Ethical Review Manager

Applicant User Guide

Introduction

The Ethical Review Manager (ERM) System has been designed to enable applications for ethical approval to conduct research to be submitted and processed online.

The application can be saved and completed in stages then submitted when all the information has been populated. You can also upload documents.

A built-in workflow will send any submitted applications to the Chair of the Ethics Review Committee for your School who, in conjunction with School Reviewers, will make a decision on your application.

You will receive an email to inform you of any progress updates, such as a decision being made or the form being returned to you for amendments or further details.
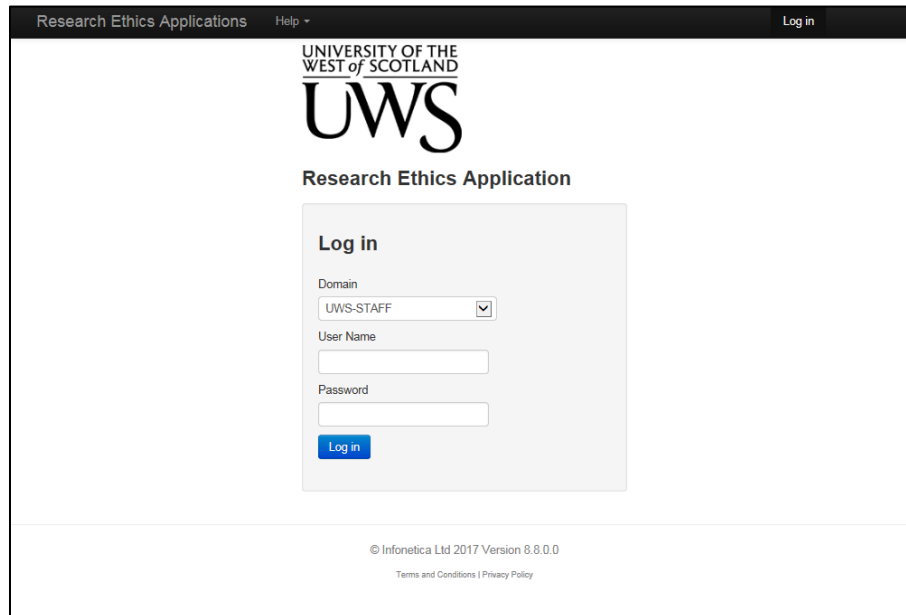
This user guide covers the following functions:

Contents

Logging In

The URL for the Ethical Review Manager (ERM) system is:

https://uws.forms.ethicalreviewmanager.com

Select the relevant domain (UWS-STAFF or UWS-STUDENT) then log in with your University email address and password.

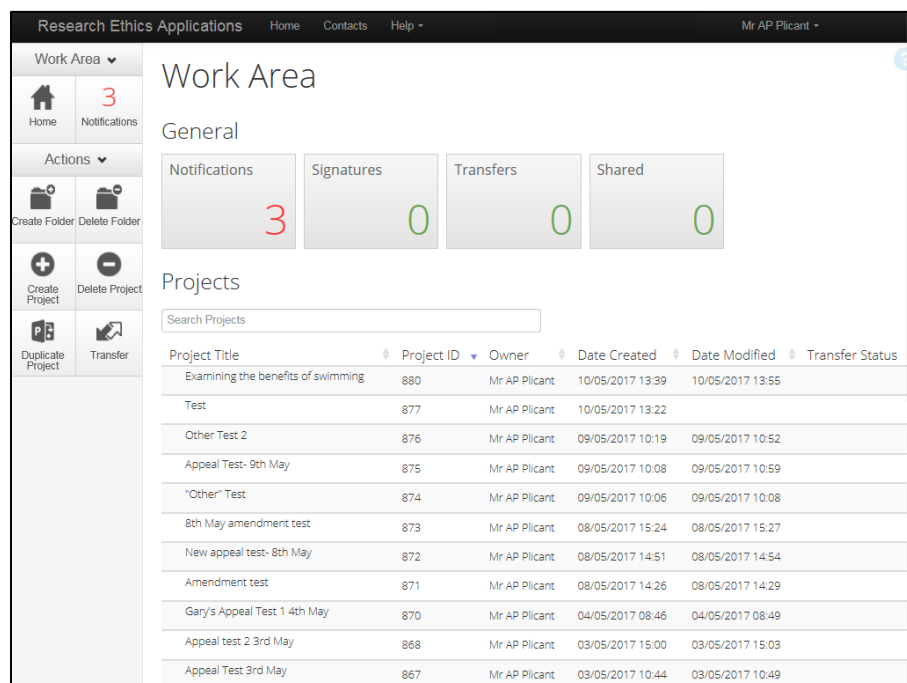If you are unable to log in with your University email address and password, please contact ermadmin@uws.ac.uk for assistance.

The work area is your dashboard. The **General** area displays alerts. When the number is red, this denotes new alerts which have not yet been read.

- **Notifications** – messages from the system such as confirmation that an application has been submitted or amended. It will also notify you of any applications that have been returned to you by the Chair.

- **Signatures** – requests for you to electronically sign an application that has been sent to you.

- **Transfers** – requests to transfer a project to another person (e.g. if you are leaving the University but the project is continuing under another investigator).

- **Shared** – forms that have been shared with you. This feature enables another UWS student or member of staff to share an application form with you outwith the review process.


