Guide for Staff and PGR Ethics Applications

Ethos-apply.mmu.ac.uk
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1: Logging in to EthOS

To access EthOS go to: https://ethos-apply.mmu.ac.uk

In order to log into EthOS you need to enter your ID number and your usual password.

These are the credentials that you use for all university systems.
2: EthOS Work Area

Once you have logged in, you will reach the main Work Area. This will display a list of your current projects and pending actions.

In order to create a project, select ‘Create Project’ from the ‘Actions’ bar on the left hand side.

(These action buttons will change according to the page you are on)
3: Creating a Project

You will then reach the project creation page where you will need to give your project a title. This should be your actual project name (not a generic title e.g. "Dissertation"). Please be aware that you cannot change this later on.

You then need to select the ‘Full Application’

You then need to select ‘Create’
4: Beginning the Application

This is the main navigation page of the application where you can access the questions.

You can also use this page to check the status of the application. Please use this area to check that the status is ‘Submitted’ once you have completed all the questions.

In order to start the questions, click on the ‘START HERE – Applicant Details’ button.
5: Completing the Questions

You should now begin to fill out the questions in your application form.

You can navigate through sections using the navigation buttons.

Questions and sections will appear depending on the answers given to previous questions.

You must ensure you answer all questions accurately and truthfully.
Completing the Questions

Certain questions will have an information button on the top right. This will give you further detail to help you to provide an answer. We encourage you to read this as much as possible to ensure you can answer the question accurately.

Occasionally, you will see links to external sources appear. These will appear in blue and you can click into this to visit the source directly.
Additional Information and Uploads

Depending on certain answers, you may be asked to provide evidence in the form of a document. To do this, select Upload Document, choose a file from your computer and click on ‘Upload’
Pay particular attention to question A13 which is a checklist that will determine which questions are relevant to your project.

You must carefully consider and click all boxes that apply to your project.
Types of Question

Certain questions enable you to add contacts (for example: your supervisor).

Be sure to add all details (including title) to prevent this question being flagged up as incomplete within the completeness check.

Once you have added contact details you can click on ‘Add to contacts’ to save this person for future projects.

If you have previously saved a contact then you can click on ‘Load’ to pre-fill this section with their details.
7: Actions

The actions bar (on the left hand side) has several further crucial tools (note: these buttons change depending on which screen you are on).

You can print the application at any stage (you can also use this button to save as a PDF).

You can view and download the documents associated with your application (do not use to upload documents).

You can save the application at any time. The application will also save automatically.

Use the ‘Completeness Check’ to see any outstanding actions.

You can check the signatures that are currently held against the application (you do not provide your signature in this area).

You can share the application with others to view.

You can check the collaborators that are currently involved in the application (you cannot assign collaborators here).
8: Signing and Submitting

Once you have completed all questions then you *may* be required to request a signature from your supervisor (PGR only). To do this, click here.

If the system does not recognise your supervisor then they have not previously logged into the system. **Please ask them to do this before requesting their signature again.**

Once you have requested the supervisor signature (*not before*), then you should click on ‘Sign’
Signing and Submitting

To sign the form, you must re-enter your username (I.D number) and usual institutional password.

Once you have done this, click on ‘Sign’
Signing and Submitting

You have now submitted your form.

If required to do so (PGR Students), your supervisor will sign to ensure that the application is of sufficient quality to be submitted for review. **It is your responsibility to chase up your supervisor to ensure that they have done this.**

The application will then get sent for review. Please be aware that you may get a request to make changes to your application. Please see the designated guide to see how to do this.

DO NOT commence this project until you have received approval to do so.
Post-submission Actions

- From the main navigation page you can check the status of your application. If the Form Status is ‘Not Submitted’ then either yourself or your supervisor have not yet signed the application.

- If the form status remains as ‘Submitted’ for more than one week then please contact your faculty research officer.

- If you have not had a response (‘approval’, ‘rejection’ or ‘changes requested’) within 3 weeks then please contact your faculty research officer.

- If you want to download a copy of your response letter then click on the ‘History’ tab.

- If you receive notification to make changes then please see the relevant guide.

- If, once you have received approval, you want to make an amendment to the details of your application then please see the relevant guide.