

Infonetica Ethics RM

User Guide for Academic Supervisors

Contents

Accessing Ethics RM	2
Privacy Page.....	2
The ‘Work Area’	3
Viewing Your Student’s Application	4
Viewing Project application forms	4
Section 1 – Reviewing the application.....	5
Reviewing	5
Open the application	5
Screening the application.....	5
Section 2 – Giving feedback	6
Signing-off/authorising the student’s application.....	7
Important points.....	10
Unlock the application.....	11
Application Reviewed.....	11
Viewing Reviewer Comments.....	12
Responding to Comments and Authorising the Resubmission.....	14
Signing the form after addressing reviewer comments	14
Approved, Conditional Approval or Not Approved	15
Creating an Amendment to a Previously Approved Application	15
Unlock for Amendments	15
Useful Information	16
Zooming Out on Browser	16
Form Updates	16

Accessing Ethics RM

You can access Infonetica Ethics RM at Sussex here: <https://apply.ethics.sussex.ac.uk/>

Academic Supervisors must have a Sussex email address and login to access Infonetica.

When you try to access the site, you will be diverted to the Okta login page for Sussex as part of Single Sign On (SSO). You will then need to log in to the site using your Sussex username and password.

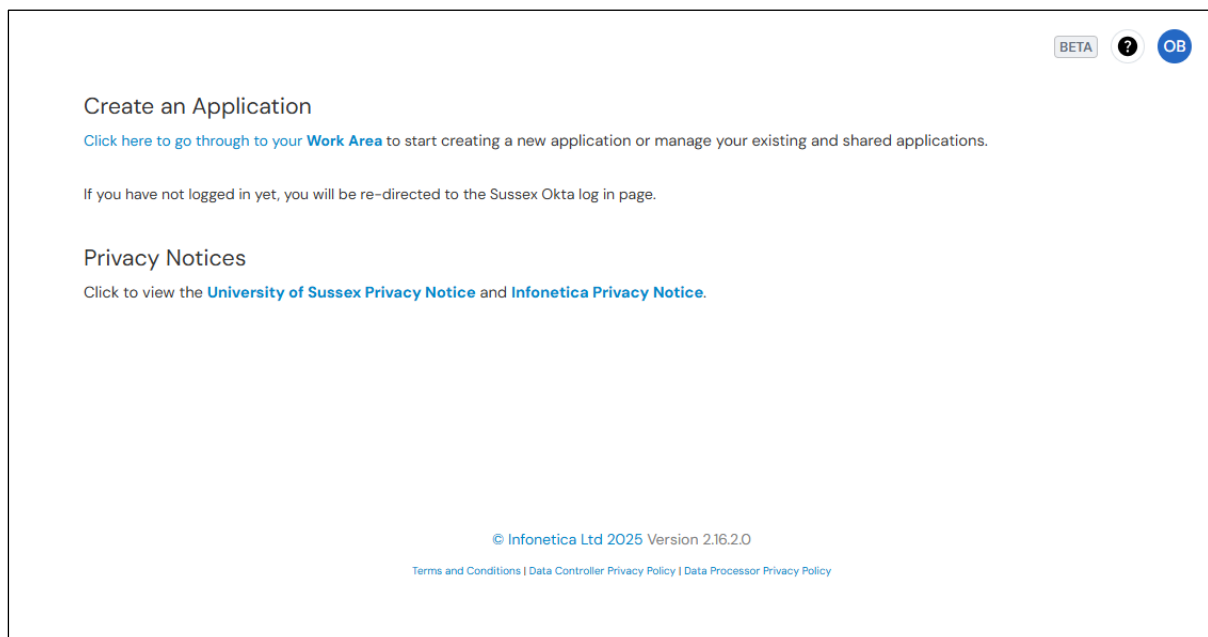
You can also access Ethics RM from the [Sussex Okta landing page](#), and clicking on 'Infonetica Ethics Apply'

Please be aware that all users (including the supervisor) must log on to Infonetica Apply (Ethics RM) for the first time to activate their account, before students are able to add the supervisor/co-researchers etc to their application.

Privacy Page

Once logged in, you may first see the Privacy Page where you can view privacy information.

