CU Ethics Online System

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

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

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)

Dashboard – overview (staff)

Coventry University

Navigation bar *(expands on next slide)*

Change academic year

Brief profile overview

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

Project reference numbers

Stage and Status of applications

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

Start a new application

Projects to Authorise

Coventry University

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

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:	Project Ref:	Applicant detail:	Title:
All records ▼	Enter Project Reference	First, last, username or email	Enter Project Title
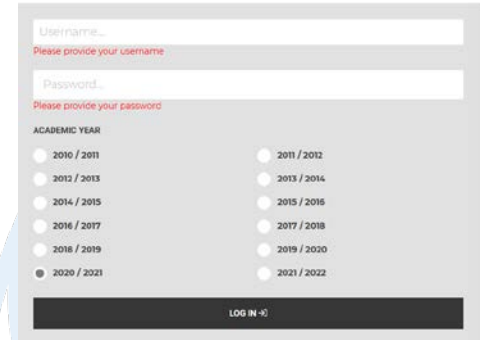
Risk:	Which projects?	Module:	Academic year:
Select... ▼	All ▼	Module Code	2021 / 2022 ▼

Navigation Bar
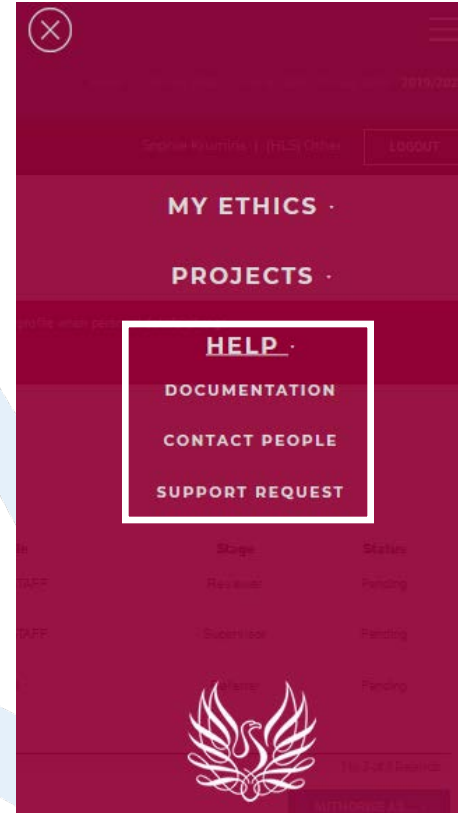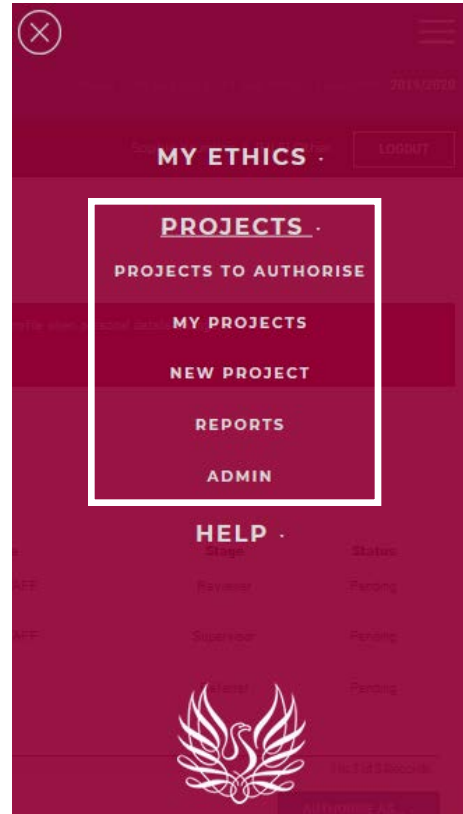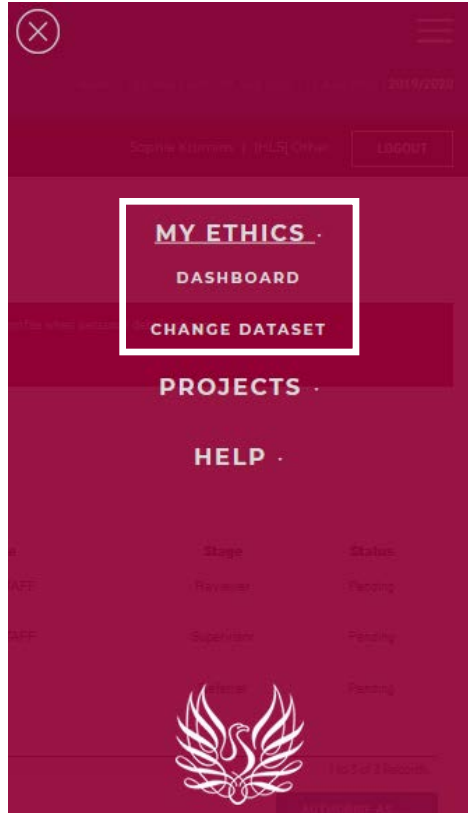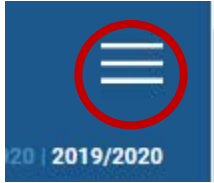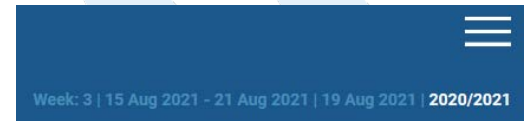
Academic Year

