

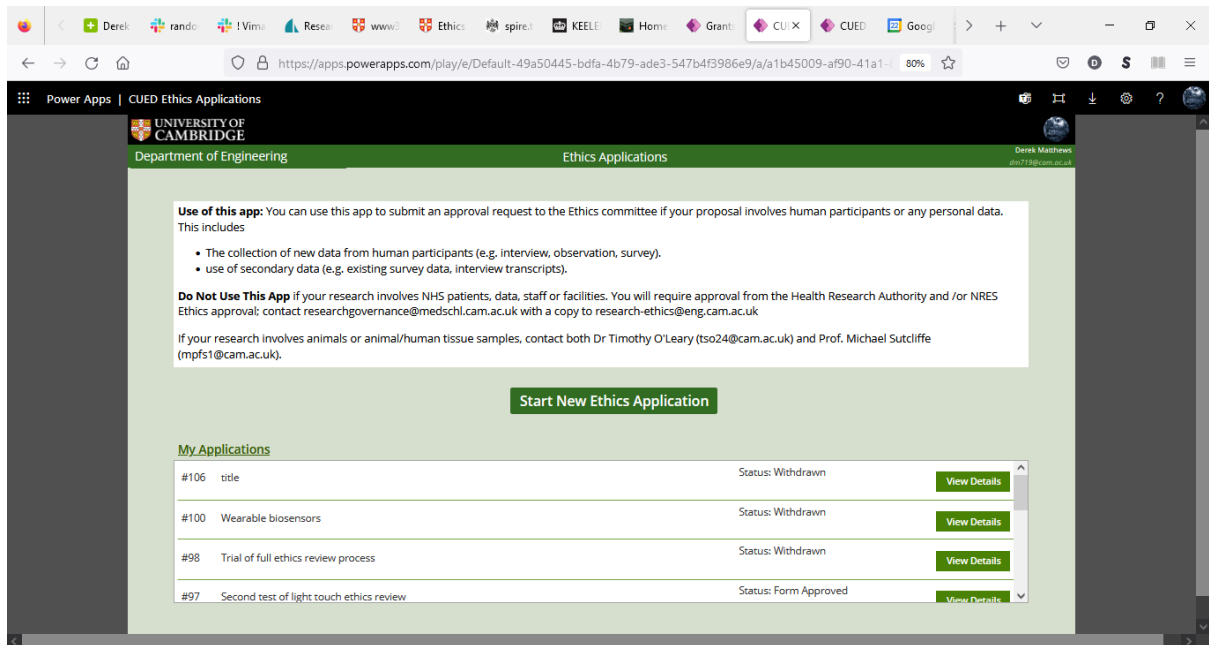
# Ethics Review Portal – Quick Start Guide.

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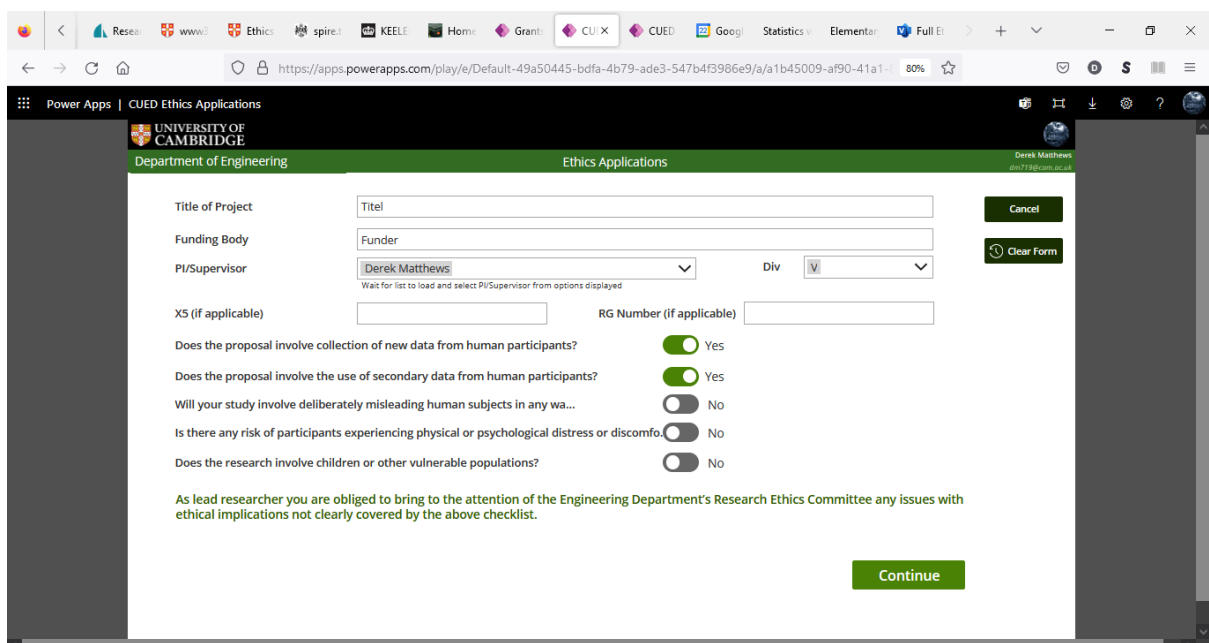
## Applicant Tasks

Use the link on the [ethics intranet site](#) to access the ethics portal. Read the instructions and then click the 'Start New Ethics Application' button.



## Light-Touch review

Fill out the details of your project title, funder, supervisor, division and then toggle the buttons that apply to your project. Selecting either of the top two will trigger a light-touch review. Click 'Continue' when finished.



You will be asked to confirm that your project does not involve highly sensitive personal data. CUED REC does not review application of this type, which should instead be sent to the school committee.

