Ethics Review Manager

User Guide

Reviewer

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Getting started

Click here to log into the review side of the system (University MWS login required).

On campus:

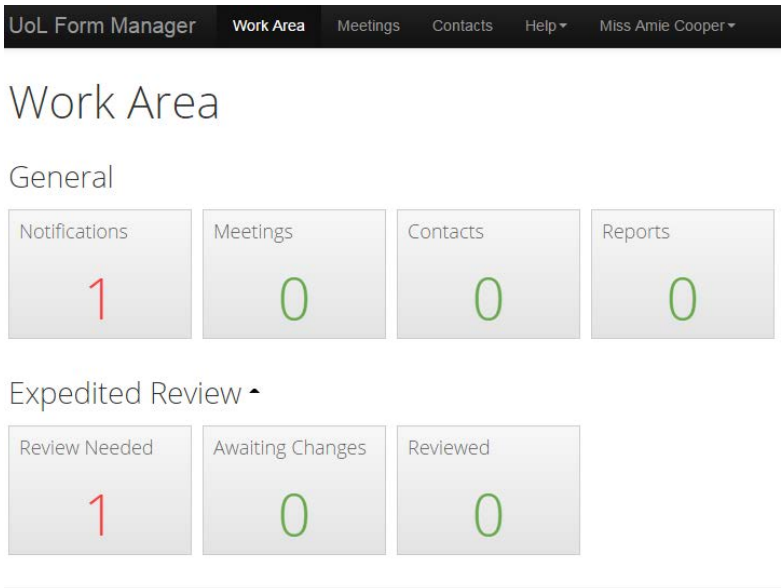
Username: your username
Password: your password

Off campus:

Username: yourusername@liverpool.ac.uk
Password: your password

Interface

After logging in, you arrive at the **Work Area**:



The Review Needed | Awaiting Changes |Reviewed tiles provide an overview of your projects. Tiles can be moved to change the order. Selecting a tile allows you to view associated applications.

Review Needed shows applications that require review.

Awaiting Changes shows applications that you have initially reviewed that are awaiting changes from the applicant.

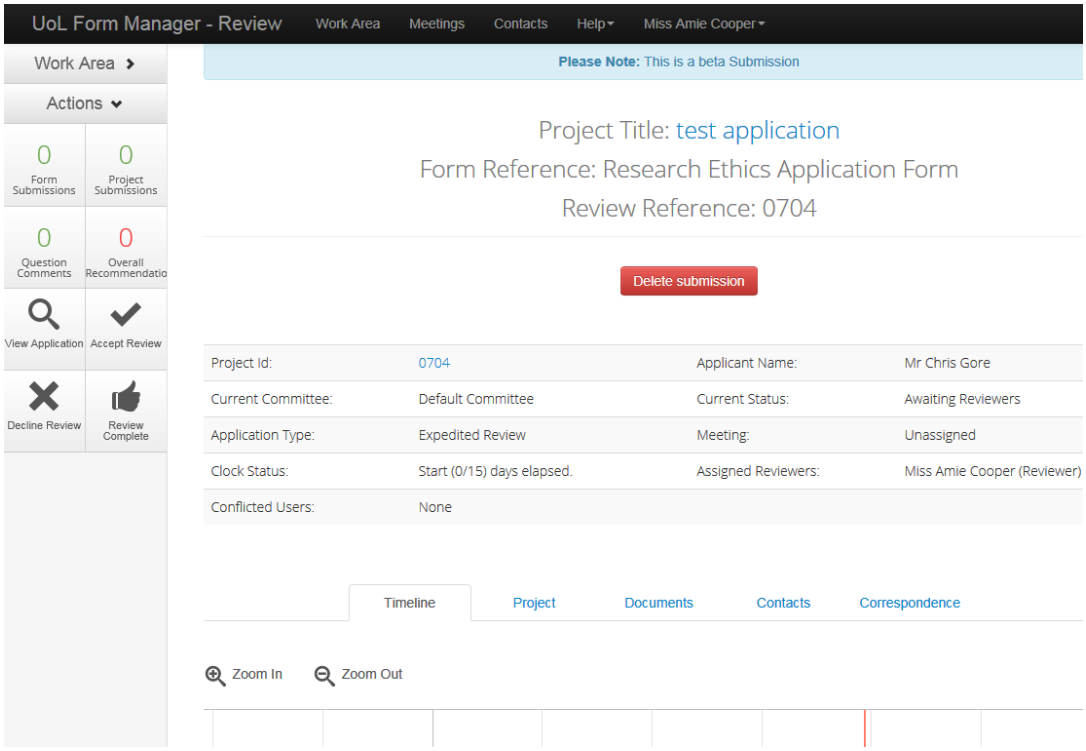
Reviewed shows previously reviewed applications that are now completed.

