

# Worktribe Ethics - A Short Guide for Module Ethics Officer.

This short guide aims to help you through the process of receiving an ethics application from UG and PGT students; how to review, approve and give feedback to the student.

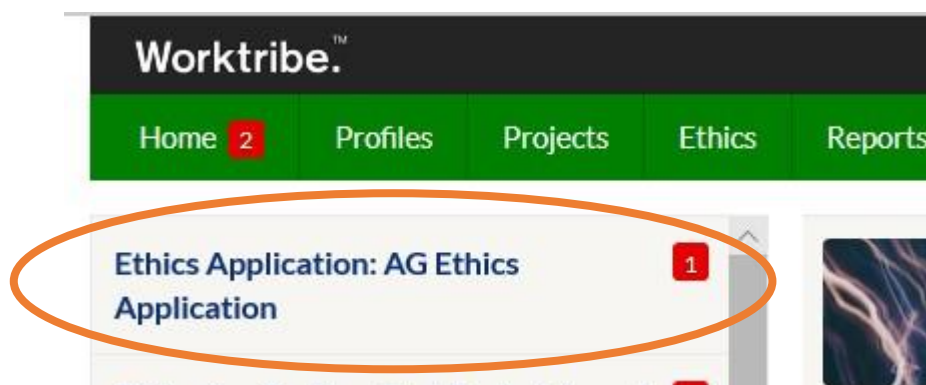
The Worktribe system requires an 'Ethics Officer' role who is the person that processes the applications including sending them out to peer review, and marking applications as approved. This role can be undertaken by anyone in the programme team, however it was the Module Lead who mostly fulfilled this role during the testing of this process. To further discuss the role requirements and to add a user as an 'Ethics Officer' please contact [Worktribe.ethics@dmu.ac.uk](mailto:Worktribe.ethics@dmu.ac.uk).

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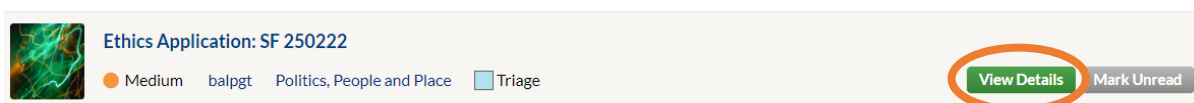
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## Receiving a new ethics application

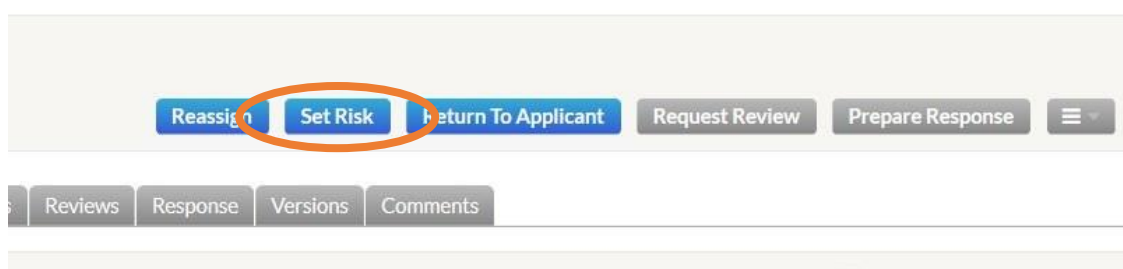
1. Log onto Worktribe using your DMU single sign on – <https://dmu.worktribe.com>
2. A new ethics application will show on the home page with a red square notification. Click on the application.



3. Scroll down to view any comments and enter the application via the green 'View Details' buttons either at the bottom of the comments, or at the top right of your Home Page.

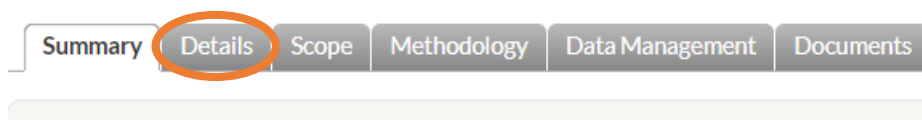


4. Set the 'Risk' accordingly via the blue 'Set Risk' button. A pop-up window will appear.



5. An appropriate risk should be selected according to the guidance set out in Appendix 1 of the Research Ethics Code of Practice. UG/PGT students would not normally undertake high risk research. Advice should be sought from Faculty Research Ethics Committees for research that is medium risk. Low/minimal risk research can be approved at programme level.
6. Once set, click 'Update'.

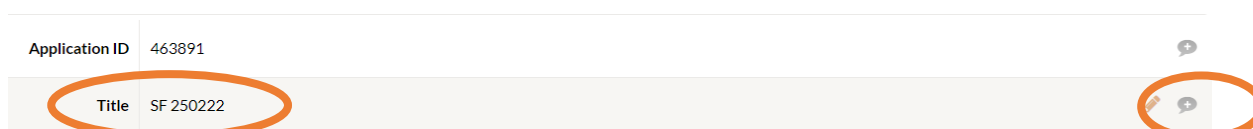
7. Click on the **Details** tab.



8. Copy the 'Application ID' number

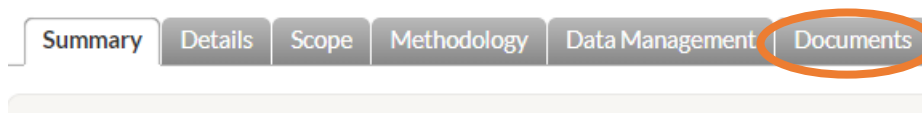
9. Click the pencil icon to the right-hand side of the 'Application Title'.