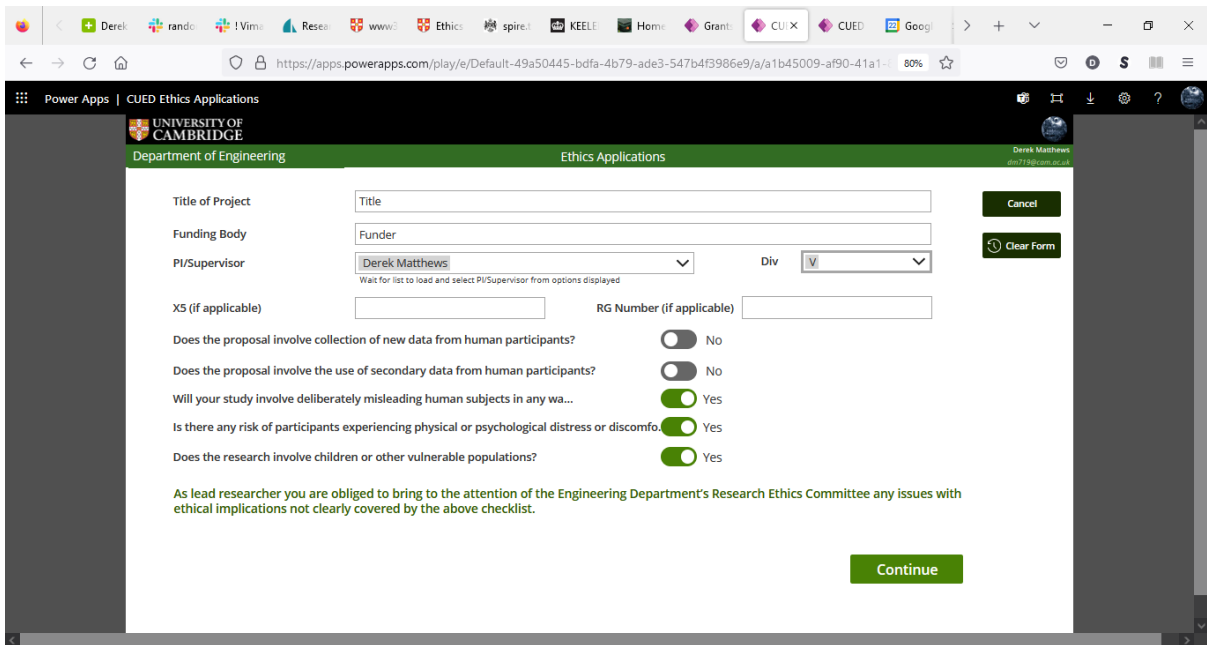
The screenshot shows a web browser displaying the 'CUED Ethics Applications' form. The page title is 'Ethics Applications' and the user is identified as 'Derek Matthews'. The form is titled 'Ethics Application #133: Titel' and is under the 'Department of Engineering'. A section titled 'Assessing very high risk personal data use' contains a green box with the following text: 'Applications should normally be referred for advice from the University's DPO where the application proposes:'. Below this is a list of seven bullet points describing high-risk data processing scenarios. At the bottom of this section, there is a question: 'Does the above apply to any of the data you are collecting?' with a toggle switch set to 'Yes'. A green 'Continue' button is located at the bottom right of the form.

Clicking 'Continue' will take you to the form below. Fill out the description of your project and how participant consent will be acquired. You will need to upload a Participant Information Sheet together with a consent form. Confirm that you have read the guidance on the website and that you have the consent of your supervisor to carry out this project. Click 'Continue'

The screenshot shows the next step of the 'CUED Ethics Applications' form. The page title is 'Ethics Applications' and the user is 'Derek Matthews'. The form is titled 'Ethics Application #133: Titel' and is under the 'Department of Engineering'. It features a 'Clear Form' button in the top right. The form is divided into several sections: 'Description' with a text input field; 'Participant Consent' with a text input field; 'Attachments' which lists two uploaded files: 'Consent form.docx' and 'Participant Information Sheets-1.docx', with a note to be patient while files upload; and 'Declaration' with a text input field and a 'View Webpage' button. At the bottom, there is a toggle switch set to 'Agreed' and a green 'Continue' button.

## Full Ethical Review

If any of the bottom three toggles are selected, a full ethical review is triggered.

