Ethics Review Portal – Quick Start Guide.

Contents

| Applicant Tasks | 2 |
|---|----|
| Light-Touch review | 2 |
| Full Ethical Review | 4 |
| Supervisor Tasks | 5 |
| Divisional Representative Tasks | 7 |
| Full Ethical Review (committee members' tasks) | 9 |
| Light-touch and full ethical approval (applicant tasks) | 11 |
| Appendix | 13 |

Applicant Tasks

Use the link on the <u>ethics intranet site</u> to access the ethics portal. Read the instructions and then click the 'Start New Ethics Application' button.

| ٠ | | 🛨 Dere | sk i!: | rando | 🚏 ! Vima | 🔥 Resear | 😽 www3 | 😽 Ethics | 臠 spire.t | 📾 KEELE | 📓 Home | 🔶 Grants | 🔶 CUIX | 🔶 CUED | 🔁 Googi | | + | \sim | - | ٥ | × |
|--------------|---------------|--------|---------------|---|--|---|--|---|--|---|--|--|--|---|---|------------|-------------|------------------------------|---|---|--------|
| \leftarrow | \rightarrow | Cú | Ъ | | OA | https://apps | powerapps. | com/play/e/ | Default-49a | 50445-bdfa-4 | 1b79-ade3-5 | 47b4f3986e | 9/a/a1b450 | 09-af90-41a | a1-8 80% | ☆ | | \bigtriangledown | 0 | S | |
| | Powe | r Apps | CUED E | thics Ap | plications | | | | | | | | | | | | Ę | Б Ц | ₹ | ٨ | ? |
| | | | | AMBRI | FY OF DGE | | | | | | | | | | | | | S. | | | ^ |
| | | | Depar | tment o | f Engineerir | ng | | | | Ethics Ap | oplications | | | | | | Der dm7 | rek Matthews 19@com.oc.uk | | | |
| | | | | Use of This inc • Ti • us Do Not Ethics a If your (mpfs1 | this app: Yo :ludes ne collection se of second t Use This A approval; cor research inv @cam.ac.uk | ou can use th n of new data lary data (e.g npp if your res ntact researc <i>v</i> olves animal). | is app to sub from human existing sun search involv hgovernance s or animal/h | mit an appro participants vey data, inte es NHS patie @medschl.ca numan tissue | (e.g. intervie rview transco nts, data, sta am.ac.uk with e samples, cou | o the Ethics co w, observatior ripts). ff or facilities. n a copy to res ntact both Dr 1 nt New Eth | ommittee if y n, survey). You will requ earch-ethicsi Timothy O'Le ics Applic | our proposal ire approval @eng.cam.ac ary (tso24@c ation | involves hun from the Hea .uk :am.ac.uk) an | nan participa alth Research d Prof. Micha | ints or any p a Authority a ael Sutcliffe | personal d | ata. IES | | | | |
| | | | | #106 | title | | | | | | | 2 | status: Withdra | awn | | View De | tails | | | | |
| _ | | | | #100 | Wearable bi | iosensors | | | | | | 2 | status: Withdra | awn | | View De | tails | | | | |
| | | | | #98 | Trial of full e | ethics review p | process | | | | | 9 | status: Withdra | awn | | View De | tails | | | | |
| _ | | | | #97 | Second test | t of light touch | ethics review | | | | | 2 | itatus: Form Aj | pproved | | View De | vails 🗸 | | | | |
| < | | | | | | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | - | | | | | → → |

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.