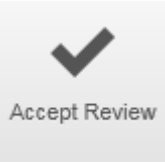
Selecting an application to review

Applications requiring review are displayed in the **Review Needed** tile. To review an application, select the **Review Needed** tile, and then select the application you wish to review.

Navigation – Timeline (project main page)

Once you have selected the project, you arrive at the project main page:





Please **Accept Review** (or **Decline Review)** at this point.

View Application takes you into the application to begin the review.

Accept Review sends an email to the appropriate administrator alerting them that review has been accepted.

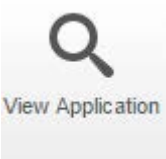
Decline Review sends an email to the appropriate administrator alerting them that review has been declined.

Review Complete should be selected once you have completed your review. This sends an email to the appropriate administrator alerting them that review is complete.

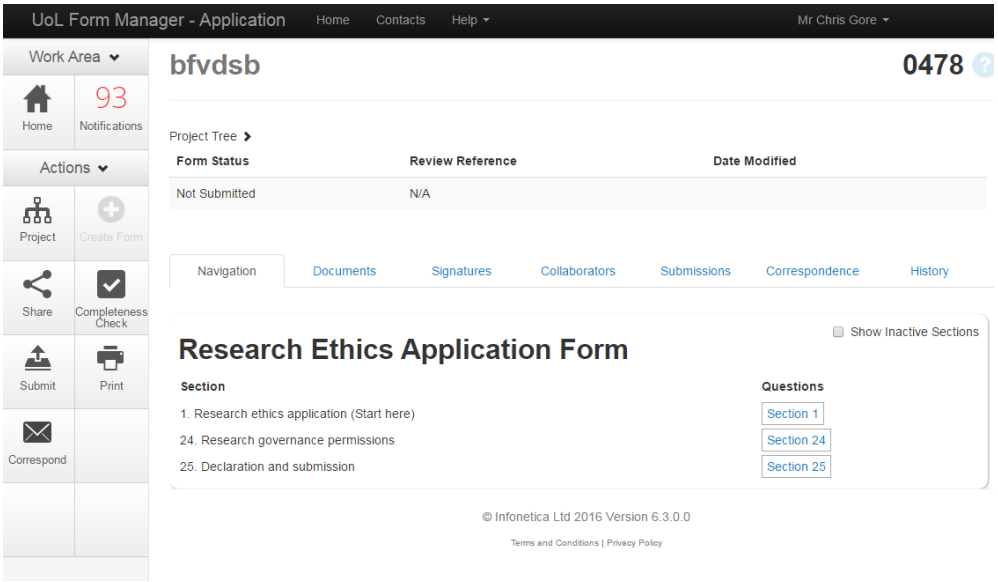
Question Comments shows any comments you have added to a question.

Overall Recommendation shows any overall comments/recommendation you have added relating to the application.

Reviewing an application



After selecting **View Application**, you arrive at the project main page to begin the application review:



Please start with **Section 1. Research ethics application** and begin reviewing the form by selecting the section name (Section 1).