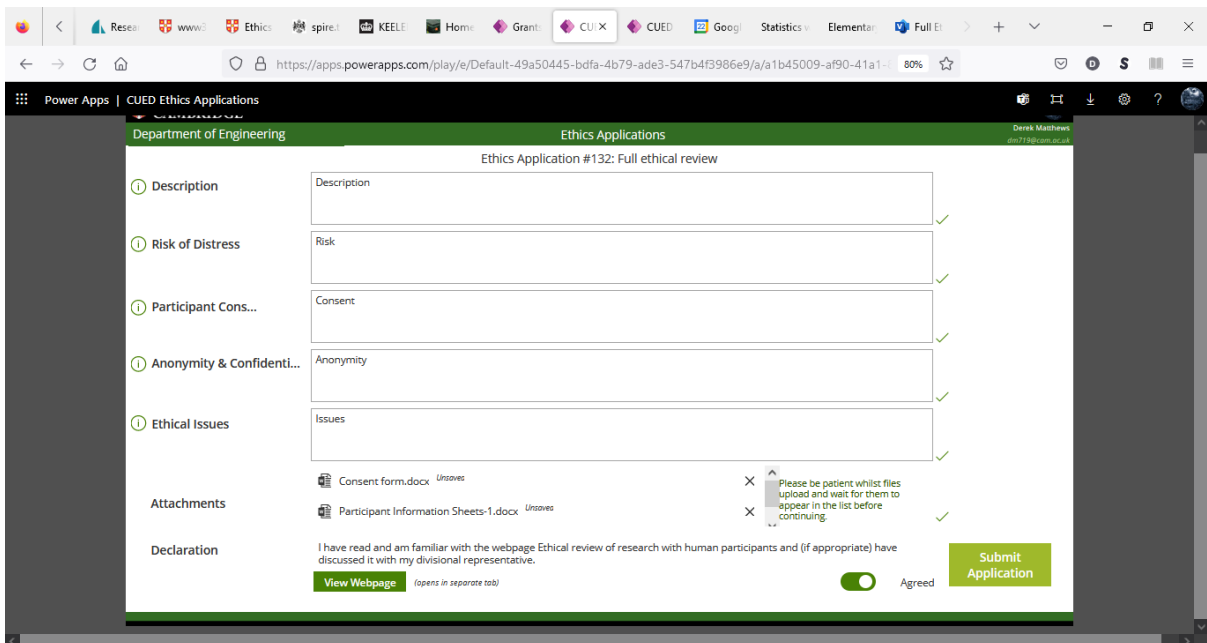


The screenshot shows the 'CUED Ethics Applications' form in a web browser. The form is titled 'Department of Engineering Ethics Applications' and is for 'Derek Matthews'. It includes fields for 'Title of Project', 'Funding Body', 'PI/Supervisor', and 'Div'. There are also fields for 'X5 (if applicable)' and 'RG Number (if applicable)'. The form contains several questions with toggle switches:

- Does the proposal involve collection of new data from human participants?  No
- Does the proposal involve the use of secondary data from human participants?  No
- Will your study involve deliberately misleading human subjects in any wa...  Yes
- Is there any risk of participants experiencing physical or psychological distress or discomfo...  Yes
- Does the research involve children or other vulnerable populations?  Yes

Below the questions, there is a note: 'As lead researcher you are obliged to bring to the attention of the Engineering Department's Research Ethics Committee any issues with ethical implications not clearly covered by the above checklist.' At the bottom right, there is a 'Continue' button.

The input screen for a full ethical review has additional questions.



The screenshot shows the 'CUED Ethics Applications' form in a web browser, titled 'Ethics Application #132: Full ethical review'. It includes fields for 'Description', 'Risk of Distress', 'Participant Cons...', 'Anonymity & Confidenti...', and 'Ethical Issues'. There are also fields for 'Attachments' and 'Declaration'. The form contains several questions with toggle switches:

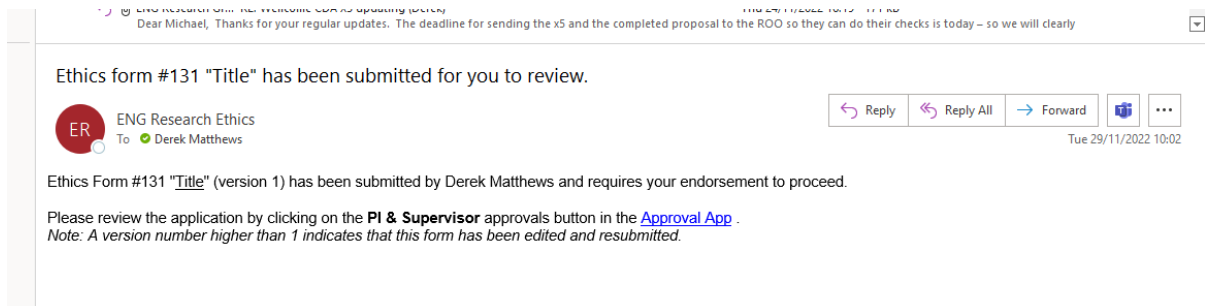
- Consent form.docx  Unsaved
- Participant Information Sheets-1.docx  Unsaved
- I have read and am familiar with the webpage Ethical review of research with human participants and (if appropriate) have discussed it with my divisional representative.  Agreed

At the bottom right, there is a 'Submit Application' button. A tooltip message is visible: 'Please be patient whilst files upload and wait for them to appear in the list before continuing.'

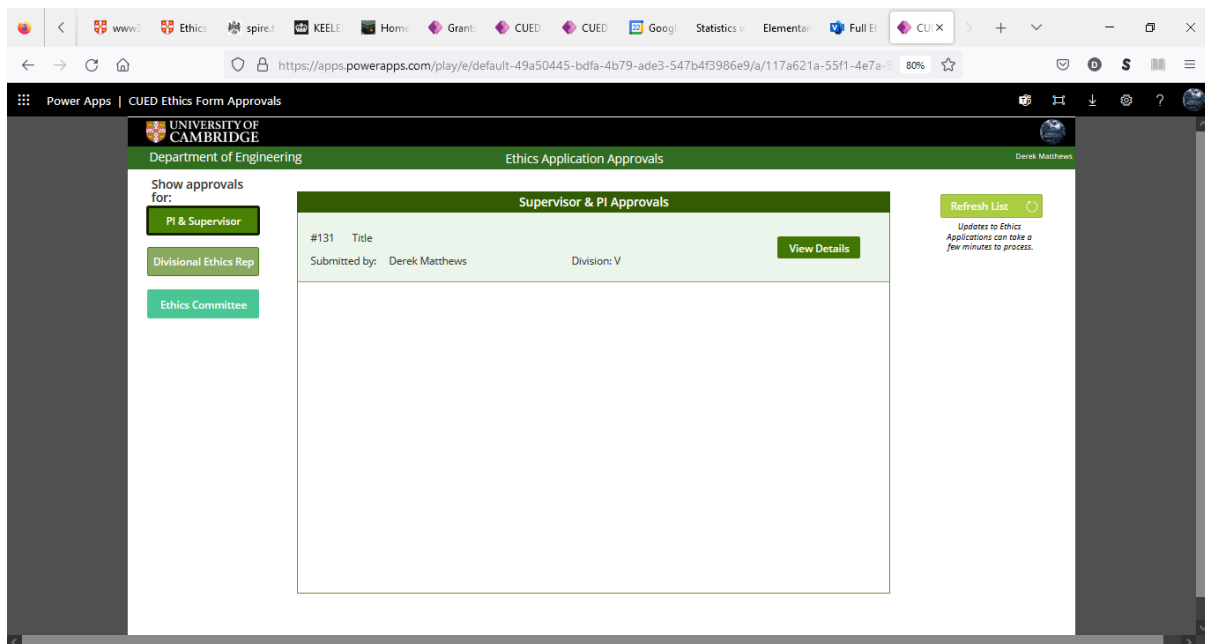
For light-touch and full ethical review, once submitted, your named supervisor will be requested to endorse the project.

