

# 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**

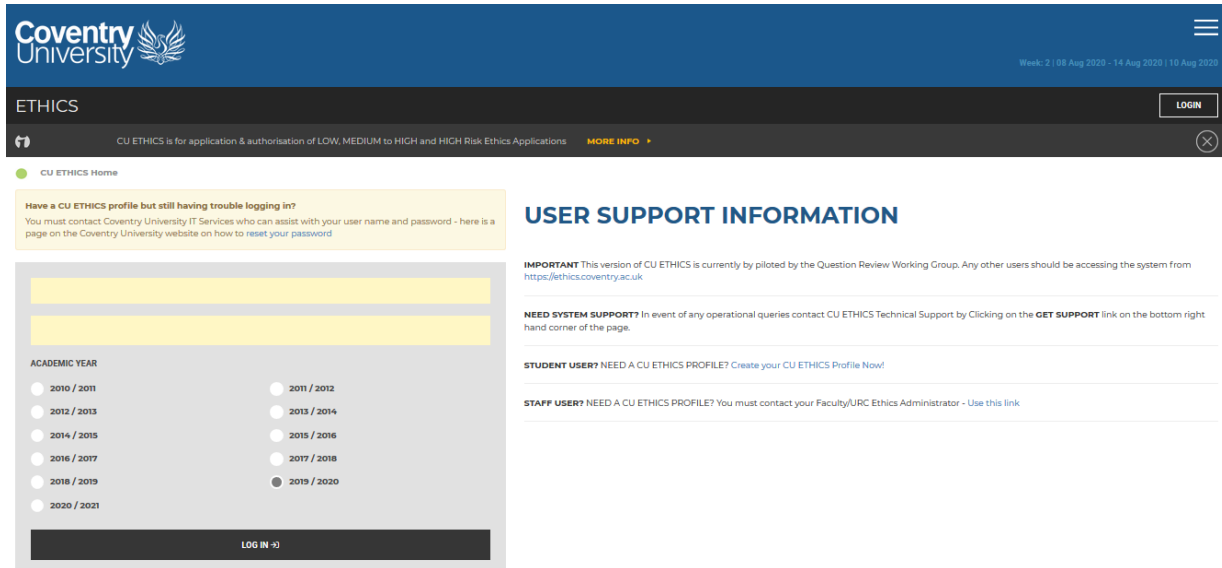
The Times and Sunday Times  
Good University Guide 2019

**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 CU Ethics Online website interface. At the top, there is a dark blue header with the Coventry University logo on the left and a hamburger menu icon on the right. Below the header, a dark grey navigation bar contains the word "ETHICS" on the left and a "LOGIN" button on the right. A secondary dark grey 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. The main content area has a light grey background. On the left, there is a section titled "ACADEMIC YEAR" with a list of year ranges from 2010/2011 to 2020/2021, each with a radio button. The 2019/2020 option is selected. Below this list is a "LOG IN" button. On the right, there is a section titled "USER SUPPORT INFORMATION" with three paragraphs of text. The first paragraph is marked "IMPORTANT" and mentions a pilot version. The second paragraph is marked "NEED SYSTEM SUPPORT?" and provides contact information. The third paragraph is marked "STUDENT USER?" and provides a link to create a profile. The fourth paragraph is marked "STAFF USER?" and provides a link to contact the administrator.

