

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**

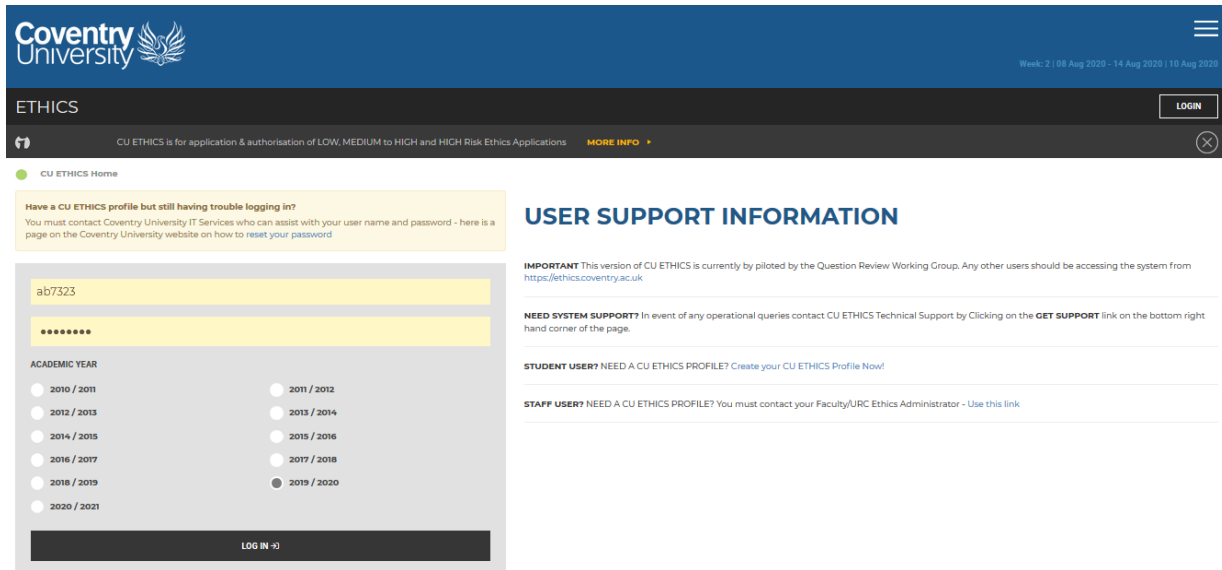
The Times and Sunday Times
Good University Guide 2019

**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 range 'Week: 2 | 08 Aug 2020 - 14 Aug 2020 | 10 Aug 2020' on the right. Below the header is a dark grey navigation bar with the word 'ETHICS' on the left and a 'LOGIN' button on the right. A secondary navigation bar below that 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.

Below the navigation bar, there is 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'.

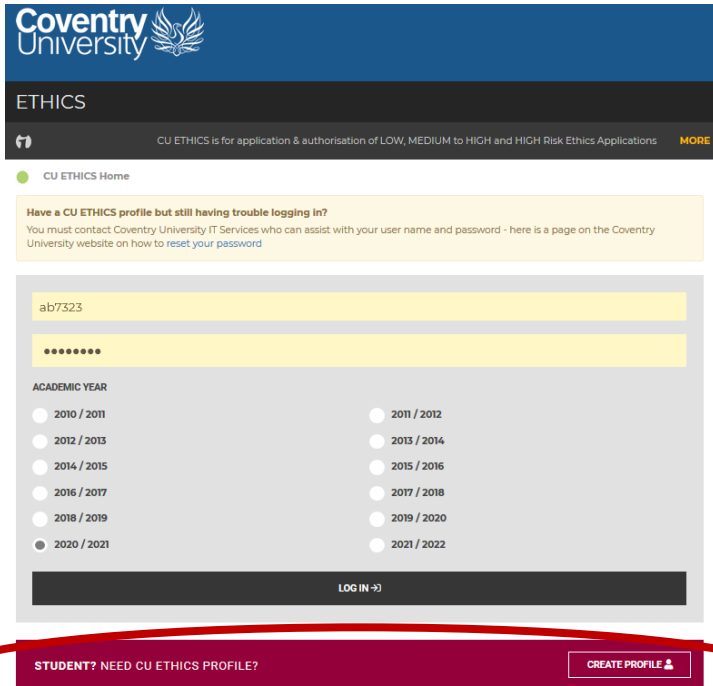
The main content area is divided into two columns. The left column contains a login form with a text input field containing 'ab7323', a password input field with masked characters, and a section titled 'ACADEMIC YEAR' with radio buttons for the following years: 2010 / 2011, 2012 / 2013, 2014 / 2015, 2016 / 2017, 2018 / 2019, 2020 / 2021, 2011 / 2012, 2013 / 2014, 2015 / 2016, 2017 / 2018, and 2019 / 2020. The 2019 / 2020 option is selected. At the bottom of the form is a 'LOG IN' button.

