



# Guidance for Ethics Applicants

## Worktribe Ethics System

[leedsbeckett.ac.uk](https://leedsbeckett.ac.uk)

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## 1. Accessing Worktribe

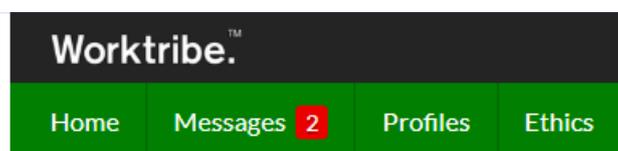
Worktribe can be accessed through: <https://leedsbeckett.worktribe.com>

Your University Single Sign On will allow you to sign in with your Leeds Beckett credentials.

*(Note: If you have more than one set of login details, for instance you are a member of staff who is also a registered student, please try to ensure you log in through the relevant log in details. If you need to log out of Worktribe so that you can manually log in with your required account, please use private browsing – ‘Incognito mode’ in Chrome or ‘InPrivate’ in Edge etc. – This should give you a log in box where you can manually enter the relevant username and password for your LBU account.)*

## 2. Notifications

You will receive email notifications when there is something for you to action within Worktribe. You will also be able to see all notifications on the **Messages** tab when you log into the system.



The message menu item will display a red badge count showing how many notifications require actioning.

When going into your messages, you can filter along the left hand side.

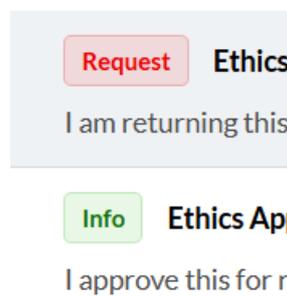


A red badge and bold lettering will show an unread message:

<input type="checkbox"/>	 Alan Admin	<b>Request</b> Ethics Application: Student application	12 minutes ago <span style="color: red; font-weight: bold;">1</span>
		I am returning this application to you for the following reason(s):	
<input type="checkbox"/>	 Serena School Admin	<b>Ethics Application:</b> Duplicate of Example application Response: happy	35 minutes ago

Once you open a message it will stop showing as highlighted. A message will remain in your inbox until you chose to archive it. You can select the tick box to archive or mark unread multiple items.

Notifications that require your action will show with the word 'Request' or those that are just to inform you of a change to a record that does not need action will show with the word 'Info'.

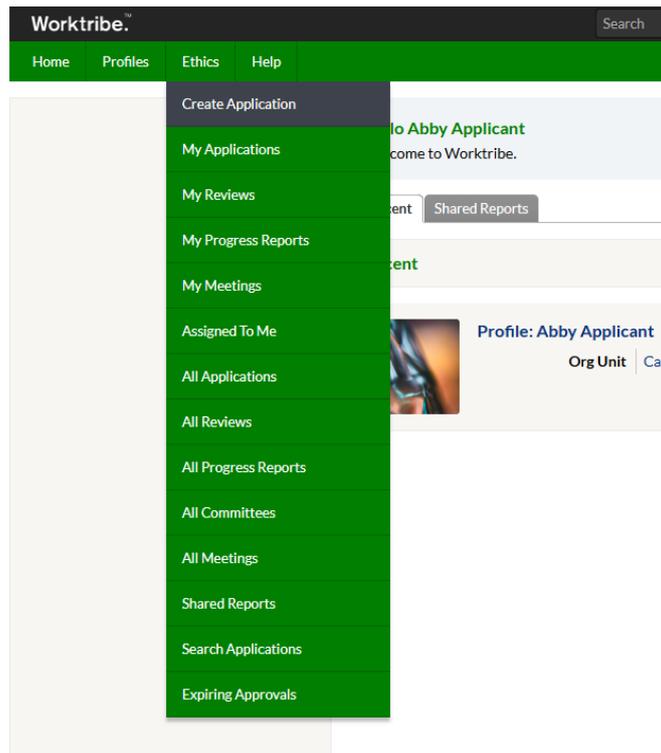


From a message, you can navigate to the comments for the linked record.

