

Worktribe Ethics – A Short Guide for Undergraduate and Taught Postgraduate Applications

This short guide aims to help you to create an ethics application and make revisions or amendments and is to be used in conjunction with the e-learning videos.

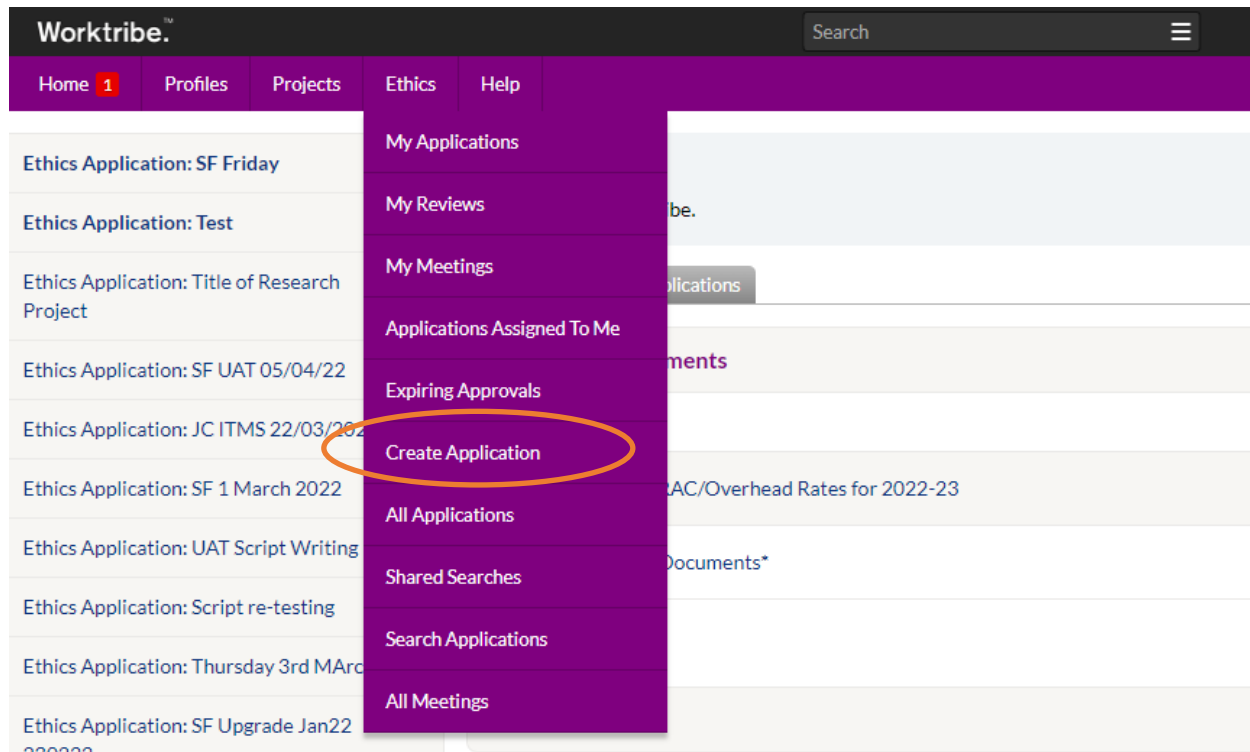
NB: It is important that you must not start your data collection until you have been notified that your ethics application has been 'approved' or has a 'favourable ethics opinion' Once approved, you must conduct your research project as described in your application. You must discuss with your supervisor or programme team if any changes are required

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Creating Your Ethics Application

- 1) Log onto Worktribe using your DMU student P number as user ID and single sign on password - <https://dmu.worktribe.com>
- 2) Create application - select **Ethics Application > Create Application**.



This will open a pop-up box to enter the basic details.

- 3) Complete research project details (* mandatory):
 - Project – **DO NOT ENTER ANY INFORMATION IN THIS FIELD**
 - *Title – enter the name of your research project
 - *Project Dates – enter to start and finish dates for your project
 - Project Description – enter a brief summary of the project
 - *Applicant – check this is showing your name
 - *Org. Unit – **check this shows the name of your Module**
 - Other Editors – If you have a second supervisor, this can be used to enter the name. (**Your first supervisor must always be entered into the Supervisor field.**)
 - Tags – Select appropriate tag if project is NHS or Sensitive
 - *Is this a Student Project? – select 'Yes – 'Undergraduate' or 'Taught Masters' from the drop down list
 - *Supervisor – start to type supervisor name and select from list.