Follow the instructions to access your 'Work Area'.



The 'Work Area'

Work Area BETA ? [OB]

Notifications 10 Signatures 0 Transfers 0 Shared 3

Projects

Search Projects [Create Project] [Create Folder] [Delete Folder] [Delete Project] [Duplicate Project] [Move Project] [Transfer]

Project Title	Project ID	Owner	Date Created	Date Modified
> 19/11 - 01 no SREO dropdown	334	. Oscar Barker-Phelps	19/11/2025 14:54	04/12/2025 11:51
> 25/09	311	. Oscar Barker-Phelps	25/09/2025 14:13	19/11/2025 14:47
SREO Training	66	Miss Alice Saryazdi	16/07/2025 09:45	16/07/2025 11:10
SREO training form 2	14	Miss Alice Saryazdi	02/07/2025 09:50	02/07/2025 11:32

This is the main screen where you can see **both your own applications and any student project applications** where you have been added as a supervisor.

In your 'Work Area' you can see progress tiles near the top (e.g., Notifications, Signatures), various action buttons across the middle (e.g., Create Project, Create Folder), and a list of projects you're working on in the bottom half of the page.

Action buttons allow you to create and delete projects and folders, duplicate projects and transfer ownership to another person. These buttons only apply to your own projects (not your supervisees).

The '**Projects**' heading lists all of the projects that you have created and/or have been shared with you.

'Tiles' near the top of the page allow you to view various items such as:

- 'Notifications' show historic actions relevant to you.
- 'Signatures' allows you to view any signature requests e.g. if you are a supervisor and a student needs your signature for their application.
- 'Transfer' shows any forms that have been transferred to you by another applicant.
- 'Shared' lists applications that have been shared with you, and the level of access granted when the application was shared.

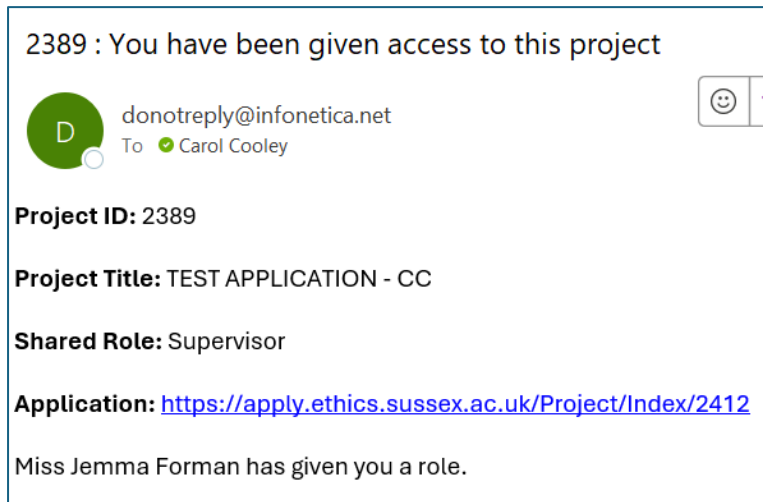
Notifications 10 Signatures 0 Transfers 0 Shared 3

Note: To exit a Tile, click 'Work Area' in the navigation bar on the left-hand side. The navigation bar will pop open once you hover your mouse over it.

Viewing Your Student's Application

Viewing Project application forms

When your student adds you as a Supervisor to their application you will be notified via email:



Your student's application form can be accessed various ways:

You can click the link in your email notification or you can log on to Infonetica Ethics APPLY and check your Work Area.