10. Paste the reference number in at the end of the project name.



11. Click onto the **Documents** tab.

12. Open the attached 'Documents Checklist' and ensure all documents listed on the Checklist have been uploaded.

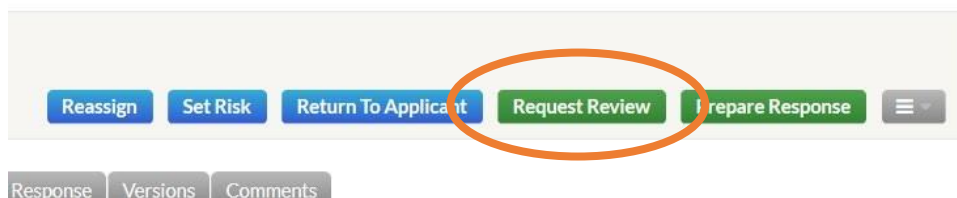


13. If any documents are missing, you can send the application back to the student following the steps in section [Preparing a Response to the Student to Request Further Information](#).

14. Once the application has all relevant information, you can proceed to the next stage [Requesting a Review](#).

## Requesting a Review

15. Click the green '**Request Review**' button in the top right of your screen



16. A pop-up box will open.

17. In the Reviewer(s) field, start to type the name of the reviewer/s you wish to add and select their name from the drop-down list.

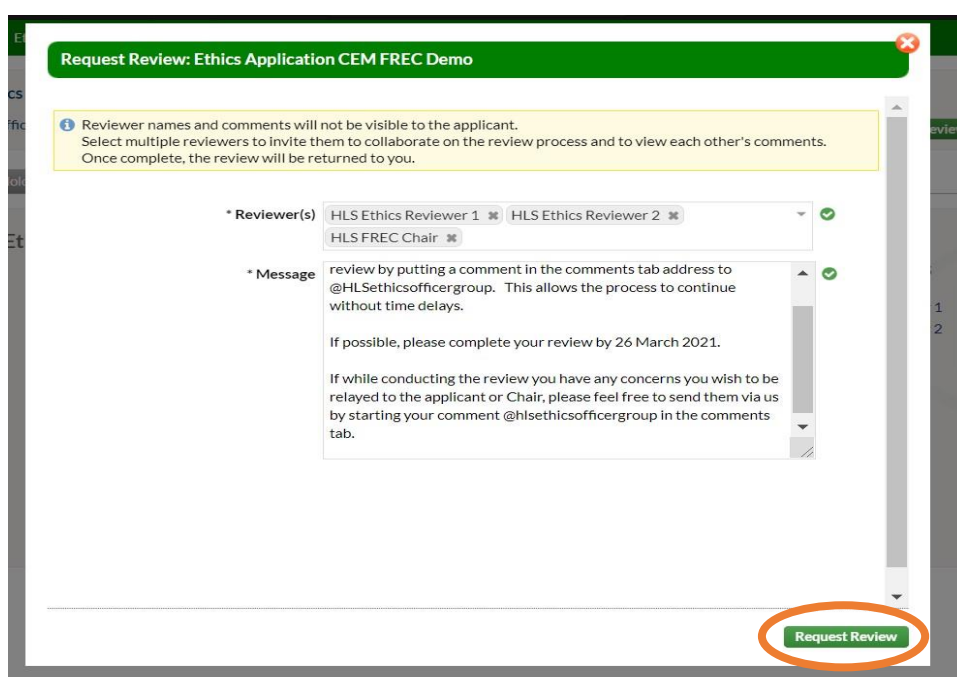
18. Set the Due Date to 2 weeks (or your agreed timeframe) from the time you are requesting the review

19. The Reminder date is automatically set to 1 week before the Due Date, you can change this if you wish in line with your agreed requirements.

Reminder notifications are automatically be sent to any reviewers who have not marked their review 'Complete'.

20. Insert any instructions into the 'Message' box.

21. Click the green 'Request Review' button.



22. By creating the review request, you are creating a copy of the original application.

All comments made by the reviewers MUST be made against the 'Ethics Review' and NOT the original 'Ethics Application'. This ensures that all reviews are conducted 'blind', in other words, the applicant does not see the name of the reviewer and their un-moderated comments.

The selected reviewers will receive a notification from Worktribe that they are required to complete a review.

23. If a reviewer is not able to complete the review and declines the request, follow the next section.

Replacing one reviewer with another after you have sent out the review request.

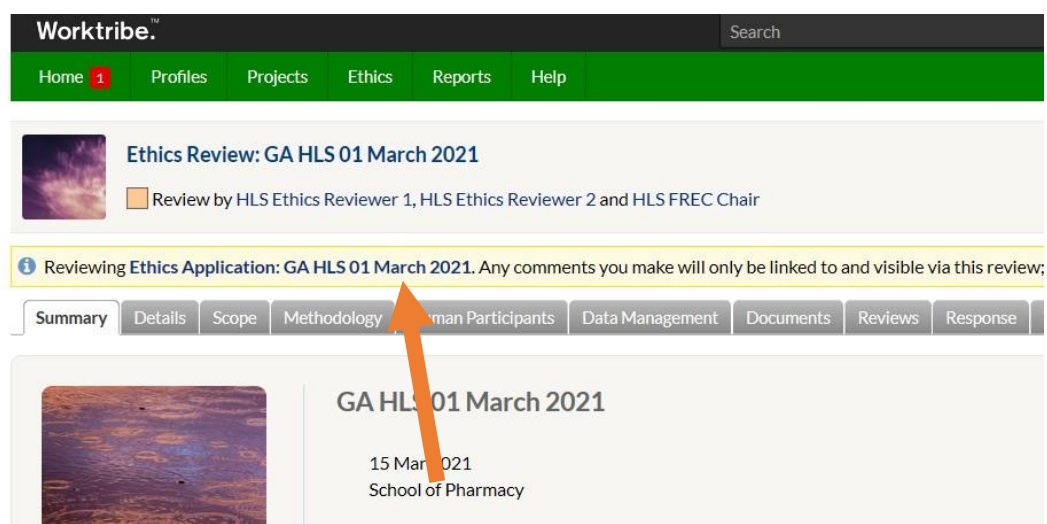
If you receive notification from a reviewer to advise they are unable to complete the review of the application, you need to replace them with a new reviewer.