Add Ethics Application

Project

* Title

Title of Research Project

✓

* Project Dates

From: 3 May 2022

✓

To: 31 May 2023

✓

Funder

Project Description

Brief description of project

* Applicant

HLS PGT

✓

* Org Unit

HEST5026 Applied Health Studies Dissertation

✓

Other Editors

Tags

* Is this a Student Project?

Yes - Taught Masters

✓

* Supervisor

HLS Supervisor 1

✓

Module Code

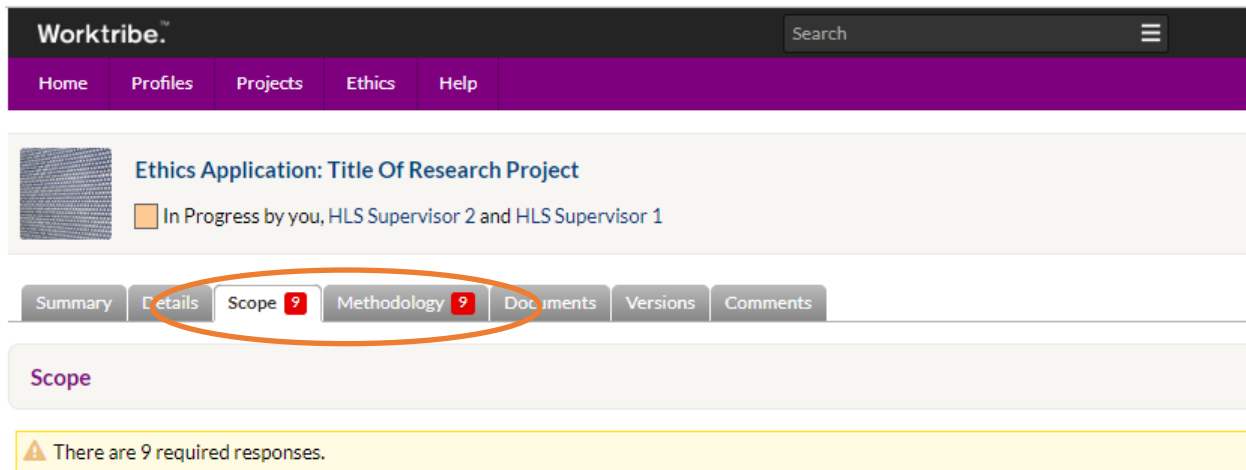
HEST5026

Create Ethics Application

- 4) Once details entered, click **'Create Application'**

Building Your Ethics Application

You now need to answer questions on the **Scope** and **Methodology** tabs. All mandatory questions **must** be completed before the ethics application can be checked by your supervisor, who will submit it for approval on your behalf.



The number of mandatory questions is indicated by the number in red on the tab header (as above).