An ethical review application is classed as a *Project* in the ERM system. Any existing projects would be listed in this section.
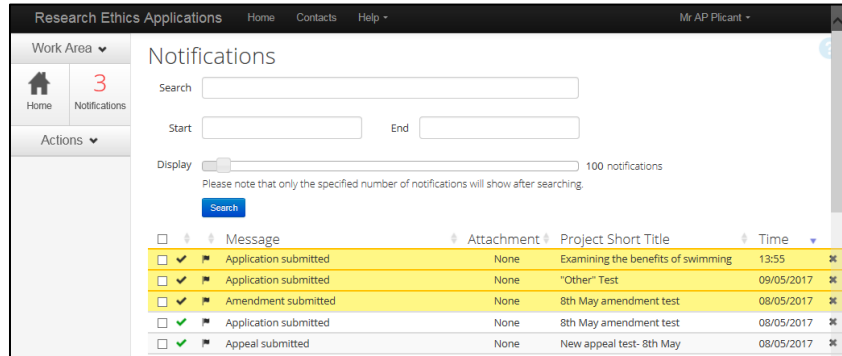
In the **Actions** area, you can:

- create a project
- delete an existing project
- create a folder to group a number of projects together
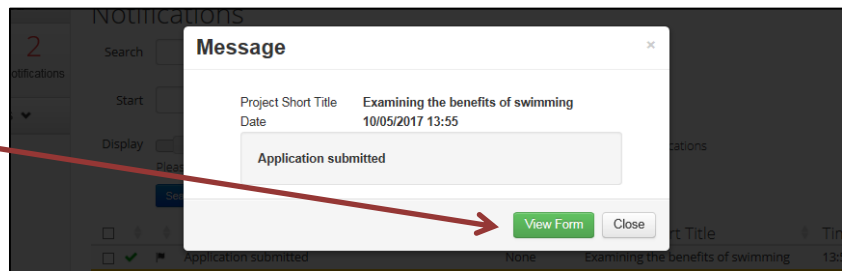- delete an existing folder

The number shown alongside **Notifications** denotes the number of unread messages from the system:
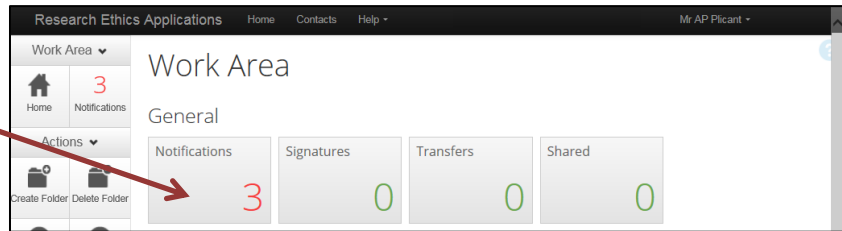
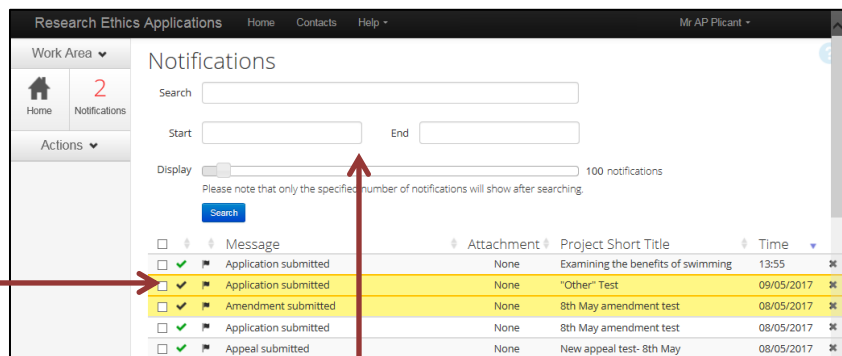Click on a **Message** title to open and view the message:

The message will include a link to the associated form:

Once a message has been viewed, it will be marked as read:

Messages can be manually marked as read/unread by clicking on the **tick** icon

The **flag** icon will highlight messages, enabling you to sort the list by flagged or unflagged items

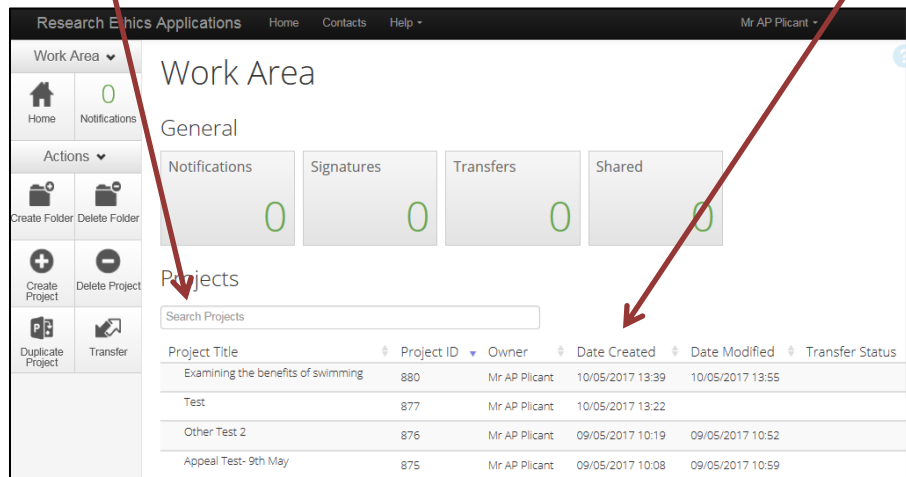The search criteria at the top of the page enables you to filter the list

The **X** will delete a notification

A list of existing projects is shown in the work area.

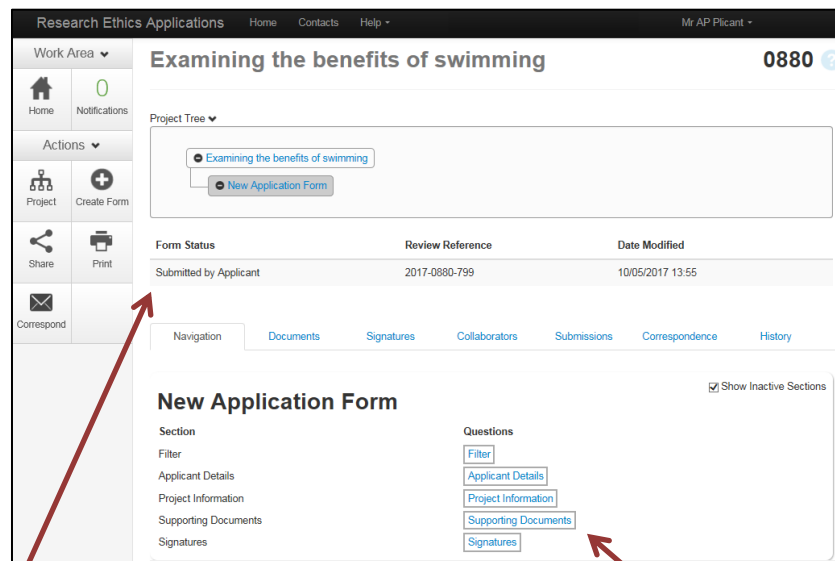Use the **Search Projects** box to find a project using key words

Sort the list by clicking on any of the column headers

Click on a **Project Title** to open the project.