## Supervisor Tasks

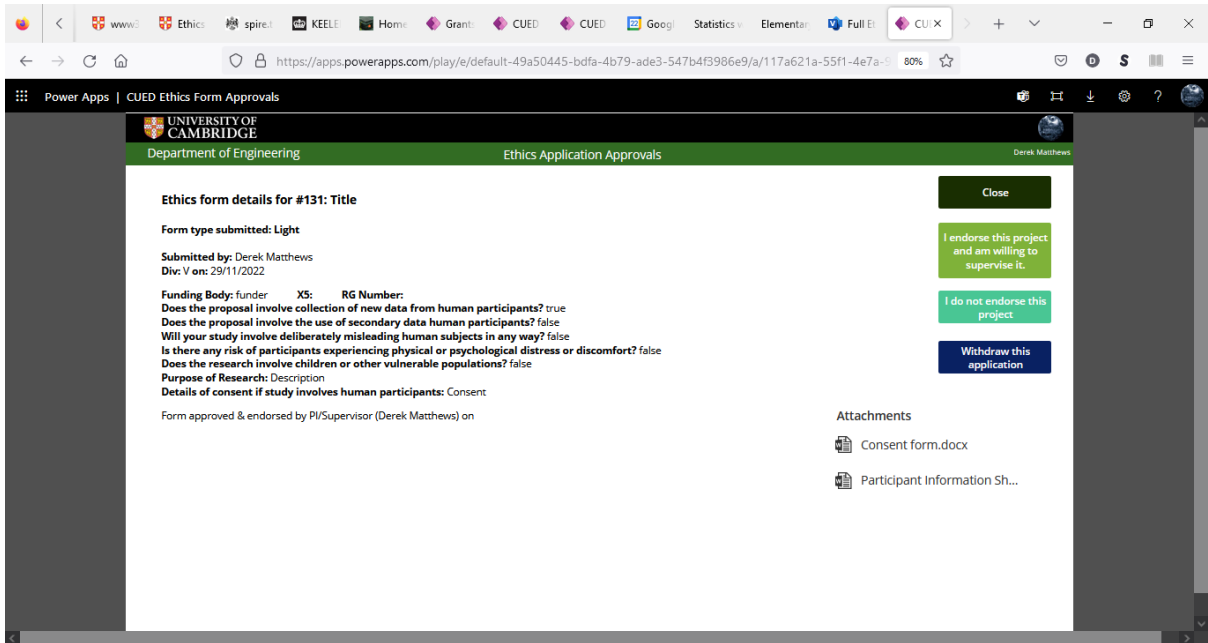
Named supervisors on an application will be sent an email alerting them to this fact and requesting them to confirm that they endorse the project and are willing to supervise it. The named supervisor must be a Cambridge-based principal investigator. PIs only can nominate themselves as supervisors.



Clicking on the link in the email will take you to the following screen. Select the appropriate application using the 'View Details' button.



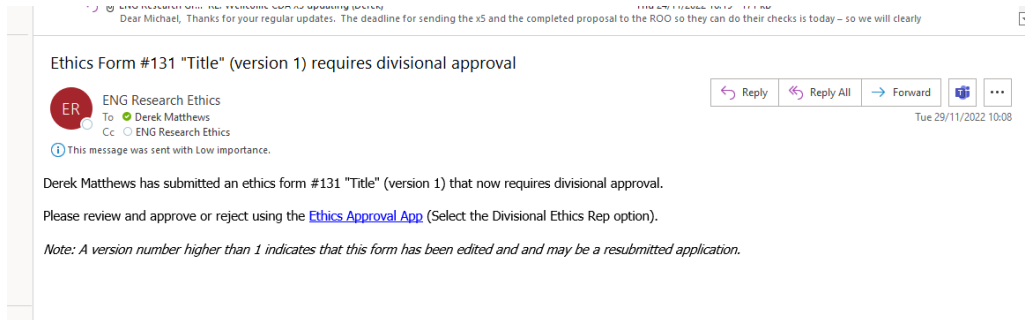
The details of the project are shown on the screen below. If you are happy to take responsibility for the project, click on the green button otherwise reject the application.



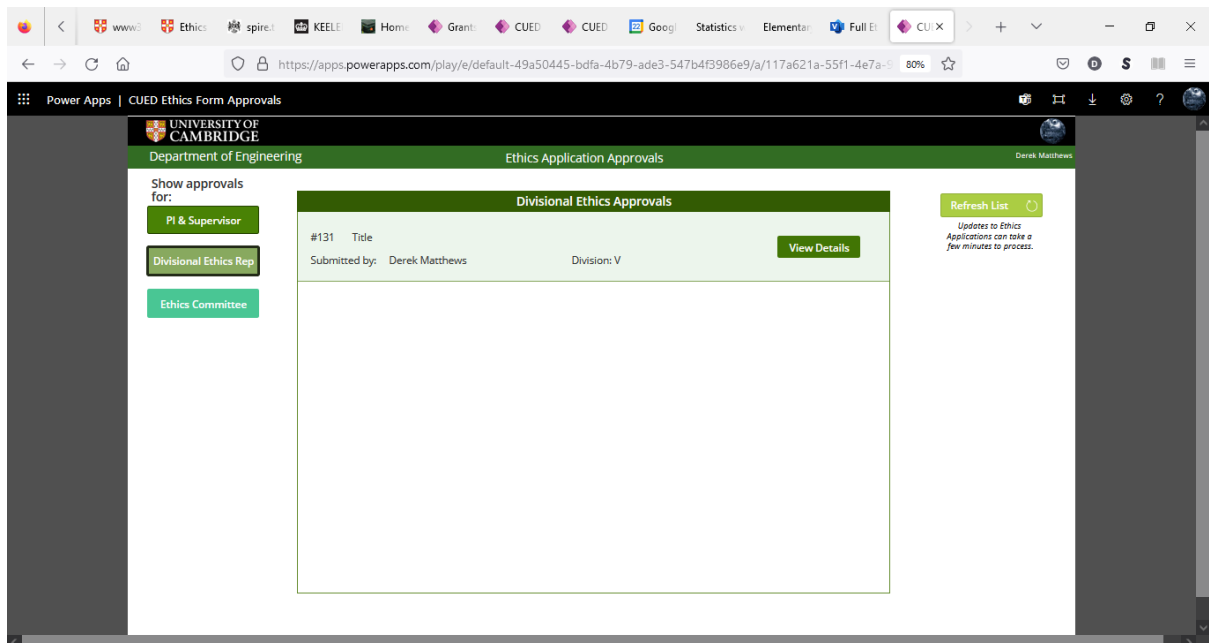
Once a project has the agreement of the named supervisor, the workflow transfers the divisional ethics representative for assessment.