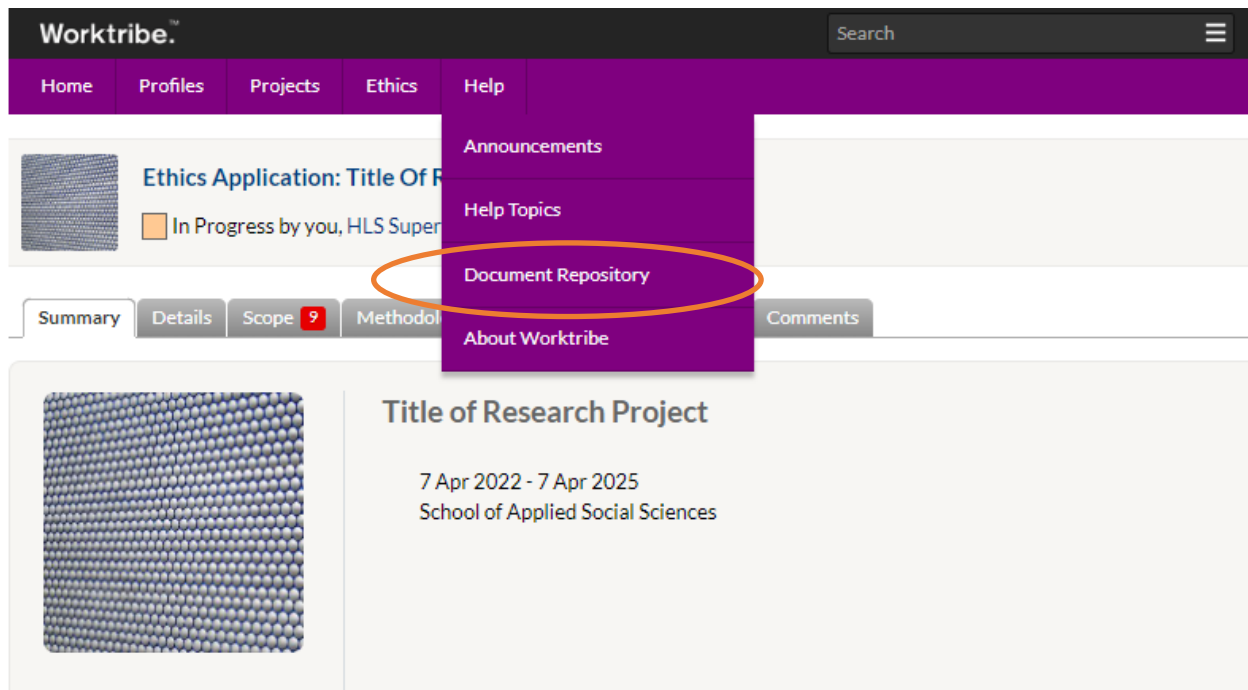
5) **Scope Tab** – 9 mandatory screening questions to determine what other ethics sections need to be completed.

The answers to certain questions within **Scope** may result in additional questions appearing or a new tab being displayed, such as **Human Participants** or **Data Management**. If new tabs or questions are revealed, these must be completed to allow your supervisor to check and submit your application

6) **Methodology** – 9 mandatory questions

7) **Documents** – Here you must upload your **Documents Checklist** and all other supporting documents (Participant Information Sheets, Consent Forms etc.)

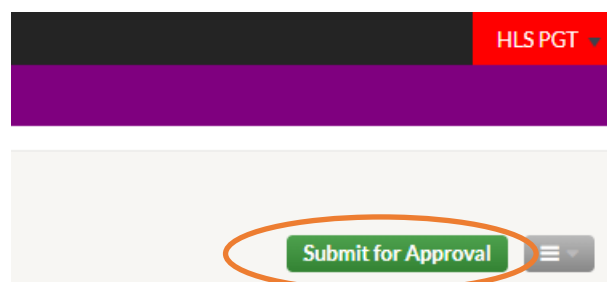
The **Documents Checklist** can be downloaded from the **Document Repository** within the **Help** menu – see below. You should download a copy and save this to your device. The checklist must be completed to indicate what supporting documents you are submitting.



When all mandatory data has been entered and documents uploaded, you must submit your application to your supervisor for checking.

8) Click '**Submit for Approval**'.

NB: This **DOES NOT** mean you are submitting your application for review and approval. At this stage, you are submitting the application to your supervisor to be checked.



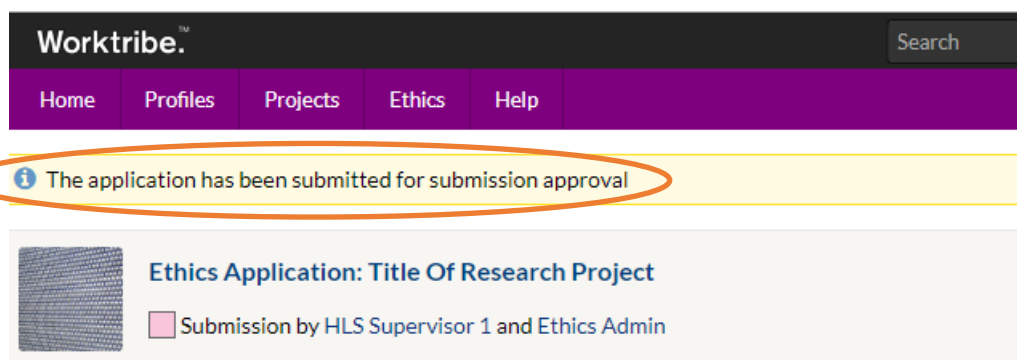
9) A pop-up box will appear asking you to confirm you have read the declaration (as below). Once you have clicked '**Yes, Confirmed**', your supervisor will receive it for checking.