### 3. Creating a new ethics application

To begin the Ethics Application process, hover over the **Ethics** tab and select **Create Application**:

*(Note: If you are adding an ethics application to a funding project already in the system, you can do this from the project by selecting **Ethics** and then **Add Application**.)*



A box will appear for you to complete. Please see the guidance below:

Add Ethics Application
✖

\* Project Title

\* Project Dates From:  To:

Funder

Project Description

\* Applicant  ✔

\* Org Unit  ✔

Research Areas

Research Centres/Groups

Themes

Other Editors

\* Visibility

Tags

\* Is this a Student Project?

Create Ethics Application

Research Areas:	This should be your subject area.
Research Centres/Groups:	Leave blank
Themes:	Leave blank
Other Editors:	Here you can find co-applicants from the drop-down.
Visibility:	We recommend leaving as is. Some staff projects may want to change this to ‘people involved in the application and viewers’.
Tags:	Most projects should leave this blank. If your project is: an IRAS applications, NHS research, Bulk Approval or requires Health & Safety please select. Otherwise, leave blank
Is this a student project:	Please select the level of study that is relevant to you as the applicant.

Once you have completed this page, then click the **Create Ethics Application** at the bottom. This will create your application.

## 4. Completing the ethics application questions

Ethics applications are completed in a tabbed form. You must first complete the **Scope** tab. This section contains a set of screening questions which will determine which other sections need to be completed. For example, answering 'yes' to 'Does your research involve direct and/or indirect contact with human participants?' will result in the Human Participant tab appearing.

The red badged numbers of the tab shows how many remaining mandatory questions are remaining. Each mandatory question will have a red badge next to it.

*(Note: The answer to certain questions may result in additional questions appearing.)*



## 5. Uploading supporting documentation

Certain types of projects require the upload of certain documents (for example, participant information sheets etc.). You may be prompted throughout the questions to upload a document to the documents tab.

To upload a document, go to the **Documents** tab and click the **Add Document** button or drag the file into the file drop zone.



When you add a document, a box will appear to add document information:

You should ensure you select the relevant **Type** for the document.

Once you have filled in this information, click **Update** to save the file.

## 6. Submission of an ethics application

Once all mandatory questions have been completed, the **Submit** button will turn green at the top right of the screen.

A declaration screen will then appear. Click **Yes Confirmed** once the declaration has been read and agreed. Your ethics application cannot proceed without agreeing to the declaration.

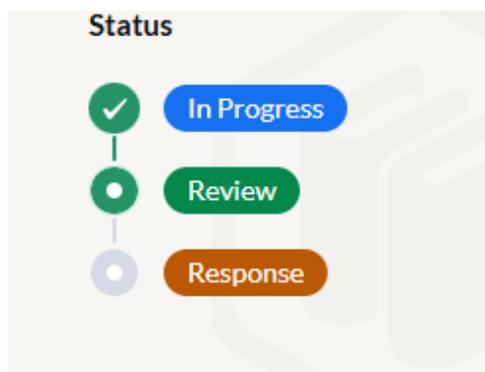
Submit Application: Example Ethics Application

Declaration

- The information in this form is accurate to the best of my knowledge and belief.
- I take full responsibility for the information provided in this application.
- I shall ensure that any changes in approved research protocols are reported promptly for approval by the relevant Ethics committee.
- I will report any adverse or unforeseen events to the Ethics Committee.
- I shall ensure that any external permissions necessary for the research to be undertaken are obtained prior to the research taking place.
- I will comply with ethical, legal and professional frameworks, obligations and standards as required by the University, statutory and regulatory authorities, and by funders and other relevant stakeholders
- If any changes are made to the research which may impact the ethical approach or approval originally granted, I undertake to seek further approval for the research.
- I am aware of my responsibility to be up to date and comply with the requirements of the law.
- I am satisfied that the research study is compliant with the Data Protection Act 2018 and General Data Protection Regulation (GDPR), and that necessary arrangements have been, or will be, made with regard to the storage and processing of participants' personal information and generally, to ensure confidentiality of such data supplied and generated in the course of the research.
- If requested, I will submit progress reports.
- I understand that research records/data may be subject to inspection for audit purposes if required in future.
- I take full responsibility for the actions of the research team and individuals supporting this study, and ensure all those involved will be given training relevant to their role in the study.
- I understand the expected standards of rigour and integrity and will maintain them at all times.

