

CU Ethics Online System

<https://ethics.coventry.ac.uk/>

**Ranked No.15
UK University**

Guardian University
Guide 2020

**University of the Year
for Student Experience**

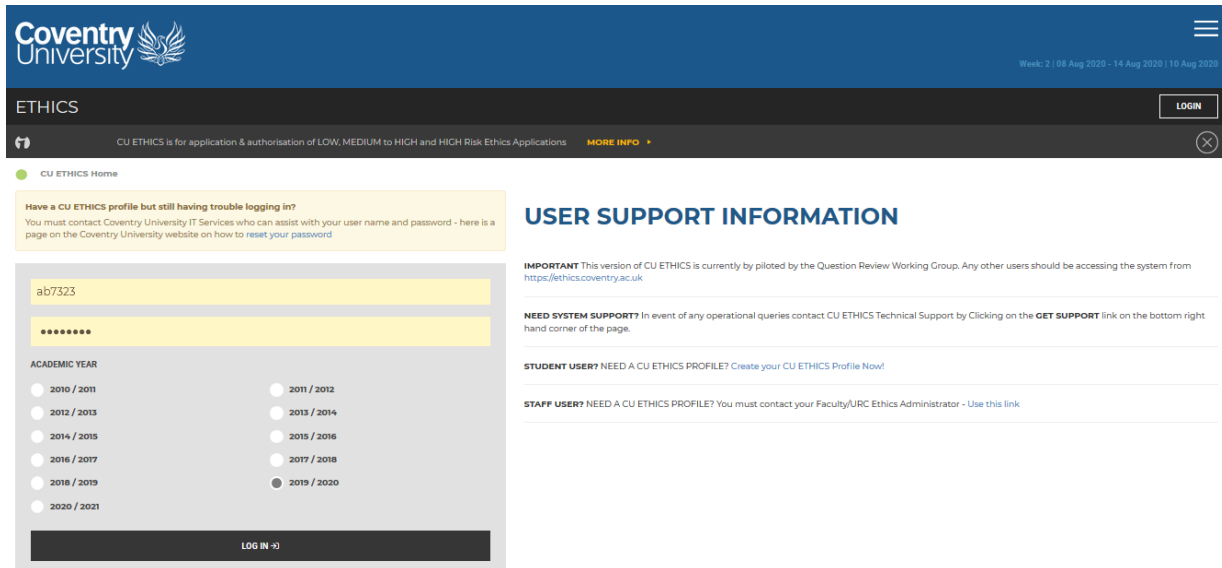
The Times and Sunday Times
Good University Guide 2019

**Queen's Award
for Enterprise**

International Trade 2015

CU Ethics Online

- CU Ethics Online is the University's Ethics Application and Authorisation System where staff and students apply for ethical approval for research projects
- All research at Coventry University requires ethical approval



The screenshot shows the login interface for CU Ethics Online. At the top, there is a dark blue header with the Coventry University logo on the left and a date 'Week: 2 | 08 Aug 2020 - 14 Aug 2020 | 10 Aug 2020' on the right. Below the header is a black bar with the word 'ETHICS' on the left and a 'LOGIN' button on the right. A dark grey navigation bar contains a home icon, the text 'CU ETHICS is for application & authorisation of LOW, MEDIUM to HIGH and HIGH Risk Ethics Applications', a 'MORE INFO' link, and a close icon. The main content area has a yellow banner with the text: 'Have a CU ETHICS profile but still having trouble logging in? You must contact Coventry University IT Services who can assist with your user name and password - here is a page on the Coventry University website on how to reset your password'. Below this is a login form with a text input field containing 'ab7323', a password input field with 10 dots, and a section for 'ACADEMIC YEAR' with radio buttons for years from 2010/2011 to 2019/2020. The 2019/2020 option is selected. At the bottom of the form is a 'LOG IN >' button. To the right of the form is a 'USER SUPPORT INFORMATION' section with three paragraphs: 'IMPORTANT This version of CU ETHICS is currently by piloted by the Question Review Working Group. Any other users should be accessing the system from https://ethics.coventry.ac.uk', 'NEED SYSTEM SUPPORT? In event of any operational queries contact CU ETHICS Technical Support by Clicking on the GET SUPPORT link on the bottom right hand corner of the page.', and 'STUDENT USER? NEED A CU ETHICS PROFILE? Create your CU ETHICS Profile Now!'. Below that is another paragraph: 'STAFF USER? NEED A CU ETHICS PROFILE? You must contact your Faculty/URC Ethics Administrator - Use this link'.