From your Notifications tile:



Or by looking at your project list

Work Area

Notifications
23

Signatures
0

Transfers
0

Shared
7

Project Folders

All Projects
42

Demo Folder
0

test research staf
0

Projects

Create Project Create Folder

Project Title	Project ID	Owner
> TEST APPLICATION – CC	2389	Miss Gemma Forman

Section 1 – Reviewing the application

Reviewing

Open the application

TEST APPLICATION – CC Go Back to Work Area Overview

Project Tree

- TEST APPLICATION – CC
 - Main Ethics Application Form

Completeness Check Project Refresh View as PDF

Navigation Documents Signatures Collaborators Submissions Site History

Main Ethics Application Form Show Inactive Sections

Section
Section 1
Section 2
Section 3
Section 4
Section 5
Section 6
Section 7
Section 8
Section 9
Declarations and Signatures

Questions
START HERE
Applicant Details
Project Overview
Project Details
Risk Checklist
Recruitment | Data Collection
Informed Consent and Withdrawal
Researcher/Participant Safety and Wellbeing
Data Storage/Management | Data Analysis / Management
Declarations and Signatures

As a Supervisor, you have full read/write access to the application. You can navigate to any section of the form to read it or look at the attached documents and download a copy to review.

Screening the application

Supervisor should check:

- that students have completed the application form as fully and as accurately as possible
- the risk assessment checklist has been completed fully and that you agree with the risk assessment

- all supporting documentation has been attached- this normally includes the **Participant Information Sheet** and **Consent Form** and **details of the methodology** (questionnaires, interview schedules etc.) at a minimum, and then also any additional documents as required, for example, advertisement or invitation text, debrief documents, signposting to support/resources, Risk Assessments, OTSSRA form for fieldwork abroad.

Section 2 – Giving feedback

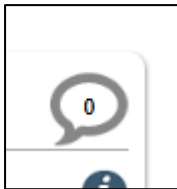
Supervisors may give feedback in whichever way works best for them and the applicant.

This may be in-person, via email, or via comments added to the form.

Supervisors have read/write access to the form, however, please be mindful the form does not have a track changes function between supervisor and student.

Using the Comments box

At the top of each section, you will see a Comments icon:



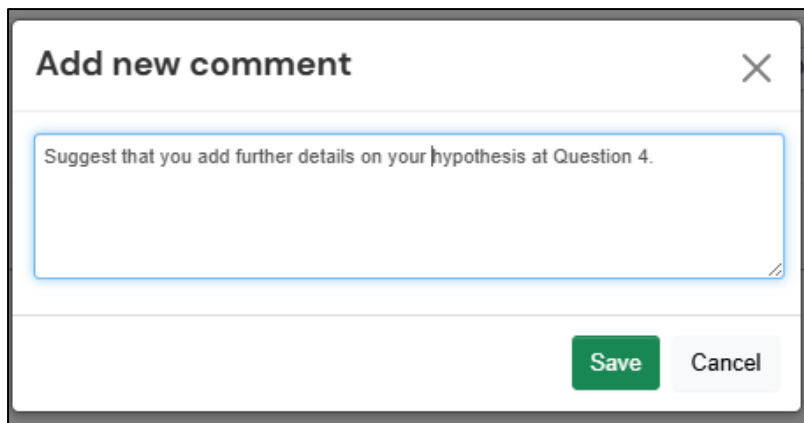
Click on the icon and select 'Add new comment':

Comments

Note: No comments have yet been added to this application. (Not visible to reviewers)

Add New Comment

Add your comment and click on 'Save':



The screenshot shows a modal dialog box titled "Add new comment" with a close button (X) in the top right corner. Inside the dialog, there is a text input field containing the text "Suggest that you add further details on your hypothesis at Question 4." Below the input field, there are two buttons: a green "Save" button and a grey "Cancel" button.

You can come back and edit or delete comments later:



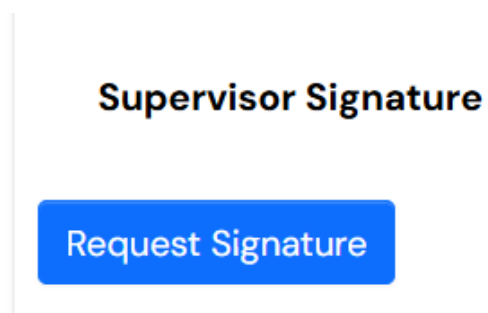
The screenshot shows a table titled "Comments" with a close button (X) in the top right corner. The table has three columns: "Comment", "Date Added", and "Owner". The first row contains the text "Suggest that you add further details on your hypothesis at Question 4.", the date "16 July 2026 at 12:08", and the owner "You". To the right of the "Owner" column, there are two buttons: a blue "Edit" button and a red "Delete" button. Below the table, there is a button labeled "Add New Comment" and a "Close" button in the bottom right corner.