Coventry University

Week: 2 | 08 Aug 2020 - 14 Aug 2020 | 10 Aug 2020

ETHICS LOGIN

CU ETHICS Home

**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](#)

**USER SUPPORT INFORMATION**

**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](#)

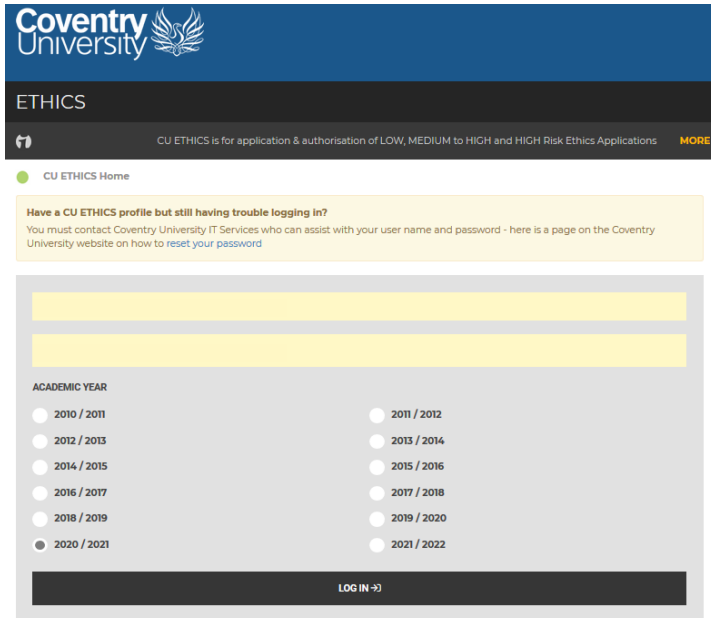
ACADEMIC YEAR

- 2010 / 2011
- 2012 / 2013
- 2014 / 2015
- 2016 / 2017
- 2018 / 2019
- 2020 / 2021
- 2011 / 2012
- 2013 / 2014
- 2015 / 2016
- 2017 / 2018
- 2019 / 2020

LOG IN


# Creating a CU Ethics profile

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



The screenshot shows the Coventry University ETHICS homepage. At the top is the Coventry University logo. Below it is a dark blue header with the word "ETHICS" in white. A navigation bar contains a home icon, the text "CU ETHICS is for application & authorisation of LOW, MEDIUM to HIGH and HIGH Risk Ethics Applications", and a "MORE" link. A green dot indicates the current page is "CU ETHICS Home". A yellow warning box contains 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 grey login form with two yellow input fields. Underneath is 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, 2019 / 2020, and 2021 / 2022. At the bottom of the form is a "LOG IN" button with a right-pointing arrow.

STUDENT? NEED CU ETHICS PROFILE?

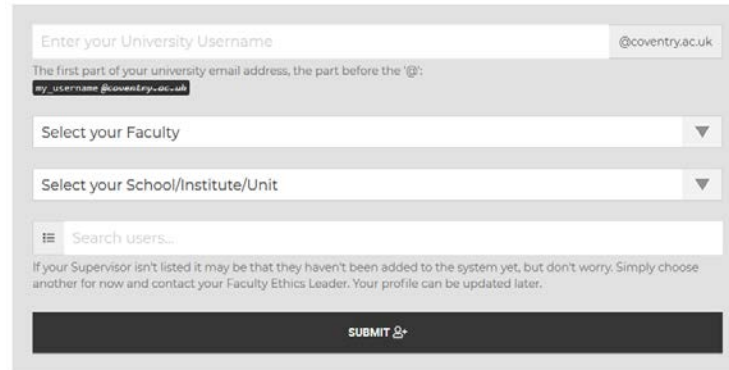
CREATE PROFILE 



# 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 for '@coventry.ac.uk'. Below this is a note: 'The first part of your university email address, the part before the '@':' followed by a text input field containing 'my\_username@coventry.ac.uk'. There are two dropdown menus: 'Select your Faculty' and 'Select your School/Institute/Unit'. A search bar labeled 'Search users...' is also present. At the bottom, there is a '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

Brief profile overview

[Change academic year](#)

## MY ETHICS

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 +

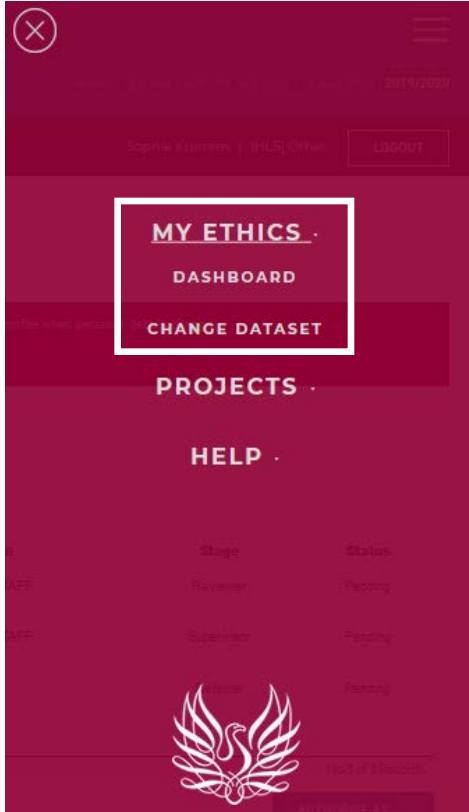
Profile overview, to amend profile details e.g. area, supervisor