The **Status** of the application is shown

Click on any of the links to go to that section of the application

Creating a New Project

Use the **Create Project** icon to start a new project (application):
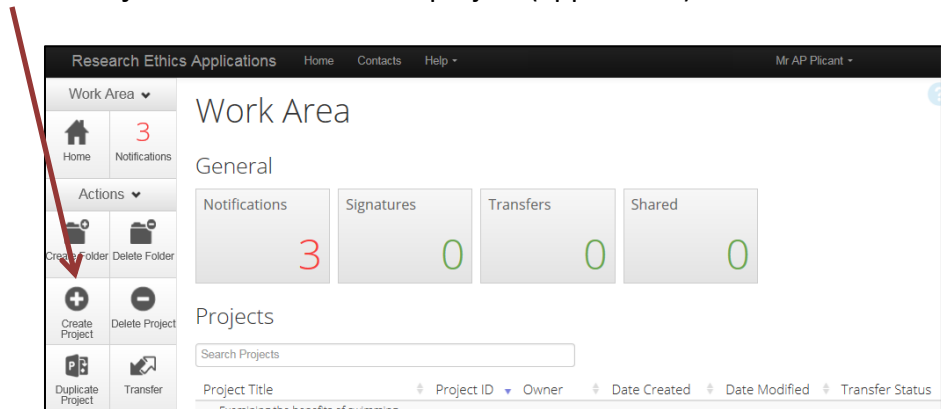
Add the **Project Title** and confirm which template the project should use - either New Application or Historical Application*:

Click **Create**.

** A historical project is one which was **approved before the Ethical Review Manager system went live** and could either be in progress or still to begin. These p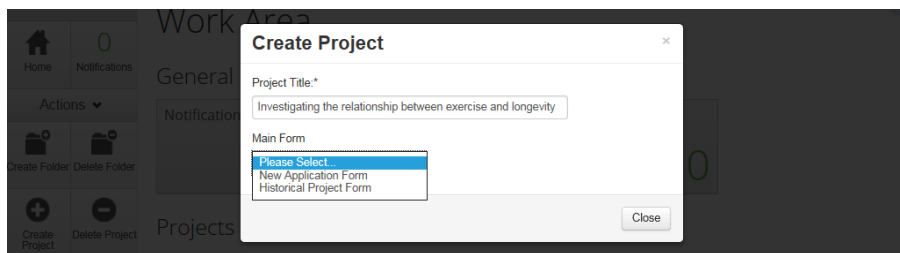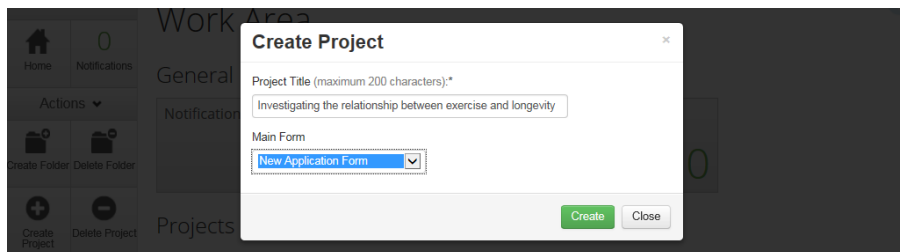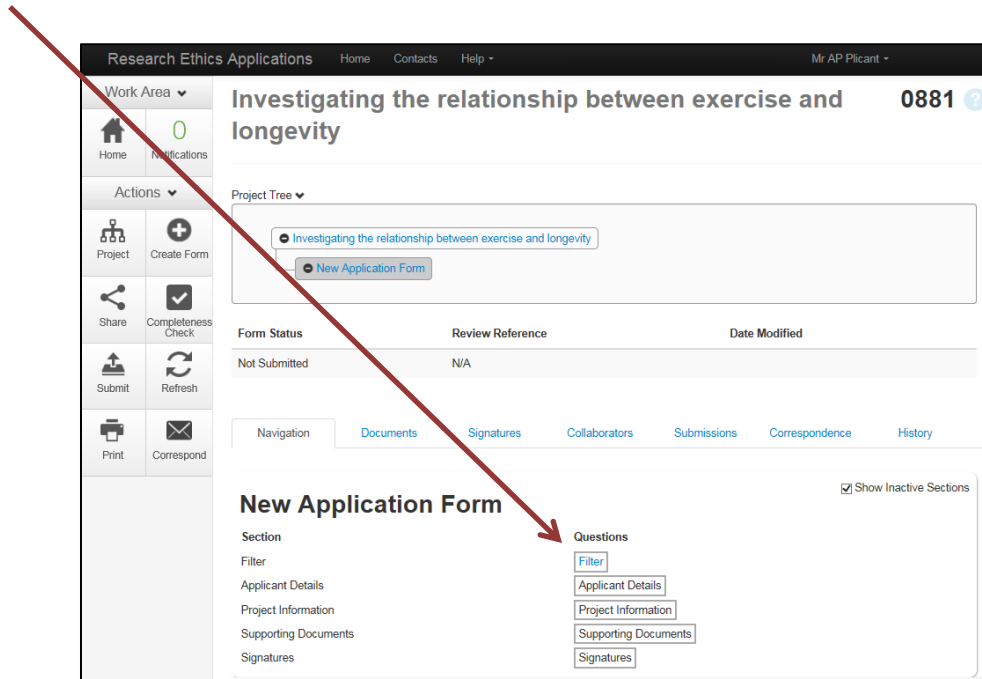rojects only need to be added if you wish to make a change to that project and update the details for further review. Completed projects should not be entered. Historical projects are subject to the same process but the form will contain fewer fields.*

The **Filter** section must be completed before continuing with the rest of the application.