24. You will receive a red square notification on your Worktribe Home Page or an email.

25. Click on the application notification.

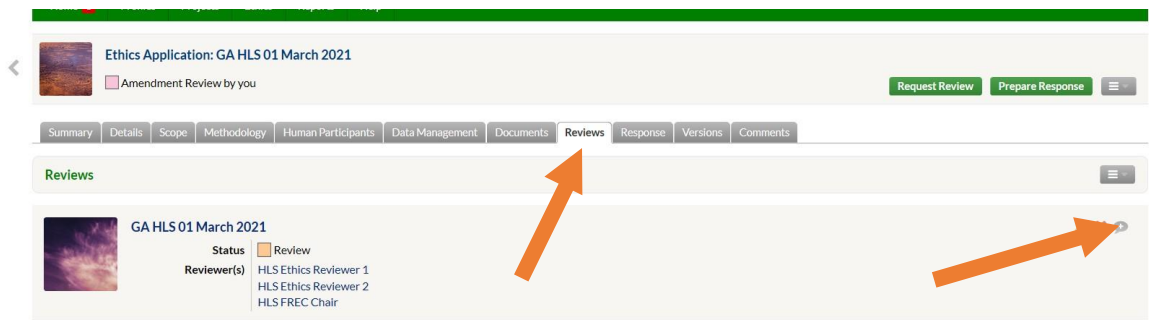
26. Scroll down to view any comments and enter the application via 'View Details'.

27. If this has opened the 'Ethics Review' copy, you need to switch into the 'Ethics Application' copy. Click back into the 'Ethics Application' through the blue hyperlink in the yellow banner.



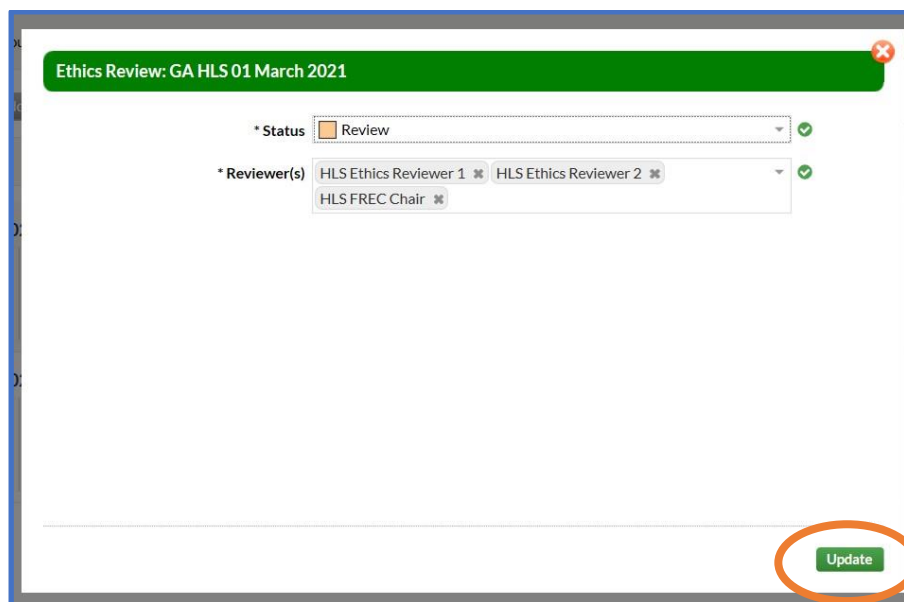
28. Click on the 'Reviews' tab. This shows the reviews that have been requested.

29. Click on the pencil icon to the right of the reviewer information.



30. Delete the name of the reviewer that cannot undertake the review and insert the name of the alternative reviewer (see below).

31. Click 'Update'.



32. Click the 'Comments' tab.



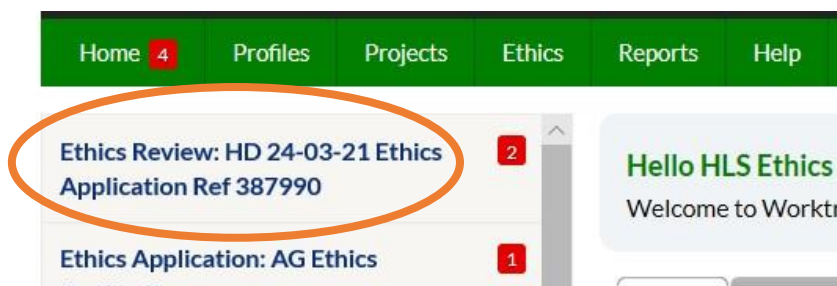
33. Scroll to the bottom of the page.

34. Enter a message to the new reviewer using the @name function to advise that they are required to complete a review of the application.

