

# Infonetica Ethics RM

User Guide for  
UG and PGT  
Applicants



UNIVERSITY  
OF SUSSEX

# Contents

Accessing Ethics RM .....	2
Privacy Page.....	2
The ‘Work Area’ .....	2
Creating Your Application.....	4
Create Project.....	4
Section 1 – START HERE .....	5
Guidance.....	5
Screening Tool .....	7
Section 2 – Applicant Details.....	7
Add Supervisor using ‘Roles’ button .....	7
Completing Further Pages .....	8
Completing Your Application .....	10
Steps for Signing Your Application: .....	10
Application Reviewed.....	10
Viewing Reviewer Comments.....	11
Responding to Comments and Updating Your Answers.....	12
Sign form after addressing reviewer comments .....	12
Creating an Amendment to a Previously Approved Application .....	13
Unlock for Amendments .....	13
Update Your Application To Show It Has Amendments.....	13
Sign Your Application After Making Amendments.....	14
Useful Information .....	14
Zooming Out on Browser .....	14
Ticking Amendments Box for Amendments.....	14
Form Updates .....	14

## Accessing Ethics RM

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

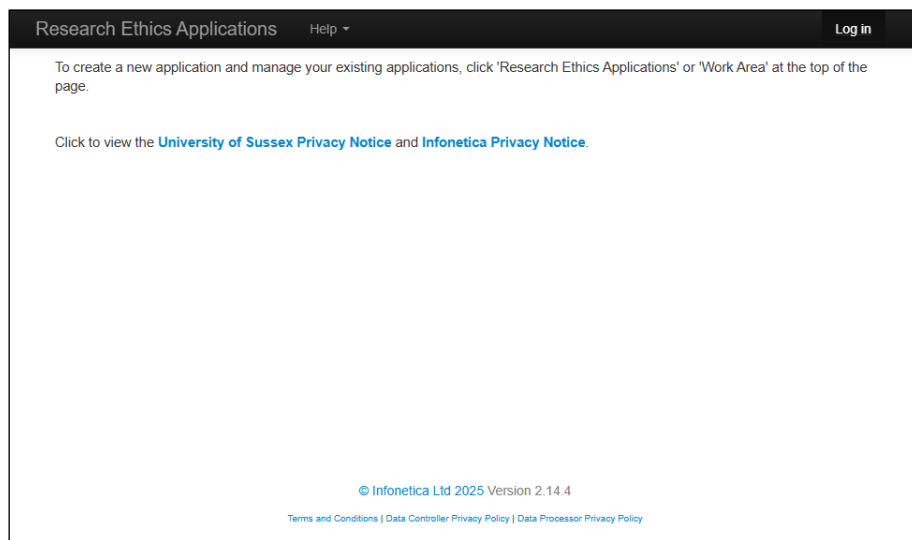
When you try to access the site, you will be diverted to the Okta login page for Sussex as part of Single Sign On (SSO). You will then need to log in to the site using your Sussex username and password.

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.

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

Signatures

Transfers

Shared

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](#)

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 of a project 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. supervisor would see any requested signatures.
- '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

0

Signatures

0

Transfers

0

Shared

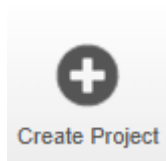
2

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.



Fill out details and press the 'Create' button.

### Create Project

×

---

Project Title\* (Max 200 characters)

Form\*

Please select... ▼

Site\*

Please select... ▼

---

Create

Close

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

Research Ethics Applications

Work Area

Contacts

Help

Beta Test Mode

Oscar Barker-Phelps

Project

Roles

Completeness Check

Submit

Refresh

View as PDF

Demonstration project 010

0189

Project Tree

Demonstration project 010

Main Ethics Application Form

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

Navigation

Documents

Signatures

Collaborators

Submissions

Site

History

Main Ethics Application Form

Show Inactive Sections

Section

Questions

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

Amendment Section

Amendment Details

© 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.

Research Ethics Applications

Work Area

Contacts

Help

Beta Test Mode

Oscar Barker-Phelps

Previous

Next

Navigate

View as PDF

Documents

Signatures

Save

Roles

Collaborators

Completeness Check

5

Version: Beta

Main Ethics Application Form - -

Project Title: 01/07/25 Beta

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.