The student will be able to see your comments, but they do **not** get notified if you've edited the form or left a comment, so you will need to let them know outside the system.

Signing-off/authorising the student's application

When the student is ready to submit their application, they will sign their section of the form and request the supervisor's signature.

Note: if you do not receive a signature request, please make sure the student has pressed the blue 'Request Signature' box on the declarations page.



The screenshot shows a section titled "Supervisor Signature" with a blue button labeled "Request Signature" below it.

When the student has successfully requested your signature, a date and time of the request will be visible on the declarations page:

Supervisor Signature

Request Signature

Signature Request: Signature requested from Carol.Cooley@sussex.ac.uk on 14/10/2026 09:39

You will receive a notification of a signature request via email and/or you can check your signature requests on the website:

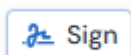
<https://apply.ethics.sussex.ac.uk/Signatures/Index>



From the Signature box, click on **View Form** and you can open the form from there:

Signatures								
<input type="text" value="Search signatures"/>								
Type	Project Title	Project ID	Requesting User	Message	Requested Date	Response Date	Status	Action
Supervisor	TEST APPLICATION - CC	2389	Miss Jemma Forman	TEST SIGN PLS	12/07/2026 16:57		Requested	View Form

If you are satisfied that the application is ready for ethics review, then **Sign** the application. Signing the form authorises the application to move to submission stage, so do not sign until it is ready.



Sign Form

Are you sure you wish to sign this form?

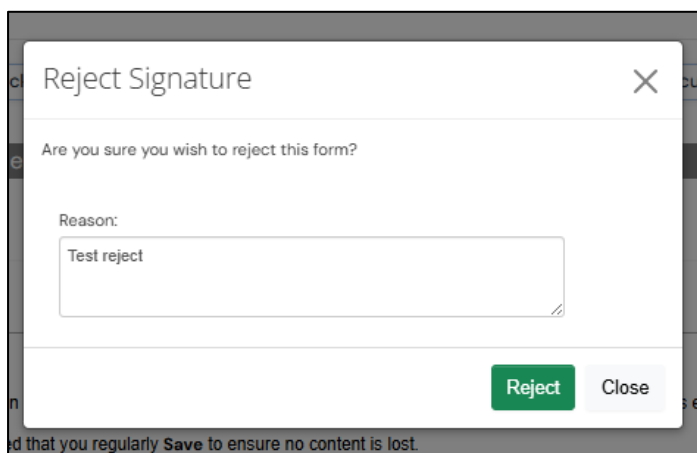
Note: This form will be automatically submitted when complete.

[Sign](#) [Close](#)

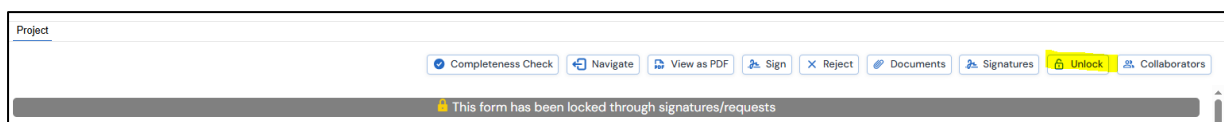
Once the Supervisor signs the form, so long as the student has already signed, the process to automatically submit the form for review can take around 10 minutes and both applicant and supervisor will receive an email confirmation once the application has been fully submitted for review.

If the form is not ready for submission:

Supervisors can **Reject** a signature request and the student will be notified that the request has been rejected. You can leave a message with an explanation on why you have rejected the request.