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.

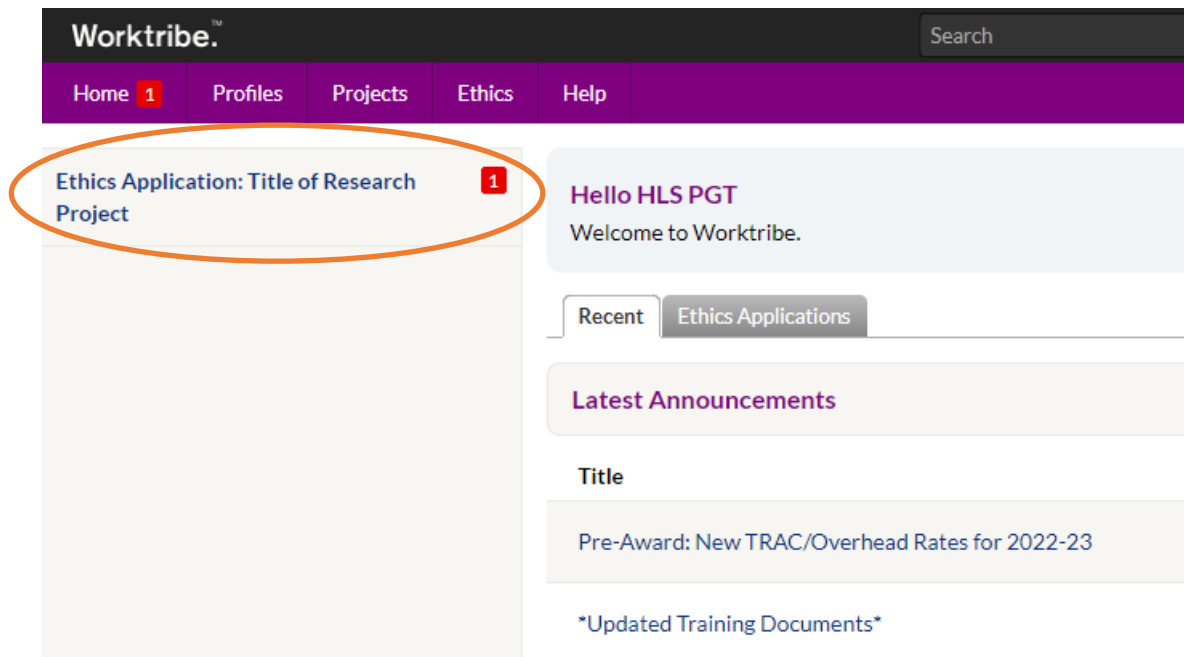
Yes, Confirmed

You will see the following confirmation of submission message, indicating your application has been submitted to your supervisor.



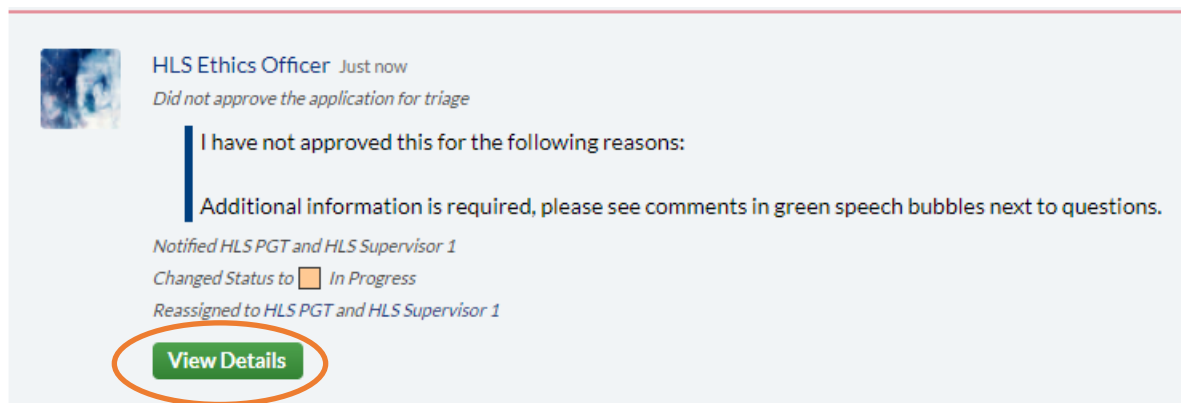
The screenshot shows the Worktribe application interface. At the top, there is a dark header with the Worktribe logo and a search bar. Below this is a purple navigation bar with links for Home, Profiles, Projects, Ethics, and Help. A yellow notification banner is displayed, containing an information icon and the text "The application has been submitted for submission approval". Below the notification, there is a section titled "Ethics Application: Title Of Research Project" with a small image of a document and a pink box indicating "Submission by HLS Supervisor 1 and Ethics Admin".