Yes, Confirmed

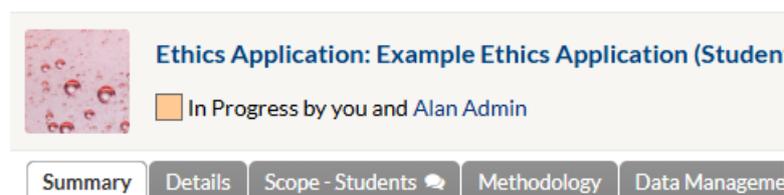
Once the application has been submitted you are able to track it through the different stages via the status.



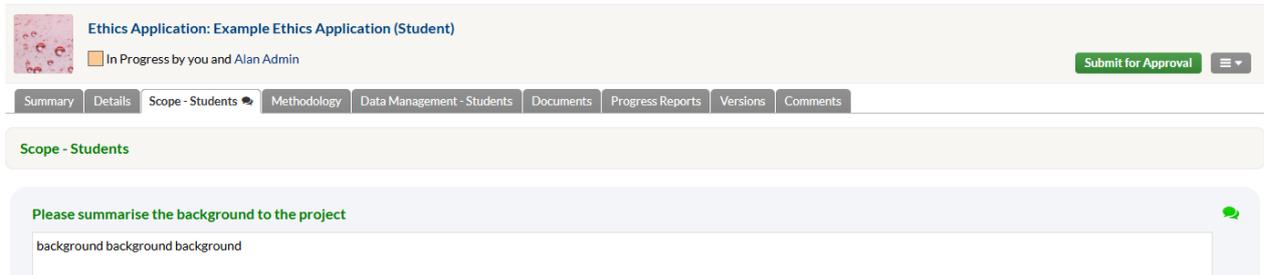
## 7. Supervisor Approval (students only)

All student applications will initially be sent to their supervisor to review, regardless of the risk level of the project. Supervisors are able to annotate and comment on all aspects of an Ethical Application and return these to a student before progressing the application.

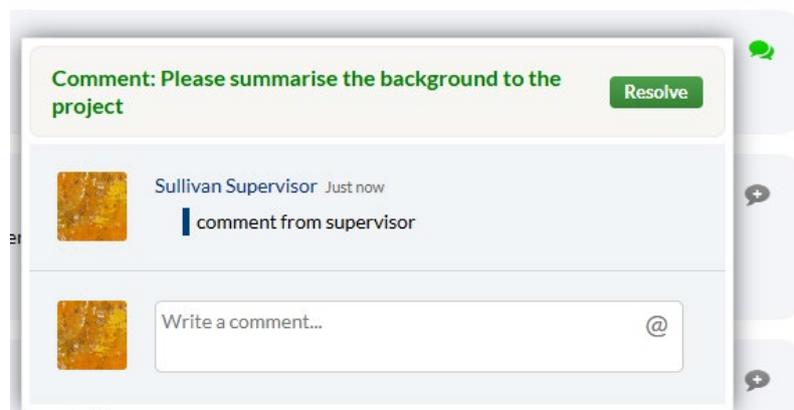
You are able to see on which tab a comment has been made by the speech bubble image being shown.



Comments are visible through the annotation bubble on the right hand side of the questions. The bubble will show as green when a comment has been made.



If you feel a response to a comment is required, you can do so by using the comment box underneath.



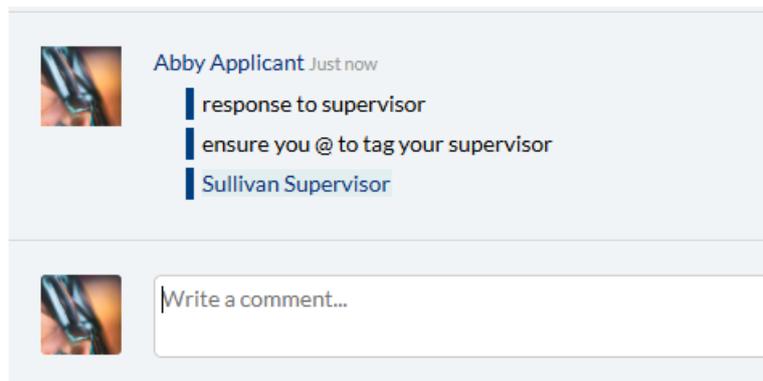
*(Note: You cannot delete a comment so please be careful when submitting them.)*

Supervisors may also leave comments on the general project on the **Comments Tab**.





