

**Manchester
Metropolitan
University**

Guide for Reviewers

ethos-review.mmu.ac.uk



Logging in to EthOS

In order to log into EthOS go to
ethos-review.mmu.ac.uk

Here, you need to enter your
MMU staff I.D and your standard
password.

These are the standard
credentials that you use for all
university systems.

The screenshot shows a web browser window titled "Research Ethics Review". The address bar displays a secure connection to <https://mmu.review.ethicalreviewmanager.com/Account/Login?ReturnUrl=%2fWorkArea%2fIndex>. The page header includes links for "Work Area", "Contacts", "Help", and "Log in". Below the header, the Manchester Metropolitan University logo is displayed. The main content area is a "Log in" form with fields for "Domain" (set to "mmu.ac.uk"), "User Name" (containing "55555555"), "Password" (redacted), and a "Log in" button. At the bottom of the page, there is a copyright notice: "© Infonetica Ltd 2017 Version 9.4.0.0" and links for "Terms and Conditions" and "Privacy Policy".



EthOS Work Area

Once you have logged in, you will reach the main Work Area. Each tile within this work area displays a digit which tallies the number of projects within that particular tile.

The work area is split into tiles that hold information pending attention.

The tiles within the box represent a stage in the review process. This can be related back to the process map on page 2.

The following guide will ask you to select an option from within the work area. It is this page that is being referred to.

Screenshot of the EthOS Work Area interface:

The top navigation bar includes: EthOS Review, Work Area (selected), Meetings, Contacts, Help ▾, and Miss Ethics Reviewer ▾.

The main content area is titled "Work Area".

A yellow box highlights the "General" section, which contains four tiles:

Category	Count
Notifications	1
Meetings	0
Contacts	0
Reports	0

Below the General section is a section titled "Faculty Applications ▾", also enclosed in a yellow box. It contains four tiles:

Category	Count
My Reviews	1
Chair Assigned	0
Approved (Chair)	0
Rejected (Chair)	0



EthOS Work Area continued

Each tile from the work area will lead to a list of projects that are currently at that particular stage of the process.

You can use the various fields to sort the results

You are also able to use the search bar at the top to search for a specific project.

In order to manage your workload, you can toggle the tick-box on and off as you deal with the particular projects.

Click in to any project to view it in detail

Review Reference	Project Id	Project Title	Applicant Title	Applicant First Name	Applicant Last Name	Review Status	Review Date Received	Review Committee	User Reviewer Type	Timeline Clock Days Elapsed
✓ 2017-0092-15	92		Mr	Adam	Riches	Assigned to Reviewers	01/09/2017 10:14	Default Committee		0
✓ 2017-0092-15	92		Mr	Adam	Riches	Assigned to Reviewers	01/09/2017 10:14	Default Committee		27
✓ 2017-0079-14	79		Mr	Adam	Riches	Assigned to Reviewers	23/08/2017 12:03	Business and Law FREG		0
✓ 2017-0079-14	79		Mr	Adam	Riches	Assigned to Reviewers	23/08/2017 12:03	Business and Law FREG		118
✓ 2017-0072-12	72		Mr	bob	Smith	Assigned to Reviewers	22/08/2017 18:43	Default Committee		0



EthOS Application - Timeline Page

From within each project you are able to view various details about the application

You can scroll through the various tabs to reveal more information

The timeline shows where in the process the application is up to. This can be viewed by status or action

The events of the process are documented at the bottom in an audit trail. Any associated emails and attachments which have been uploaded with the application or sent following submission can be pulled directly from here.

Project Title: Full Application
Form Reference: Full Application
Review Reference: 2018-0184-45

Action	Event Date	Clock Status	Clock Information	Attachment	Email
Assign Reviewers	06/01/2018 11:36		30/30 days remaining		



EthOS Application - Timeline Page continued

On the left hand side of the Timeline Page you will be able to see an actions bar.

There are several counters that show how many submissions/comments have been made. You can click into these numbers to view them in more detail. See page 8 for further guidance.

Review Application

It is here that you will be able to check the answers given to inform your choice of next actions. This will allow you to view this particular application and make informed decisions as to where the application should be directed. Further guidance can be found on page 8 Changes

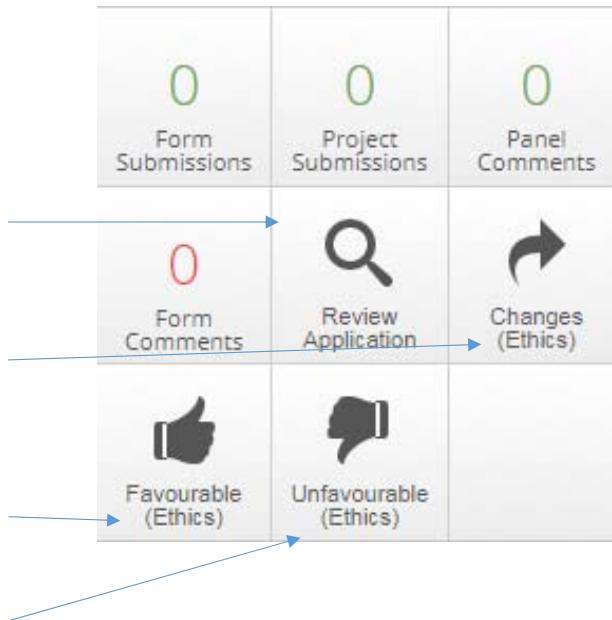
If you would like to request that changes are made to the application then you can click here. Your changes should be clearly explained within the comments of your review. Page 9-10 for more info.

Favourable

To submit your review as a favourable ethical decision then you can click here. Page 10 for further guidance.

