

CU ETHICS OVERVIEW

CU ETHICS is an online system designed for academics and students to submit Ethics Project applications.

Applications submitted are reviewed and authorised online using a controlled process that is modelled on the Coventry University Policy(ies) – ie: '**Low Risk**', '**Medium to High Risk**' and '**High Risk**' process and includes prompts for Health & Safety (H&S) Risk Assessment considerations. The Project Creation Process has recently been updated to automatically derive the categorization of risk based on responses to questions on the Project Forms.

The key benefit of using CU ETHICS is that all Project applications are accessible to relevant personnel, with up to date support documentation available at **ALL** times and the status of Project applications can be monitored.

KEY POINTS

GENERAL

1. CU ETHICS is available at <https://ethics.coventry.ac.uk>
2. Users require a CU ETHICS account:
 - o **students** can register for an account at <https://www.ethics.coventry.ac.uk/register.aspx>
 - o **academics** accounts are created by Faculty Ethics Administrators (FEAs) who apply the appropriate roles (Faculty Leader, Reviewer, Supervisor and/or Registry) to the account profile.
3. CU ETHICS is account driven and the available user functionality relates to the roles assigned ie. Student, Faculty Leader, Supervisor, Reviewer, ...
4. To access CU ETHICS use your university account (eg. username/password) as accounts are authenticated using university's Active Directory (AD).
5. All account holders can submit any number of ethics applications.
6. Relevant files (consent forms, leaflet, health & safety checklist, ...) are uploaded with application.
7. Checklists, reviewer forms, associated comments are auto-generated by the system using a batch process at 00.10am every morning and are then available to download anytime.

8. CU ETHICS process is modelled on the manual process (eg. Faculty Leader would decide whether application requires Review and selects appropriate Reviewer) previously used by the university.
9. High Risk applications are processed on the system but still require use of IRAS (Integrated Research Application System) to complete the Checklist. The IRAS Checklist is uploaded during the CU ETHICS application process and then maybe accessed by Faculty Leaders, Supervisors and Reviewers.

PROJECT APPLICATION

10. Project applications are initiated using 'Create Project (New)' in **My Projects** area.
11. A unique Project Ref number is auto generated by the system
12. The Create project form allows the applicant to:
 - i. input the project title, start date and module code (if required);
 - ii. project details (overview of research area, methodologies, etc.
 - iii. declare investigation of sensitive areas
13. If the response to iii. Above is 'Yes' the Project is progresses through the authorisation process but is flagged as 'Sensitive'. The authorisers will scrutinize the project and possibly contact the applicant to check the details. If the Sensitive area(s) is/are deemed acceptable by the Authorisers the Project will be 'signed off' – the Faculty Ethics Leader can engage DVC approval if required.
14. Project details are captured in electronic forms which captures the data that populates the checklist documentation.
15. The New Project Creation Process utilises a 'wizard' mechanism that presents the forms to the user as they navigates through the process by Clicking 'Next' or 'Previous' buttons.
16. As Next or Previous buttons are used the content in the forms is **Saved**.
17. On the resultant forms the section's label colour will change from the default (blue) to Green, Amber or Red depending on the responses. This colour coding is qualitative and does not stop the approval process.
18. Some questions have built in triggers that prompt the applicant for additional information.
19. The Project can be Saved at any point in the process by Clicking Next or Previous buttons and Navigating to My Projects.
20. The Project can only be Submitted when all sections of the form are completed.
21. When a Project is Submitted the applicant cannot edit the details – the Project is **Locked**.
22. When the Project is Submitted an email receipt is sent to the applicant and an alert to the Authoriser - the Authoriser then has access to Project ... when the Authoriser Logs into the

system they will have access to their Projects (those that require authorising and those that have been authorised).

23. The applicant can track the progress of their Projects by Logging in, Clicking on Ref number and Clicking on the Approval Steps Tab.

PROJECT APPROVAL

24. The CU ETHICS process is preconfigured to ensure an automated flow to select the appropriate authorisor (Supervisor, Module Leader, Departmental Ethics Leader, Faculty Leader) progress the Project through to the Final stage where the application will be locked and documentation available. The automated mapped process can be manually overridden by the Faculty Ethics Administrator who can change an Authorisor and change a Project stage.
25. Authorisers use an authorisation form to authorise a Project.

PROJECT REVIEW

26. The Review process is anonymous so the Reviewer name is not visible in the Approval Steps.

SUPPORT

27. Help (user guide, guidance, documentation, contacts, ...) is available at when logged in the Support area.
28. It is possible to consult the User Guide whilst completing a Project form without having to Save using a 'Back to Project' link.
29. On-page guidance is available under the banner on each page.
30. There is also on page contextual help by hovering over text with purple coloured highlights.
31. Any operational queries should be directed to the Faculty Ethics Administrator by email. Any issues or queries that require technical advice and/or intervention will be forwarded to the developers.
32. Any issues identified that may require a system modification are raised and discussed at a monthly University CU ETHICS User Forum that comprises of Faculty Ethics Administrators, Faculty Ethics Leaders, Registry, Human Resources and Developers and is Chaired by the University Director of Research. Any actions are agreed by this Group.
33. Emergency support available at contact: technical@kaj-isis.co.uk (please make message subject: CU ETHICS).