Again, if you would like to respond to your supervisor here, you can do so by adding a comment.



Once the supervisor is happy and has finished their review, they can then approve the project to progress.

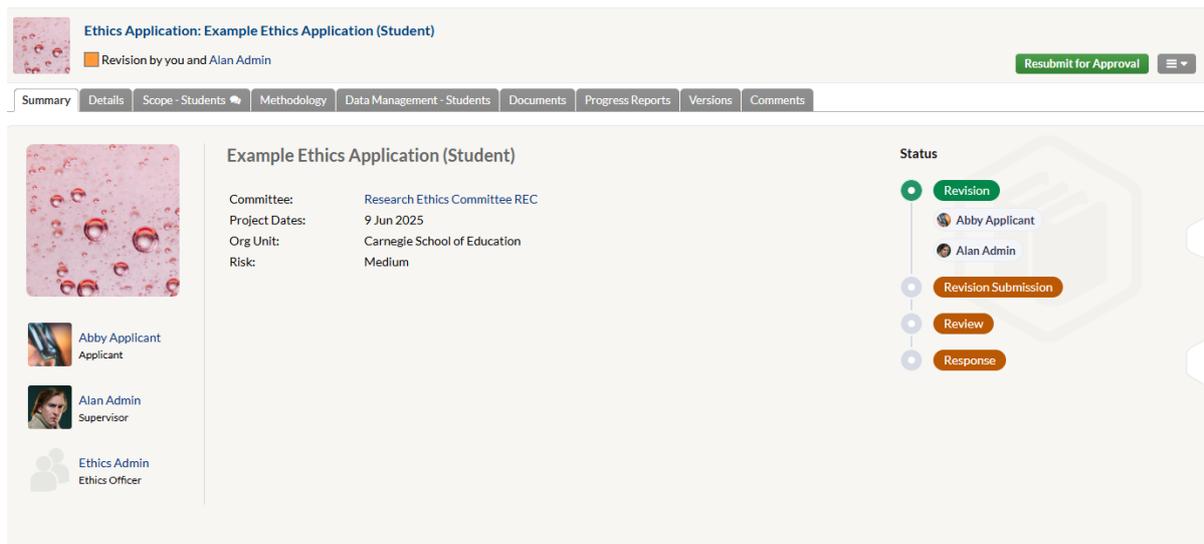
For low risk student projects, the supervisor is able to provide a final response on the project.

For medium/high risk student projects, once the supervisor has approved the project, it will then be referred on to a Local Research Ethics Coordinator to review and provide a response.

## 8. Reviewer Comments

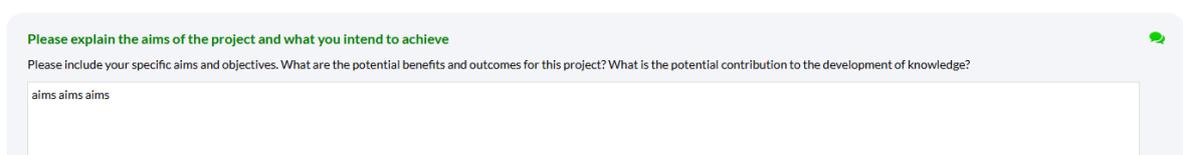
Reviewers (in the same way as supervisors) are able to annotate and comment on all aspects of an Ethics Application and return the application to the applicant for revisions.

*(Note: the reviewer comments will appear from the Ethics Admin, not the reviewer, to allow the reviewer anonymity.)*