## Divisional Representative Tasks

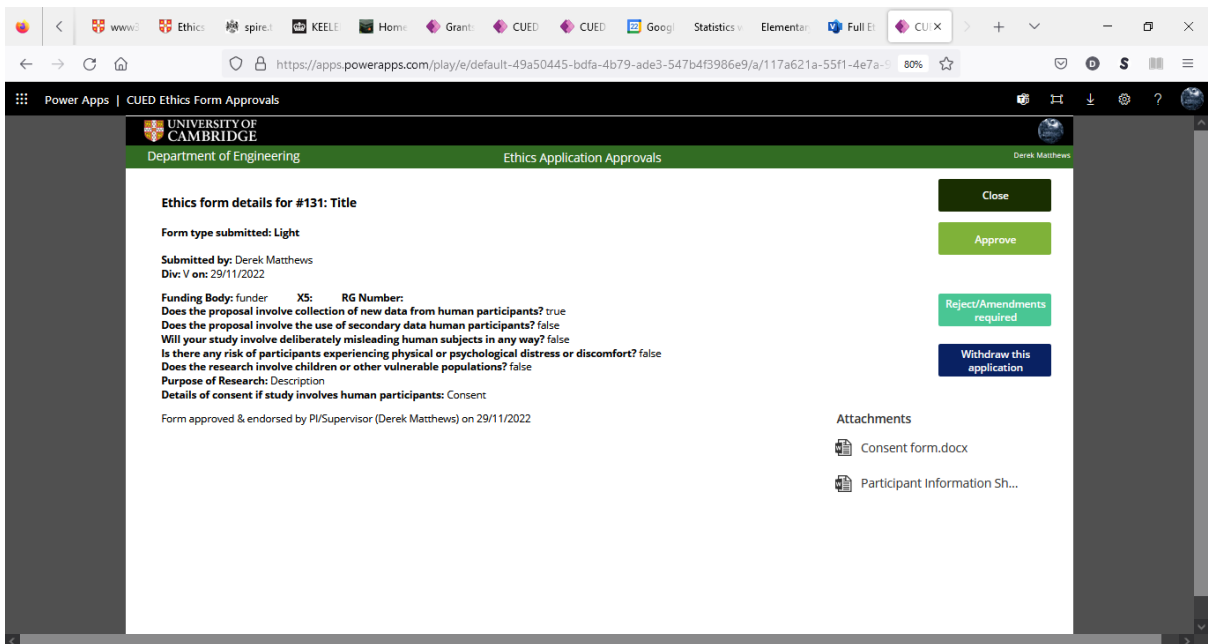
The ethics representative for a division will be alerted to a new application for them to review via an email like this.



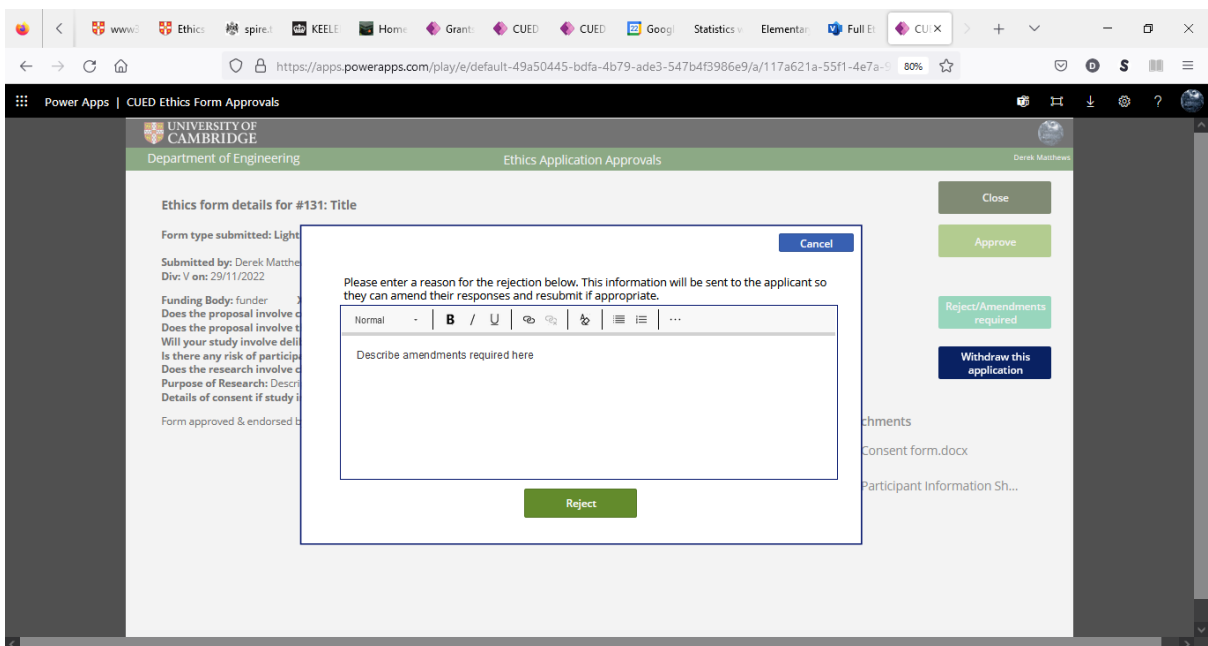
Clicking on the link in the email will take you to the following screen. Please click on the 'Division Ethics Rep' button on the left and then click on the 'view details' button for the appropriate application.