## Receiving Comments Back from the Reviewers

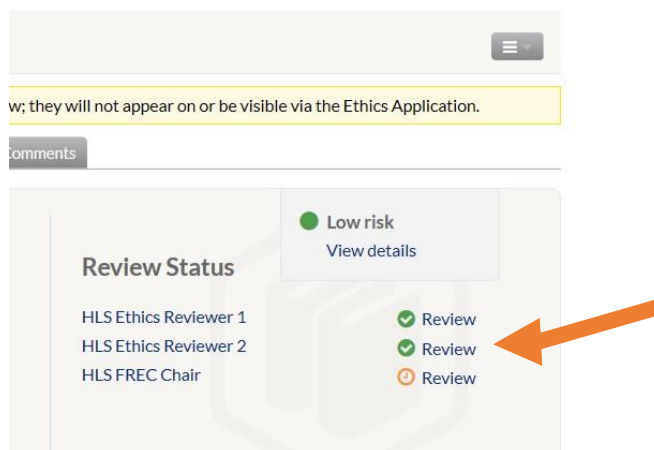
When the reviews have been completed, you will receive a notification via Worktribe and email.

The review return will be shown as a red square notification on your home page. An email will also be sent with a link embedded to take you straight to the review copy of the application.



You must wait until **all** reviews have been completed before actioning any feedback or approval.

You can check the status of the reviews on the **Summary** tab of the application. A green tick indicates the review has been completed and an orange clock means the review is still pending completion.



There are two possible outcomes following review:

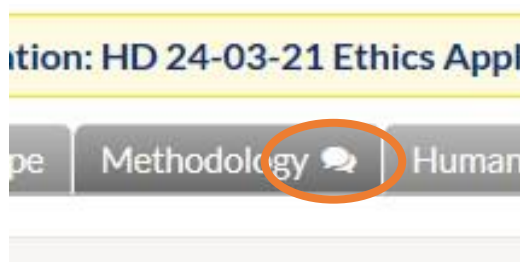
- The reviewers are happy and have recommended the application can be APPROVED. Please proceed to the section for [Approving an Application](#).
- Further information is required before you can approve the application. Please proceed to the next section [Returning Review Comments to a Student](#).

## Returning Review Comments to a Student.

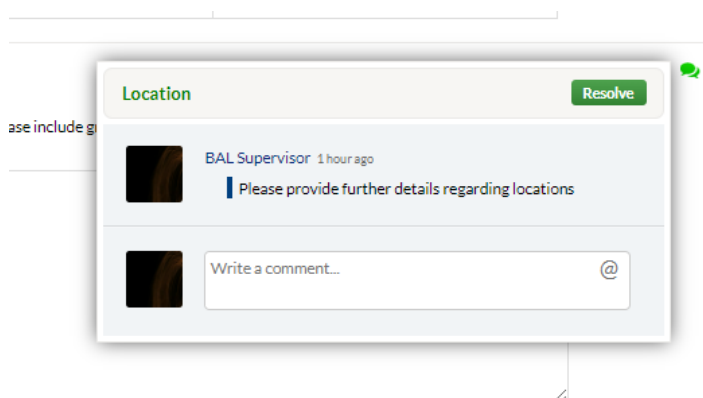
35. When you have received red square notifications/emails that all reviews have been completed.
36. Click on the Ethics Review notification.
37. Click 'View Details' to open the 'Ethics Review'.

**PLEASE NOTE, YOU ARE CURRENTLY VIEWING THE REVIEW COPY OF THE APPLICATION, NOT THE ORIGINAL APPLICATION SUBMITTED BY THE STUDENT.**

38. Click through each tab of the 'Ethics Review' to check the comments from the reviewers. The presence of comments will be indicated by a speech bubble in the relevant tab name.



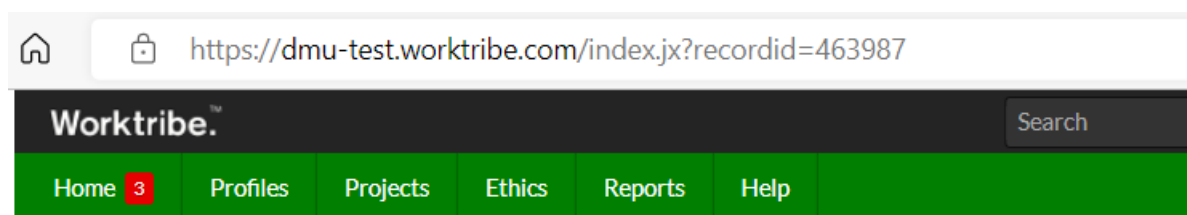
39. You will now need to copy the comments from the reviewers to the original Ethics Application submitted by the student/supervisor.



The easiest way to complete the copy and paste is to have both the 'Ethics Review' and 'Ethics Application' open on your screen side by side.



40. To split the 'Ethics Review' and 'Ethics Application' (you should currently be in the Review copy), copy the URL from the address bar.



41. Open another window in your internet browser and paste the URL into the address bar. Return to open the page.

**You will now have two windows open showing the Ethics Review.**

42. To split your screen to show both windows, hold down the button with the Windows symbol on your keyboard and press the left cursor arrow.

This will move the window you are currently looking at to the left.

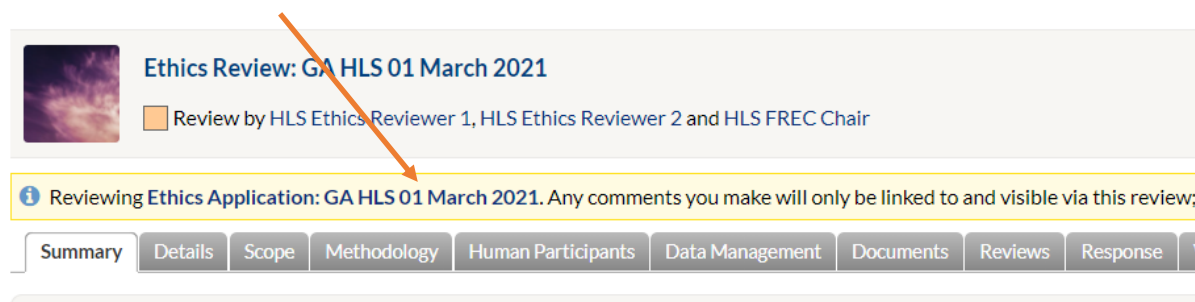
43. Go back to the other window and repeat the process, pressing the Windows button and the right cursor arrow.