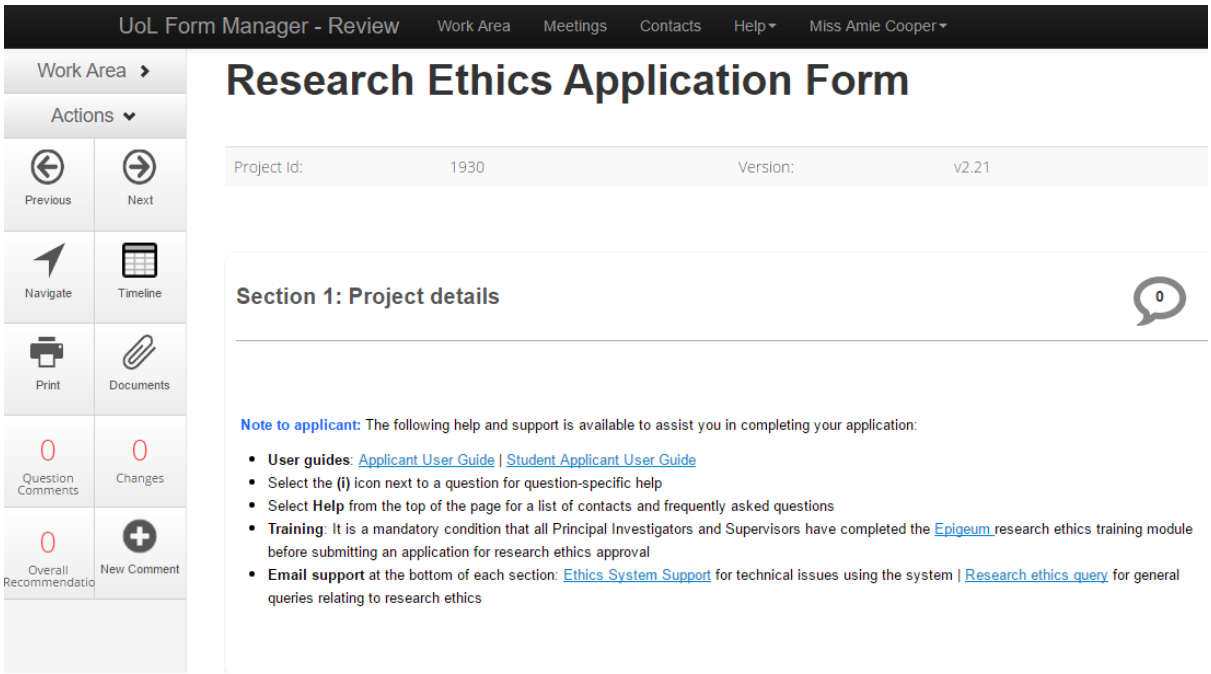
Note:

Section in blue can be accessed (e.g. Section 1)

