Infonetica Ethics RM

User Guide for PGR and Staff Applicants

UNIVERSITY
OF SUSSEX

Contents

Accessing Ethics RM

You can access Infonetica Ethics RM at Sussex here: https://apply.ethics.sussex.ac.uk/
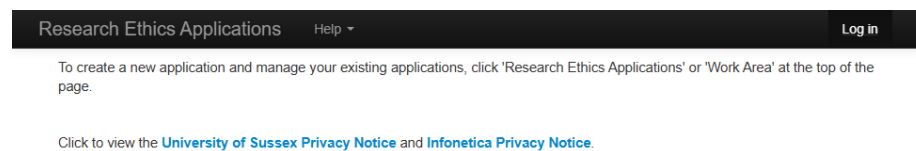
When you try to access the site, you will be diverted to the Okta login page for Sussex as part of Single Sign On (SSO). You will then need to log in to the site using your Sussex username and password.
You can also access Ethics RM from the Sussex Okta landing page, and clicking on 'Infonetica Ethics Apply'

Privacy Page

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

To access the main site, just click 'Research Ethics Applications' in the top bar.

The 'Work Area'

This is the main screen where you can create your application.

In your 'Work Area' you can see various actions on the left-hand side, progress indicators near the top, and a list of projects you're working on in the middle of the page.

Action buttons on the left-hand side allow you to create and delete projects and folders, duplicate projects and transfer ownership to another person.

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

"Tiles" in the middle of the page allow you to view various items such as:

- '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.
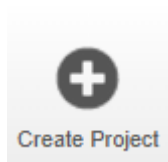- 'Notifications' show historic actions relevant to you.

Notifications	Signatures	Transfers	Shared
0	0	0	2

Note: To exit a Tile, click the 'Work Area' link in the top bar of the page, and this will return you to your main home page.

Creating Your Application

Create Project

To start your application, press the 'Create Project' button on the left-hand side of your Work Area.

Create Project

Fill out details and press the 'Create' button.

Once you have created a project, you will be able start completing the questions in the form.

Section 1 – START HERE

Guidance

Start your application at Section 1 by clicking 'START HERE'.

The first section of the form provides guidance on the different buttons and functions in the application.

Research Ethics Applications   Work Area   Contacts   Help ▾   . Oscar Barker-Phelps ▾

Main Ethics Application Form - -   **5**

Project Title: 01/07/25 Beta   Version: Beta

Previous | **Next** | **Navigate**

View as PDF | **Documents** | **Signatures**

Save | **Roles** | **Collaborators**

Completeness Check

Guidance   💬 0

Before you start

Note: Below is some helpful guidance completing this form. The form accepts plain text only (no special formatting). You can upload attachments to the form if special formatting is required (e.g. charts, illustrations etc.)

Save — Please note that the session will time out after a period of inactivity. It is advised that you regularly **Save** to ensure no content is lost.

Navigate — You can use the **Previous** or **Next** buttons to move throughout the form, or use the **Navigate** button to return to the navigation page. Begin from the **START HERE** button, to ensure the correct questions will appear on your form.

Roles — To share access to your form, use the roles function, you can also assign roles through **Assign Role** next to any of the contact boxes on the form. Use the **Collaborators** button to see their level of access

Completeness Check — Use the **Completeness Check** to ensure that you have answered all of the relevant questions. Please note you will not be able to submit an incomplete form.

Signatures — All student projects will require a supervisors signature. You can see a list of signatures here and any pending signature requests. You can **Unlock** an application once signed, but this will require a new signature to confirm changes.

Transfer — You can **Transfer** your project to another researcher. Please note you will lose access to the project once this is complete.

Unlock for Amendment — You can **Unlock for Amendment** on any approved project. Please ensure you change your answer to Question 2. Failure to do so will result in delays.

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Screening Tool

The 'Screening Tool for Researchers' will help you decide whether you require ethical review, and determines which questions will show for you in the rest of your application form.

Section 2 – Applicant Details

Complete the details of the people involved in the project.

If you have a supervisor, ensure you fill in their details at this stage.

Completing Further Pages

Additional questions will appear as you navigate through the form, and many questions within the form are dependent on answers to questions earlier in the form.

Clicting the ⓘ icon next to a question will show any specific guidance for that question.

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 you to share your application with another person. If you have a research team, you may be expected to add the other applicants (from Sussex) as "co-researchers" this will give them access to the application to work on with you. You can also add another PI to the project or PGR's can add their supervisors. This will not work if they are external to the University.

Share Roles   ✕

Sharing a form enables others to view/edit the same form depending on the level of access you give them. Please select the users you wish to share this form with:

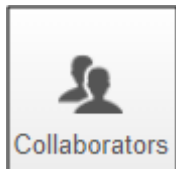| Collaborator email | | Please select... | ⊕ |

Note: This form has not yet been shared with anyone

                                                                    Share Role   Close

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.

If you have added details of a supervisor they will show here.

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

Completing Your Application
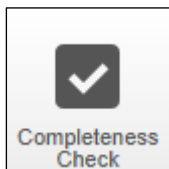
The 'Completeness Check' button shows any areas of the form that need to be completed before your application can be submitted.

