

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

Online Application System

- [CU Ethics Online](#)
- [Creating a CU Ethics Profile](#)
- [Dashboard Overview](#)
- [Navigation Bar](#)
- [Academic Year](#)
- [Technical Support](#)
- [Documentation](#)
- [Contact People](#)



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 login interface. At the top, there is a dark blue header with the Coventry University logo on the left and a menu icon on the right. Below the header, a dark grey bar contains the word "ETHICS" and a "LOGIN" button. A navigation bar below that includes 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 is divided into two columns. The left column features a "CU ETHICS Home" link, a yellow warning box about login issues, a login form with a text field containing "ab7323" and a password field with masked characters, and a section for selecting an "ACADEMIC YEAR" with radio buttons for various year ranges from 2010/2011 to 2019/2020. A "LOG IN" button is at the bottom of this section. The right column is titled "USER SUPPORT INFORMATION" and contains three sections: "IMPORTANT" (noting a pilot version), "NEED SYSTEM SUPPORT?" (providing contact info for technical support), and "STUDENT USER? NEED A CU ETHICS PROFILE?" (providing a link to create a profile). A "STAFF USER? NEED A CU ETHICS PROFILE?" section is partially visible at the bottom.

Creating a CU Ethics profile

Student (UG, PGT and PGR)

Students can create a CU Ethics Profile via the link on the online system homepage

STUDENT? NEED CU ETHICS PROFILE?

CREATE PROFILE 

When creating a student profile, it is essential the correct Faculty/School/Research Centre is selected. Students should contact their supervisor if they are unsure which they are aligned to.

STUDENT REGISTRATION FORM

Enter your University Username

@coventry.ac.uk

The first part of your university email address, the part before the '@':

my_username@coventry.ac.uk

Select your Faculty

Select your School/FRC

Select...

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.

SUBMIT 

Staff

- Staff should contact their [local ethics administrator](#)
- Once a profile has been created staff can log in with their Coventry University username and usual password.

Username...

Please provide your username

Password...

Please provide your password

Dashboard – overview

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

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
School Ethics Leader
Supervisor
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My Projects My Modules My Students Authorise

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

MY PROJECTS

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P104715	xx		Supervisor	Pending

Project reference numbers

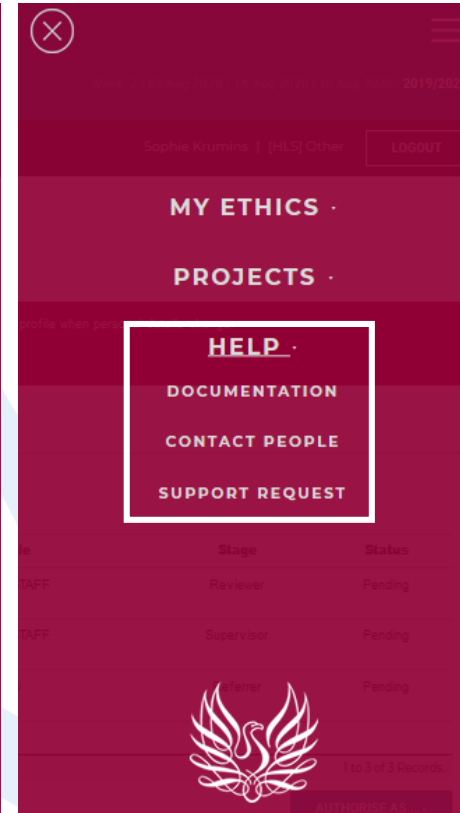
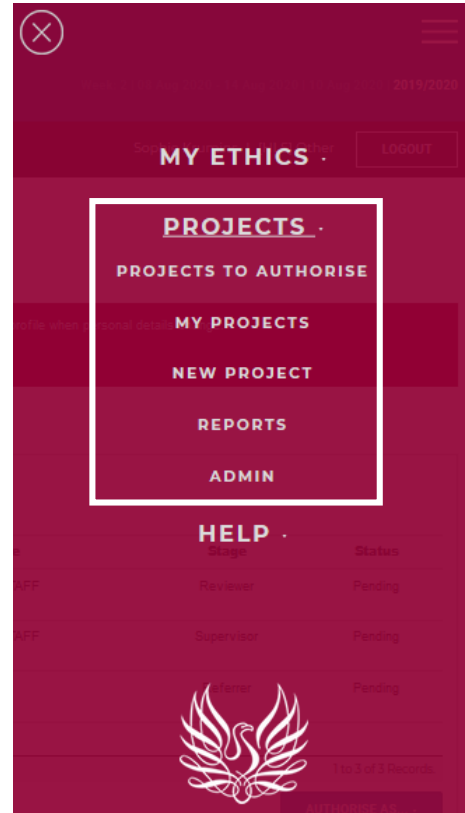
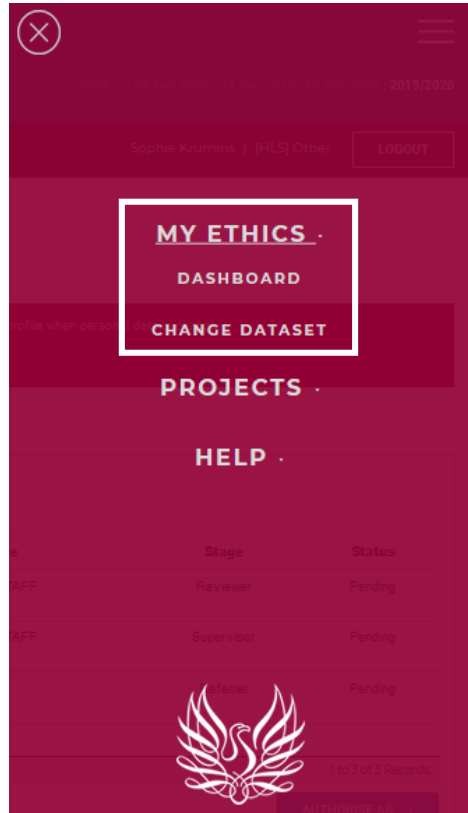
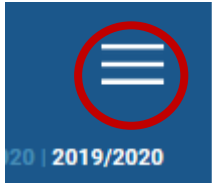
Stage and Status of applications