The right column is titled 'USER SUPPORT INFORMATION' and contains three sections of text:

- 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.
- STUDENT USER? NEED A CU ETHICS PROFILE?** Create your CU ETHICS Profile Now!
- STAFF USER? NEED A CU ETHICS PROFILE?** You must contact your Faculty/URC Ethics Administrator - Use this link

Creating a CU Ethics profile

- Students can register for a CU Ethics Profile on the online system [homepage](#)



Coventry University

ETHICS

CU ETHICS is for application & authorisation of LOW, MEDIUM to HIGH and HIGH Risk Ethics Applications [MORE INFO](#)

CU ETHICS Home

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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](#)

ab7323

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 type="radio"/> 2021 / 2022

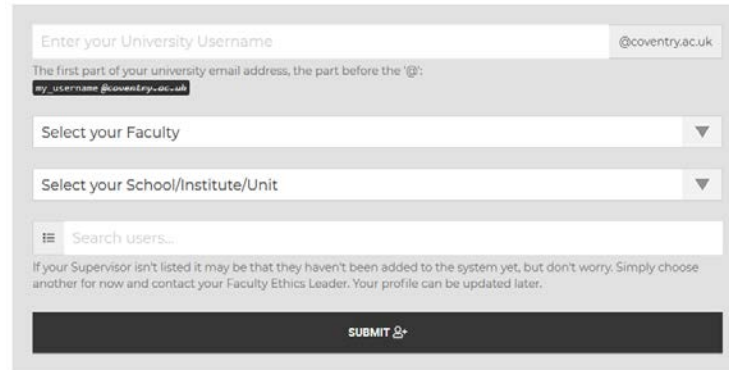
LOG IN →

STUDENT? NEED CU ETHICS PROFILE? [CREATE PROFILE](#)

Creating a CU Ethics profile

- It is essential the correct Faculty/School/Research Institute is selected to ensure applications are directed through the correct review route.

STUDENT REGISTRATION FORM



The screenshot shows a web form for student registration. It includes a text input field for 'Enter your University Username' with a dropdown arrow and the text '@coventry.ac.uk' to its right. Below this is a note: 'The first part of your university email address, the part before the '@':' followed by a small example 'my_username@coventry.ac.uk'. There are two dropdown menus: 'Select your Faculty' and 'Select your School/Institute/Unit'. Below these is a search bar with a magnifying glass icon and the text 'Search users...'. A small note below the search bar reads: 'If your Supervisor isn't listed it may be that they haven't been added to the system yet, but don't worry. Simply choose another for now and contact your Faculty Ethics Leader. Your profile can be updated later.' At the bottom is a black 'SUBMIT' button with a right-pointing arrow.

- Students should contact their supervisor if they are unsure which they are aligned to.
- Once the registration form has been completed an e-mail will be sent to confirm registration to the students CU e-mail.

Dashboard – overview (students)

MY ETHICS

FULL NAME

J Bloggs

FACULTY

[PS] Professional Services

SCHOOL/INSTITUTE/UNIT

Research Services

MY ROLES

Student

If any of these details are incorrect, visit [my details](#) to make changes.

If you are unsure about something, see the [documentation](#).

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 PROJECTS

Ref	Title	Module	Stage	Status
P124756	TEST APPLICATION FOR USER GUIDES	TEST	Reviewer	Pending

1 to 1 of 1 Records.

MY PROJECTS

NEW PROJECT

Dashboard – overview (students)

Coventry University logo

Navigation bar (expands on next slide)

g 2021 | 2020/2021

ETHICS

J Bloggs | [PS] Research Services

LOGOUT

CU ETHICS Home > D

MY ETHICS

Brief profile overview

[Change academic year](#)

FULL NAME
J Bloggs

FACULTY
[PS] Professional Services

SCHOOL/INSTITUTE/UNIT
Research Services

MY ROLES
Student

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My Projects

MY PROJECTS

Project reference numbers

Ref	Title	Module	Stage	Status
P124756	TEST APPLICATION FOR USER GUIDES	TEST	Reviewer	Pending

1 to 1 of 1 Records.