6

## 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.

The screenshot shows the 'Screening Tool for Researchers' interface. At the top, there's a navigation bar with 'Research Ethics Applications', 'Work Area', 'Contacts', and 'Help'. A 'Beta Test Mode' label is also present. On the left, a sidebar 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?' and '2.0. Initial or Amendment'. Section 1.0 lists various research activities with checkboxes, including human participants, data collection, genetic material, and illegal activities. It also includes a section for 'External approval screening'. Section 2.0 has radio buttons for 'New application or revision to initial application' and 'Amendment to an already approved application'. A blue box contains a warning: '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.

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

Previous Next Navigate

View as PDF Documents Signatures

Save Roles Collaborators

Completeness Check

### Screening Tool for Researchers

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.

### New Application or Amendment

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.

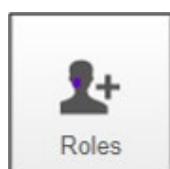
Previous page Next page

## 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. You must also add your supervisor to your application using the 'Roles' button.

## Add Supervisor using 'Roles' button



You must add your supervisor to your application using the 'Roles' button.



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:

Supervisor

Supervisor

+

Note: This form has not yet been shared with anyone


Share Role

Close

This is in addition to adding their details to the form in [Section 2](#).

## 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

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

Project Overview

0

3.0. Proposed start date

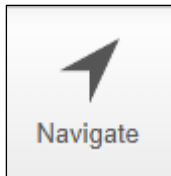
3.1. Proposed end date

3.2. What type of project are you undertaking?

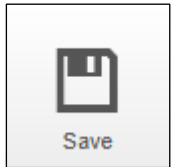
☐ Research
 ☐ Service Evaluation
 ☐ Audit
 ☐ Impact

What type of project are you undertaking? help

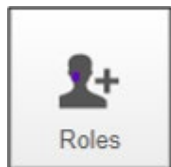
Research is defined as 'the contribution to and advancement of knowledge, and a process of investigation leading to new insights, effectively shared'. It is primarily demonstrated through peer reviewed publications/outputs, exhibitions, practice, research and knowledge exchange income, post graduate 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. If you are part of a group project, you may be expected to add the other applicants as "co-researchers" this will give them access to the application to work on with you.

You must add your [supervisor](#) to your application using the 'Roles' button.

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

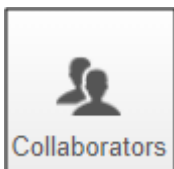
Please select...

+

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.

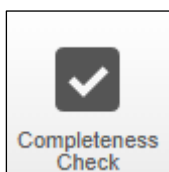
Collaborators

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 sections 1 to 9 of your application, you then need to agree to the declarations after section 9, however your supervisor must sign your application before you can sign your application.

### Steps for Signing Your Application:

1. Ensure the application is shared with your supervisor through the 'Roles' function.
2. Speak to your supervisor to request for them to complete the SREO drop-down box and sign your application.
3. Your supervisor will complete the SREO drop-down box, and sign off your application if they are happy with it, or they will ask you to make changes.
  - a. You make any changes to your application if required.
  - b. Your supervisor will sign your application.
4. You log back in to your application and sign.

A dialog box titled 'Sign Form' with a close button (X) in the top right corner. The main text asks 'Are you sure you wish to sign this form?'. Below this is a light blue banner with the text 'Note: This form will be automatically submitted when complete.' At the bottom right, there are two buttons: a green 'Sign' button and a grey 'Close' button.

After signing your application, 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.

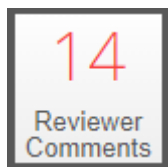
## Application Reviewed

Over the next few weeks your application will be reviewed with feedback provided to your application, and you can find out more about the review process on the [Research Ethics webpages](#).

## 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.



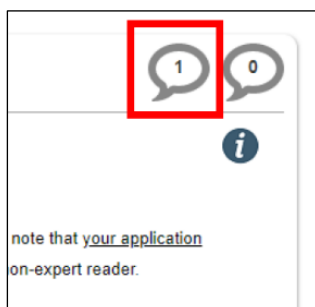
Comments and requested changes can be viewed by selecting the 'Reviewer Comments' button from the left side panel from within the project.

Your supervisor or any co-researchers will be copied into correspondence.

