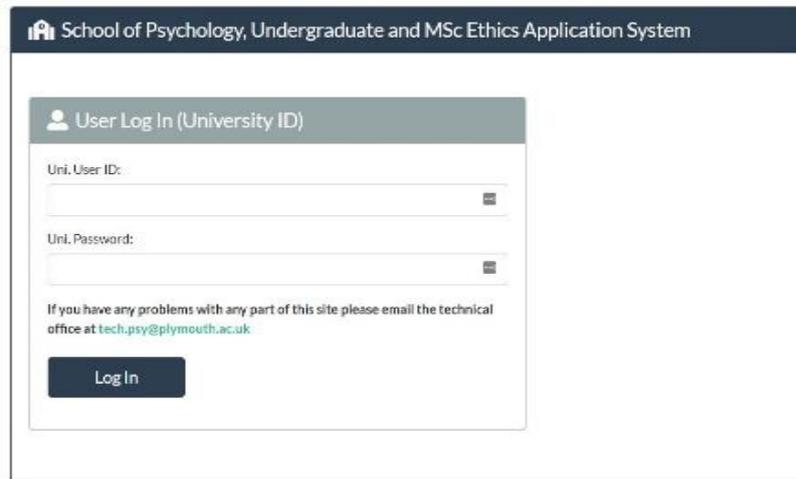


Online Ethics System Documentation

Staff Guide



The screenshot shows a web interface for the 'School of Psychology, Undergraduate and MSc Ethics Application System'. The main heading is 'User Log In (University ID)'. Below this, there are two input fields: 'Uni. User ID:' and 'Uni. Password:'. Each field has a small square icon on the right side, likely for password visibility. Below the input fields, there is a line of text: 'If you have any problems with any part of this site please email the technical office at tech.psy@plymouth.ac.uk'. At the bottom of the form is a dark blue button labeled 'Log In'.

© 2019 - School of Psychology Ethics Application System
For technical issues email tech.psy@plymouth.ac.uk or phone - 01752 584853

Link to system - <http://www.psy.plymouth.ac.uk/sopethics>

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Page 6 Ethics Committee View

For the student's view of the system please download the Student Guide version of this document.

The Supervisor's View

The Supervisors first page shows a list of their own students' forms that are on the system.

Undergraduate submissions are listed first, followed by MSc submissions

 School of Psychology, Undergraduate and MSc Ethics Application System

Supervisor section

» Ethics applications for the period: Logout

Stage 4 Project Students

Student(GRP)	Title	Next Action	
Bethanie Taylor	Measuring the extent and correlates of Anti-transgender Prejudice within the LGBTQ Community	Full Ethics Approved	View Application
Callum Bliss-Climo	Does intergroup climate affect intergroup disgust sensitivity	Full Ethics Approved	View Application
Craig Hazelwood	The Factors Which Determine Attraction.	Full Ethics Approved	View Application
Jasmine Cornish	Imagined Intergroup Contact and Intergroup Climate	Full Ethics Approved	View Application
Katarzyna Korabel	How do people perceive the intergroup climate? (qualitative)	Full Ethics Approved	View Application
Lynne James	Test Title	Supervisor	View Application
Nila Rajadurai	Colourism Questionnaire	Full Ethics Approved	View Application
Sorcha Hansen	The consequences of how we perceive others	Full Ethics Approved	View Application

MSc Students

Student(GRP)	Title	Next Action	
Chelsea Finbow	Quantifying the Intergroup Climate in terms of Authority Influence	Full Ethics Approved	View Application
Chelsea Finbow	Measuring the Subjective Intergroup Climate in terms of Authority Influence	Full Ethics Approved	View Application
Flavia Brandabur	Culture, Politics and the Self	Full Ethics Approved	View Application
Martha Nyikadzinashe	How does the Mosaic Approach Change Refugee Children's Narratives? Does the Mosaic Approach Increase Group Identity within Refugee Children?	Full Ethics Approved	View Application

The "Next Action" column shows who needs to take the next action to progress the form, and clicking on the green text at the right hand side will display the form belonging to that student or group.

Please note: if your student is not listed here, it means that they have not logged in and started an application yet.

Supervisor Tasks

It is very important that the **Supervisor checks the contents of each page** of the form and ensures that if it is a group submission that all members of the group have "joined". The list of who is in the group is shown at the top of the page, just above the project title

School of Psychology, Undergraduate and MSc Ethics Application System

This page is read-only, except for the "Supervisor" section, which must be completed by the Supervisor before the application is available to the Ethics Committee, any other changes will not be saved.