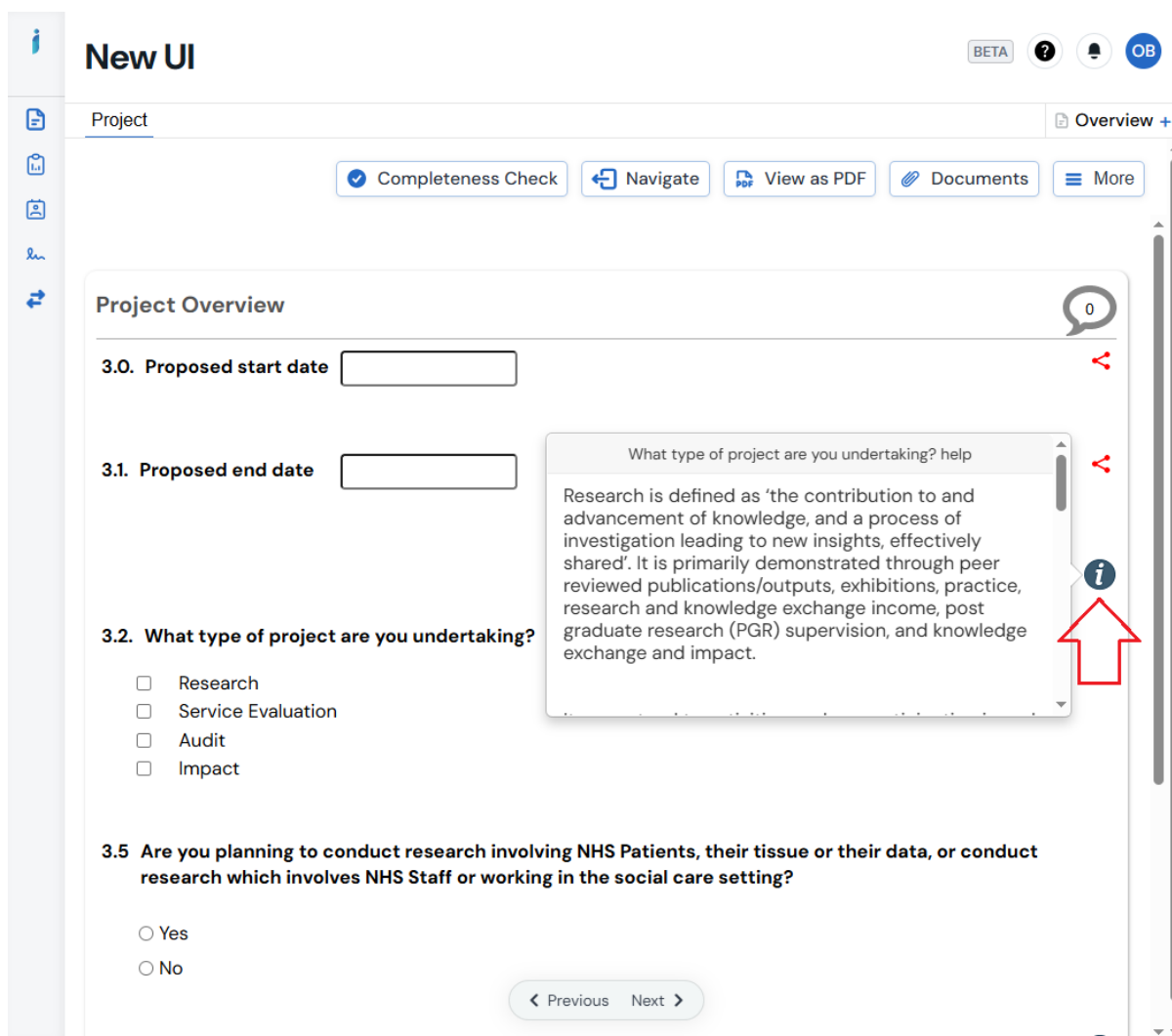
Alternatively, if you have further edits or changes to suggest, you can **Unlock** the form and add comments/edits etc. Unlocking the form cancels all signatures and signature requests so that the form can be edited by the student or supervisor. You should contact the student via email to let them know the form needs further action.



The form will need to be signed by the student and the supervisor again before it gets resubmitted to the ethics committee.

Important points

- This is a dynamic form, meaning that additional questions may appear or disappear depending how a question has been answered as the form is being filled in. Since many questions within the form are dependent on answers to questions earlier in the form, it's important that responses are accurate.
- Clicking the  icon next to a question will show any specific guidance for that question.