Creating a CU Ethics profile

Staff should contact their local ethics administrator via the mailboxes below to request a CU Ethics Profile. Once a profile has been created staff can log in with their Coventry University username and usual password.

- Faculty of Arts and Humanities (FAH) – ethics.fah@coventry.ac.uk
- Faculty of Business and Law (FBL) – ethics.fbl@coventry.ac.uk
- Faculty of Engineering, Environment and Computing (EEC) – ethics.eec@coventry.ac.uk
- Faculty of Health and Life Sciences (HLS) – ethics.hls@coventry.ac.uk
- Research Institutes – ethics.uni@coventry.ac.uk
- Professional Services and Group Subsidiaries – ethics.uni@coventry.ac.uk

Dashboard – overview (staff)

MY ETHICS

FULL NAME

Sophie Krumins

FACULTY

[HLS] Faculty of Health and Life Sciences

SCHOOL/FRC

Other

MY ROLES

Faculty Leader
Module Leader
Quality & Research Support
Reviewer
School Ethics Leader
Supervisor
System Reviewer

If any of these details are incorrect, visit **my details** to make changes.

My ETHICS is an area for individual users to receive system messages and manage individual account profile. It is recommended that you update your profile when personal details change.

Can't see your projects? You may be in the wrong academic year! To change the academic year - [click here](#) to change the academic year.

My Projects My Modules My Students Authorise

MY PROJECTS

| Ref | Title | Module | Stage | Status |
|---------|----------------------------|-----------|------------|----------------------|
| P109334 | TEST | E2-UG | Project | Incomplete |
| P109066 | THIS IS A TEST APPLICATION | E2-UG | Reviewer | Revise and Re-submit |
| P104715 | xx | HLS-STAFF | Supervisor | Pending |

1 to 3 of 3 Records.

MY PROJECTS

NEW PROJECT +

Dashboard – overview (staff)

Navigation bar
(expands on next slide)



Week: 2 | 08 Aug 2020 - 14 Aug 2020 | 10 Aug 2020 | **2019/2020**

Sophie Krumins | [HLS] Other

LOGOUT

ETHICS

CU ETHICS Home > Dashboard

[Change academic year](#)

MY ETHICS

Brief profile overview

FULL NAME
Sophie Krumins

FACULTY
[HLS] Faculty of Health and Life Sciences

SCHOOL/FRC
Other

MY ROLES
Faculty Leader
Module Leader
Quality & Research Support
Reviewer
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My Projects My Modules My Students Authorise

Tabs displaying projects, modules, students and applications waiting to be authorised

MY PROJECTS

| Ref | Title | Module | Stage | Status |
|---------|----------------------------|--------|------------|----------------------|
| P109334 | | E2-UG | Project | Incomplete |
| P109066 | THIS IS A TEST APPLICATION | E2-UG | Reviewer | Revise and Re-submit |
| P104715 | xx | | Supervisor | Pending |

Project reference numbers

Stage and Status of applications

Profile overview, to amend profile details e.g. area, supervisor

Start a new application

MY PROJECTS [NEW PROJECT +](#)

1 to 3 of 3 Records.

Projects to Authorise

- Projects pending for users to authorise, as supervisor or reviewer, can be viewed on the dashboard

[My Projects](#) [My Modules](#) [My Students](#) [Authorise](#)

PROJECTS TO AUTHORISE OR PROCESS

| Ref | Applicant | Title | Module | Stage | Status |
|---------|---------------|---|--------|------------|---------|
| P125730 | Matthew Jones | This is a test of the Ethics system, please do not action | 350SAM | Supervisor | Pending |

1 to 1 of 1 Records.

AUTHORISE AS... ▾

View all students

- To view all student applications that have selected you as supervisor, click 'PROJECTS TO AUTHORISE OR PROCESS' on the dashboard.