MY PROJECTS

NEW PROJECT +

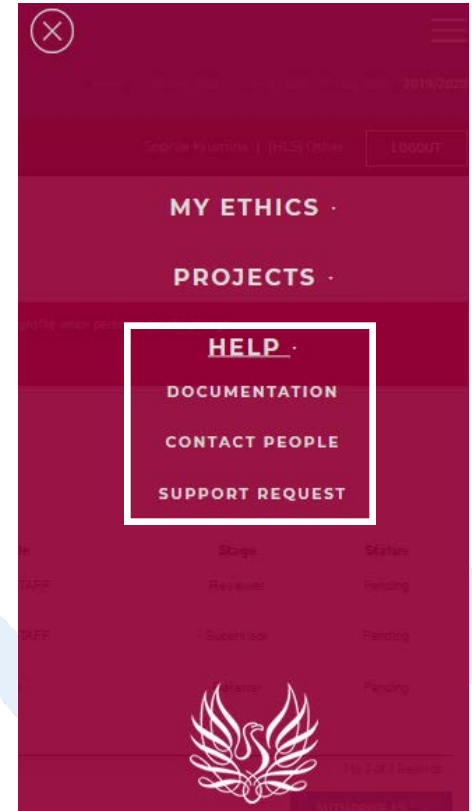
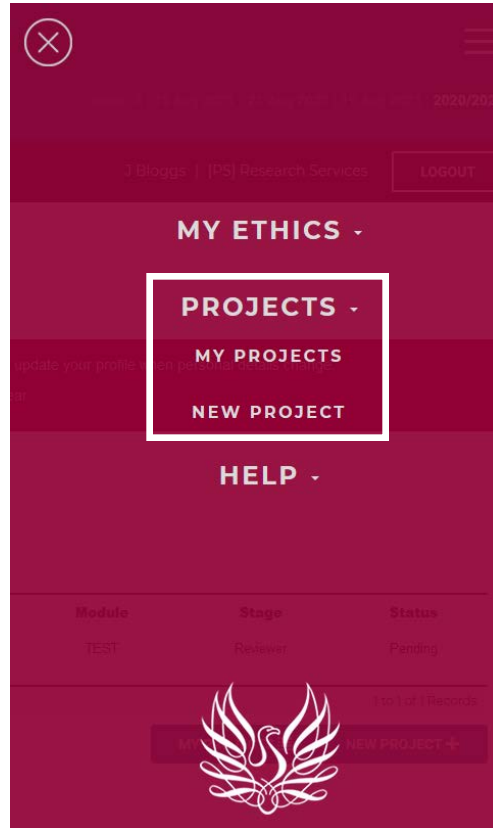
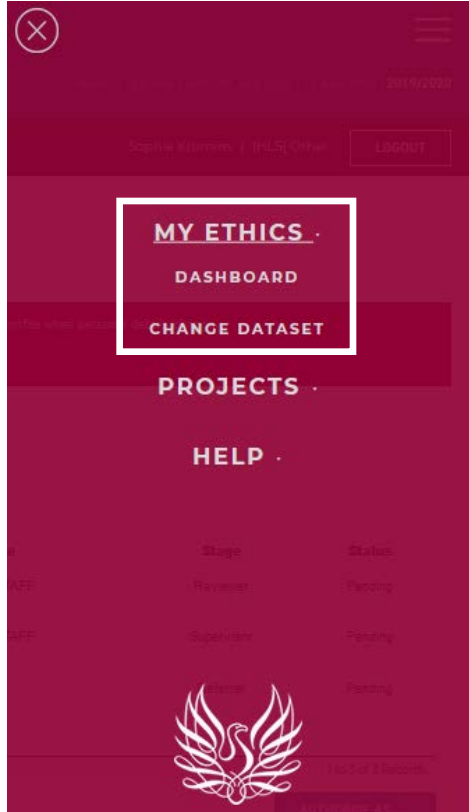
Profile overview, to amend profile details e.g. area, supervisor