New UI BETA ? OB

Project Overview +

☒ Completeness Check

Project Overview 0

3.0. Proposed start date

3.1. Proposed end date

3.2. What type of project are you undertaking?

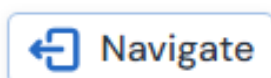
- ☐ Research
- ☐ Service Evaluation
- ☐ Audit
- ☐ Impact

3.5 Are you planning to conduct research involving NHS Patients, their tissue or their data, or conduct research which involves NHS Staff or working in the social care setting?

☐ Yes ☐ No

What type of project are you undertaking? help

Research is defined as 'the contribution to and advancement of knowledge, and a process of investigation leading to new insights, effectively shared'. It is primarily demonstrated through peer reviewed publications/outputs, exhibitions, practice, research and knowledge exchange income, post graduate research (PGR) supervision, and knowledge exchange and impact.



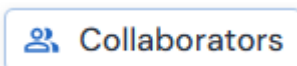
Selecting the 'Navigate' button in the top left-hand corner of the page will take you back to the project main page.



Press the 'Save' button at any point to save your work.
After periods of inactivity, you will automatically be signed out and any unsaved work may be lost.



The 'Roles' button allows the applicant to share the application with another university staff member or student (including the supervisor). If the student is part of a group project or a collaboration, all the other applicants should be added as "co-researchers". Be aware that this will share editing access to the application also.



The 'Collaborators' button allows you to see all people who have access to the application such as the people the application has been shared with.

Collaborators

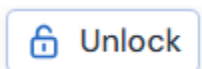
A list of the current collaborators for this form:

Name	Access	Edit Permissions
. Oscar Barker-Phelps	Project Owner and Form Owner	Edit Permissions

Close

Unlock the application

If at any point during the student-supervisor review process, either person wants to make changes to the application (after the student has submitted the signature request to the supervisor), the 'Unlock' button cancels any signatures/signature requests.



Once the application is submitted to the SREO or F-REC, the unlock button is no longer available and if the applicant wants to **withdraw** the application, they'll need to email the Faculty REC / Senior Research Ethics and Integrity Officer:

[Contacts: SREOs and Committees : Research Governance and Integrity : Research : Staff : University of Sussex](#)

Application Reviewed

Over the next few weeks, the application will be reviewed and the student will receive feedback from the SREO and/or REC reviewers. The Supervisor is copied in to all correspondence.

If you haven't heard back from the reviewers or have any questions, please contact your Faculty REC or rgoffice@sussex.ac.uk.

Reviewers may:

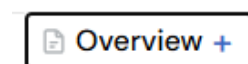
- ask questions (e.g. look for more in-depth justification or explanation of rationales for research methods and approaches),
- make suggestions to pre-empt future issues
- seek clarification on any aspect of the research
- request that participant facing documents be amended for clarity and correctness
- suggest ways in which risks can be reduced (students are encouraged to undertake low risk research)

Viewing Reviewer Comments

When your application is reviewed, the reviewer will leave comments on your application. When this is complete, you will receive an email notification to log back in to Ethics RM to view the comments on your application and make any requested changes. The email will also have a PDF attachment with a table of the queries.

Comments and requested changes can be viewed by selecting 'Reviewer Comments' from the 'Overview' panel on the right hand side of your application.

Please note the Overview tab is collapsible so you may need to click Overview to open the tab.



BETA

?