[My Projects](#) [My Modules](#) [My Students](#) [Authorise](#)

PROJECTS TO AUTHORISE OR PROCESS

- Change 'Records to show' to 'All records', other filters can be used to find an application

AUTHORISE AS SUPERVISOR

SEARCH

Records to show:

All records ▼

Project Ref:

Enter Project Reference

Applicant detail:

First, last, username or email

Title:

Enter Project Title

Risk:

Select... ▼

Which projects?

All ▼

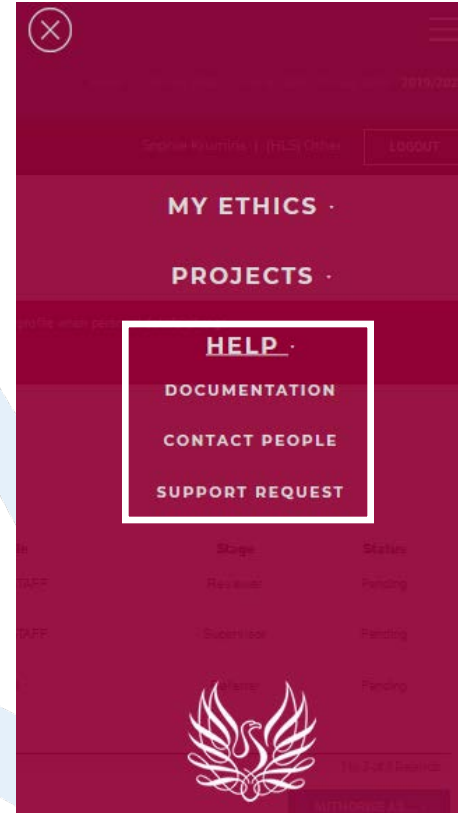
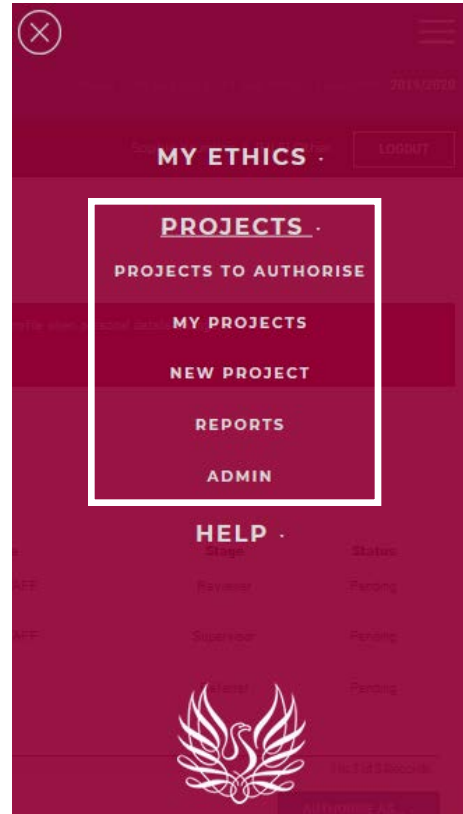
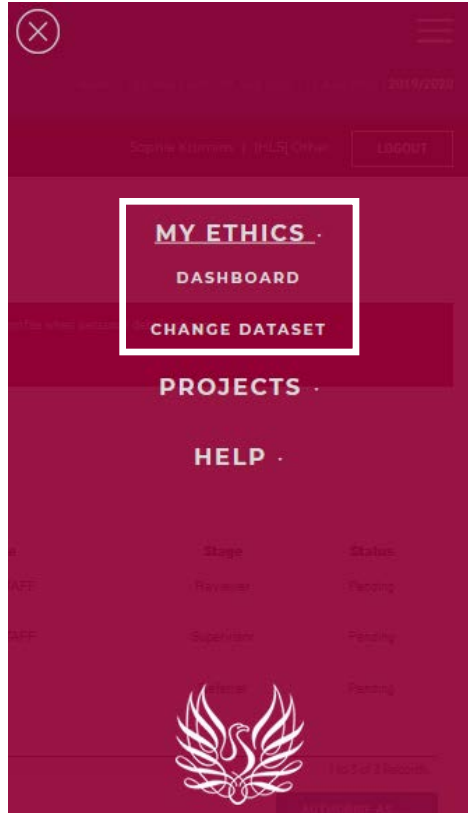
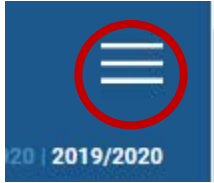
Module:

Module Code

Academic year:

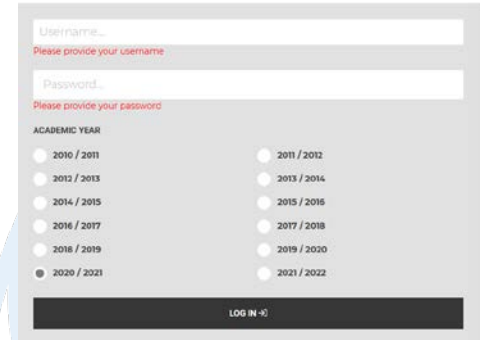
2021 / 2022 ▼

Navigation Bar

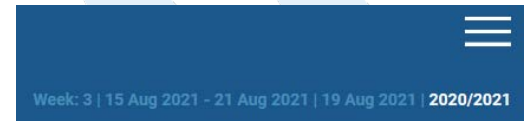


Academic Year

- The academic year on CU Ethics Online changes over 1 month before the university academic year, running from August-July
- To view a project submitted in a previous academic year
 - change the year when you first log in
 - click on the year in the top right hand corner of the online system
 - click on the flag on the dashboard



| ACADEMIC YEAR | |
|--|-----------------------------------|
| <input type="radio"/> 2010 / 2011 | <input type="radio"/> 2011 / 2012 |
| <input type="radio"/> 2012 / 2013 | <input type="radio"/> 2013 / 2014 |
| <input type="radio"/> 2014 / 2015 | <input type="radio"/> 2015 / 2016 |
| <input type="radio"/> 2016 / 2017 | <input type="radio"/> 2017 / 2018 |
| <input type="radio"/> 2018 / 2019 | <input type="radio"/> 2019 / 2020 |
| <input checked="" type="radio"/> 2020 / 2021 | <input type="radio"/> 2021 / 2022 |



Week: 3 | 15 Aug 2021 - 21 Aug 2021 | 19 Aug 2021 | 2020/2021

Can't see your projects? You may be in the wrong academic year! To change the academic year - [click here](#) to change the academic year.

Academic Year


- If you cannot find your project once you have checked the previous academic year, please contact your [local ethics administrator](#) with the 'P' reference number.

CHANGE ACADEMIC YEAR

CURRENT ACADEMIC YEAR
2020/2021

NEW ACADEMIC YEAR

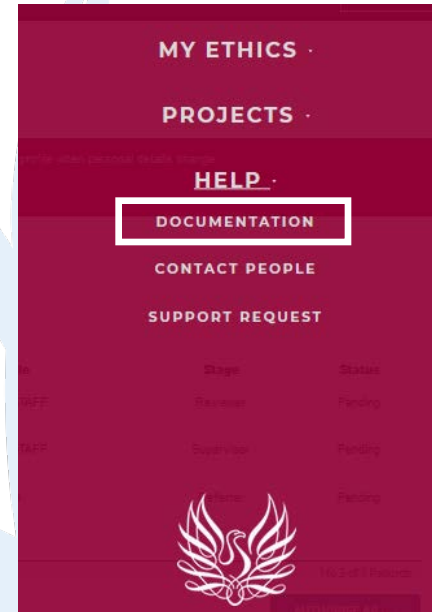
| | |
|-----------------------------------|--|
| <input type="radio"/> 2010 / 2011 | <input type="radio"/> 2011 / 2012 |
| <input type="radio"/> 2012 / 2013 | <input type="radio"/> 2013 / 2014 |
| <input type="radio"/> 2014 / 2015 | <input type="radio"/> 2015 / 2016 |
| <input type="radio"/> 2016 / 2017 | <input type="radio"/> 2017 / 2018 |
| <input type="radio"/> 2018 / 2019 | <input type="radio"/> 2019 / 2020 |
| <input type="radio"/> 2020 / 2021 | <input checked="" type="radio"/> 2021 / 2022 |