Once your supervisor has checked your application they may return it to you to make changes before they are happy to submit it for review. You can access the request from the highlighted notifications (red badge) on your Worktribe homepage, **as per example below.**



10) To check for Worktribe notifications:

- Log onto Worktribe using your DMU student P number as user ID and single sign on password - <https://dmu.worktribe.com>
- Click on the highlighted notification displayed in the list of ethics applications on the left menu (as above)
- Scroll to the bottom of the page to view the comments from your supervisor
- Click 'View Details' to go into your application (as below)

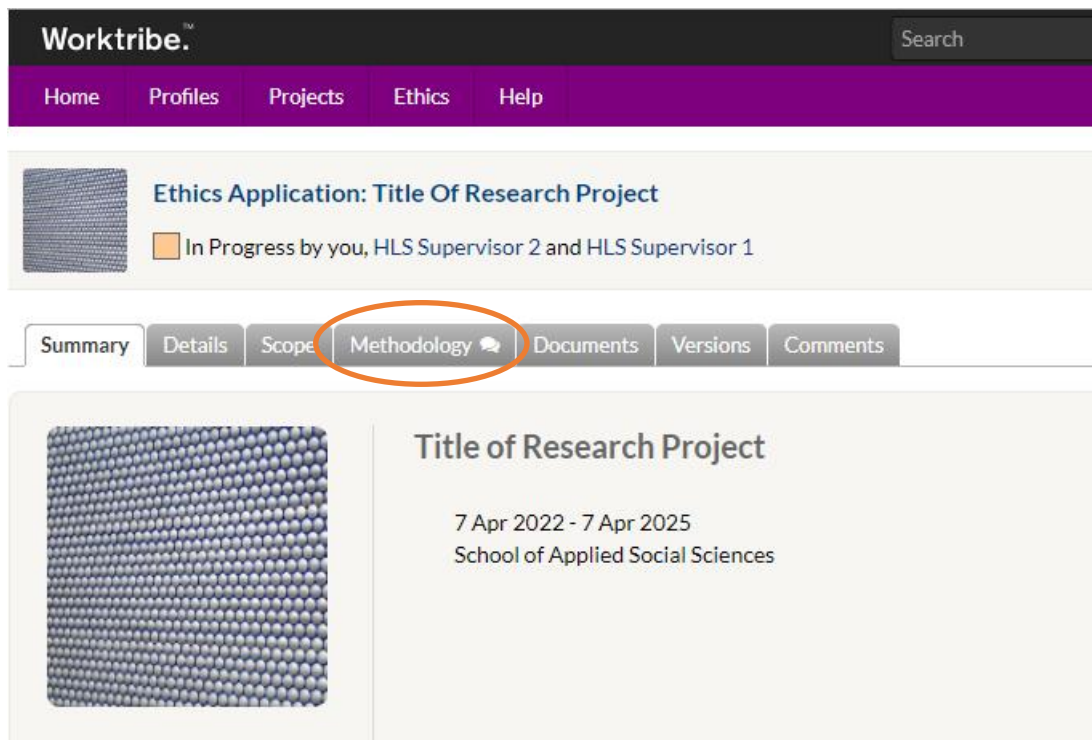


An email will also be sent advising you that you have actions to complete on the application.