The details of the application are shown on the following screen. You have the choice of approving or sending it back to the applicant for minor amendments. If the application is unsuitable for CUED REC review (eg it involves the collection of sensitive personal information; involves NHS patients or animals), you can choose to withdraw it completely.



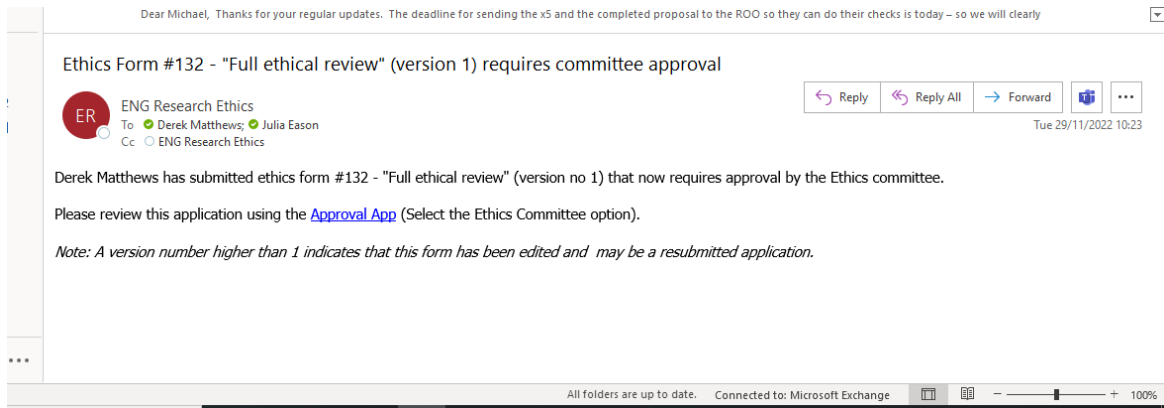
If you click on the 'Reject/Amendments required' button, the following dialogue will pop up. Please indicate the changes that are required to make the application acceptable and click 'Reject'.



