

## Guidance Applicants

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## 1. Applications

### Completing an application

#### *Starting an application*

The researcher selects to start an application via the option on the homepage or via 'My ethics' on the right of the homepage.

#### *Navigating the application form*

The application is split into tabs. Additional questions or tabs may appear based on the answers provided to earlier questions. Mandatory questions are highlighted with a red asterisk. Sometimes, the asterisk only appears after using 'save and continue', since whether the question is mandatory or not depends on the answer to a prior question. It is recommended to complete all questions if possible.

#### *Guidance notes*

Guidance notes display to the side of relevant questions. Click the guidance note icon to read the guidance.

#### *Uploading files*

Supporting documentation can be uploaded within the form wherever there is the option to 'Drag files here or choose file.' Multiple files can be uploaded in this file upload areas. There is no limitation on the file format.

### *Saving and returning to drafts*

Draft applications can be saved using the 'Save for later' option at the bottom of any tab. The applicant can return to the application via 'My ethics' in the right of their homepage.

### *Sharing the application with another EUR researcher or external researcher*

On the researcher details tab, some details of the researcher show automatically. On the same page, you can also select other EUR researchers that may be involved in your research. They will then also get access to the application. You can also add the details of external researchers. They will not automatically get access, but you generate a pdf showing your application and share it with the external researcher.

## 2. External approval

### *Applications that have received prior external approval*

In case external approval has been received, e.g. under a previous research contract elsewhere, most Committees ask the applicant to upload confirmation of approval and any supporting documents to Ethics Monitor. At this moment, EUR Committees still ask the applicant to complete the questionnaire, because there may be differences in the review procedure.

## 3. Awaiting approval

### *Awaiting approval*

#### *Viewing the status of approval*

Applicants can view the status of their application at all times via the STATUS panel in the top right of the application. In the stage where it is under review, you get to see Awaiting (School) Ethics Committee meeting.

## 4. Requests for information

### **Requests for more information**

#### *Alerts to provide more information*

Reviewers and approvers may return an application to an applicant if they require changes or additional information. The applicant is alerted by a task and email to the request.

### *Viewing comments*

The reviewer or approver may have left comments in line against questions on the application form, or in a cover note which is included in the email to the applicant and visible in the timeline history at the bottom of the application record. When comments have been added, these show as a speech bubble related to the tabs at the top of your screen.

### *Editing the application form*

Applicants can edit their returned application form and resubmit. Resubmission can be done by going to the end of the application and submit. You can also choose cancel at the upper left and before resubmitting have a second look at your draft application. You can find this on the right of the screen and you can see the comments and changes in it.

### *Version control*

Previous versions of the submitted form are kept and are available on the right hand side of the ethics application under draft application.

### *Highlighting changes*

After resubmitting an application, the reviewer or approver is automatically alerted and can view and compare the changes made to answers on the form.

## 5. Notices of Objection

At EUR, we work with a Notices of Objection Committee, in case you do not agree with the decision. The procedure is not supported in Ethics Monitor. Please consult the [website](#) if you would like to file a notice of objection.

## 6. Amendments

### *Application for approval of project amendments*

Following approval of the original ethics application, the applicant can submit an application to obtain approval for amendments to the research project.

The amendments form is available on the right of approved applications.

Upon submission the amendments approval form is routed to the appropriate reviewers and approvers based on institutional rules.

The applicant can view the status of their amendments application on the right of the amendments record.

The applicant is informed by email of the outcome of the decision. You can also find this decision under notifications on the right of the screen when you are looking to the application.

## 7. Copies

You can make a copy of an approved application. When you go to an approved application under My record on the right and open it – again on the right you get to see: Copy as a new application. Please note, at this moment, a link continues to exist between the original application and a copy and you can only make a copy of the latest version. We are looking into this.