Profile overview, to amend profile details e.g. Supervisor

Start a new application

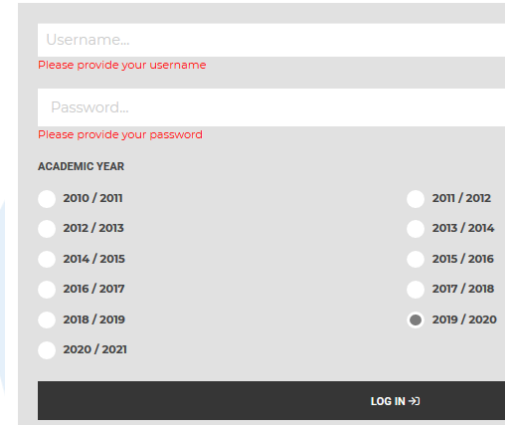
MY PROJECTS NEW PROJECT +

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



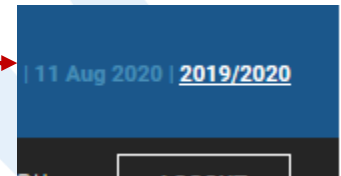
Username...
Please provide your username

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

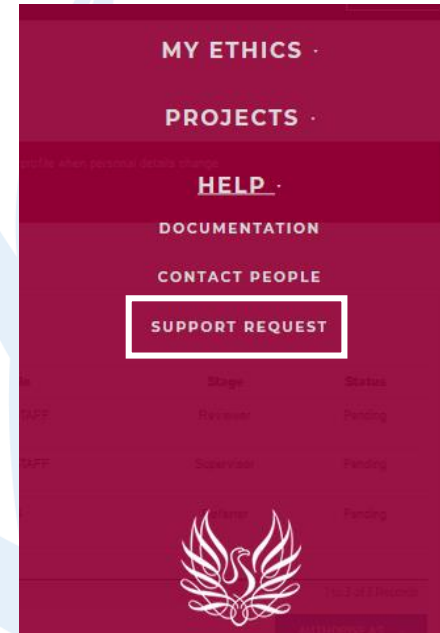
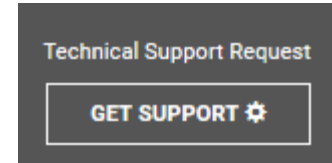
NEW ACADEMIC YEAR

<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*

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

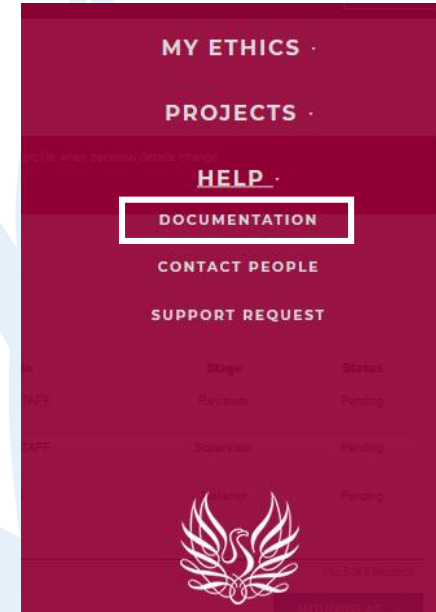
Upload a Document

 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.

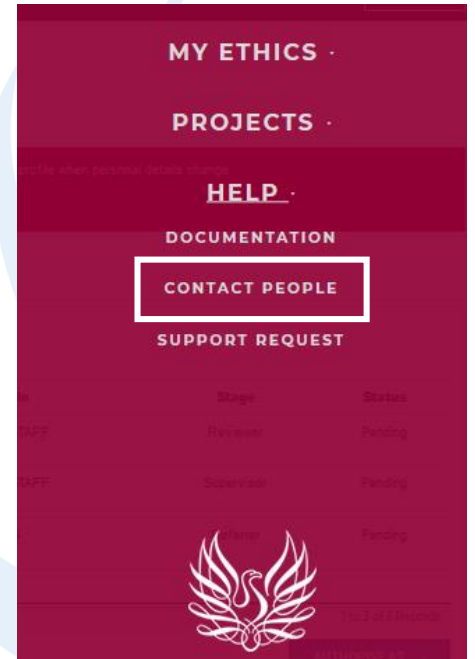
Documentation

- 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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