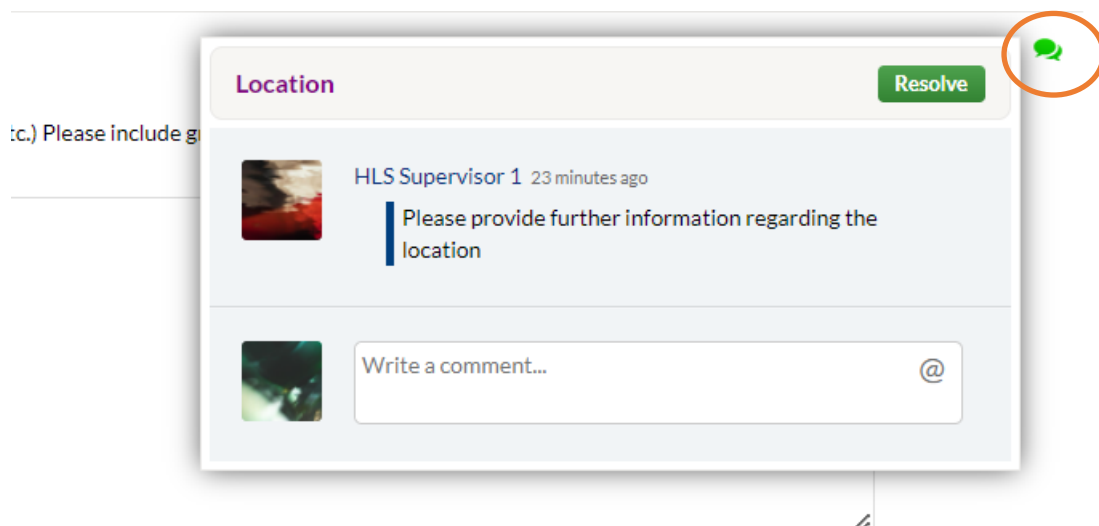
11) Click the link in the email and this will take you straight to the summary page of the application. (You may be required to enter you DMU student P number and single sign on password, you will then be directed to Worktribe).

A speech bubble will appear on the tabs to indicate that there are comments against questions for that area.

12) You should click into the tabs showing speech bubbles to locate the comments from your supervisor.



Your supervisor will have added their comments into the speech bubbles against individual questions that require your attention. Any that are green will contain comments.



13) Address the comments from your supervisor by updating your application accordingly.

DO NOT press the resolve button as this deletes the comments and makes it harder for the reviewers to see feedback.

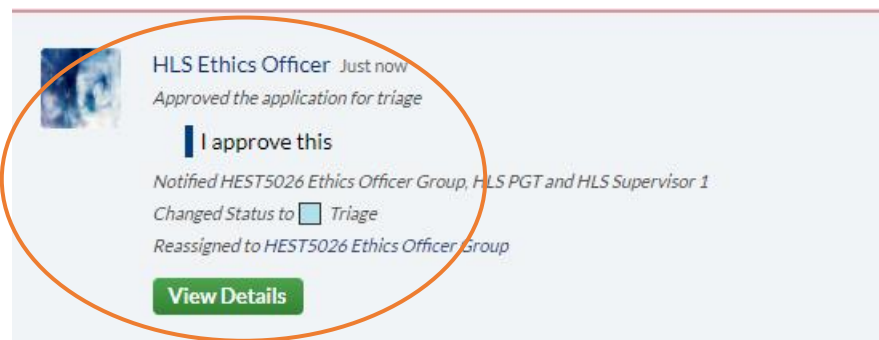
When all comments have been addressed, you must submit your application back to your supervisor for checking, as before.

14) Click '**Submit for Approval**' and '**Yes, Confirmed**' to the Declaration.

NB: Please remember, this **DOES NOT** mean you are submitting your application for review. At this stage, you are submitting the application to your supervisor to be checked.

Once your supervisor is happy with the application, they will submit it on your behalf and you will receive a notification to confirm this. You can check the notification by clicking on the link in the email, which will take you straight to your application, or by clicking on the highlighted notification displayed in the list of ethics applications on the left menu (as previously shown)

15) Scroll to the bottom of the page to view the comments from your supervisor



The message from your supervisor will advise that '**I approve this**'.