Overall Reviewer Panel 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?		01/07/2025 at 12:23 PM	Latest Submission
Description of project.		01/07/2025 at 12:23 PM	Latest Submission
5.7. The collection of personal, special categories of personal data*		01/07/2025 at 12:23 PM	Latest Submission
Will you require cooperation of a gatekeeper in order to access participants?		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	<input type="radio"/> Yes <input checked="" type="radio"/> No		
View as PDF	Documents	Signatures	<b>5.6. Research exploring or involving illegal activities, requiring access to or hand facilitate illegal activities.</b>  <input type="radio"/> Yes <input checked="" type="radio"/> No		
Save	Roles	Collaborators	<b>5.7. The collection of personal, special categories of personal data*</b> identifiers relating to racial, or ethnic origin, political opinions, trade union members orientation.  <input type="radio"/> Yes <input checked="" type="radio"/> No		
Completeness Check	4 Reviewer Comments		<b>5.8. Please outline any other ethical issues that you think are relevant to your pro</b>		



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

## Responding to Comments and Updating 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.

## Sign form after addressing reviewer comments



Once you have addressed the comments and made any changes to your application you must ensure you and your supervisor complete stages 3-5 of signing off an application.

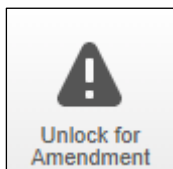
Your updated application will be reviewed and if the reviewer agrees that all the comments have been sufficiently addressed your application will be approved; or they may request further changes.

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

# Creating an Amendment to a Previously Approved Application

You may need to make amendments to a previously approved application, such as if your project changes and therefore you need to update your ethics 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'

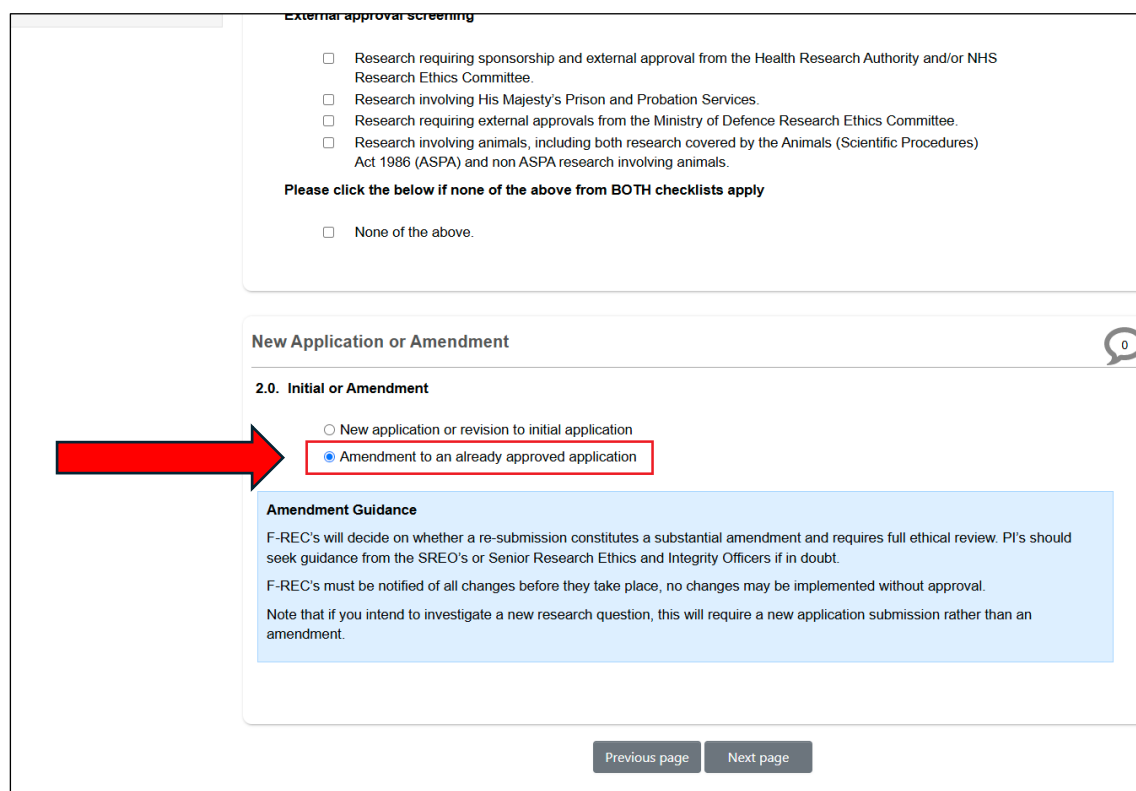
Clicking this button will then ask for you for confirmation.

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 SREC'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. You



must ensure you and your supervisor complete stages 3-5 of signing off an application.

Once you have signed your amended application, it will automatically be submitted for review, and you will receive an email confirming this.

## 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 an 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

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

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

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 no longer be valid and will need to be requested again.

Update Project
X

**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