This will move the window to the right of your screen.

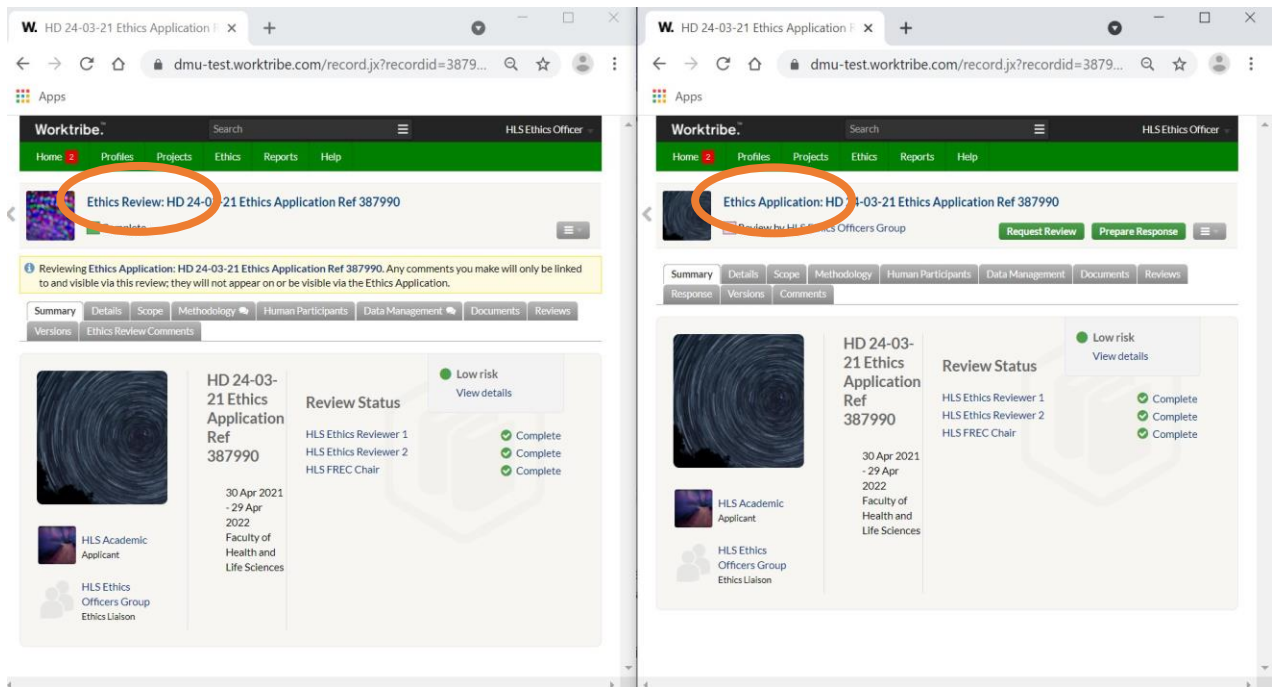
You should now have the two Worktribe 'Ethics Reviews' open next to each other.

On one screen, you need to switch over to the 'Ethics Application'.

44. Click the blue hyperlink in the yellow banner (just above the application tabs).



You should now see the 'Ethics Review' in one window and the 'Ethics Application' in the other, as below.



45. You now need to copy and paste the comments from the 'Ethics Review' into the 'Ethics Application'.

**PLEASE NOTE: You can only copy and paste one comment at a time.**

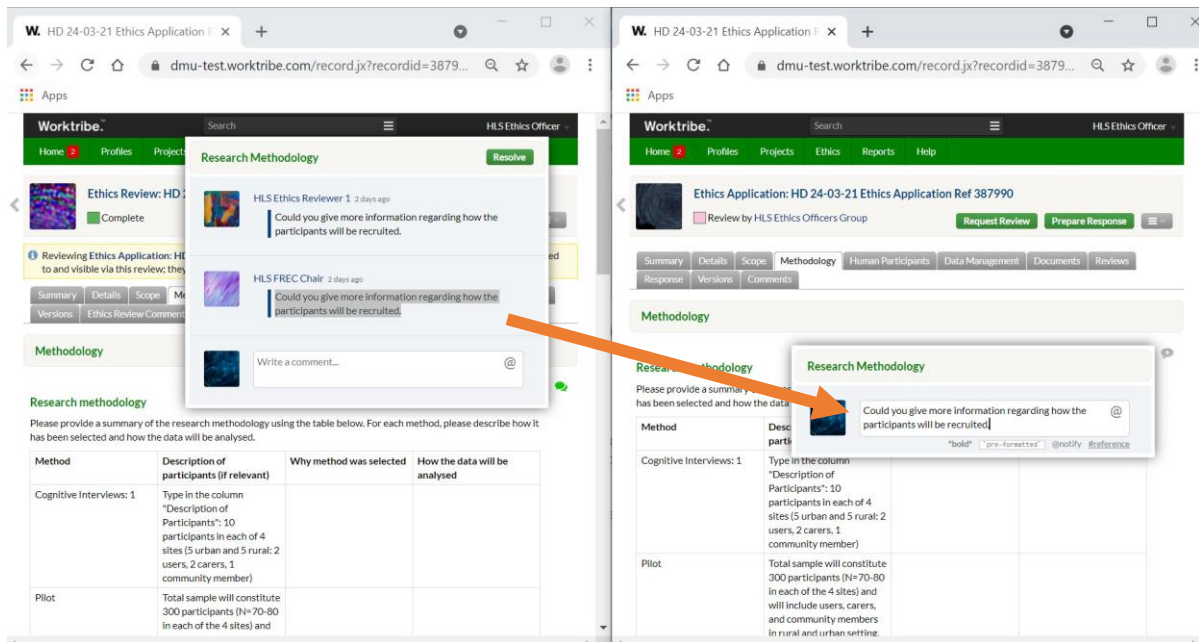
46. From the screen showing the 'Ethics Review', locate the presence of comments indicated by the white speech bubbles on the tab names.