OB

Overview

Overview

INSIGHTS

Reviewer Comments

4

>

BASIC INFO

Project Title

New UI

Project Id

335

Form Title

Main Ethics Application Form

Status

Changes Requested

Review Reference

2025-0335-156

Last Modified

17/12/2025

Action Required

Yes

Refresh

PDF

View as PDF

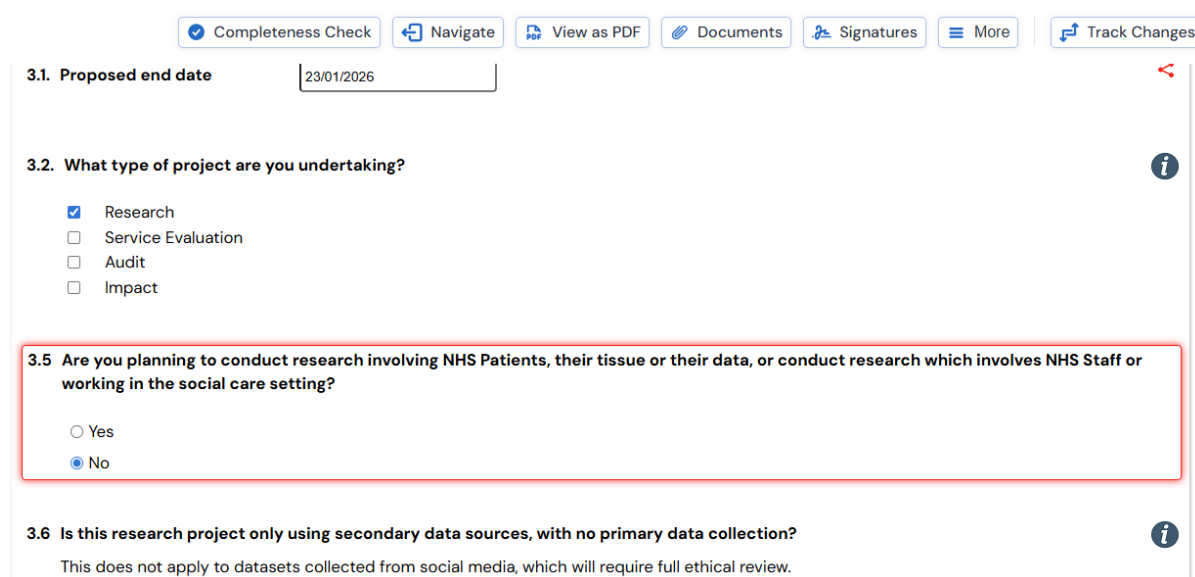
☐ Show Inactive Sections

Pressing ‘Reviewer Comments’ will open a list of the comments, allowing you to select a comment and navigate directly to the question that requires changing.

Overall Reviewer Panel Comments				Show Previous Comments ☐	
Title	Comment	Date Added	Submission		
3.5 Are you planning to conduct research involving NHS Patients, their tissue or their data, or conduct research which involves NHS Staff or working in the social care setting?	Please review	12/01/2026 at 14:32 PM	Latest Submission		
What research methods do you plan to use e.g., interview, questionnaire, observation, focus group, audio/visual recording?	Are interviews required?	12/01/2026 at 14:33 PM	Latest Submission		
6.8 Will participants be provided with a Participant Information Sheet?	Please provide more information	12/01/2026 at 15:16 PM	Latest Submission		
Will participants be able to	Is this correct?	12/01/2026 at	Latest Submission		

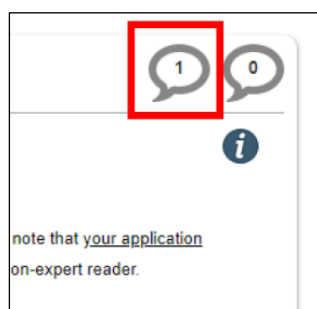
Close

Click on a review comment to be taken directly to that question in your application.



The screenshot shows a web application interface with a top navigation bar containing buttons: 'Completeness Check', 'Navigate', 'View as PDF', 'Documents', 'Signatures', 'More', and 'Track Changes'. The main content area displays several questions:

- 3.1. Proposed end date** with a text input field containing '23/01/2026'.
- 3.2. What type of project are you undertaking?** with radio button options: ☒ Research, ☐ Service Evaluation, ☐ Audit, and ☐ Impact.
- 3.5. Are you planning to conduct research involving NHS Patients, their tissue or their data, or conduct research which involves NHS Staff or working in the social care setting?** This question is highlighted with a red rectangular box. It has radio button options: ☐ Yes and ☒ No.
- 3.6. Is this research project only using secondary data sources, with no primary data collection?** with an information icon (i) to its right. Below the question, it states: 'This does not apply to datasets collected from social media, which will require full ethical review.'



You can also view REC reviewer comments by selecting the speech bubble which will appear on questions that the reviewer has left comments against.