This asks you to confirm that you have read the UWS and School Guidelines, including which areas your research may involve.

Once the relevant categories have been ticked, text is shown to confirm if an ethical review application should be completed.
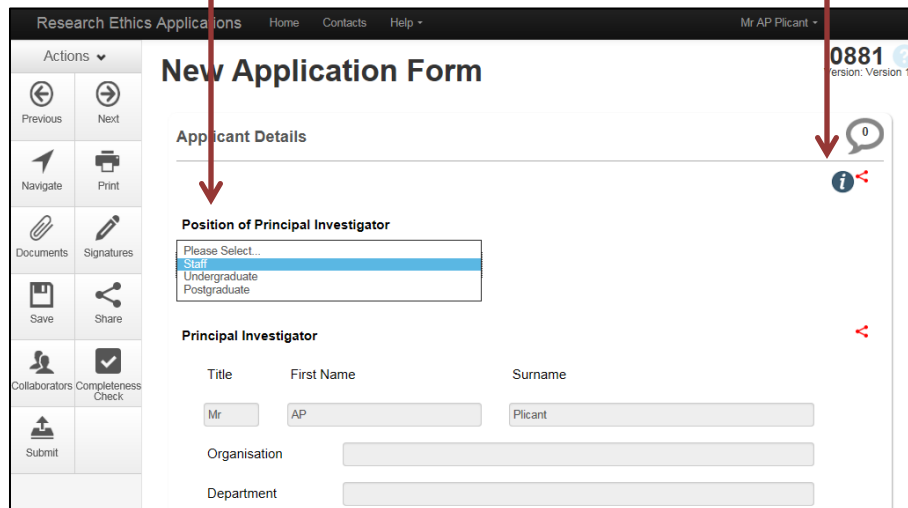
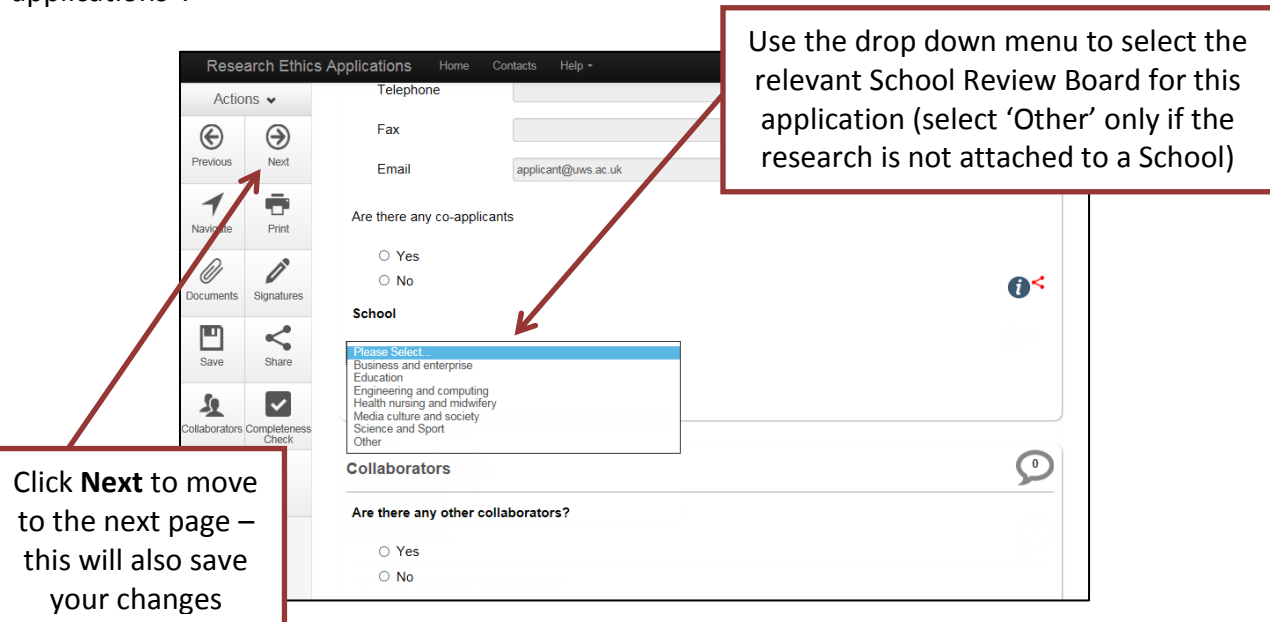If an application is required, click **Next** to continue
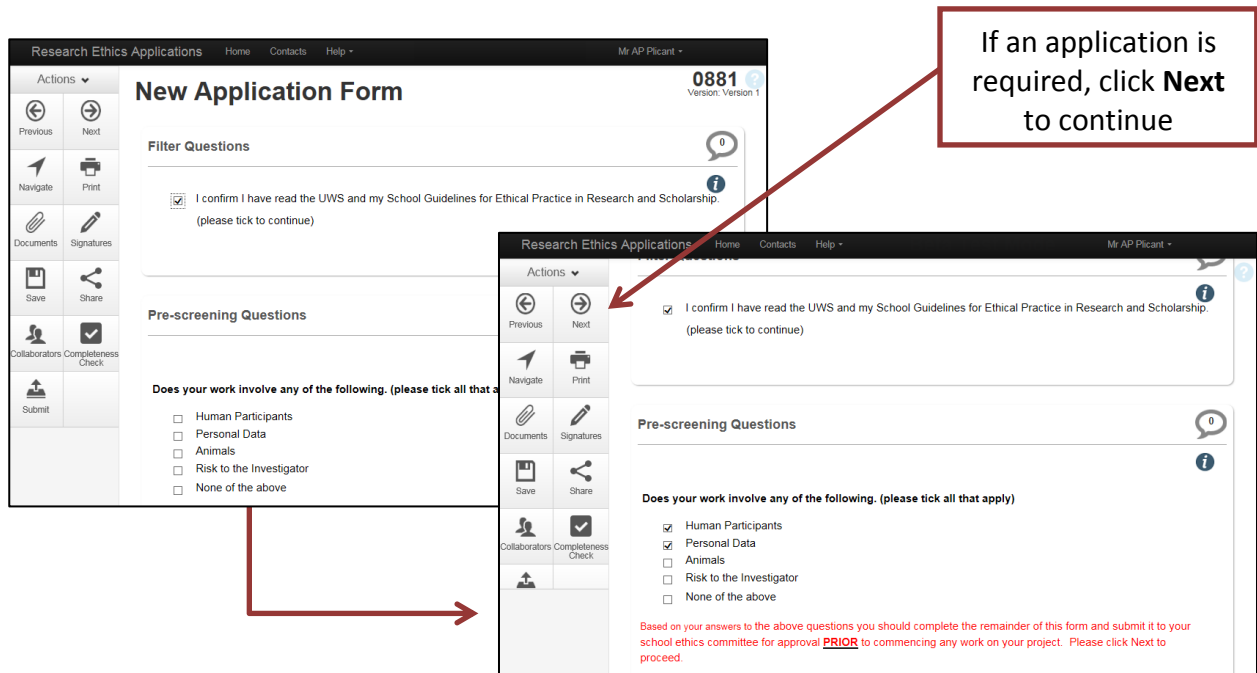
As the applicant, you will be listed as the **Principal Investigator**. Your details will be populated from the UWS Active Directory details.

