

Infonetica Ethics RM

User Guide for
PGR and Staff
Applicants

The logo consists of the letters 'US' in a large, white, serif font, where the 'U' and 'S' are connected at the top.

UNIVERSITY
OF SUSSEX

Contents

Accessing Ethics RM	2
The ‘Work Area’	2
Creating Your Application.....	3
Create Project.....	3
Section 1 – START HERE.....	4
Guidance.....	4
Screening Tool	6
Section 2 – Applicant Details.....	6
Completing Further Pages	6
Completing Your Application	8
For PGRs Only	8
Viewing Reviewer Comments	9
Respond to Comments and Update Your Answers	10
Creating an Amendment to a Previously Approved Application	11
Unlock for Amendments	11
Update Your Application To Show It Has Amendments.....	11
Sign Your Application After Making Amendments.....	12
Useful Information	12
Zooming Out on Browser	12
Ticking Amendments Box for Amendments.....	12
Form Updates	12

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'

The 'Work Area'

Research Ethics Applications Work Area Contacts Help **Beta Test Mode** Oscar Barker-Phelps

Create Folder Delete Folder
Create Project Delete Project
Duplicate Project Move Project
Transfer

Notifications: 7 Signatures: 0 Transfers: 0 Shared: 2

Projects

Search Projects

Project Title	Project ID	Owner	Date Created	Date Modified	Transfer Status
> Test Project Reassign 2	176	. System Admin	22/04/2025 13:32	22/04/2025 13:33	
Demo Project 73	73	. System Admin	27/02/2025 10:23	27/02/2025 10:46	
OBP 30/01 TEST animals	49	. Oscar Barker-Phelps	30/01/2025 14:23	13/02/2025 15:50	
OBP test	10	. Oscar Barker-Phelps	22/10/2024 16:02	30/01/2025 14:20	

Showing 1 to 4 of 4 entries Previous 1 Next

© Infonetica Ltd 2025 Version 2.13.10
[Terms and Conditions](#) | [Data Controller Privacy Policy](#) | [Data Processor Privacy Policy](#)

This is the main screen where you can administer your applications.

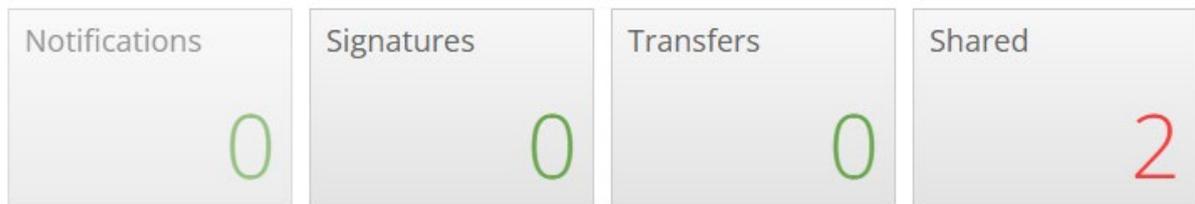
In your 'Work Area' you can see various actions on the left hand side, progress indicators near the top, and a list of projects you're working on in the middle of the page.

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.

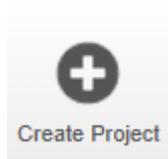


Note: To exit a Tile, click the 'Work Area' link in the top bar of the page, and this will return you to your main home page.

Creating Your Application

Create Project

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



Fill out details and press the 'Create' button.

Create Project ×

Project Title* (Max 200 characters)

Form*

Site*

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

The screenshot shows the 'Research Ethics Applications' system interface. At the top, there is a navigation bar with 'Work Area', 'Contacts', and 'Help' menus, and a user profile for 'Oscar Barker-Phelps'. The main header displays 'Demonstration project 010' and the ID '0189'. On the left, a sidebar contains icons for 'Project', 'Roles', 'Completeness Check', 'Submit', 'Refresh', and 'View as PDF'. The central area features a 'Project Tree' with a tree view showing 'Demonstration project 010' and 'Main Ethics Application Form --'. Below this is a table with columns: 'Action Required on Form', 'Status', 'Review Reference', and 'Date Modified'. The table contains one row: 'Yes', 'Not Submitted', 'N/A', and '29/04/2025 15:52'. A navigation bar below the table includes 'Navigation', 'Documents', 'Signatures', 'Collaborators', 'Submissions', 'Site', and 'History'. The main content area is titled 'Main Ethics Application Form' and includes a 'Show Inactive Sections' checkbox. It lists sections from 1 to 9 and an Amendment Section, each with corresponding question links: Section 1 (START HERE), Section 2 (Applicant Details), Section 3 (Project Overview), Section 4 (Project Details), Section 5 (Risk Checklist), Section 6 (Recruitment, Data Collection), Section 7 (Informed Consent and Withdrawal), Section 8 (Researcher/Participant Safety and Wellbeing), Section 9 (Data Storage/Management, Data Analysis / Management), and Amendment Section (Amendment Details).

Action Required on Form	Status	Review Reference	Date Modified
Yes	Not Submitted	N/A	29/04/2025 15:52

© Infonetica Ltd 2025 Version 2.13.10

[Terms and Conditions](#) | [Data Controller Privacy Policy](#) | [Data Processor Privacy Policy](#)

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.

Previous	Next	Navigate
View as PDF	Documents	Signatures
Save	Roles	Collaborators
Completeness Check		

Main Ethics Application Form - -

5

Project Title: 01/07/25 Beta

Version: Beta

Guidance



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.)



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.



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.



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



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.



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.



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



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.

Screening Tool

The 'Screening Tool for Researchers' determines which question will show for you in the rest of your application.