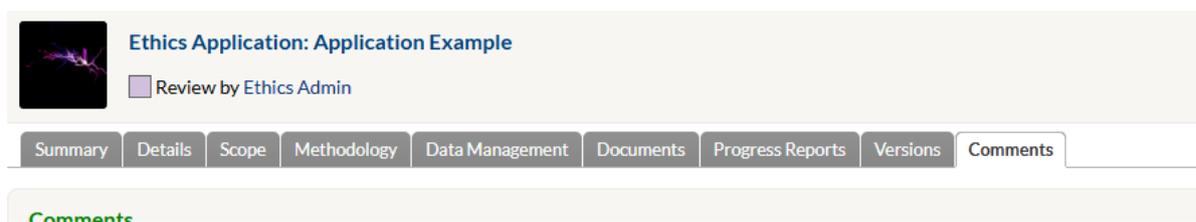
The screenshot shows a web interface for an ethics application. At the top, it says "Ethics Application: Example Ethics Application (Student)" and "Revision by you and Alan Admin". There is a "Resubmit for Approval" button. Below this is a navigation bar with tabs: Summary, Details, Scope - Students, Methodology, Data Management - Students, Documents, Progress Reports, Versions, and Comments. The main content area is titled "Example Ethics Application (Student)" and contains a list of metadata: Committee: Research Ethics Committee REC, Project Dates: 9 Jun 2025, Org Unit: Carnegie School of Education, and Risk: Medium. On the left, there are profile cards for Abby Applicant (Applicant), Alan Admin (Supervisor), and Ethics Admin (Ethics Officer). On the right, a "Status" section shows a vertical timeline with steps: Revision (green), Abby Applicant, Alan Admin, Revision Submission (orange), Review (orange), and Response (orange).

Comments are again visible through the annotation bubble on the right hand side of the questions. The bubble will show as green when a comment has been made.

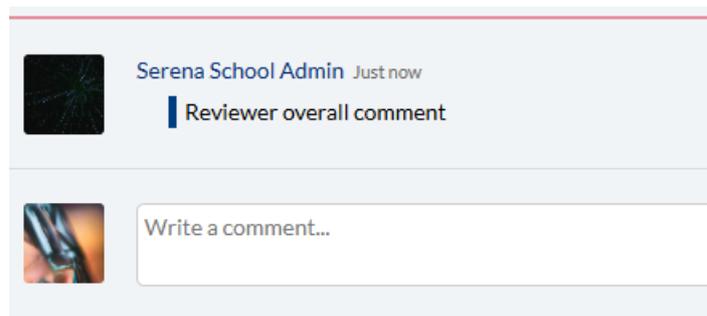


The screenshot shows a question: "Please explain the aims of the project and what you intend to achieve". Below the question is a text input field containing "aims aims aims". On the right side of the question, there is a small green speech bubble icon, indicating a comment has been made.

Reviewers may also leave comments on the general project on the **Comments Tab**.



The screenshot shows the "Comments" tab selected in the navigation bar. The main content area is titled "Ethics Application: Application Example" and "Review by Ethics Admin". The navigation bar includes tabs: Summary, Details, Scope, Methodology, Data Management, Documents, Progress Reports, Versions, and Comments. The "Comments" tab is highlighted, and the word "Comments" is visible in green text below the navigation bar.



## 9. Making Revisions as Requested

A reviewer may ask for you to make revisions to your application before they can approve the application.

To do this you can go into the application and make any changes required.

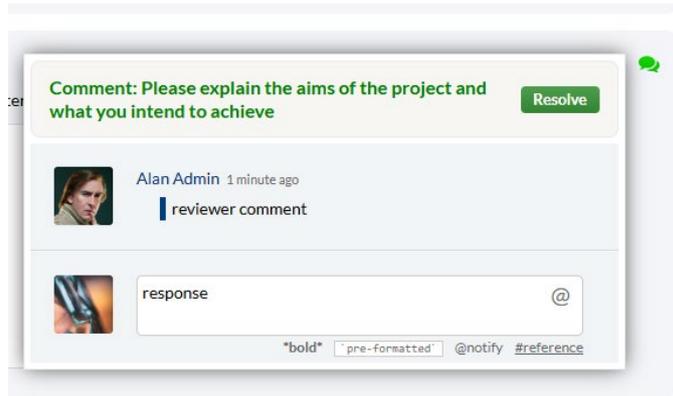
The changes you have made to the application will be highlighted to the reviewer so they can clearly see what needs to be looked at. An example can be seen below:



If you are going to upload a new version of a document, we recommend that you override and replace the previous document, rather than uploading a second version. The reviewer will be able to see that the document has been updated as seen below:

