

# 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

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## Accessing Ethics RM

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

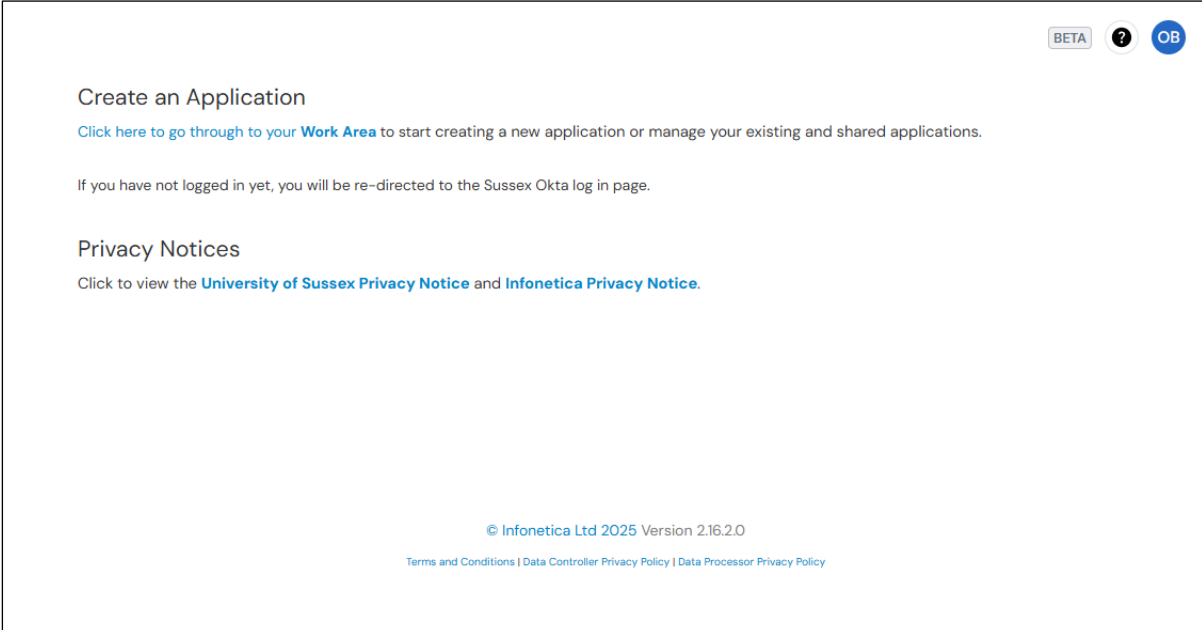
When you try to access the site, you will be diverted to the Okta login page for Sussex as part of Single Sign On (SSO). You will then need to log in to the site using your Sussex username and password.

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.

Follow the instructions to access your 'Work Area'.



The screenshot shows a web interface for managing applications. In the top right corner, there are three icons: a 'BETA' label, a question mark icon, and a blue circular icon with 'OB'. The main content area has the following sections:

- Create an Application**  
Click [here](#) to go through to your **Work Area** to start creating a new application or manage your existing and shared applications.
- If you have not logged in yet, you will be re-directed to the Sussex Okta log in page.
- Privacy Notices**  
Click to view the [University of Sussex Privacy Notice](#) and [Infonetica Privacy Notice](#).

At the bottom of the page, there is a footer with the following text:

© Infonetica Ltd 2025 Version 2.16.2.0  
[Terms and Conditions](#) | [Data Controller Privacy Policy](#) | [Data Processor Privacy Policy](#)

## The 'Work Area'

The screenshot shows the 'Work Area' interface. At the top, there are four notification tiles: 'Notifications' with a red '10', 'Signatures' with a green '0', 'Transfers' with a green '0', and 'Shared' with a red '3'. Below these is a 'Projects' section with a search bar and several action buttons: 'Create Project', 'Create Folder', 'Delete Folder', 'Delete Project', 'Duplicate Project', 'Move Project', and 'Transfer'. A table lists projects with columns for Project Title, Project ID, Owner, Date Created, and Date Modified.

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 create your application.