Use the drop down menu to confirm your position within UWS

When the 𝒊 icon appears, click on this to view information and guidance

Confirm if there are any **Co-applicants** or **Collaborators***. If 'Yes' is selected, further fields will appear to add their details. These details can then be saved as a "contact" for use in any future applications".

Use the drop down menu to select the relevant School Review Board for this application (select 'Other' only if the research is not attached to a School)

Click **Next** to move to the next page – this will also save your changes

* Co-applicants must always be internal to UWS. Collaborators can be internal or external.

The Project Information page contains many fields relating to the detail of your application. Although your changes will be saved when you click Next to move to the next page, you may find it useful to click **Save** at regular intervals as you work through the form.

Add the title and purpose of the study (e.g. primary research)

List each of the locations (e.g. UWS Paisley campus, Royal Alexandra Hospital, etc.)

Detail any funding or budget allocated to the research

If the proposed study has been considered by another committee, (e.g. at your collaborator's institution), click Yes to provide further details

Note that you can copy and paste your summary from Word. In addition to adding the summary, relevant Word documents can be uploaded as a separate document using the **Documents** icon

Tick all applicable responses

Add an explanation of your sample size and how the results will be analysed and presented

Confirm if a questionnaire is being used

If you are using questionnaires within your study, you will be asked to upload a copy. The following box will appear so you can browse for your document and attach it to the application. The original copy should be uploaded as Version 1. Any subsequent versions should be uploaded with the applicable version number (e.g. Version 2, Version 3, etc.)

If you select Yes to this question, you will be asked to provide further details

Any uploaded documents are listed – you are able to upload additional documents or download/ delete existing documents

Provide details of your recruitment process and confirm if this will include any vulnerable groups

Add details of any additional impact on your potential participants

Confirm if participants will be paid and their required duration/ commitment

If you answer Yes to any of these questions, a further field will appear for you to provide details

If consent will be obtained, you should upload your Information Sheet and Consent Form

The original copies should be uploaded as Version 1. Any subsequent versions should be uploaded with the applicable version number (e.g. Version 2, Version 3, etc.).

If you answer Yes to any of these questions, a further field will appear for you to provide details

Detail how confidentiality will be protected then click **Next** to save your changes and proceed to the next page

Any additional documents related to your application can be added on this page:

The **Documents** icon displays any files that have already been uploaded in previous sections.

The **Completeness Check** icon displays any sections that are incomplete. Each item is a link to jump back to that section of the form.

Signatures

The Signature page requires the Principal Investigator to electronically sign the form and confirm they agree to the declaration.

If there are any incomplete sections, these will be highlighted when the **Sign** button is clicked. Each item is a link to jump back to that section of the form.

If all required sections have been completed, the signature box will request the same login details you have used to log in to the ERM system (UWS email address and password).

The following screen will confirm that the signature has been accepted and the form is now **locked** to prevent any changes being made.

If changes are required, the **Unlock** icon can be used to make the form editable – the form would then require to be signed again after the changes have been made

Students

If you are making an application as a student, you can request the signature of your Supervisor or Director of Studies in the Signatures section.

In addition to the **Sign** button to add your own signature, there will be a **Request Signature** button.
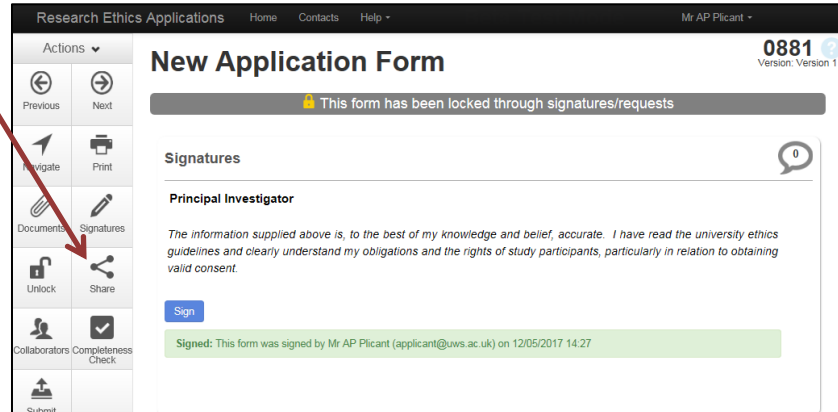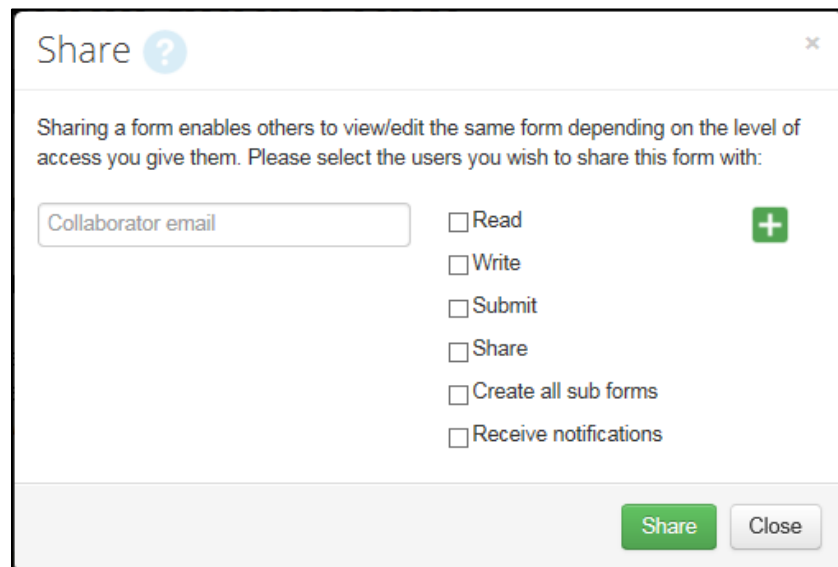