47. Click into the relevant tab.

Green speech bubbles indicate there is a comment.

48. Copy the comments and paste them into the corresponding **grey + speech bubble** in the 'Ethics Application'. (see screen shot below)

Repeat until all relevant comments have been duplicated into the 'Ethics Application'.



**DO NOT press the green 'Resolve' button against comments.** These must remain visible on the Ethics Review for any future reference.

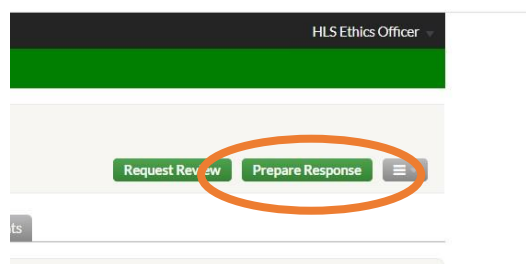
49. Once all comments have been copied into the 'Ethics Application' you can close the Ethics Review window and maximise the Ethics Application.

You will now be preparing a response to send back to the student.

### Preparing a Response to the Student to Request Further Information

50. Make sure you are working in the 'Ethics Application'.

51. Click the green 'Prepare Response' button.



52. Click the 'Response' tab.

53. You will see that all the reviewer's comments have been pre-populated into the 'Response' field.



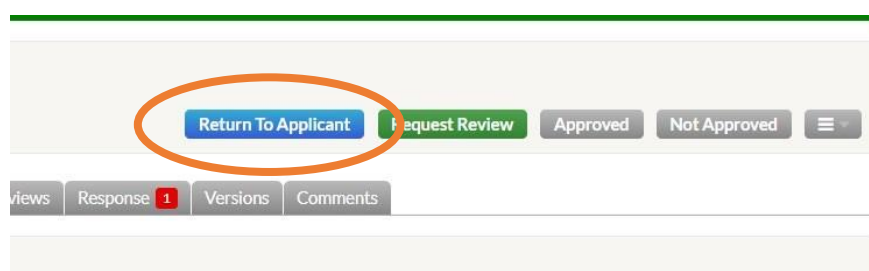
Chair's Action?	Optional
Conditional Approval?	Optional
Approval End Date	30 Apr 2025, 00:00
<b>Response</b>	<div>Review by: Susie Fowler</div> <div>Methodology</div> <div>re: Research methodology</div> <div>Susie Fowler - 5 May 2022, 16:56</div> <div>Please provide more details regarding why this method was chosen</div> <div>Comments</div>

**54. Delete ALL text from the Response field as this contains the names of the reviewers and their comments.**

55. Click away from the box.

Although a red mandatory red number will appear, you do not need to enter any text into the 'Response' field at this stage. It can be left blank for you to proceed to the next step.

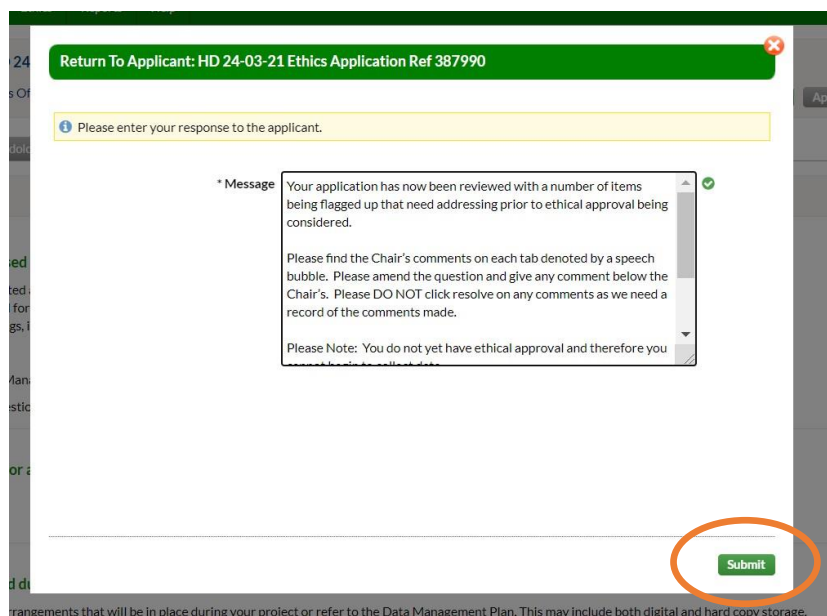
56. Click the blue 'Return to Applicant' box that is also now visible. Note the status of the application has changed to Response.



[Return To Applicant](#) [Request Review](#) [Approved](#) [Not Approved](#) [Menu](#)

[Views](#) [Response 1](#) [Versions](#) [Comments](#)

57. A pop-up box will open. You can now enter your message to the student and click 'Submit'.



The application has now been sent back to the applicant and the status has changed to 'Revision'.

### Receipt of an Application Following Revision by the Applicant.

58. A resubmitted ethics application will be shown on the Home page with a red square notification.

59. Click on the application.

60. View any comments sent and then open the application via the green 'View Details' button to enter the application. Revisions are identified by an Asterix (\*) on the relevant tab.



**As the Module Ethics Officer, any changes made to the application should be reviewed and approved by you and not sent back to the original reviewers.**

61. View the revisions by clicking into each tab that has been identified with the \*. Any changes that have been made will be highlighted in orange.