Responding to Comments and Authorising the Resubmission

The student will need to respond to the reviewer's comments by editing the form and updating the documents. At this stage, all edits will be highlighted in green (track changes for the Ethics reviewer).

If the student prefers, they may wish to respond directly to the reviewer by using the text box in section 9.15 to respond to the F-REC. This is useful if they wish to clarify a point or make an ethical justification.

There is also an 'any other document box', to which it's possible to insert a reviewer-feedback response letter in a table format or other supporting document (this often speeds up the re-review).

Signing the form after addressing reviewer comments

Once ready for re-submission, the student needs to sign the form again and request the supervisor signature (repeating the steps for the initial submission).

The application is then returned to the ethics reviewer to check that the requested changes have been made.

Approved, Conditional Approval or Not Approved

Once the review is completed you and the student and supervisor will receive notification of the outcome via email and this is also accessible on the Infonetica website.

Change Request – further editing, clarification or information is required.

Application Approved – the research **and data collection** may start

Conditional Approval – the research **and data collection** may start, so long as the conditions listed on the approval letter have been met.

Application Not Approved – the research has *not* been approved and the research may not commence.

Applications granted approval/conditional approval will be issued a certificate which specifies the conditions of approval (inc. end date to when ethical approval from the F-REC is no longer valid and must be renewed/extended)

Creating an Amendment to a Previously Approved Application

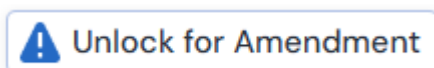
If the student needs to make amendments to a previously approved application, this must be notified to the F-REC or SREO. If you're unsure if an amendment is needed, check with your Faculty REC or check the latest [University of Sussex Ethics Policy Supporting Notes](#).

Typical changes include (but are not limited to):

- The end date or duration of the project
- A change to participant-facing material
- A change to the design of the research or methods used
- A change in location
- A change in the management of data
- A change in sample size and/or exclusion/inclusion criteria

Unlock for Amendments

After an application is approved and the student needs to change to the application, they should go back to the application and 'Unlock for Amendment', make the edits and fill in the new Amendment Details section towards the end of the form, summarising the changes they are requesting.



IMPORTANT: Please check that the ‘New Application or Amendment’ in Section 1, question 2.0 has been filled in correctly

New Application or Amendment

2.0. Initial or Amendment

☐ New application or revision to initial application

☒ Amendment to an already approved application

☐ Amendment to an already approved application from Sussex Direct (Legacy System)

Please ensure that if your application has been unlocked for an amendment, that this above answer has been changed. This will ensure you are revealing all relevant questions on the form. Failing to do so will cause delays.

As with the main application, supervisors need to check the content of the form and sign-off any amendment submissions. They should also remind the student that no changes can be implemented in the research until the amendment has been approved.

Useful Information

There are some parts of Ethics RM that may require additional consideration when completing.

Zooming Out on Browser

If using a laptop such as the standard laptop provided by Sussex or another small screen, when completing various sections of Ethics RM such as when amending your approved application, you may need to zoom out on your web browser to see all available information and buttons.



For most web browsers using Windows, press the ‘Ctrl’ and ‘+’ keys together to zoom in, or ‘Ctrl’ and ‘-’ to zoom out. For Mac, use the ‘Command’ with the ‘+’ or ‘-’ keys.

Form Updates

On occasion, the Ethics RM form will be updated and if this happens you may see an indication on your application that your form needs updating to the newer version.

Warning: There is a newer version of this form. [Update](#)

You can then update the form, but any signatures you have already obtained for the form will no longer be valid and will need to be requested again.

Update Project

Note: This will update all the forms within this project.
Any electronic signatures on unsubmitted forms will be invalidated – NOTE updating does not invalidate signatures on submitted forms

Update Description

Update

Close

‘More’ action button

On smaller screens, some of the action buttons may be stored under a ‘More’ action button. If you cannot see a button, please carefully check whether the required button has been condensed under the ‘More’ action button.

✓ Completeness Check

↔ Navigate

PDF View as PDF

📎 Documents

☰ More

✍ Signatures

💾 Save

👤 Roles

👥 Collaborators