Stage and Status of applications

Start a new application

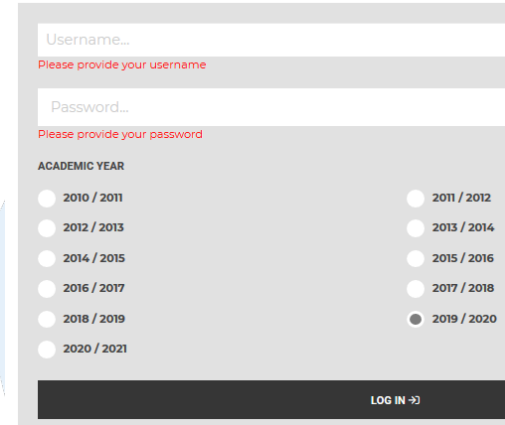
Navigation Bar

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



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



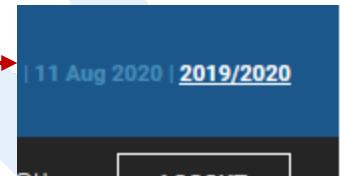
Username...
Please provide your username

Password...
Please provide your password

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 checked="" type="radio"/> 2019 / 2020
<input type="radio"/> 2020 / 2021	

LOG IN →



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
2019/2020

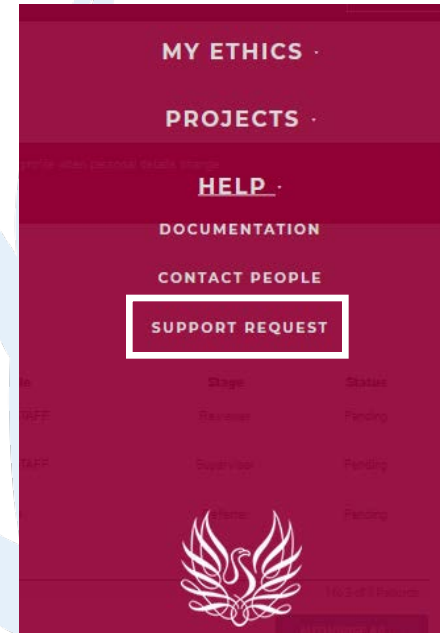
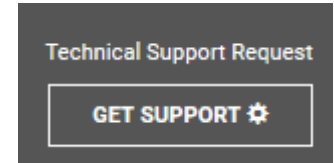
NEW ACADEMIC YEAR

<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 checked="" type="radio"/> 2019 / 2020
<input type="radio"/> 2020 / 2021	

UPDATE ↻

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

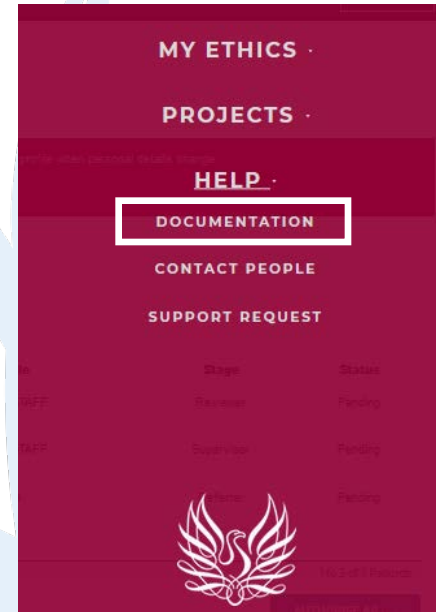
Upload a Document

[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.

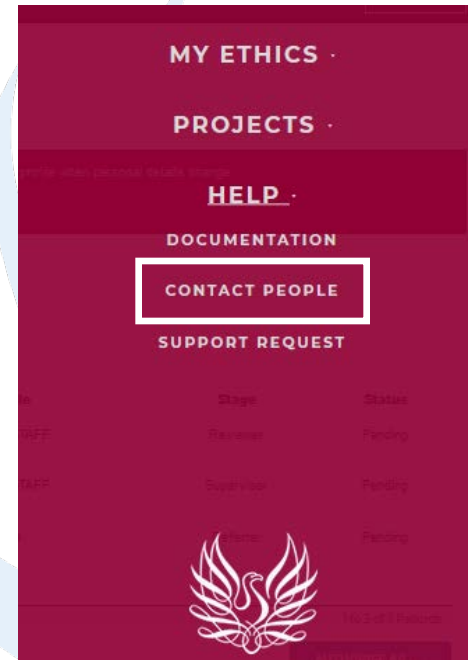
Documentation

- 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#>



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

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