**Will the research involve discussion or collection of information on potentially sensitive, embarrassing or distressing topics?**

This may include (but is not limited to) topics relating to protected characteristics as described in the Equality Act 2010, the collection of data on conditions or behaviour which participants may find difficult or embarrassing to discuss.

Please provide more information about the sensitive topics involved.

One aspect of our study will involve asking participants about their mental health literacy (attitudes, knowledge and behaviour's a questions we use are designed to induce stress or anguish of any kind in our participants. Most have been used without distress el past and the selected questionnaires are well established and are widely used in the UK and internationally. However, we do recog upset over the subject or particular questions. Therefore, may such an instance ever to occur, the investigator will be trained to ap helpline) to give the participant to help deal with his or her feelings of distress. The senior investigators are experienced clinicians support as needed, including information on appropriate services. **Some new text here**

The lighter orange denotes that there is a change in this question.

The darker orange pin points the changes that have been made.

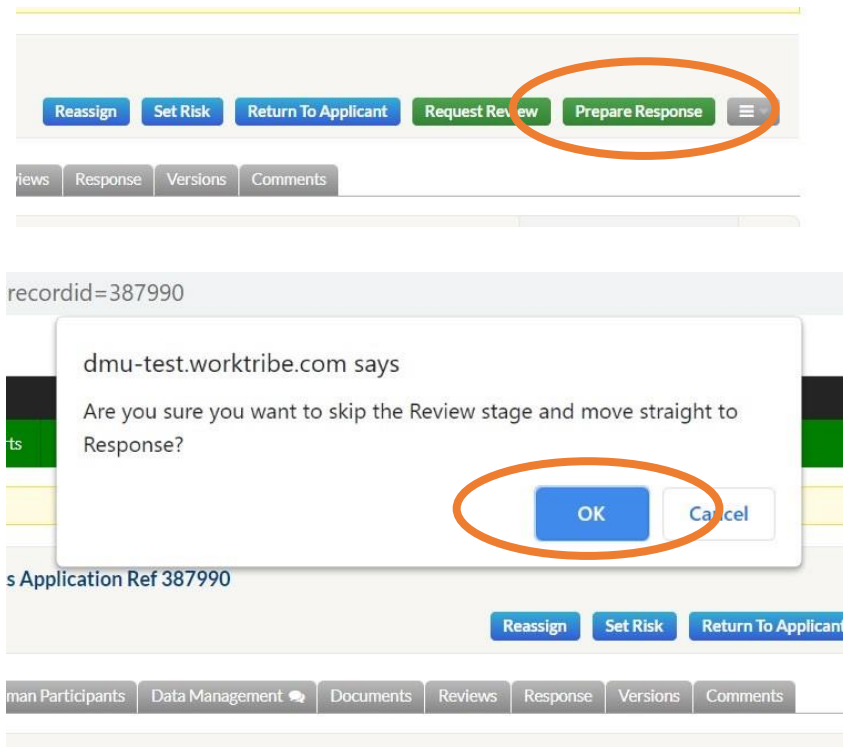
62. If you still require additional information before you are happy to approve, add comments against the relevant questions in the 'Ethics Application' (**not the Ethics Review**) and these will be visible directly by the student.
63. Click into the relevant grey + speech bubble, enter your comment.
64. Press 'Return' to save.
65. Once you have added your further comments follow the same process in the section ['Preparing a response to the student to request further information'](#).

This process may be repeated several times before you are happy to approve the application.

## Approving an Ethics Application.

Once an application is ready for approval, please complete the following steps.

66. If the green 'Approved' button is not available, click 'Prepare Response' and press OK to the warning message, as below.



67. You will now see a red requirement number showing on the 'Response' tab, click into the tab.

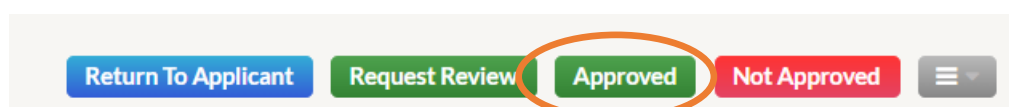
68. Click into the Response box

### 69. AGAIN, DELETE ALL PRE-POPULATED TEXT.

70. Enter your message to the student to confirm that approval has been granted and that they may commence their research/data collection etc.

71. Click outside of the box to save your message

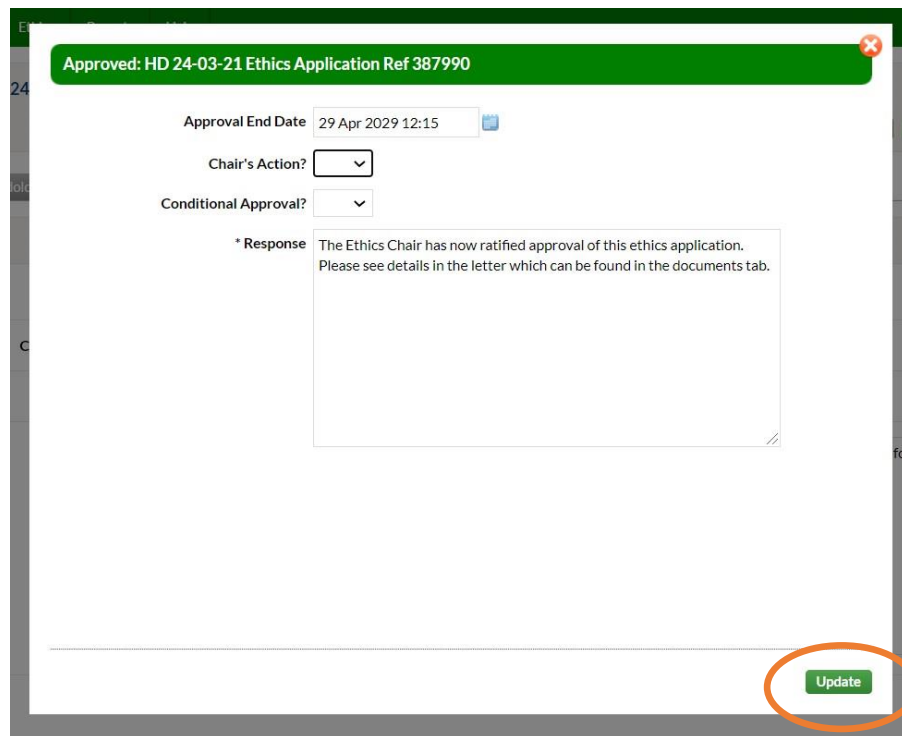
72. You can now click the green 'Approved' button.