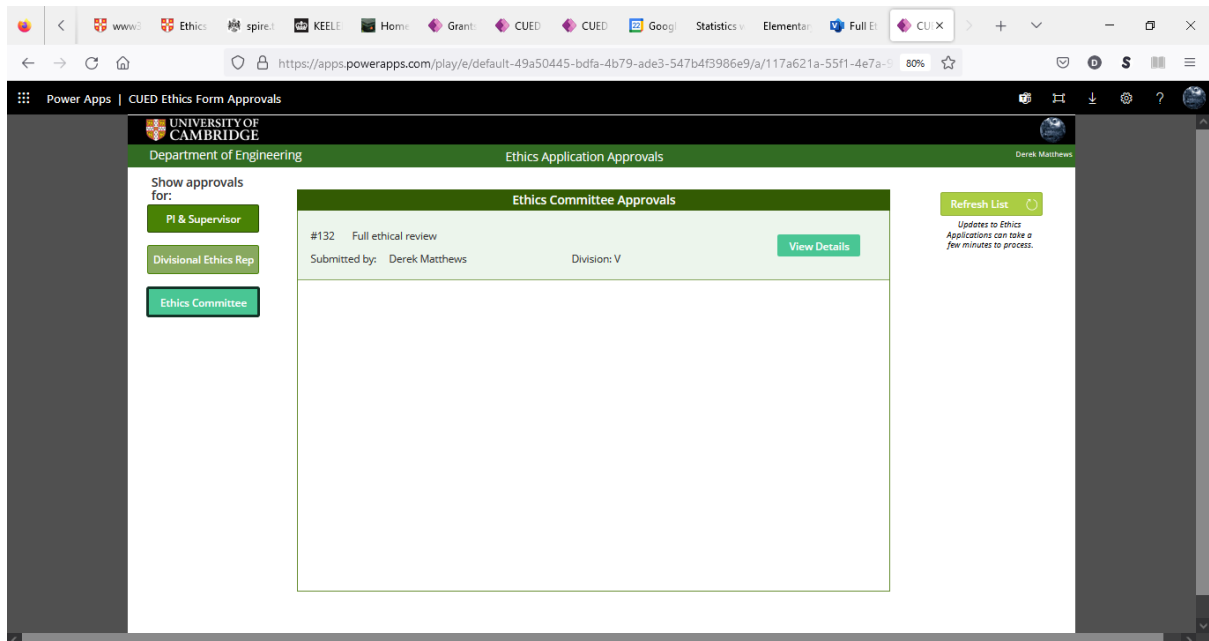


## Full Ethical Review (committee members' tasks)

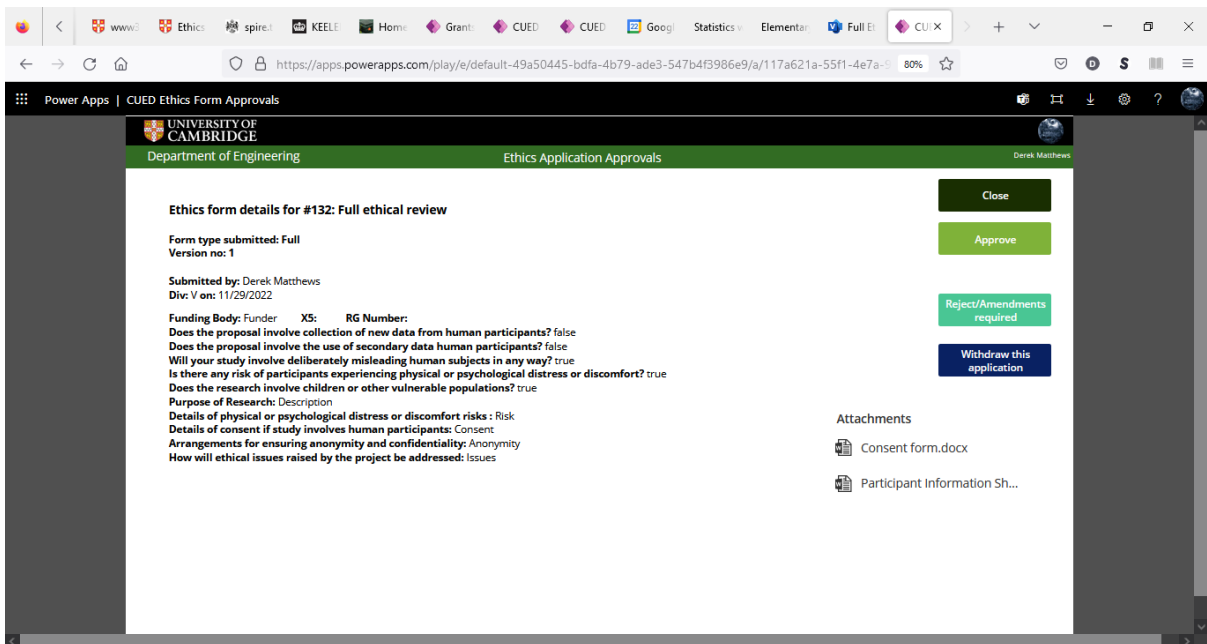
Every member of the Ethics Committee will receive an email like the following when a full review is triggered.



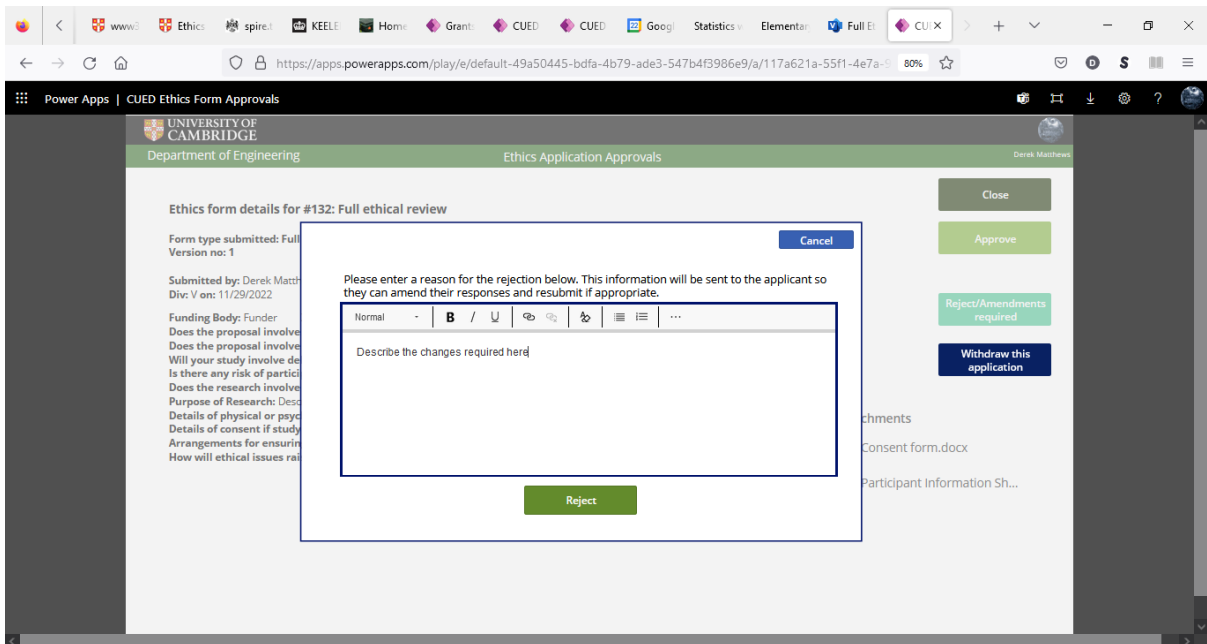
Clicking on the link in the email will take you to the following screen. Please click on the 'Ethics Committee' button on the left and select the appropriate application by clicking on the 'View Details' button.



This will bring up the following screen showing the details of the application.

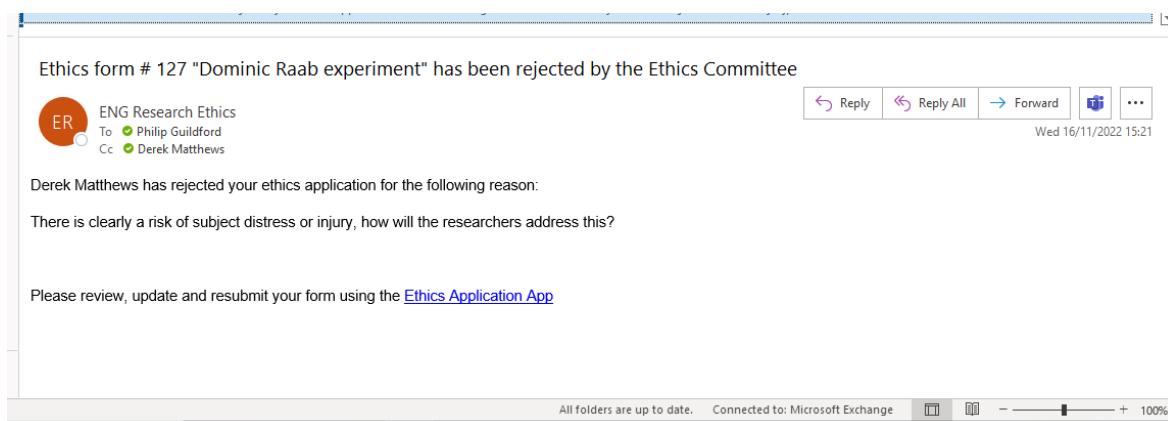


You have the choice of approving, sending it back for minor amendments or withdrawing it completely if it is inappropriate for CUED REC review (eg it involves the collection of sensitive personal information; involves NHS patients or animals). All committee members are alerted whenever a review decision is made.