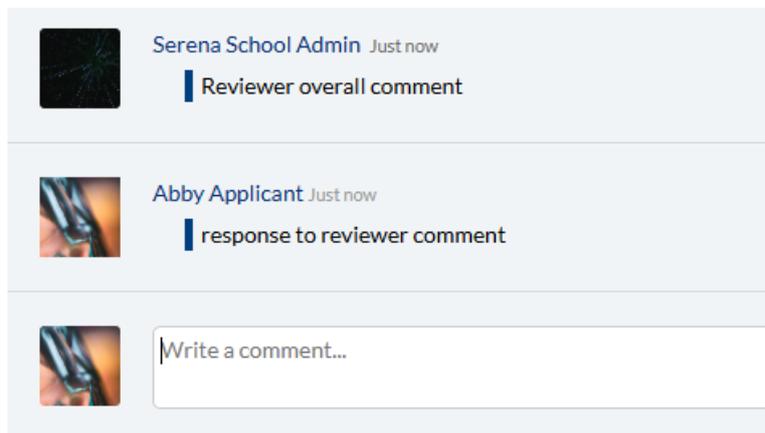
Uploaded	29 Jul 2025, 11:24
Uploaded By	Ceri Chemistry
Updated	29 Jul 2025, 11:25
Updated By	Ceri Chemistry

If you feel a response to a comment made by a reviewer is required, you can do so by using the comment box underneath.



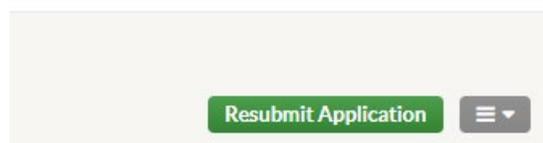
*(Note: You cannot delete a comment so please be careful when submitting them.)*

Again, if you would like to respond to your reviewer here, you can do so by adding a comment.



Once you have made the revisions to the application and are happy for the project to be sent back to the reviewer, click on the **Resubmit for Approval** in the top right.

*(Note: For Students this will go to the supervisor for initial approval then back to the reviewer.)*

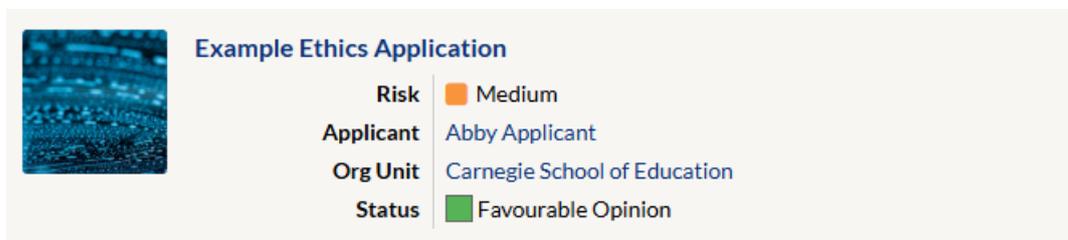


## 10. Response

After asking for revisions, reviewers have to provide a response. The response is a formal outcome of the ethics review. There are two options for this:

- Favourable opinion (the ethical application has been approved)
- Unfavourable opinion (the ethical application has been rejected. To re-submit an application after receiving an unfavourable opinion, you will need to create a new application and re-enter all details).

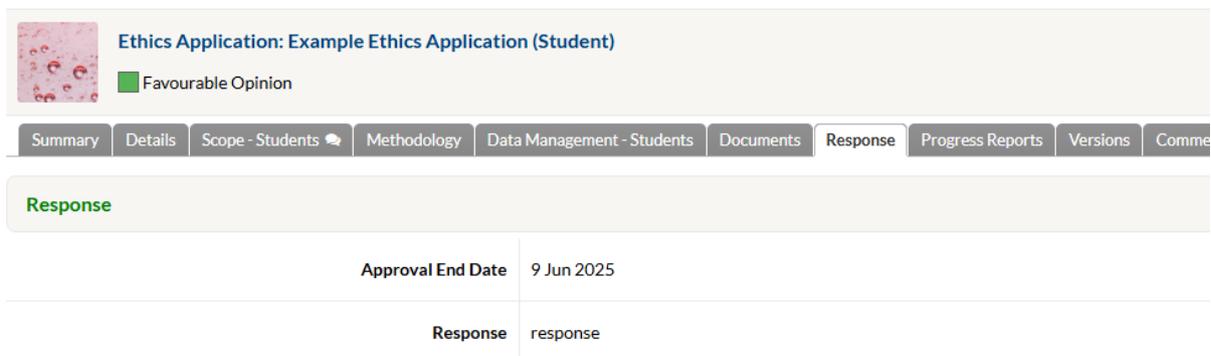
You will be notified that a response has been made and when you click into your application, the status will have changed to either 'Favourable Opinion' or 'Unfavourable opinion'.