| ٠ | < | 4 | Resear | 8 ww | ww3 | B Ethics | 🖄 spire. | de KEELE | 📓 Home | 🔶 Grant | s 🔶 CUIX | 🔶 CUED | 🔁 Googi | Statistics v | Elementary | 🔹 Full Et | > + | \sim | | _ | ٥ | × |
|--------------|---------------|--------|---------|-------------|---------------------|--------------|-------------------------|--------------------------------|--------------------------------|---------------------------|--------------------|--------------|-------------|--------------|--------------|----------------|----------|-----------------------------------|---|---|----|-----|
| \leftarrow | \rightarrow | С | 6 | | | | nttps://app: | 5.powerapps. | .com/play/e/D | efault-49a5 | 50445-bdfa-4 | b79-ade3-54 | 17b4f3986e9 | 9/a/a1b4500 |)9-af90-41a1 | -E 80% 🖒 | | ${igsidential}$ | 0 | s | 88 | = |
| | Powe | er App | s CUI | ED Ethics | Applic | ations | | | | | | | | | | | | 6 II | ₹ | ٢ | ? | |
| | | | - | CAME | rsity BRID(| OF GE | | | | | | | | | | | | 2 | | | | î î |
| | | | De | epartmei | nt of Er | ngineerin | g | - | | | Ethics Ap | plications | | | | | | Derek Matthews Im719@cam.ac.uk | | | | |
| | | | | Title | e of Pro | oject | | Titel | | | | | | | | | | Cancel | | | | |
| | | | | Fun | nding B | ody | | Funder | | | | | | | | | <u>_</u> | Toor Form | | | | |
| | | | | PI/S | Supervi | sor | | Derek M Wait for list | atthews o load and select P | Pl/Supervisor fro | om options display | ed | / | Div | V | \checkmark | | lear rorm | | | | |
| | | | | X5 (| (if appli | cable) | | | | | RG | Number (if a | pplicable) | | | | | | | | | |
| | | | | Doe | es the p | oroposal in | nvolve colle | ction of new | data from hu | man partici | ipants? | | Yes | | | | | | | | | |
| | | | | Doe | es the p | oroposal in | volve the u | use of second | ary data from | n human pa | rticipants? | | Yes | | | | | | | | | |
| | | | | Will | l your s | tudy invo | lve delibera | ately mislead | ng human su | bjects in an | iy wa | Q | No | | | | | | | | | |
| | | | | Is t | here ar | ıy risk of p | articipants | experiencing | g physical or p | osychologica | al distress or | discomfo. | No | | | | | | | | | |
| | | | | Doe | es the r | esearch ir | volve child | lren or other | vulnerable po | pulations? | | D | No | | | | | | | | | |
| | | | | As eth | lead re nical im | esearcher | you are o s not clea | bliged to bri rly covered b | ng to the att y the above | ention of t checklist. | the Engineer | ng Departm | ent's Resea | rch Ethics (| committee a | ny issues with | I | | | | | |
| | | | | | | | | | | | | | | | _ | | | | | | | |
| | | | | | | | | | | | | | | | | continue | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |
| < | | | | | | | | | | | | | | | | | | | | | | > |

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.

| ۲ | < | 🔥 Res | ear 😽 www3 | 😽 Ethics | 🖄 spire.t | ණ KEELE | 📓 Home | 🔶 Grants | 🔶 CUIX | 🔶 CUED | 🔁 Googi | Statistics v | Elementary | 🗐 Full Et | > + | \sim | | - | ٥ | × |
|--------------|---------------|--|----------------|-----------------|----------------|-----------------|--------------|----------------|-------------|----------------|-------------|--------------|-------------|-----------|---------|--------------------|-----------------------|---|-----|-----|
| \leftarrow | \rightarrow | Câ | | | nttps://apps.p | owerapps.con | n/play/e/De | fault-49a504 | 445-bdfa-41 | b79-ade3-54 | 17b4f3986e9 | /a/a1b45009 | 9-af90-41a1 | -E 80% T | 22 | | \bigtriangledown | O | S I | = |
| | Powe | er Apps | CUED Ethics Ap | plications | | | | | | | | | | | | ţ, | н | ₹ | 0 | ? |
| | | | Department | of Engineerin | g _ | | | | Ethics Ap | plications | | | | | | Derek N dm719@c | Matthews com.oc.uk | | | ^ |
| | | | | | | | | Ethics | Application | n #133: Titel | | | | | | | | | | |
| | | | Assessin | g very high ri | sk personal | data use | | | | | | | | | | | | | | |
| | | | Applica | itions should r | normally be re | ferred for advi | ice from the | University's l | DPO where t | the applicatio | n proposes: | | | | | | | | | |
| | | Ethics Application #133: Titel Assessing very high risk personal data use Applications should normally be referred for advice from the University's DPO where the application proposes: Utilisation of personal data that is highly and unusually sensitive, particularly where publication proposes: The processing of personal data that, in the event of a security breach or inappropriate publication, might endanger the physical health or safety of the individual concerned. Processing of identifiable biometric or genetic data or the tracking of an identifiable individual's location or behaviour where the processing poses a pla risk of harm or significant adverse effect to the individual to whom the data relates in a way that is unusual for the type of research being undertaken. Profiling individual children or other vulnerable individuals. The collection of personal data without the research participant providing consent, where it would normally be provided in comparable research. Collection of personal data without the research participant providing consent, where it would normally be provided in comparable research. Collection or of personal data without the research participant providing consent, where it would normally be provided in comparable research. Collection or personal data without the research participant providing consent, where it would normally be provided in comparable research. Collection or combination of personal data using a highly innovative technological or organisational solution of which there is a plausible risk of harm or significant adverse effect to individual persons that is unusual for the type of research participants on an individual basis (please note that this is highly u to occur in research). Dense the above apply to apply to apply to apply apply and the data you are | | | | | | | | | | | | | | or e of | | | | |
| | | | collect | ing? | | | | | | | | | | | Continu | ie | | | | |
| < | | | | | | | | | | | | | | | | | | | | > × |