The screenshot shows the 'Screening Tool for Researchers' interface. At the top, there is a navigation bar with 'Research Ethics Applications', 'Work Area', 'Contacts', and 'Help'. The user's name 'Oscar Barker-Phelps' is visible in the top right. A sidebar on the left contains icons for 'Previous', 'Next', 'Navigate', 'View as PDF', 'Documents', 'Signatures', 'Save', 'Roles', 'Collaborators', and 'Completeness Check'. The main content area is titled 'Screening Tool for Researchers' and contains two sections:

1.0 Does your project involve any of the following?

- Research involving human participants.
- The collection and/or use of material derived from humans.
- Access to, collection or use of personal data or property, including mass data collected online (including from social media platforms).
- Access to, collection of or use of non-personal sensitive or confidential data.
- Research with the potential to expose any person, whether participating in the research or not, to physical or psychological harm.
- Research with the potential to cause a significant negative impact or damage to the environment.
- Research involving genetic material and the local or traditional knowledge relating to the genetic material.
- Research exploring or involving illegal activities, requiring access to or handling of materials related to illegal activities and/or research that could lead to the disclosure of information that could facilitate illegal activities.

External approval screening

- Research requiring sponsorship and external approval from the Health Research Authority and/or NHS Research Ethics Committee.
- Research involving His Majesty's Prison and Probation Services.
- Research requiring external approvals from the Ministry of Defence Research Ethics Committee.
- Research involving animals, including both research covered by the Animals (Scientific Procedures) Act 1986 (ASPA) and non ASPA research involving animals and when relevant frameworks exist, to include research involving material derived from live or deceased animals.

Please click the below if none of the above from BOTH checklists apply

- None of the above.

2.0. Initial or Amendment

- New application or revision to initial application
- Amendment to an already approved application

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.

At the bottom, there are 'Previous page' and 'Next page' buttons.

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.

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

Research Ethics Applications Work Area Contacts Help **Beta Test Mode** 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

Project Overview

3.0. Proposed start date

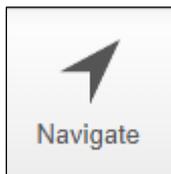
3.1. Proposed end date

3.2. What type of project are you undertaking?

- Research
- Service Evaluation
- Audit
- Impact

What type of project are you undertaking? help

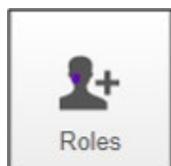
Research is defined as 'the contribution to and advancement of knowledge, and a process of investigation leading to new insights, effectively shared'. It is primarily demonstrated through peer reviewed publications/outputs, exhibitions, practice, research and knowledge exchange income, post graduate 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 you to share your application with another person. For PGRs, if you have a supervisor this is where you share your form with them.

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

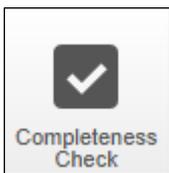


The 'Collaborators' button allows you to see all people who have access to the application such as the people the application has been shared with.

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

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

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

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 may 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'
- Using 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.

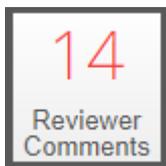
Your supervisor will be notified that they need to sign your form, and once they have signed your form it will automatically be submitted for review.

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, they will be copied into any correspondence.

Overall Reviewer Panel Comments				Show Previous Comments <input type="checkbox"/>	
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		

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.

Research Ethics Applications Work Area Contacts Help ▾

Previous	Next	Navigate
View as PDF	Documents	Signatures
Save	Roles	Collaborators
Completeness Check	4 Reviewer Comments	

Yes
 No

5.6. Research exploring or involving illegal activities, requiring access to or hand facilitate illegal activities.

Yes
 No

5.7. The collection of personal, special categories of personal data*

identifiers relating to racial, or ethnic origin, political opinions, trade union members orientation.

Yes
 No

5.8. Please outline any other ethical issues that you think are relevant to your pro



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.

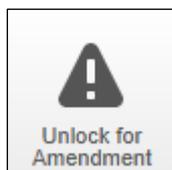
Once you have addressed the comments and made any changes to your application you must sign your updated form, which will automatically submit your updated form to be reviewed again.

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

External approval screening

- Research requiring sponsorship and external approval from the Health Research Authority and/or NHS Research Ethics Committee.
- Research involving His Majesty's Prison and Probation Services.
- Research requiring external approvals from the Ministry of Defence Research Ethics Committee.
- Research involving animals, including both research covered by the Animals (Scientific Procedures) Act 1986 (ASPA) and non ASPA research involving animals.

Please click the below if none of the above from BOTH checklists apply

- None of the above.

New Application or Amendment

2.0. Initial or Amendment

- New application or revision to initial application
- Amendment to an already approved application

Amendment Guidance

F-REC's will decide on whether a re-submission constitutes a substantial amendment and requires full ethical review. PI's should seek guidance from the SREO's or Senior Research Ethics and Integrity Officers if in doubt.

F-REC's must be notified of all changes before they take place, no changes may be implemented without approval.

Note that if you intend to investigate a new research question, this will require a new application submission rather than an amendment.

Previous page Next page

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.

Research Ethics Applications Work Area Contacts Help Beta Test Mode Oscar Barker-Phelps

Main Ethics Application Form - Professional Services - 3

Project Title: 30/06/25 Beta 16:17 Version: LIVE v1.0

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

Previous Next Navigate

View as PDF Documents Signatures

Share Roles Collaborators

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. Is this research project only using secondary data sources, with no primary data collection?
This does not apply to datasets collected from social media, which will require full ethical review.

Yes
 No

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.

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