Add the email address and an optional message to pass the request for signature to any UWS member of staff.

The **Share** icon gives you the option to make the contents of the form available to others (e.g. collaborators, supervisors or colleagues).

Tick each of the permissions you would like this person to have:

- **Read** = able to view the form but not able to make any changes
- **Write** = full edit access to make changes to the content of the form
- **Submit** = permission to submit the application on your behalf
- **Share** = permission to can give access to further people
- **Create all sub forms** = permission to generate amendment requests for an approved application or start an appeal against a "not approved" decision.
- **Receive notifications** = this person will be sent notifications and updates

When the application has been completed and signed, **ensure that it is submitted** to pass it on to the Chair of the relevant ethics committee for review.

A message from the system will confirm that the form has been submitted.

When an **Application Form** is submitted, it is received by the Chair of the relevant School Ethics Committee. They will make an initial decision about whether the application is ready for review.

- If it is not ready, they will return it to the Applicant with comments to explain the changes that would need to be made.

- If it is ready, they will assign the application to one or more Reviewers in the School to view and make comments. The Reviewers submit these comments to the Chair who will make a decision and inform the Applicant. This decision may be *Approved*, *Conditionally Approved*, *Not Approved* or a *Request for Resubmission*.

Once a decision has been made, the Applicant must inform the Chair if they wish to make any changes by submitting an **Amendment Form**. The Chair may assign the Amendment Form to Reviewers before making a decision and informing the Applicant.

If an application is not approved, the Applicant can submit an **Appeal Form** which is received by the Chair of the University Ethics Committee. They may also assign the application to UEC Reviewers for comments before making their decision.
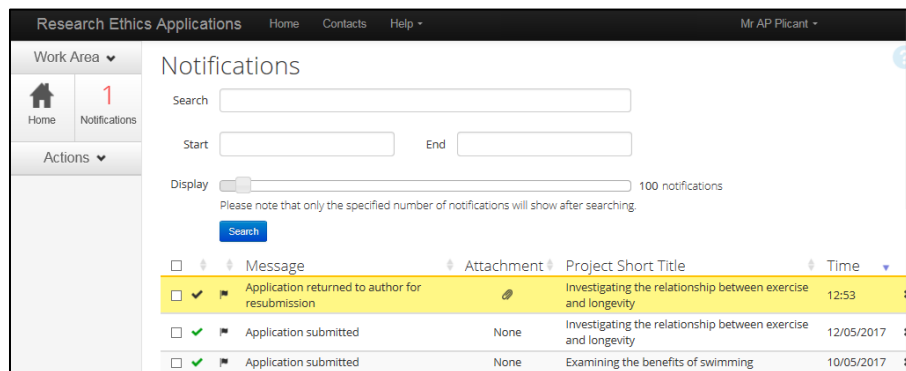
Applicants are informed of decisions via emails from the ERM System.
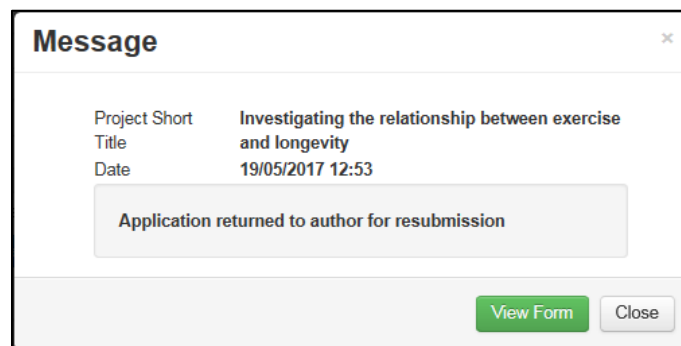
Applications Returned for Resubmission

If changes are required before a decision can be made on your application, it will be returned to you and will appear as a **notification**:
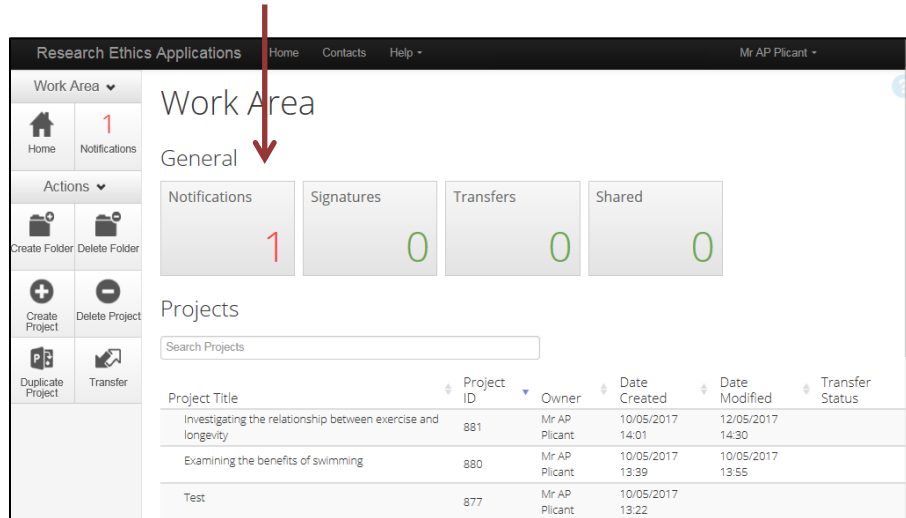
The new notification is highlighted and shown at the top of the list. Click anywhere on that row to view the message.