The image shows a card titled "Example Ethics Application". On the left is a blue abstract image. To the right, there is a list of details: Risk (Medium, indicated by an orange square), Applicant (Abby Applicant), Org Unit (Carnegie School of Education), and Status (Favourable Opinion, indicated by a green square).

Risk	Medium
Applicant	Abby Applicant
Org Unit	Carnegie School of Education
Status	Favourable Opinion

When you click into your application, you will automatically be taken to the response tab which will show you the response comments.

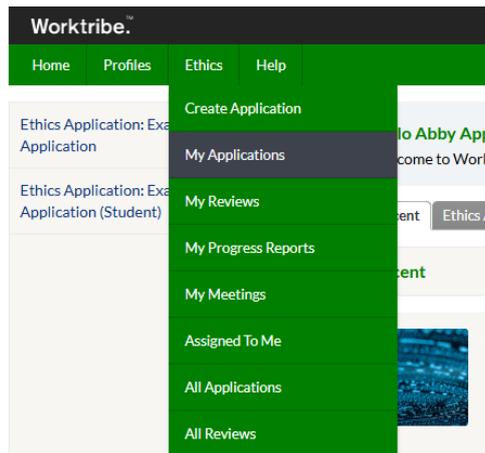


The image is a screenshot of a web interface for an ethics application. At the top, it says "Ethics Application: Example Ethics Application (Student)" with a "Favourable Opinion" status. Below this is a navigation bar with tabs: Summary, Details, Scope - Students, Methodology, Data Management - Students, Documents, Response (selected), Progress Reports, Versions, and Comments. The main content area is titled "Response" and contains a table with two rows of information.

Approval End Date	9 Jun 2025
Response	response

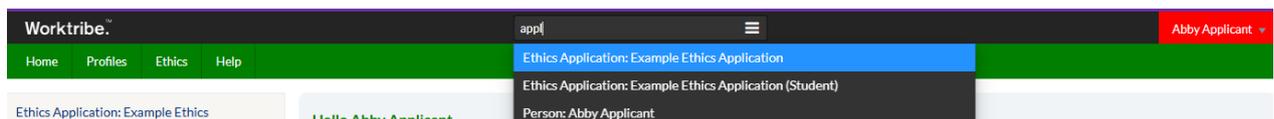
## 11. Viewing applications

To view your applications at any time throughout the process, click on the **Ethics** tab and then **My applications**.



Alternatively you can use the **Search Bar** at the top of your screen.

*(Note: Depending on your permissions within the system, the search bar may also show any applications that you have access to, for example any student projects you have supervised, or any you have acted as reviewer on, if applicable.)*



When looking at an application, you can find the Application ID on the Details tab.

*(Note: This might be required for some funding applications.)*



## 12. Amending previously approved ethics applications

If you need to amend an application which has previously received a Favourable Opinion, you can do so by opening up the application and then clicking the **Amend** button from the right hand side.



When you select amend, a box will appear asking you to provide the rationale for amending the application. Complete this and then click **Update** to start the amendment.

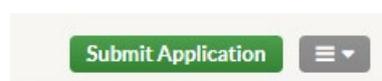
*(Note: Currently you cannot cancel an amendment, you have to take it through the full approval process again so please be sure you mean to amend.)*

The application then becomes editable and moves to a status of 'amendment'.



You are then able to make changes to the record where necessary.

Once you have completed your changes, click the **Submit Application** button on the top right.



You will be presented with the same declaration as the original submission again, select **Yes Confirmed** once you have read and agreed to the declaration.