NB: Your application **HAS NOT** received ethical approval yet. The message is to confirm that your supervisor is happy to approve for the application to be reviewed. You **MUST NOT** commence data collection until you have received final Approval.

The status of your application will change to 'Triage' and has now been received by the Module Ethics Officer Group, who will request for it to be reviewed.

16) Following review of your application, you will receive a notification from the Module Ethics Officer Group to advise it has either:

- Been Approved,
- Requires further information/ revision or,
- Application Not Approved.

If your application has been **approved**, you will be directed to download a copy of your Approval Letter, which you should keep for your records (see [Downloading a Copy of Your Application Form or Approval Letter](#)). This may need to be submitted with your final project portfolio.

Revising Your Application

If the reviewer requires further information before they can approve your ethics application, you will receive a notification from the Module Ethics Officer Group through Worktribe and also via email.

17) You can also access the revision request by clicking on the link in the email, which will take you straight to your application, or by clicking on the highlighted notification displayed in the list of ethics applications on the left menu (as previously shown in step 10).

18) As with comments from your supervisor, a speech bubble will appear on the tabs to indicate that there are comments from the reviewer against questions for that area. Click into the tab to locate the reviewer's feedback.

19) Along with the comments made by your supervisor, the reviewer's feedback is provided within the speech bubbles and any that are green will contain feedback.

20) Address the reviewer's feedback comments by making revisions within application

DO NOT press the resolve button as this deletes the comments and makes it harder for the reviewer to see feedback.

When all comments have been addressed, you must submit your application back to your supervisor for checking, as before.

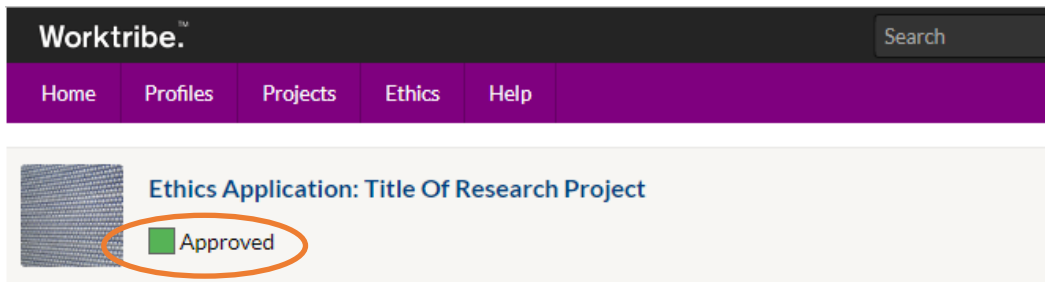
21) Click '**Resubmit for Approval**' and '**Yes, Confirmed**' after reading the Declaration.

Once your supervisor is happy with the application, they will re-submit it on your behalf and you will receive a notification to confirm this, which you can check - as before

Your application will be received by the Module Ethics Officer Group, who will request for it to be reviewed again.

22) Once your application has been reviewed, you will receive a notification from the Ethics Officer Group to advise if the revisions have been approved. Should further revisions be requested, please follow the same process (from step 17).

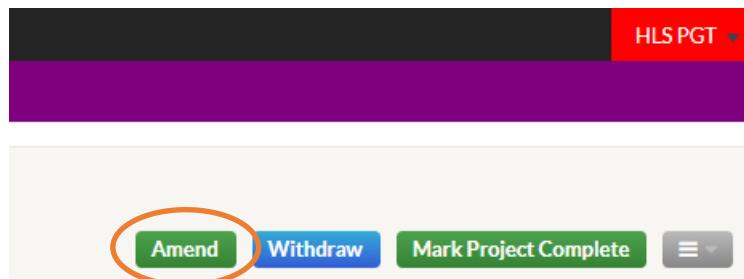
23) If your application has been '**Approved**' the status of the application will now show '**Approved**'. **Only when the status has been marked as 'Approved' can you begin data collection.**



Amending Your Application

If you need to make changes to your application **after** it has been approved, you can do so by:

- 24) Opening the relevant ethics application from your Home Page
- 25) Click '**Amend**'



- 26) A pop-up box will appear asking you to provide a rationale for the change request.