Stage and Status of applications

Start a new application

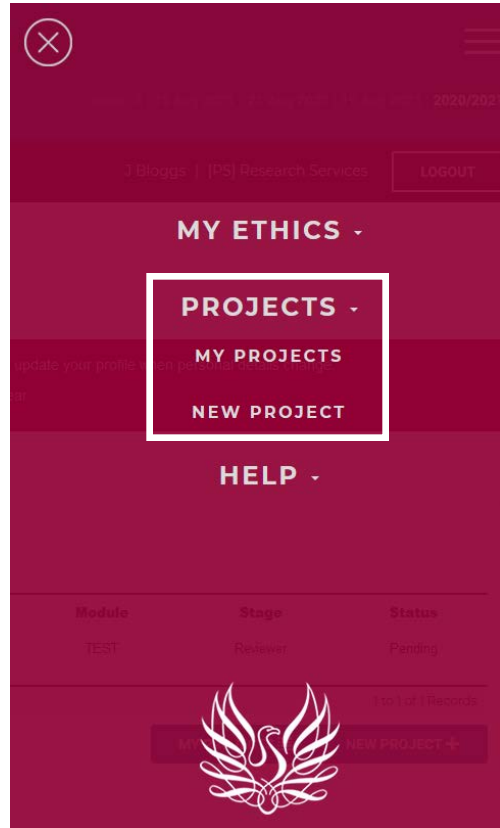
# Navigation Bar

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



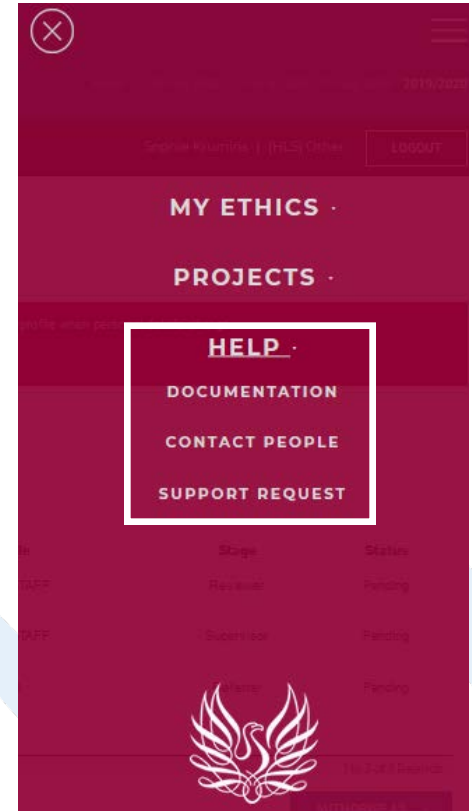
Navigation bar with the following items:

- MY ETHICS (highlighted)
- DASHBOARD
- CHANGE DATASET
- PROJECTS
- HELP



Navigation bar with the following items:

- PROJECTS (highlighted)
- MY PROJECTS
- NEW PROJECT
- HELP

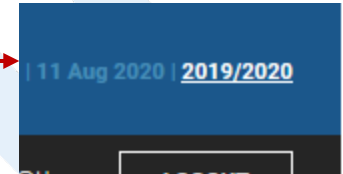
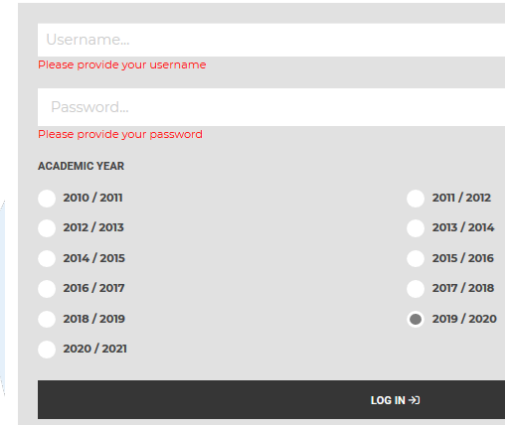