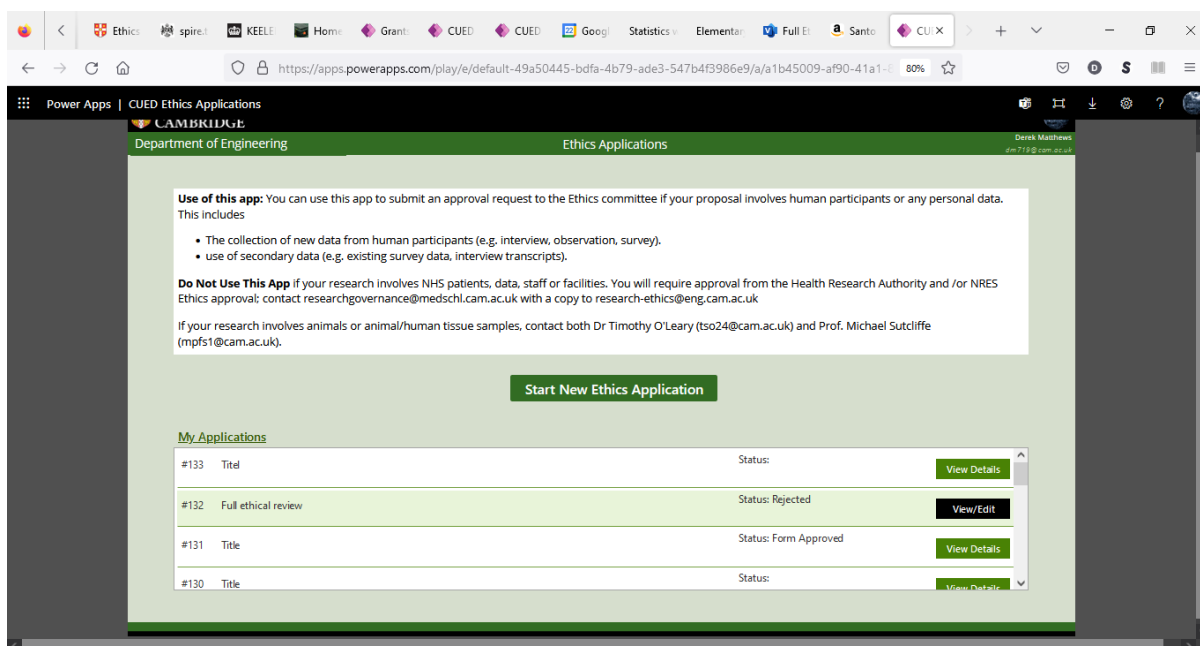


## Light-touch and full ethical approval (applicant tasks)

If your application is not acceptable in its current form, it will be returned for amendment and you will receive an alert similar to the email below, which will give the reasons that the application was rejected and what needs to be done to make it acceptable.



Click on the link in the email and you will be taken to the Application page where you can select the application that requires amending by clicking on the 'View/Edit' button.



This will take you to a screen like the one below where you can make the changes / add clarifications as requested in the email.

Once the changes are complete, click on the 'Resubmit Form' button to return your application to the committee.

Power Apps | CUJED Ethics Applications

UNIVERSITY OF CAMBRIDGE  
Department of Engineering Ethics Applications

Derek Matthews  
d.m718@cam.ac.uk

Title: Full ethical review

FundingBody: Funder

PI/Supervisor: Derek Matthews Div: V

XS (if applicable): RG Number (if applicable):

Does the proposal involve collection of new data from human participants?  No

Does the proposal involve the use of secondary data from human participants?  No

Will your study involve deliberately misleading human subjects in any way?  Yes

Is there any risk of participants experiencing physical or psychological discomfort?  Yes

Does the research involve children or other vulnerable populations?  Yes

Attachments: Consent form.docx, Participant Information Sheets-1.docx

Comments (if applicable):  
Supervisor: Div Ethics Rep: Ethics Committee: rejected to unstick the application.

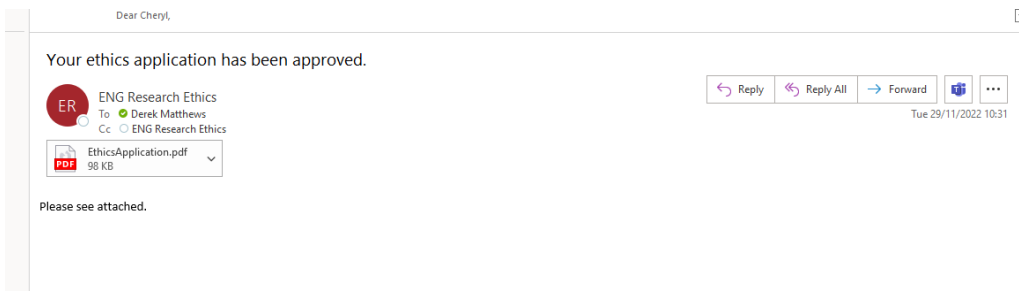
Purpose of Research: Description

Risk of Distress: Make some changes to your application as requested

Participant Consent: Consent

Buttons: Close, Resubmit Form

Once your application is in a form that is acceptable to the committee, your application will be approved, and you will receive a notification email with an award letter attached.



# Appendix

Workflow diagram for full ethical review.

