application and although they cannot approve it due to various factors, they have sent it to the Faculty Research Ethics Committee with a recommendation that it is approved. You will normally receive an invitation to attend the Committee meeting to discuss your application. You will be notified of the outcome of your application in due course, via this web page and by email.


 Revision
requested by
supervisor


Revision requested by supervisor

Your Research Supervisor has requested revisions to your project. Please click on the feedback icon  for further details. Once you have made the necessary amendments you will be required to submit a further application using the system. This can be done by selecting the 'Make Revision/Copy' button next to the original application. You will be required to resubmit your project to your Research Supervisor using the system.


 Revision
requested by
LREC

Revision requested by LREC

Your LREC has requested revisions to your project. Please click on the feedback icon  for further details. Once you have made the necessary amendments you will be required to submit a further application. This can be done by selecting the 'Make Revision/ Copy' button next to the original application.

 Revision requested by FREC

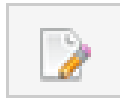
Revision requested by FREC

The Faculty Research Ethics Committee has requested revisions to your project. Please click on the feedback icon  for further details. You are required to submit a revised application. This can be done by selecting the 'Make Revision/Copy' button next to the original application.



Make Revision/Copy button

You should use this function if you are required to make amendments following your original submission. This will copy your original application which you are able to amend as appropriate (remember to indicate the version in the title, e.g., v2). You can then resubmit this application to your Research Supervisor (students) /LREC (staff).




Edit button

You should use this button to amend your application prior to submission if you have previously saved it but not submitted it.




View feedback icon

Please select this button to view feedback from the Research Supervisor/ LREC/ FREC.

 Rejected by supervisor


Rejected by Supervisor

Your application has been rejected by your Research Supervisor and feedback will be provided regarding this decision. One resubmission of your project is normally permitted unless otherwise notified. To resubmit a revised application please select the 'Make Revision/Copy' button, amend as appropriate and resubmit.

 Rejected by LREC

Rejected by LREC

Your application has been rejected by your LREC and feedback will be provided regarding this decision. One resubmission of your project is normally permitted unless otherwise notified. To resubmit a revised application please select the 'Make Revision/Copy' button, amend as appropriate and resubmit.

 Rejected by FREC

Rejected by FREC

Your application has been rejected by your FREC and feedback will be provided regarding this decision. One resubmission of your project is normally permitted unless otherwise notified. To resubmit a revised application please select the 'Make Revision/Copy' button, amend as appropriate and resubmit.