Navigation bar with the following items:

- HELP (highlighted)
- DOCUMENTATION
- CONTACT PEOPLE
- SUPPORT REQUEST

# 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**  
2019/2020

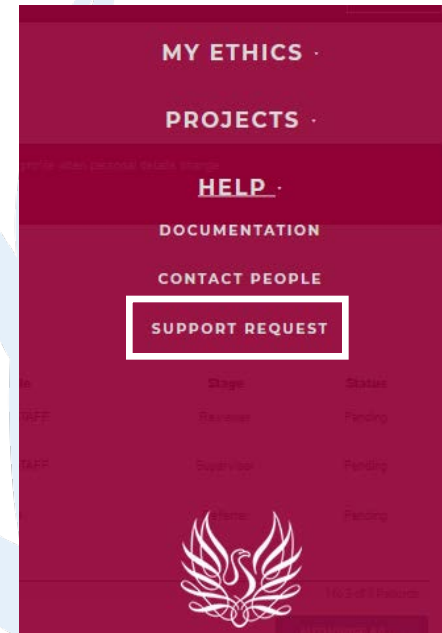
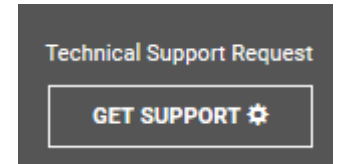
**NEW ACADEMIC YEAR**

<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\*

##### Email Address\*

#### Product Details

##### Product\*

Select the product you are having an issue with

##### Category\*

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

#### Your Message

##### Subject\*

What is your issue specifically

##### Request Details\*

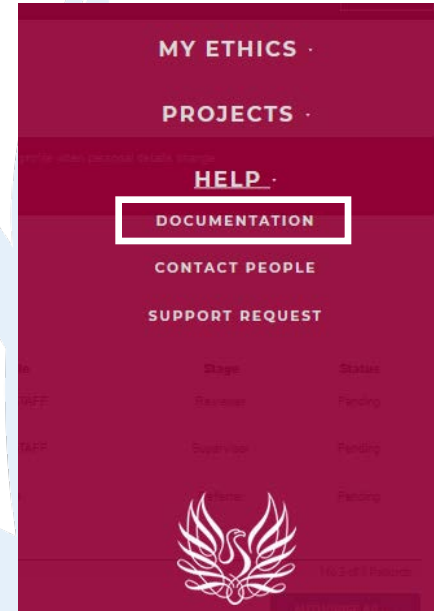
#### Supporting Documentation

##### Upload a Document

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.

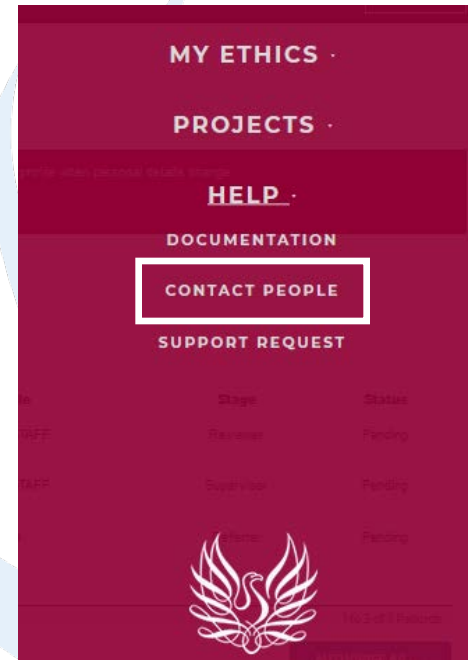
# Documentation

- 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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