Once you have completed all sections of your application you will be able to sign your form.

Once you have signed your form, you application will be automatically submitted for review, unless your form is waiting for a signature e.g. from a supervisor.

Sign Form   ✕

Are you sure you wish to sign this form?

Note: This form will be automatically submitted when complete.

                                              Sign   Close

The process to automatically submit the form for review can take around 10 minutes and you will receive an email confirmation once your application has been fully submitted for review.

For PGRs Only

For Post-Graduate Researchers, you will need your supervisor to sign off your application.

To do this you need to do the following actions:

- Enter details of your supervisor in the contact box at the beginning of the form in section 2 'Applicant Details'
- If you want to give them access to edit, use the 'Roles' button to share your application with your supervisor
- Request sign off from your supervisor using the 'Request Signature' button in the last section of your application 'Declarations and Signatures'.

Once you have done these three actions above and completed all sections of your application, you should sign your application.

Your supervisor will be notified that they need to sign your form, and once they have signed your form it will automatically be submitted for review.

You will receive an email confirming once you application has been submitted for review.

Viewing Reviewer Comments

When your application is reviewed, the reviewer will leave comments for 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.
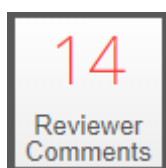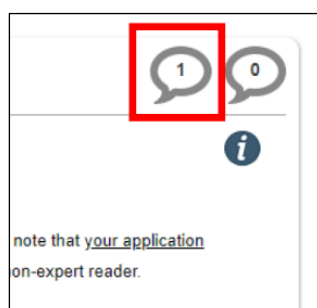
Comments and requested changes can be viewed by selecting the 'Reviewer Comments' button from the left side panel from within the project.

If you have a supervisor, or co-researchers, they will be copied into any correspondence.

Overall Reviewer Panel Comments

Show Previous Comments ☐

Title	Comment	Date Added	Submission
Will your project involve the utilisation of non-human genetic resources (including any associated traditional knowledge) sourced from outside the UK?	Is this correct?	01/07/2025 at 12:23 PM	Latest Submission
Description of project.	please update	01/07/2025 at 12:23 PM	Latest Submission
5.7. The collection of personal, special categories of personal data*	Please update this	01/07/2025 at 12:23 PM	Latest Submission
Will you require cooperation of a gatekeeper in order to access participants?	Good, but please change	01/07/2025 at 13:54 PM	Latest Submission

Close

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

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

Respond to Comments and Update Your Answers

You can respond to reviewer comments by updating text in the question answer boxes, or by changing your answer in the form. The reviewer will be able to see where you have made changes after you re-submit the form.

Once you have addressed the comments and made any changes to your application you must sign your updated form, which will automatically submit your updated form to be reviewed

again.

Your updated application will be reviewed and if the reviewer agrees that all the comments have been sufficiently addressed your application will be approved; or they may request further changes.

You'll receive notification of the outcome of your update application via email.

Creating an Amendment to a Previously Approved Application

Unlock for Amendments
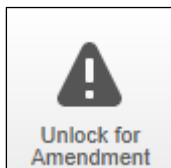
After your application is approved and if you need to make a change to your application, go back in to your application and you will see a button 'Unlock for Amendment'

Clicking this button will then ask for you for confirmation.

If using a laptop or a small screen you may need to zoom out on your browser to see the full confirmation box.

Update Your Application To Show It Has Amendments

It's very important that when you make amendments you state this on your form by updating question 2.0 'Initial or Amendment' in Section 1. If this is not done your application will incur a delay.

IMPORTANT: You must update the question 'New Application or Amendment' in Section 1, question 2.0

Sign Your Application After Making Amendments

Once you have made any amendments to your application, and have updated question 2.0 on section 1 to show you have made amendments, you then need to sign your application.

Sign Once you have signed your amended application, it will automatically be submitted for review.

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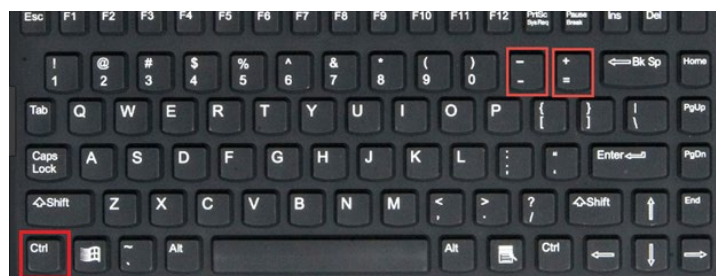
For most web browsers using Windows, press the 'Ctrl' and '+' keys together to zoom in, or 'Ctrl' and '-' to zoom out. For Mac, use the 'Command' with the '+' or '-' keys.

Ticking Amendments Box for Amendments

The process for amending your application after it has been approved requires you to unlock your application and amend your answer to question 2.0 to show you are submitting an amendment.

Form Updates

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

You can then update the form, but any signatures you have already obtained for the form will not longer be valid and will need to be requested again.