The message contains a **View Form** button to open the associated application form.

Use the **Reviewer Comments** button in the navigation panel to view feedback on your application.

The comments relate to the latest feedback – if it has been returned more than once, tick the **Show Previous Comments** option to view all comments

Once you have responded to the suggested changes, remember to submit the form again to send it back to the Ethics Committee. A confirmation message will be shown in your Notifications section.
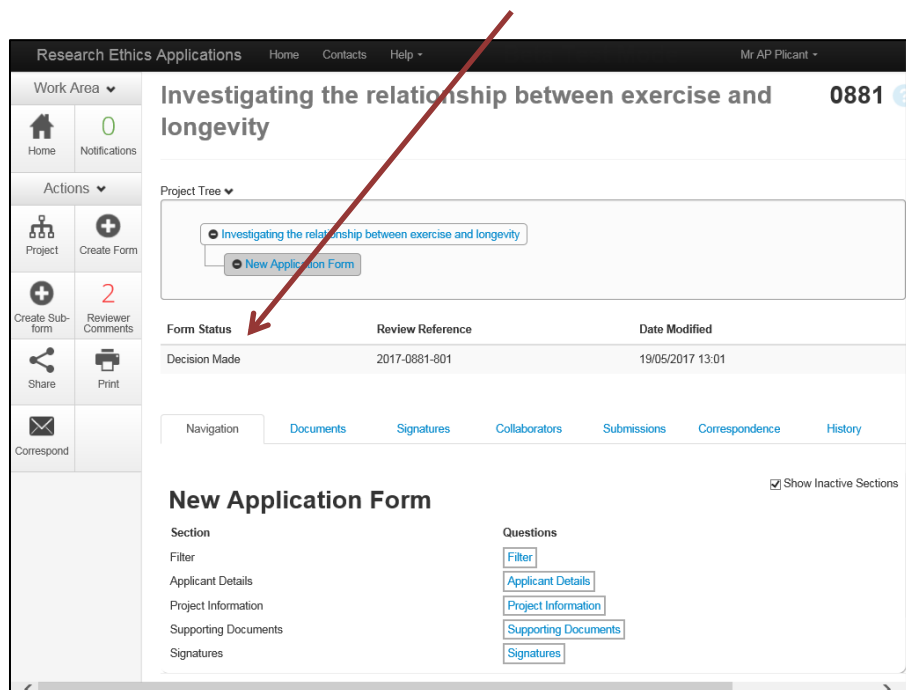
Applications Returned with a Decision

When a decision has been made, you will receive an email informing you of the decision.

Possible decisions are:

- Approved
- Conditional Approval
- Not Approved
- Referred to the University Ethics Committee

The application in the ERM system will show that a decision has been made but will not provide details of the decision. These will be in the email sent to you by the ERM system.

If you need to make a change to any of the details you've supplied after a decision has been made, use the **Create Sub-form** option to complete an amendment request.

Use the **Create Sub-form** button to complete an Amendment Request

Detail the required amendments in the form with option to upload supporting documents

Re-sign the form to submit the amendment request

Once a decision has been made, you will receive a notification informing you of the outcome.

If your application has not been approved, you have the option to submit an appeal.

Use the **Create Sub-form** button to complete an Appeal Form

Detail the reason(s) for your appeal in the form with option to upload supporting documents

Once a decision has been made on your appeal, you will receive a notification informing you of the outcome.