A screenshot of a pop-up box titled 'Amend: Title of Research Project'. The box has a purple header with a close button (red X) on the right. Below the header is a yellow box with an information icon and the text 'Please provide rationale for the amendment'. Underneath is a text area with a label '* Message' and the text 'I'm instigating this amendment for the following reasons:'. To the right of the text area is a green checkmark icon. At the bottom right of the pop-up is a green 'Update' button.

27) Provide details of the changes that you wish to make to the application and click **'Update'**.

28) The status of your application will change to **'Amendment'** and you can now make the required changes.

29) When you have completed making your changes, click **'Submit for Approval'**.

The process will now follow the same steps as you completed for **Revising Your Application**.

When your supervisor is happy with your amendments, they will submit on your behalf and your application will be received by the Module Ethics Officer Group, who will request for it to be reviewed again by the original reviewer.

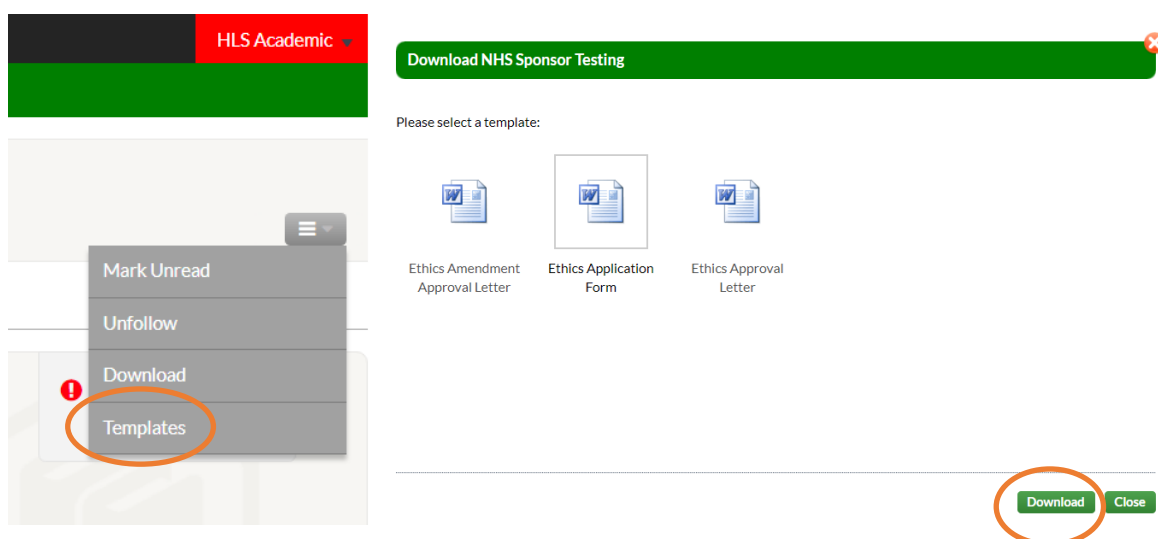
Once your application has been reviewed, you will receive a notification from the Ethics Officer Group to advise if the amendments have been approved.

Downloading a Copy of Your Application Form or Approval Letter

30) You can download a copy of your Application Form or Approval Letter using the following steps:

- From the grey menu on the right on your screen, select **Templates**.
- Now select **Ethics Application Form** or **Ethics Approval Letter**.
- Click **Download**.

31) A copy of your application form will be downloaded to your device where you will be able to save a copy and share with your supervisor/s or any external agencies where appropriate.



32) You can also download a copy of the **Ethics Amendment Approval Letter** if you have requested changes to your application following approval.

Version Control: Record of Revisions

Version Control: Record of Revisions				
Version	Author	Date	Section	Revisions
0.1	Susie Fowler	03/03/21		First draft
0.2	Susie Fowler	04/05/22		Workflow updates
0.2	Susie Fowler	04/05/22	Creating your Ethics Application	Start/End dates now mandatory Multiple applicants allowed Other editor added
0.2	Susie Fowler	04/05/22	Building & Revising your Ethics Application	New 'Submit for Approval' step added to workflow
0.2	Susie Fowler	04/05/22	Amending your Ethics Application	Rationale for amendment now required