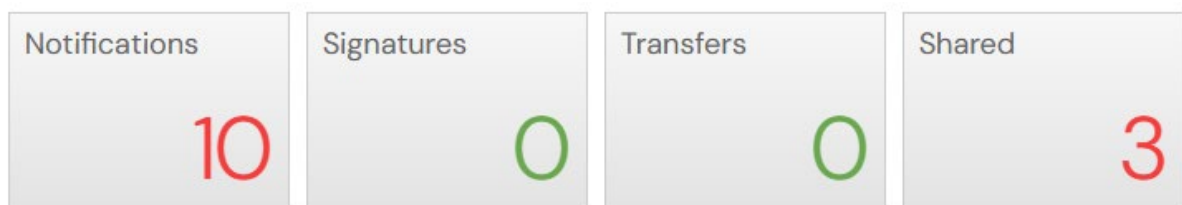
In your 'Work Area' you can see various action buttons across the middle, progress tiles near the top, and a list of projects you're working on in the bottom half of the page.

Action buttons allow you to create and delete projects and folders, duplicate projects and transfer ownership to another person.

The 'Projects' heading lists all of the projects you have created 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.

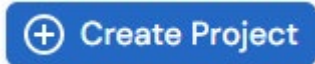


Note: To exit a Tile, click 'Work Area' in the navigation bar on the left-hand side. The navigation bar will pop open once you hover your mouse over it.

# 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.

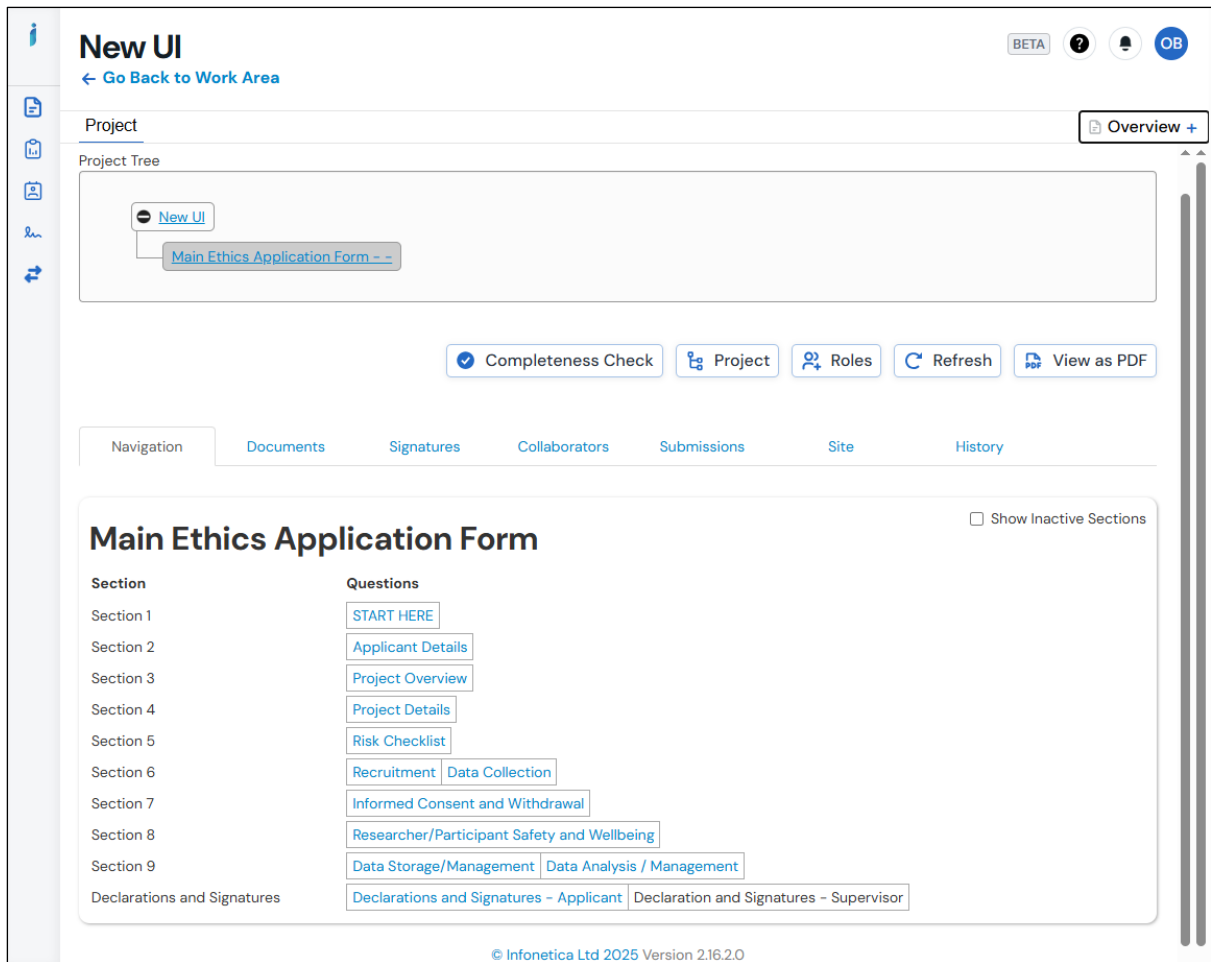
### Create Project ✕

Project Title\* (Max 200 characters)