- 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

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

○ 2010 / 2011	○ 2011 / 2012
○ 2012 / 2013	○ 2013 / 2014
○ 2014 / 2015	○ 2015 / 2016
○ 2016 / 2017	○ 2017 / 2018
○ 2018 / 2019	○ 2019 / 2020
○ 2020 / 2021	● 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)
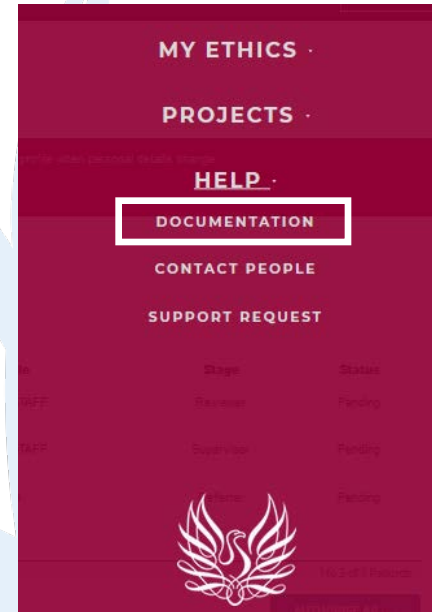
Contact People

- 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#
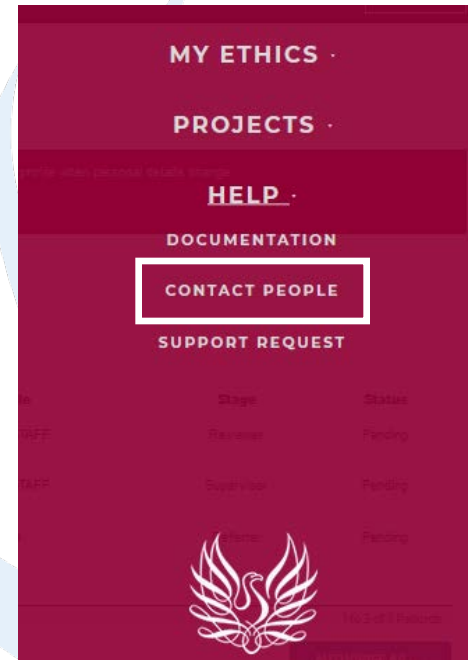
Technical Support

- 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]().
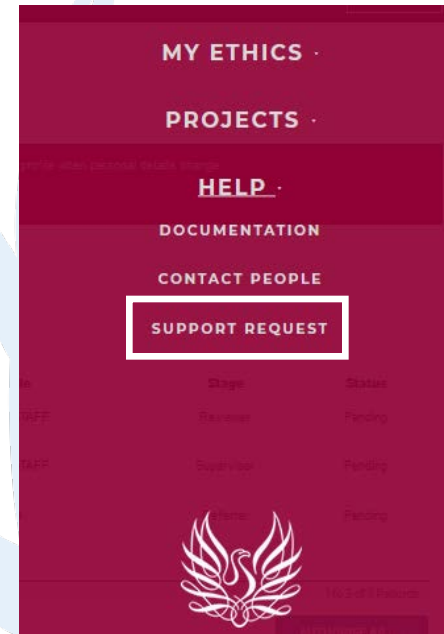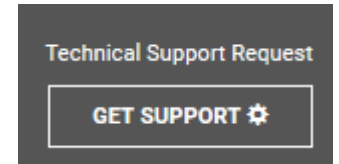
Technical Support

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,
please contact your
local ethics administrator