Using Folders

By default, all applications are listed together in your Work Area homepage but you have the option of creating folders to organise your applications.
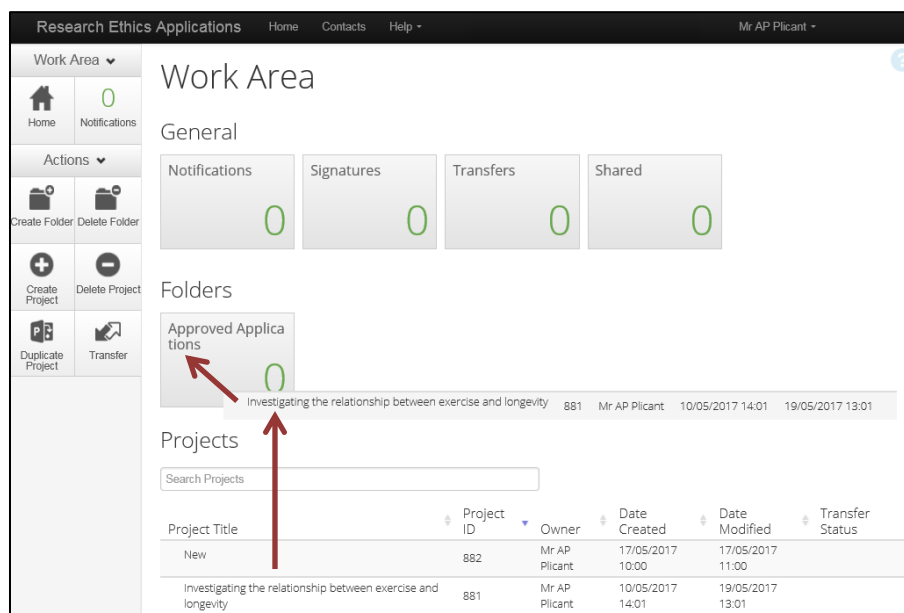
Click on **Create Folder** in the navigation panel:
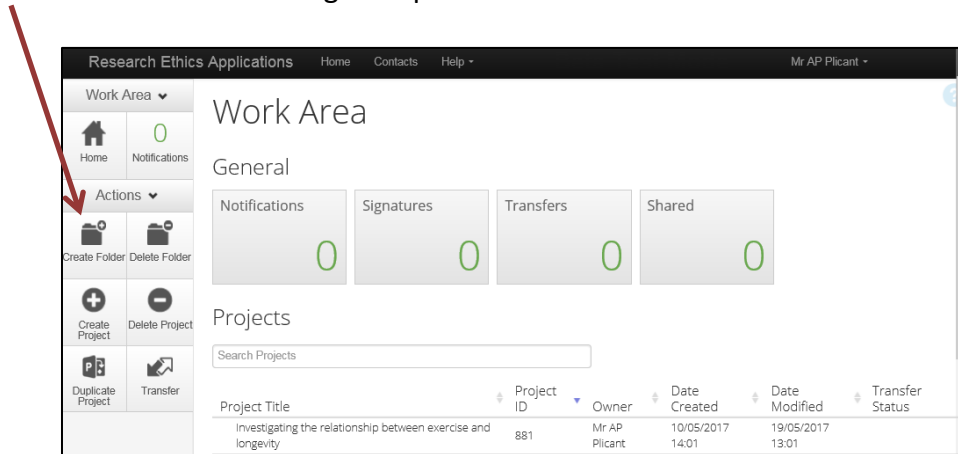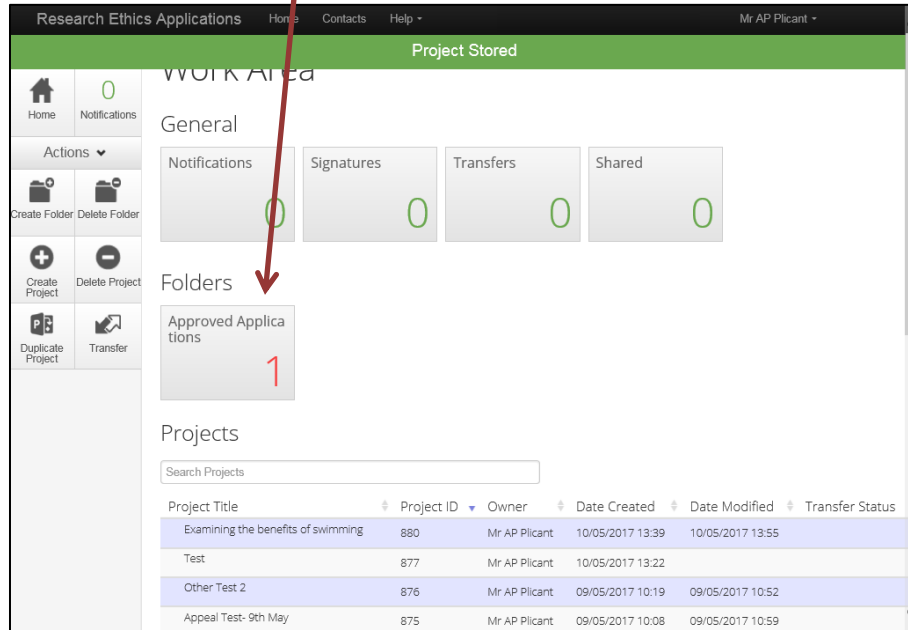

Enter a title for the folder:

The folder is shown in your work area. Forms can be added using drag and drop to move the form into the relevant folder.

A message on the screen will confirm that the form has been moved and it is no longer listed in the Work Area homepage. The number shown in the folder will be updated to reflect the change.

Within the folder, you can:

- Create further projects (applications)
- Rename the folder
- Move the project to another folder or back to the Work Area

Select the **Project** and **Destination Folder**.
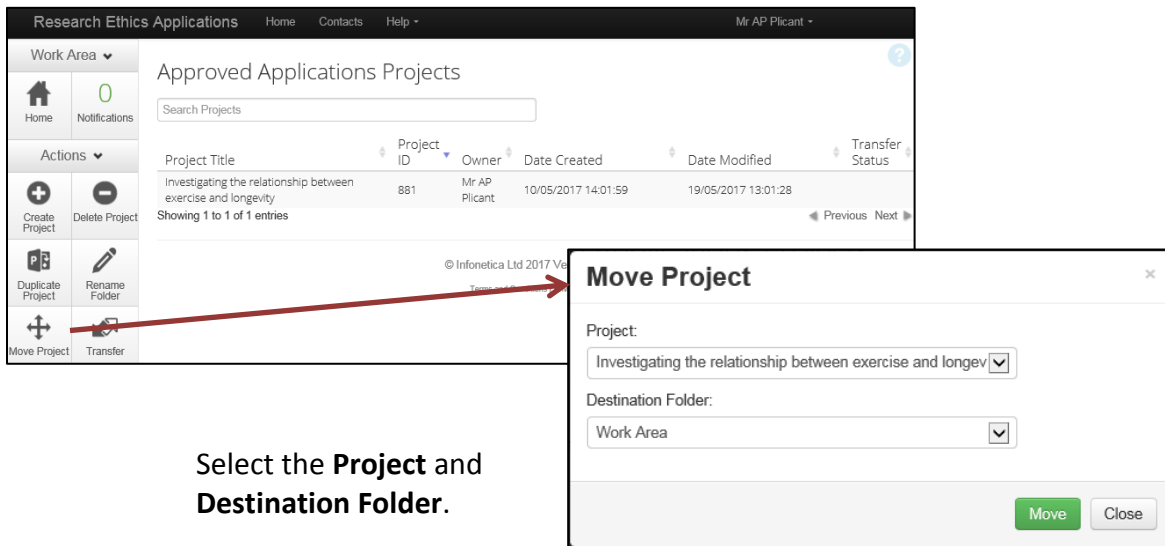
Please note – the folder can only be deleted from the Work Area if it is empty.