Supervisor: Jaysan Charlesford Back Logout

Individual Submission: Lynne James

Project: Test Title

AIMS ETHICS SAFETY TECHNICAL ATTACHMENTS SUPERVISOR COMMITTEE

2.1 Brief aims and objectives of research project:
» Describe the aims and objectives. Detail is not needed, nor theoretical justification

Test Aims

2.2 Who are the participants, how many will you recruit, and how are you recruiting them?

Please use the different "tabs" to see the different pages.

Any feedback from the Ethics committee will be shown on the "Committee" tab.

Once you, as the Supervisor have checked all the pages, you must then go to the Supervisor tab.

On this tab you need to check the appropriate boxes under “Supervisor’s Ethical Statement”, then the “Safety Statement”, and confirm that you have checked the necessary three files are attached.

The Ethics committee will reject any application that does not have these three files attached, this seems to be why many applications are rejected so please check carefully.

Project: Test Title

AIMS ETHICS SAFETY TECHNICAL ATTACHMENTS SUPERVISOR COMMITTEE

Supervisor's Ethical Statement (please click on all that apply)

This project fits within a current research project or programme for which I have current ethical clearance from the Faculty Ethics Committee.

I believe this is an ethically sound study and that the ethical issues are simple and straightforward.

I believe this is an ethically sound study. Although there are ethical issues involved (e.g. use of children as participants, the nature of the study etc), they have been handled correctly.

I believe this is an ethical study. However there are ethical issues involved that in my view need scrutiny by a third party.

I confirm that this project does not require ethical clearance. (MSc Module Fulfillment)

Supervisor's Safety Statement (please click to agree the statement)

I have considered the potential risks that the proposed study might have and consider that appropriate measures have been put in place to ensure the researcher's safety.

Attached Files Checked (please click to agree the statement)

I have checked that all three files have been attached (Consent, Brief and Debrief are required files).

Please click the 'Approved' button to approve this student's ethics form. This will make the form visible to the Ethics Committee and send an email to the student telling them you have approved their application. If you do not approve it, please click on 'Not Approved' which will release the form for further editing by the student.

Not Approved Approve

If the Ethics submission has your approval then you click on the “Approve” button.

The student then receives an email telling them so and that their application is now with the Ethics committee.

If you select the final option in the first section, then this application will go no further.

If you do not approve the form and click on “Not Approved” then the student gets an email to that effect and the form is unlocked for them to edit it. They must then go through the submission to supervisor process again.

If it is a group submission then each member of the group will get the email.

The Ethics Committee View

For users of the system who have more than one role, you will be given the opportunity to select which role you want to operate in for this session.

“All students” will show you all undergraduate and MSc applications on the system for the current academic year. If you are on the Ethics committee, this button will NOT take you to the committee page, only the blue button will do that.

“Supervisor” will show you those students who have selected you as supervisor

If you are on the Ethics committee for undergraduate or MSc cohorts the blue “Committee” button will show you those students whose applications are awaiting ethics committee action.



As in the Supervisor view, you will see a list of students grouped by “Stage 4” or “MSc”.

If the “Next Action” column refers to you then please check that application and give your decision.

Click on the green link to the right to open the application and once you have reviewed all the pages clicking on the “Committee” tab will enable you to enter your decision.

Please refer to the next page for details.

School of Psychology, Undergraduate and MSc Ethics Application System

ⓘ This page is read-only, except for the "Supervisor" section, which must be completed by the Supervisor before the application is available to the Ethics Committee, any other changes will not be saved. You can download a guide to this website [here](#)

Supervisor: Jaysan Charlesford Back Logout

Student(s): Lynne James

Project: Test Title

AIMS ETHICS SAFETY TECHNICAL ATTACHMENTS SUPERVISOR COMMITTEE

Stephen: FIRST DECISION

YES

YES (subject to DBS, emails Karen).

REFER TO COMMITTEE

RETURN TO STUDENT

Save Decision and Comments

These comments will only be visible to the members of the Ethics committee

Private Ethics Comment Box:

Public comments from the Ethics Committee

Ethics Comment Box:

1. Select your decision.

2. Enter comments for your committee colleagues if you are asking for another opinion.

3. Enter comments for the student to read if you are refusing their application so they know what action is needed.

4. Click the green save button.

For undergraduate projects only one "Yes" is required, for MSc projects, two "Yes" are required. The Faculty office will then look at any DBS requirements and will send the final email to the student confirming their ethical clearance.

Only one "Return to Student" is ever needed to return to the student.