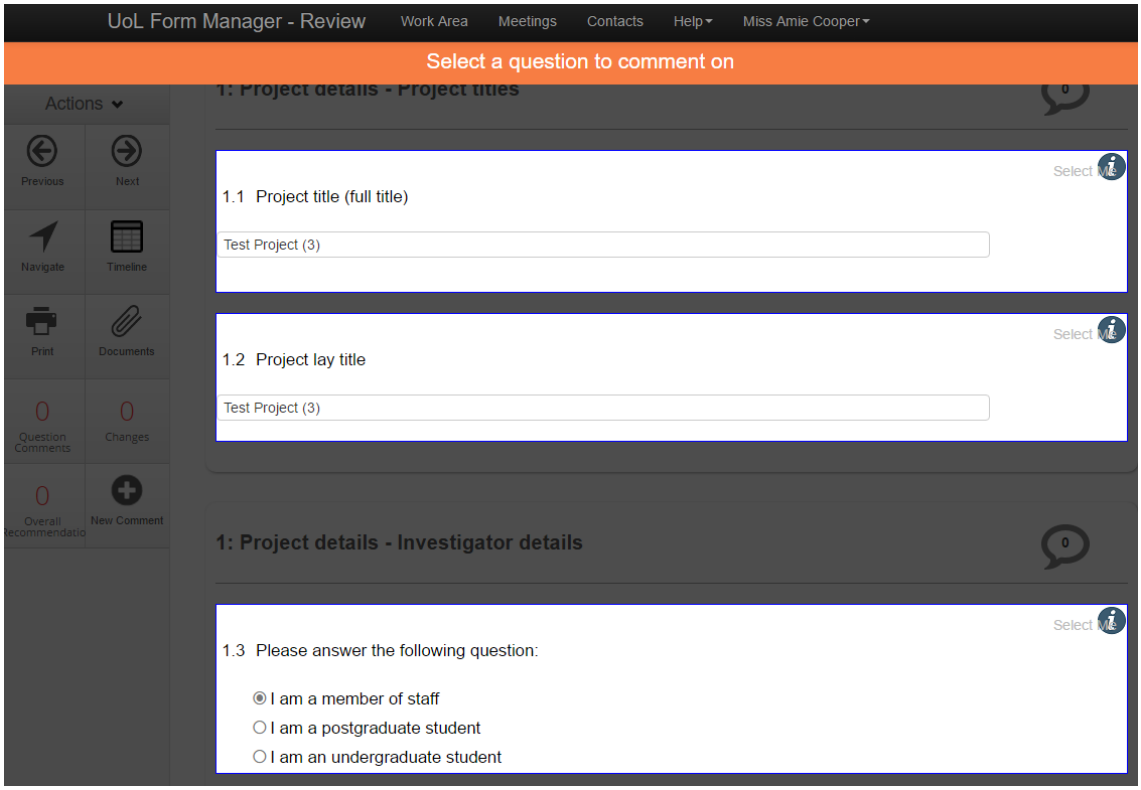
Inactive sections are not required and have not been filled in, therefore cannot be accessed

Reviewing an application – adding comments

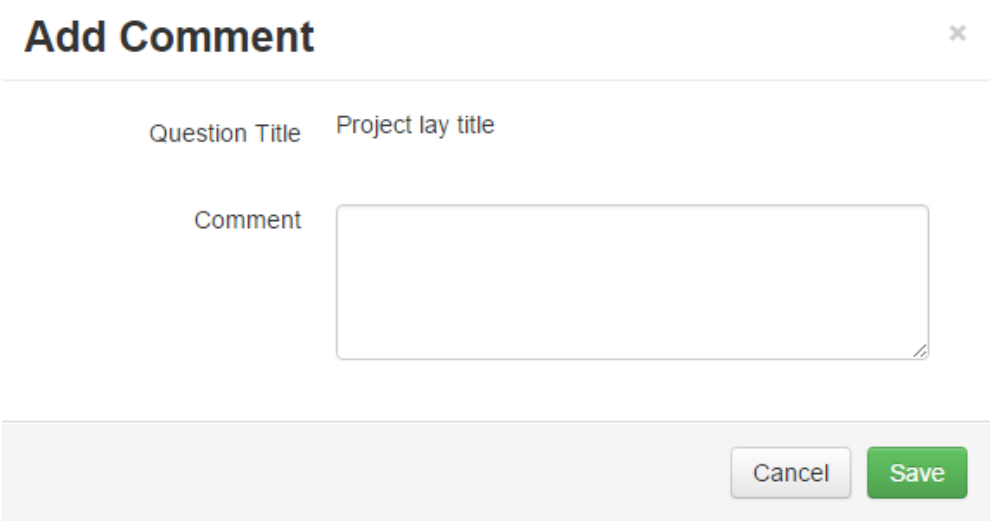
Reviewer comments can be added against a question by selecting the **New Comment** button from the left side panel.