Form\*

Site\*

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



## 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.

**New UI** BETA ? 🔔 OB

Project Overview +

✓ Completeness Check
↔ Navigate
📄 View as PDF
📄 Documents
☰ More

### 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.

< Previous Next >

## 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.

**New UI** BETA ? 🔔 OB

Project Overview +

Completeness Check
  Navigate
  View as PDF
  Documents
  Signatures
  More

### 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.

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**New Application or Amendment**

**2.0. Initial or Amendment**

New application or revision to initial application


## Section 2 – Applicant Details

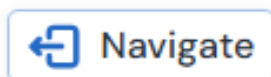
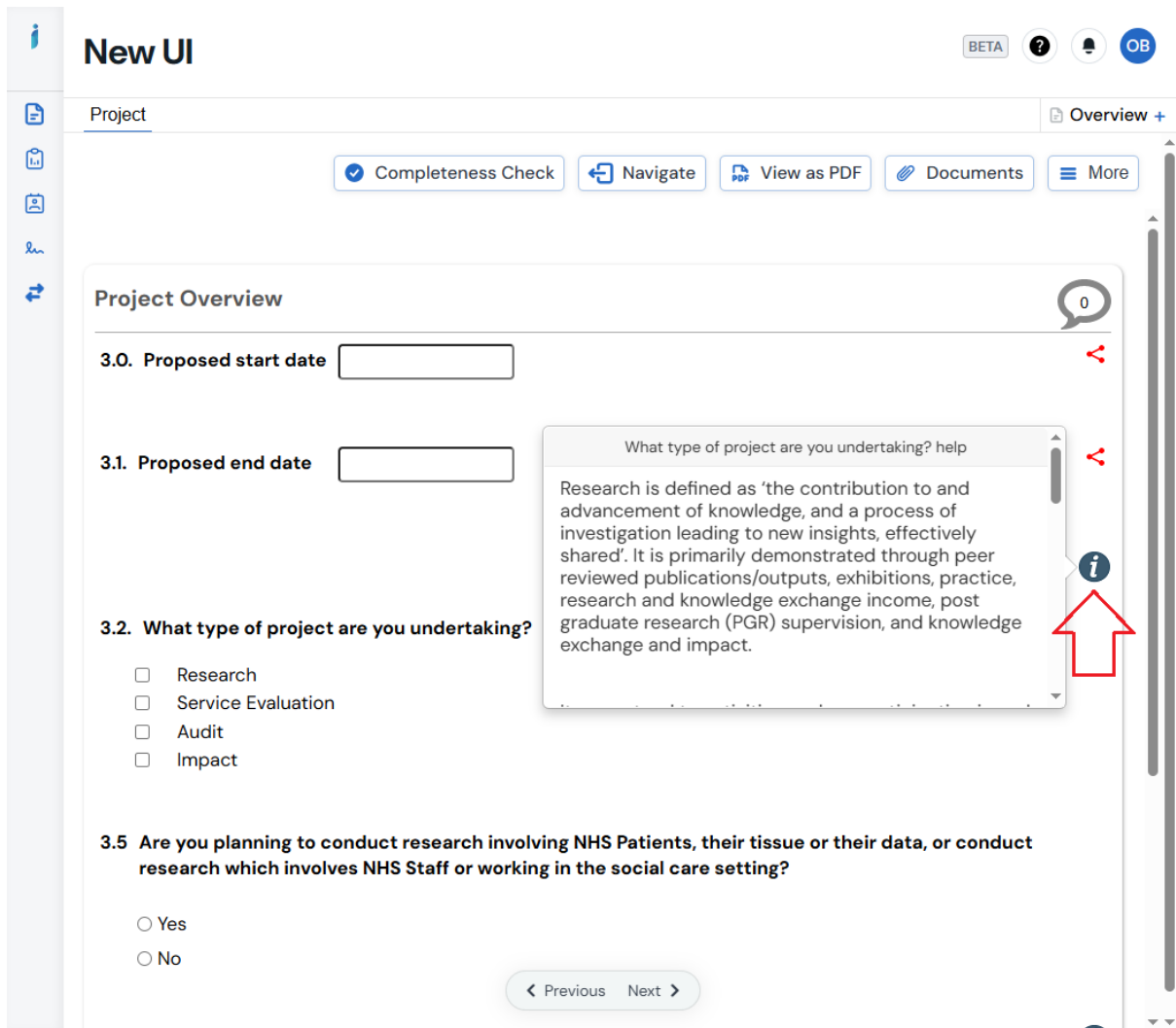
Complete the details of the people involved in the project.