UPDATE 



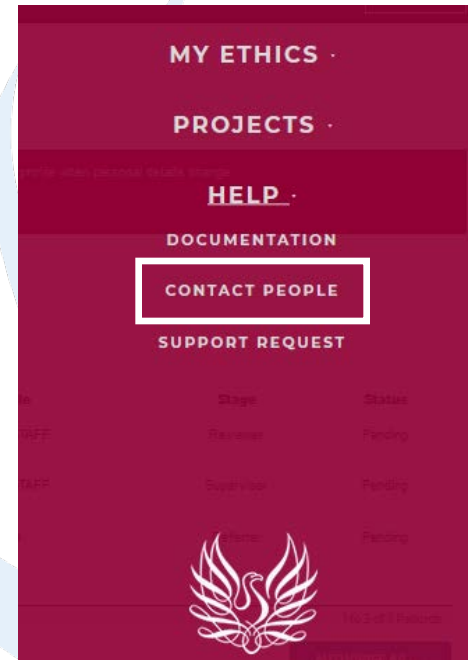
Documentation

- All documents supporting an ethics application should be uploaded to the ‘Attachments’ section
- Templates such as Participant Information Sheet and Consent Form are available under the [documentation page](#) of CU Ethics Online
- Examples of documents to upload –
 - Participant Information Sheet, Consent Form
 - Interview Question Schedule, Survey Questionnaire
 - Recruitment materials e.g. flyer
 - Gatekeeper access letter
 - Debrief form
 - Risk Assessment, COSHH Assessment
 - Research proposal
 - Data Management plan
 - Certificate of external ethical approval or draft application (e.g. IRAS)



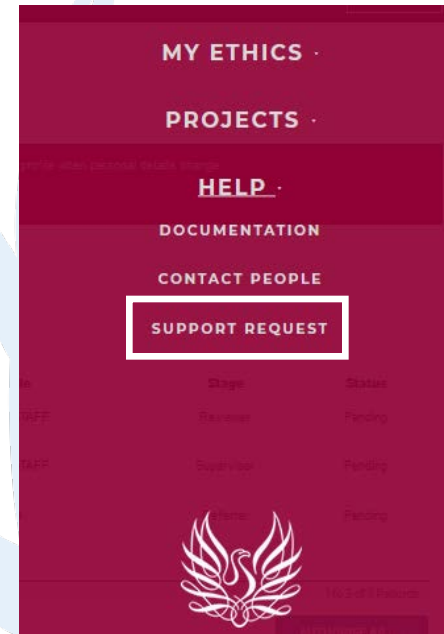
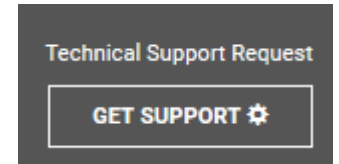
Contact People

- A list of contacts for each area of the University Group have been added to a 'Contact People' page. This will include Ethics Leads and Ethics Operations/Administrators for each area and their contact information.
- <https://ethics.coventry.ac.uk/pages/contact-people#>



Technical Support

- To submit a [technical support request](#), click on the 'Get Support' link, bottom right of the online system, or click on the burger icon 'Support Request' link.
- A technical support request should only be submitted if you are experiencing issues accessing the system, a compilation error, or issues with the system interface.
- For any other issues, please contact your [local ethics administrator](#).



Technical Support

SUBMIT A SUPPORT REQUEST

New Support Request

Submitting a Support Request

Please supply your name, email address and the product you are working on, pick a category that best describes the nature of your request. Provide a subject and enter as much detail as possible into the request details field, if you have any supporting documentation, you can upload it here. Your request will be logged on our system and you will be given a Support Request Number, please use this with any related correspondences. We aim to respond to your requests within 2-4 hours during Office Hours

Your Details

Full Name*

Sophie

Krumins

Email Address*

 ab7323@coventry.ac.uk

Product Details

Product*

CU ETHICS 2

Select the product you are having an issue with

Category*

Select category

What kind of issue are you having? Select the most appropriate category from the list

Your Message

Subject*

Enter the subject

What is your issue specifically

Request Details*

Enter your comments

Supporting Documentation

Upload a Document

[Browse](#) Upload a file from your computer

If you are uploading a new file, this may take some time depending upon its size. Once you have clicked Submit, please do NOT re-submit or click the Refresh button. You will be notified when the upload is complete.

If you have any questions,
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[local ethics administrator](#)

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