After selecting **New Comment**, select the box which contains the question you would like to comment against:

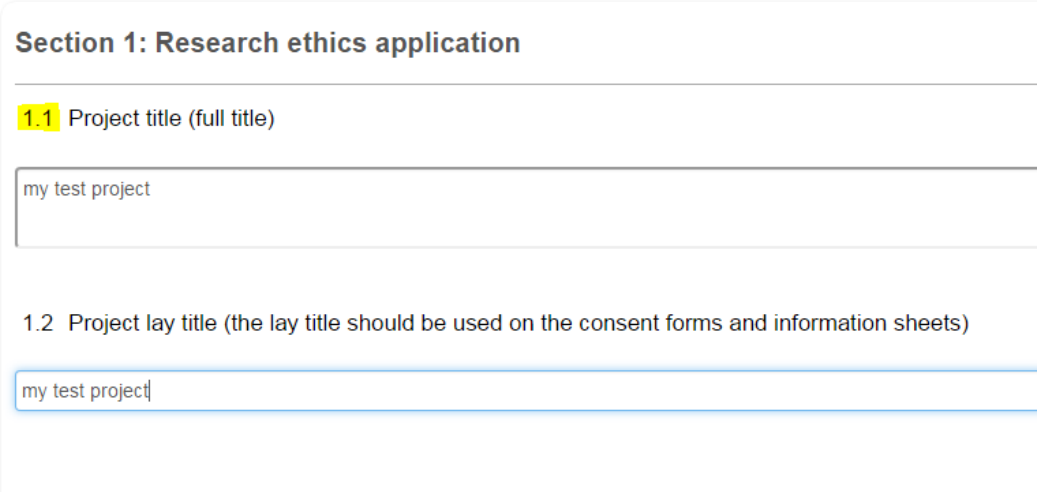


Selecting the box opens the **Comments** window:



Type your comment into the Comment box and then select **Save** to save the comment.

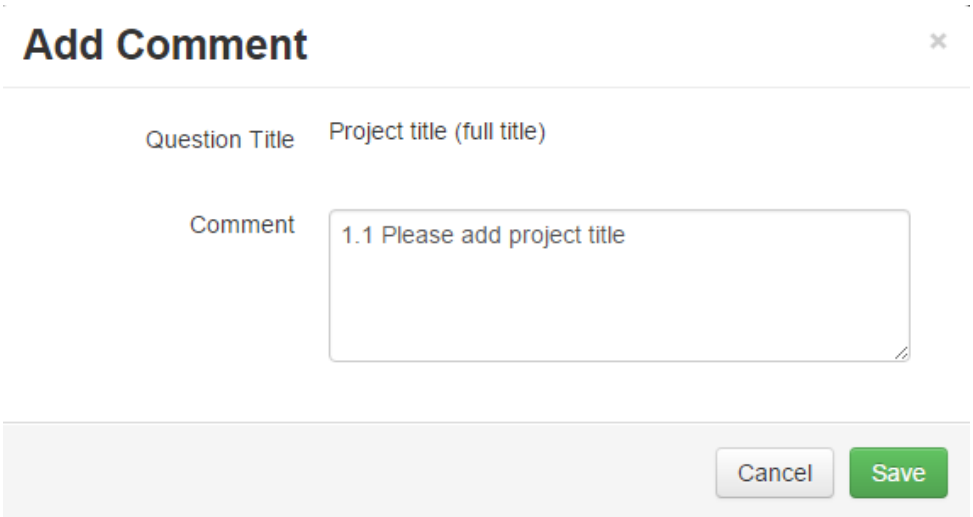
Referencing the question



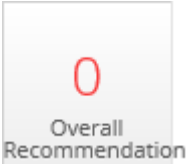
When adding a comment, it is important to reference the **question number** (e.g. **1.1**) so the comment makes sense when sent to the applicant:

Example:

1.1 Please add a full project title



Reviewing an application – completing the review



Once you have reviewed all answers in the application and added **Question Comments** (if required), an overall recommendation must be added using the **Overall Recommendation** button. This should take into account the following factors:

- Is the purpose, design, and methodology of the planned research feasible?
- Are there any potential conflicts of interests?
- Are there satisfactory justifications for research involving vulnerable participants?
- Are there satisfactory safeguards for research discussing sensitive topics?
- Are the reimbursements offered to participants appropriate?
- Is the recruitment of participants appropriate and free from coercion?
- Has the applicant satisfied the obligations of informed consent?
- Has the applicant satisfied the duty of confidentiality?
- Has the applicant adequately considered all likely risks, and ensured that appropriate safeguards are in place?
- Are the arrangements in place for data access, storage, and dissemination appropriate?
- Is the consent sheet appropriate?
- Is the participant information sheet adequate?

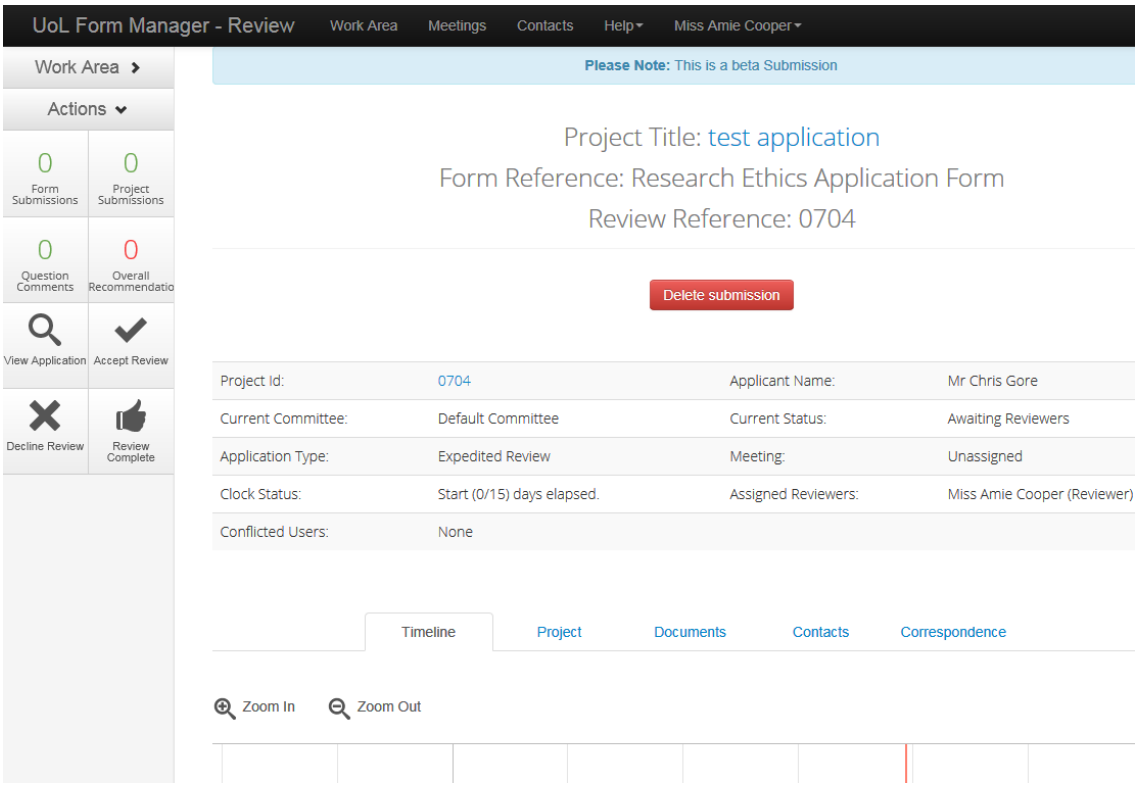
Once the above factors have been considered, you should clearly outline whether the application is:

Approved

Further modification/clarification needed before approval can be granted

Rejected

Once you have added your recommendation, select the **Timeline** button to return to the project main page and mark the application as **Review Complete:**

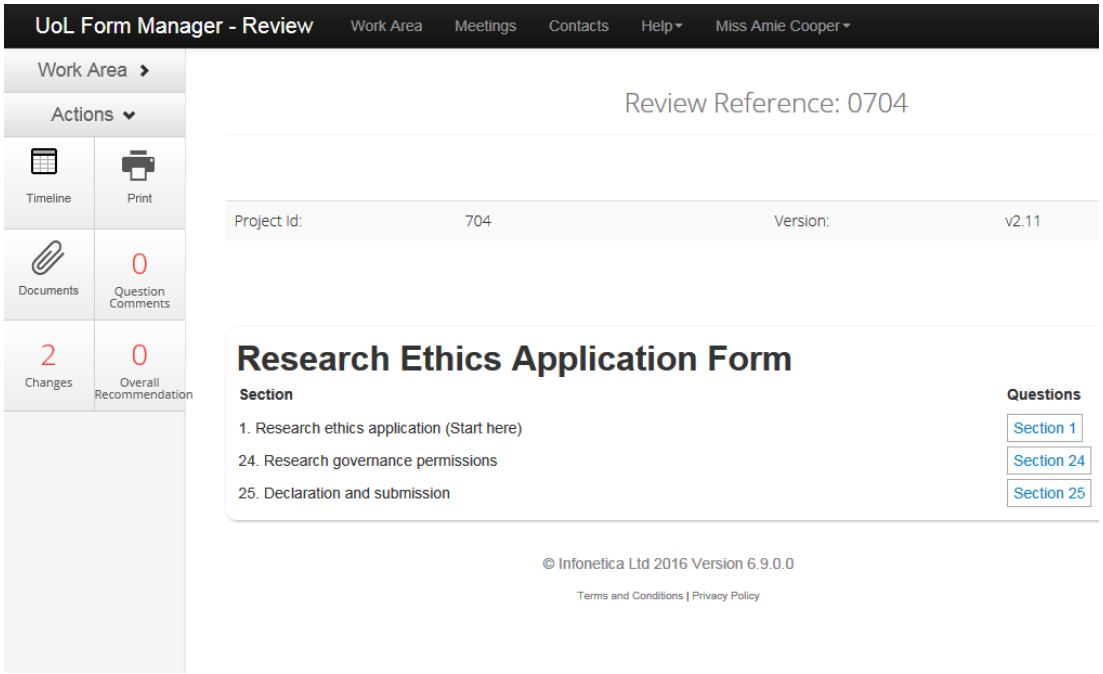


Selecting **Review Complete** sends an email to the appropriate administrator indicating you have completed the review.

Reviewing changes

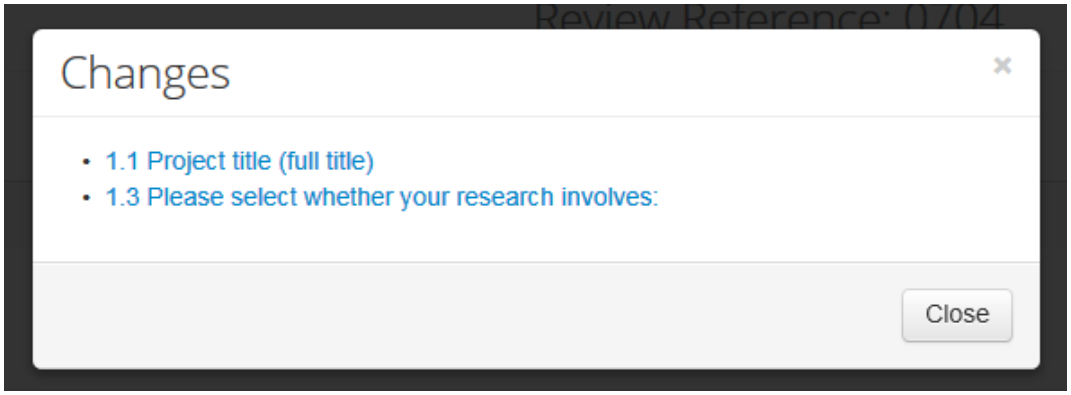
If changes to the application were requested, the system will send you an email indicating that the changes have been made and the resubmitted application is ready for further review.