Unfavourable

To submit your review as an unfavourable ethical decision then you can click here. Page 10 for additional information.





Reviewing an Application – Navigation Page

After you have clicked into the review area from the actions bar, you will arrive at the Navigation Page shown here.

This page will show the list of sections that relate to this application. The sections in blue have had questions answered within them; you are able to click them to view the answers given.

The screenshot shows a web-based application window titled "Research Ethics Review". The URL in the address bar is <https://mmu.review.ethicalreviewmanager.com/submissionreview/index/38>. The top navigation bar includes links for "Work Area", "Meetings", "Contacts", "Help", and "Mr RKE Systems". On the left, there's a sidebar with "Actions" dropdown, "Timeline", "Print", "Documents", "Panel Comments", "Changes", and "Form Comments". The main content area displays "Review Reference: 2017-0173-38". Below it, project details are shown: "Project Id: 173", "Version: v0.1", and a "Show Inactive Sections" checkbox. A large section titled "Full Application" lists "Section": "A. General Information", "B. Full Description of Project", and "C. Signatures and Additional Information". To the right of this, under "Questions", are buttons for "START HERE - Applicant Details", "Project Information", "Alternative approval", "Checklist", "Overview of the project", "Purpose and Design of the Project", "Participants", "Additional Information", and "Signatures". A blue arrow points from the text in the previous paragraph to the "B. Full Description of Project" link in the application screenshot.



Reviewing an Application – Questions

From within this page you are able to view the questions, answers and the associated help buttons. This section is a replica of what the applicant filled in. You also have a new set of actions within the actions bar:

Use '**Previous**' and '**Next**' to skip through sections.

Use '**Navigate**' to go to the Navigation Page.

Use '**Timeline**' to return to the Timeline Page.

'**Print**' will allow you to print or export the questions.

'**Documents**' allow you to view all uploads.

The numbered panels show the total number of comments and changes within the application.

To post a comment, click on '**New Comment**'.

The screenshot shows the 'Full Application' page of the Ethical Review Manager. On the left, a vertical callout box highlights the 'Actions' bar. Arrows point from the text descriptions on the left to the corresponding buttons in the callout box:

- 'Previous' and 'Next' point to the circular arrows in the top row of the Actions bar.
- 'Navigate' points to the magnifying glass icon in the second row.
- 'Timeline' points to the calendar icon in the second row.
- 'Print' points to the printer icon in the third row.
- 'Documents' points to the folder icon in the third row.
- 'Panel Comments' (0) points to the first cell in the bottom row.
- 'Changes' (0) points to the second cell in the bottom row.
- 'Form Comments' (0) points to the third cell in the bottom row.
- 'New Comment' points to the plus sign icon in the fourth cell of the bottom row.

The main content area displays the following information:

- Project Information:** Project Id: 173, Version: v0.1
- A7 Full Project Title:** How to complete an EthOS Review
- A8 Project Short Title:** This is the title by which your project will be known
- EthOS Reviews:**
 - A9 Do you propose to commence your data collection within the next 31 days?**
 - Yes
 - Yes - but I have confirmation from my FHREG to proceed with the application
 - No
 - A9.1 What is the proposed start date of your data collection?**



Reviewing an Application – Adding Comments

In order to add a comment you need to first select the specific question you want to comment on. This will open up a dialogue box where you are able to type into.

You are also able to toggle on and off:

Change Request -

If your comment is a request for changes to the application then this button must be on (green). Please also ensure that the button below is selected.

Comment visibility -

This button must be on (green) for the applicant to see any comments. If this button is off then only subsequent reviewers will be able to see your comment.

The screenshot shows the Ethical Review Manager interface. In the foreground, a modal dialog box titled 'Add Comment' is displayed. It contains fields for 'Question Title' (set to 'A8 Project Short Title'), 'Change Request' (with a green checked button labeled 'Change Request'), 'Visible to Applicant' (with a green checked button labeled 'To be made visible to the applicant'), and a 'Comment' text area. Below these are 'Cancel' and 'Save' buttons. To the right of the dialog is the main application window. The title bar says 'Ethical Review Manager'. The main content area has a header 'Select a question to comment on'. Underneath, there are two questions: A11 'Does your project require ethical approval?' (radio buttons for 'Yes' and 'No') and A12 'Do you need to apply for ethical approval from a particular recognised approving body or are you in the process of being reviewed for ethical approval by such a body?' (radio buttons for 'Yes' and 'No'). At the bottom, A12.1 'From which recognised body do you require ethical approval?' lists various bodies with checkboxes, many of which are checked. The checked bodies include: National Health Service (NHS) England, National Health Service (NHS) Wales, Scotland or Northern Ireland, Ministry of Defence Research Ethics Committee (MoDREC), Confidentiality Advisory Group (CAG), Gene Therapy Advisory Committee (GTAC), National Offender Management Service (NOMS), Administration of Radioactive Substances Advisory Committee (ARSAC), Ionising Radiation (Medical Exposure) Regulations 2000 (IRMER), Human Fertilisation and Embryology Authority (HFEA), Social Care Research Ethics Committee (SCREC), Ethical review by a Zoo, and Other.



Reviewing an Application – Submitting Review

Once you have completed your review and added all comments to the application then you can use the actions bar to return to the navigation page.

From here, you can use either the 'Favourable', 'Unfavourable' or 'Changes' button to submit your decision.

(Please note that if you are requesting changes then only the ones you have previously selected as visible (Page 9) will be returned to the applicant.)

This will return your decision to the research officer who will then process the application to the next stage.



Favourable (Ethics)

Action Date: Now

Timeline Notes: I support this application

Favourable (Ethics) Close