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.



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 ✕

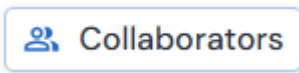
Sharing a form enables others to view/edit the same form depending on the level of access you give them. Please select the users you wish to share this form with:

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	<span style="background-color: #f5f5f5; padding: 2px 10px; border: 1px solid #ccc;">Edit Permissions</span>

Close

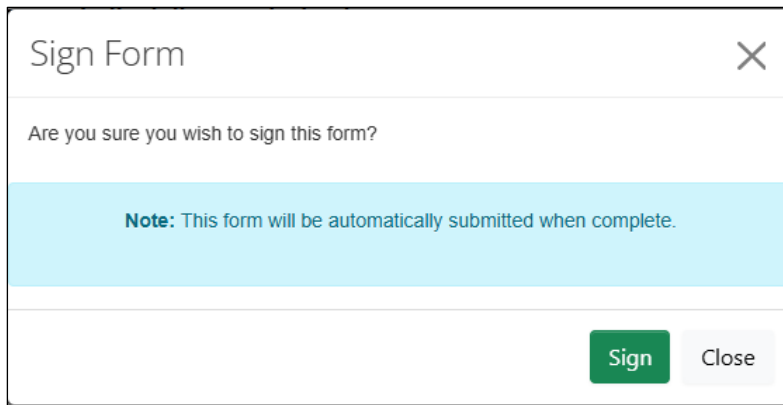
## Completing Your Application



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

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 highlighted box containing a note: "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.

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:

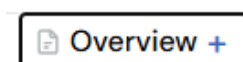
1. Ensure the application is shared with your supervisor through the 'Roles' function (this allows them to be copied into all emails regarding your application).
2. Press your **sign** button, once the application form (including declarations) is complete.
3. Press **request signature** and enter your supervisors email address to forward them to the request. Your supervisor will sign off your application if they are happy with it, or they will ask you to make changes. If you are required to make changes, you will need to return to step 2.

After your supervisor has signed your application, the process to automatically submit the form for review can take around 10 minutes and 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.

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



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.

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

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

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 15:15 PM	Latest Submission
Will participants be able to	Is this correct?	12/01/2026 at	Latest Submission

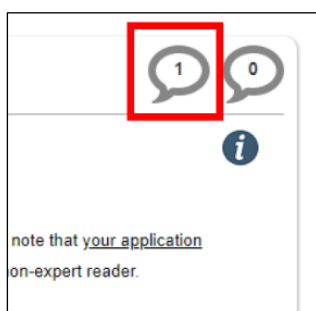
Close

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

The screenshot shows a form with a navigation bar at the top containing buttons for 'Completeness Check', 'Navigate', 'View as PDF', 'Documents', 'Signatures', 'More', and 'Track Changes'. The form contains several questions:

- 3.1. Proposed end date: 23/01/2026
- 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
- 3.6. 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.



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.

Sign

Again, unless you are a PGR then you will also need to Request Signature from your supervisor. Once your supervisor has signed your application, it will be automatically submitted for review.

Request Signature

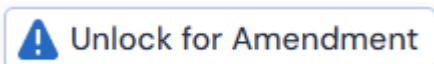
Your updated application will be reviewed and if the reviewer agrees that all the comments have been sufficiently addressed your application will be approved; or they may request further changes.

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***

### New UI

The screenshot shows a web interface for creating a new application or amendment. At the top, there is a 'Project' header and a navigation bar with buttons for 'Completeness Check', 'Navigate', 'View as PDF', 'Documents', 'Signatures', 'More', and 'Track Changes'. Below this is a section titled 'New Application or Amendment' with a speech bubble icon in the top right corner. The main content area is titled '2.0. Initial or Amendment' and contains two radio button options: 'New application or revision to initial application' and 'Amendment to an already approved application'. A large red arrow points to the second option. Below the options is a light blue informational box with the text: '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.' Another light blue box below that is titled 'Amendment Guidance' and contains text about F-REC's decision on re-submissions and the requirement for approval of changes. At the bottom of the form, there are 'Previous' and 'Next' navigation buttons.

## 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, unless you have a supervisor then you must also Request Signature from them.

Request Signature

## 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.

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

You should 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**