To view the changes, select **View Application** to take you back into the project, then select **Changes** from the left side panel:

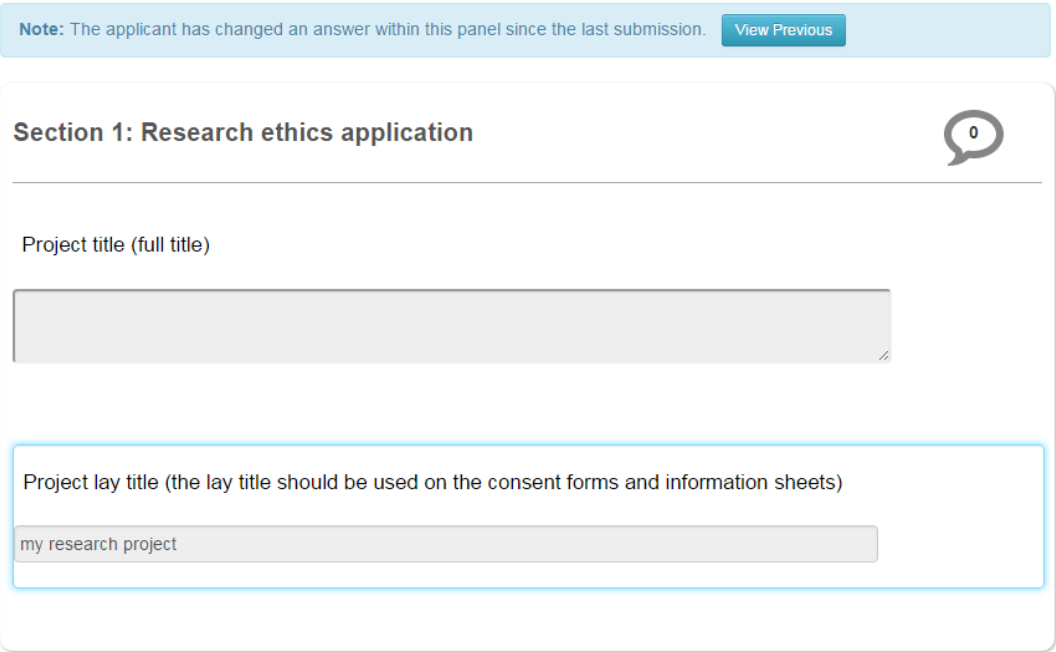


Selecting **Changes** opens a window that lists any questions in which changes have been made.

Selecting a change will take you directly to the question in the form:



After selecting a question that has changed, you have the option of viewing the previous answer for comparison. Selecting the **View Previous** button toggles between the updated and previous answer, and also allows you to view any comments you left against the question (if applicable):



At this point you can add further comments if required by selecting the **New Comment** button. You must add an **Overall Recommendation** indicating whether you're happy with the changes, and provide an updated recommendation to **Approve**, **Request Further Modifications** or **Reject.**

Once you have added your recommendation, select the **Timeline** button to return to the project main page and mark the application as **Review Complete**. Selecting **Review Complete** sends an email to the appropriate administrator indicating you have completed the review.

Contacts

For systems support, please contact:

Ethics System Support

Email: ethicssy@liverpool.ac.uk

Telephone: 794-8776

For ethics support, please contact:

Research Ethics and Integrity

Email: ethics@liverpool.ac.uk

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