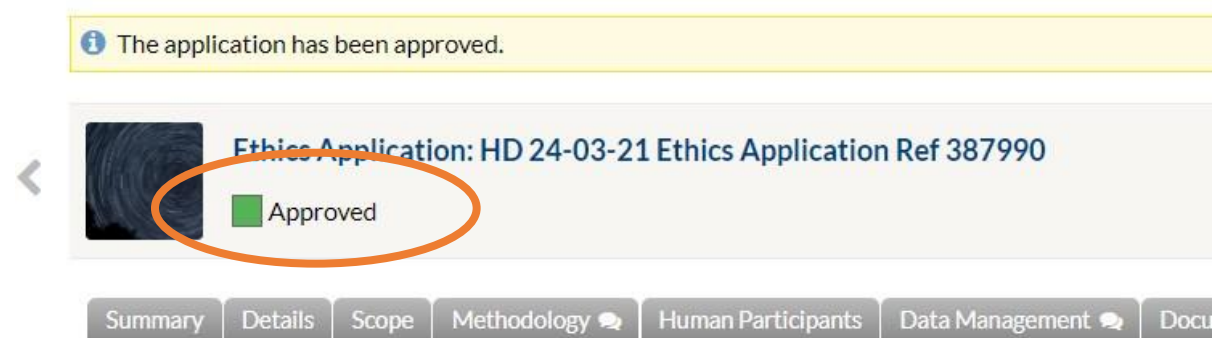
The pop-up box will be pre-populated with Approval End Date and the message you entered in the 'Response' tab.

The Approval End date is automatically set to the Project End Date. For UG & PGT projects, this should be changed to the end of the academic year to allow for any resubmissions.

Check that you are happy with the message. You can make any edits to the response message and when you are happy, click 'Update'.



A Worktribe notification and email will be sent to the student advising them that their ethics application has been 'Approved' and the application status will change to show the application has been 'Approved'.



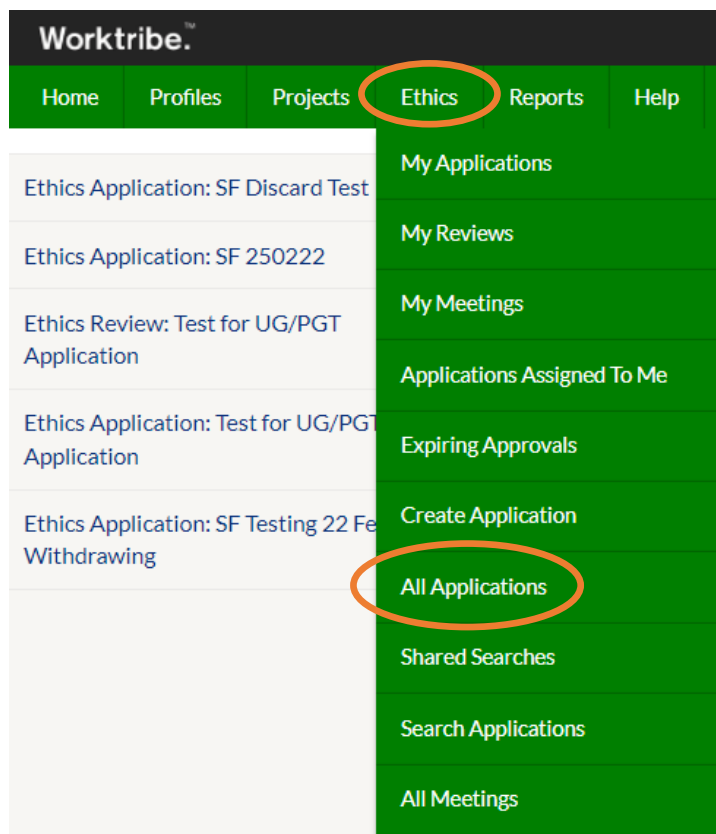
**The process is now complete.**



## How to Search for your Students Ethics Applications

It is possible to check the status of your student's applications by using the Ethics Menu to filter and look for students by module.

Select 'All Applications' from the Ethics Menu



Using the Org. Unit list on the left side of the screen, select the module your students are associated with.



This will now display a list of the student's applications and their status.

Only applications that have been created will be listed, if a student has not yet started their application, it will not be listed.

Status settings of an application:

In Progress	When an ethics application has been created and is being completed by the applicant;
Triage	The application has been submitted and is awaiting review;
Review	The application is with the reviewers to be looked at;
Response	When a formal response is being prepared to either return the application for revision, or to approve the application;
Revision	When the application has been returned to the applicant to make changes before it can be approved;
Approved	When an ethics application has been approved;
Not Approved	When an ethics application has been rejected;
Withdrawn	When an ethics application has been withdrawn by the applicant as the project is no longer going ahead.