Declaration

- The information in this form is accurate to the best of my knowledge and belief.
- I take full responsibility for the information provided in this application.
- I shall ensure that any changes in approved research protocols are reported promptly for approval by the relevant Ethics committee.
- I will report any adverse or unforeseen events to the Ethics Committee.
- I shall ensure that any external permissions necessary for the research to be undertaken are obtained prior to the research taking place.
- I will comply with ethical, legal and professional frameworks, obligations and standards as required by the University, statutory and regulatory authorities, and by funders and other relevant stakeholders
- If any changes are made to the research which may impact the ethical approach or approval originally granted, I undertake to seek further approval for the research.
- I am aware of my responsibility to be up to date and comply with the requirements of the law.
- I am satisfied that the research study is compliant with the Data Protection Act 2018 and General Data Protection Regulation (GDPR), and that necessary arrangements have been, or will be, made with regard to the storage and processing of participants' personal information and generally, to ensure confidentiality of such data supplied and generated in the course of the research.
- If requested, I will submit progress reports.
- I understand that research records/data may be subject to inspection for audit purposes if required in future.
- I take full responsibility for the actions of the research team and individuals supporting this study, and ensure all those involved will be given training relevant to their role in the study.
- I understand the expected standards of rigour and integrity and will maintain them at all times.

Yes, Confirmed

The amendment will then go through the approval process again (see sections 6-8).

*(Note: For Students this will go to the supervisor for initial approval then back to the reviewer.)*

### 13. Extending the end date

If you need to amend an application to extend the end date of the project which has previously received a Favourable Opinion, you do not need to go through a full amendment process.

You can extend the end date of an approved project by opening up the application and then clicking the **Extend** button from the right hand side.



When you click this button a box opens for you to enter the **Proposed End date** and a **Message**. This message is to go to the reviewer to explain your change in end date.

**Extend: Example Ethics Application**

\* Proposed End Date  

\* Message

**Submit**

You must then click **Submit**.

*(Note: If your extension request is not approved by either your supervisor or reviewer, you will have to submit a new extension request rather than making changes to the existing one so make your reasoning explicit.)*

## 14. End of project

Once the project end date has passed, the application will then be archived and eventually deleted in line with the University data retention policy.

*(Note: If you require an archived project to be restored, you may need to speak to the Ethics Admins for the system.)*

If your project finishes before the planned end date, you are able to go on to the project and click **Mark Project Complete**.



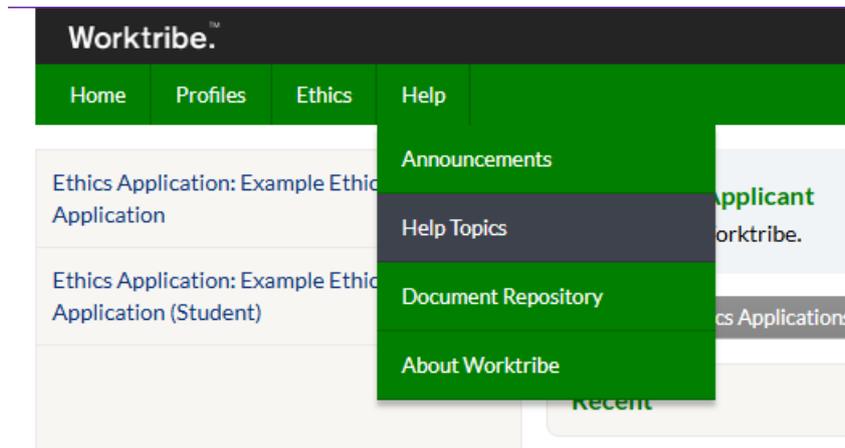
*(Note: You are unable to reverse this and there is no confirmation required so only click this if you are sure your project has completed.)*

*(Note: This is not a mandatory step in the process and does not need to be done when the project is completed. It is likely to only be used if a project comes to an early cessation.)*

## 15. Further Guidance

If you need further help and support using the system or if you run into an issue, contact your supervisor (for student) or your Local Research Ethics Coordinator (for staff).

Within the **Help** tab in Worktribe, there are **Help Topics** which may be able to assist you further.



You can also utilise the Research Ethics Module on MyBeckett for more guidance and information.

For help with any system related issues such as problems logging into the system, or errors when in Worktribe, please raise a ticket with Digital Services through the IT Self Service Portal.