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'

| ۲ | < | 🔥 Re | sear 😽 www3 | 😽 Ethics | 🕸 spire.t | œ KEEL⊡ | 📓 Home | 🔶 Grants | 🔶 CUEX | 🔶 CUED | 🔁 Googi | Statistics v | Elementary | 🗐 Full Et | > • | + ~ | / | - | | ٥ | × |
|--------------|---------------|---------|----------------|---------------|--------------|-------------------------------------|---|--------------------------------|-----------------------------|-----------------|------------------|-----------------|---|-----------------|-----|--------------------|-----------------------|---|---|---|---|
| \leftarrow | \rightarrow | C |) | | nttps://apps | powerapps.co | m/play/e/De | fault-49a50 | 445-bdfa-4 | b79-ade3-54 | 17b4f3986e9/ | a/a1b4500 |)9-af90-41a1 | -E 80% 5 | ~~ | | ${\times}$ | O | s | | ≡ |
| | Powe | er Apps | CUED Ethics Ap | plications | | | | | | | | | | | | Ť | н | ₹ | ٢ | ? | 3 |
| | | | Department o | of Engineerin | g | | | | Ethics App | plications | | | | | | Derek I dm719@i | Matthews com.oc.uk | | | | |
| | | | | | | | | Ethics | s Applicatior | n #133: Titel | | | | | 3 | Clear Forr | n | | | | |
| | | | () | Description | C | escription | | | | | | | | | | | - | | | | |
| | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | \checkmark | | | | | | | |
| | | | () | Participant C | consent | onsent process | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |
| | | | · · | Attachments | i II | f your study invo | lves human p rm.docx ^{Unso} | articipants ple eo | ease attach a F | Participant Cor | nsent form and a | a Participan | t Information sh | neet. • | | | | | | | |
| | | | | | | Participant | Information S | iheets-1.docx | Unsaved | | × | files u them | pload and wait fo to appear in the l | or ist 🗸 | | | | | | | |
| | | | | | | Attach files | | | | | | | Ū | | | | | | | | |
| | | | | Declaration | l h | have read and a ave discussed it | m familiar wit with my divis | h the webpag ional represen | e Ethical revie ntative. | w of research | with human par | rticipants an | d (if appropriat | e) | Con | tipuo | | | | | |
| | | | | | I | View Webpage | e (opens in se | eparate tab) | | | | | | greed | Con | unue | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |
| < | | | | | | | | | | | | | | | | | | | | | > |

Full Ethical Review

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

| ۲ | | 🛨 Dere | k 🕂 randoi | 🚏 ! Vima | 🔥 Resear | 😽 www3 | 😽 Ethics | 樹 spire.t | de KEELE | 📓 Home | 🔶 Grants | 🔶 cui: | × 🔶 CUED | 🔁 Goog | > | + | \sim | | - | ٥ | × |
|--------------|---------------|---------|------------------|------------------|--------------------------------|-------------------------------|------------------------------|------------------------------|--------------------|-------------|--------------|-----------|--------------|--------------|------|---------|---------------------------------|---|---|----|---|
| \leftarrow | \rightarrow | Cú |) | 08 | https://apps | powerapps. | com/play/e/ | /Default-49a | 50445-bdfa- | 4b79-ade3- | 547b4f3986e | 9/a/a1b4 | 5009-af90-41 | la1-8 80% | ☆ | | \bigtriangledown | 0 | s | 88 | = |
| | Powe | er Apps | CUED Ethics A | pplications | | | | | | | | | | | | | ¢ 1 | | ۲ | | 9 |
| | | | UNIVER: CAMBI | SITY OF RIDGE | | | | | | | | | | | | | 2 | | | | ^ |
| | | | Department | t of Engineer | ing | | | | Ethics A | pplications | | | | | | C dn | erek Matthews 1719@com.oc.u/ | | | | |
| | | | Title | of Project | | Title | | | | | | | | | | Ca | incel | | | | |
| | | | Fund | ing Body | | Funder | | | | | | | | | | n a | ar Form | | | | |
| | | | PI/Su | pervisor | | Derek M Wait for list | atthews to load and selec | ct PI/Supervisor fr | rom options displa | iyed | \checkmark | Div | V | ~ | | U U | | | | | |
| | | | X5 (if | applicable) | | | | | R | G Number (i | applicable) | | | | | | | | | | |
| | | | Does | the proposal | l involve colle | tion of new | data from h | uman partic | ipants? | (| No | | | | | | | | | | |
| | | | Does | the proposal | l involve the u | se of second | lary data fro | om human pa | articipants? | (| No | | | | | | | | | | |
| | | | Will y | our study inv | volve delibera | tely mislead | ing human s | subjects in ar | ny wa | | O Yes | | | | | | | | | | |
| | | | Is the | ere any risk o | f participants | experiencin | g physical o | r psychologic | al distress or | discomfo. | O Yes | | | | | | | | | | |
| | | | Does | the research | involve child | ren or other | vulnerable | populations? | , | | O Yes | | | | | | | | | | |
| | | | As le ethic | ad research | er you are ol ons not clear | bliged to bri ly covered l | ing to the a by the abov | ttention of ve checklist. | the Enginee | ring Depart | ment's Rese | arch Ethi | cs Committe | e any issues | with | | | | | | |
| | | | | | | | | | | | | | _ | | | | | | | | |
| | | | | | | | | | | | | | | Continu | e | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |

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

| ۷ | < 🔥 | Resear 😽 www3 | 😽 Ethics | 翰 spire.t | ණ KEELE | 📷 Home | 🔶 Grants | 🌒 CUIX | 🔶 CUED | 🔁 Googi | Statistics v | Elementary | 🗐 Full i | | + | \sim | - | - | ٥ | × |
|--------------|-----------------|---------------------|------------|---------------|-----------------|-------------------|----------------------------|-----------------|----------------|----------------|----------------------|--------------------------------------|----------|---|---------------|-----------------|---|---|---|---|
| \leftarrow | \rightarrow G | <u></u> | | ttps://apps.p | owerapps.co | m/play/e/De | fault-49a504 | 445-bdfa-4b | 79-ade3-54 | 17b4f3986e9/ | a/a1b4500 | 9-af90-41a1 | -80% | ☆ | | ${igsidential}$ | 0 | s | | ≡ |
| | Power Apps | CUED Ethics Applica | ations | | | | | | | | | | | | | н | Ŧ | ٢ | ? | 0 |
| | | Department of Er | ngineering | _ | | | | Ethics App | olications | | | | | | Dere dm715 | k Matthews | | | | |
| | | | | | | E | Ethics Applica | ation #132: | Full ethical i | review | | | | | | | | | | |
| | | (i) Description | | Descrip | tion | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | ~ | | | | | | |
| | | () Risk of Distre | SS | Risk | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | ~ | | | | | | |
| | | i Participant Co | ons | Consen | t | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | ~ | | | | | | |
| | | () Anonymity & | Confident | ti Anonyn | nity | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | ~ | | | | | | |
| | | i Ethical Issues | | Issues | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | _ | | | ~ | | | | | | |
| | | | | 🛍 Co | nsent form.do | Unsaves | | | | × | Please b | e patient whilst ind wait for the | files | | | | | | | |
| | | Attachments | | 💼 Pa | rticipant Infor | mation Sheets | -1.docx ^{Unsaved} | ٥ | | × | appear i continui | n the list before ng. | | ~ | | | | | | |
| | | Declaration | | l have i | read and am f | amiliar with th | e webpage Eth | nical review of | research with | human particip | oants and (if a | appropriate) h | ave | | Submit | | | | | |
| | | | | View | Webpage (| opens in separate | tab) | | | | | | Agreed | | Applicatio | n | | | | |
| | | | | | | | | | | | | | | _ | | | | | | |
| < | | - | | | | | | | | | | | | | | | | | | > |

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.

| thics form #131 "Title" has been sul | bmitted for you to review. | | | | | |
|---|--|---------------------------------------|----|-------------|-----------------------|-----------|
| ENG Research Ethics | | [| | ≪ Reply All | \rightarrow Forward | ų, |
| ER To O Derek Matthews | | L | | | Tue 2 | 9/11/2022 |
| To O Derek Matthews | | | | | Tue 2 | 9/11/202 |
| hics Form #131 " <u>Title</u> " (version 1) has been su | ubmitted by Derek Matthews and requir | es your endorsement to procee | d. | | | |
| , , , , , , , , , , , , , , , , , | | · · · · · · · · · · · · · · · · · · · | | | | |
| ease review the application by clicking on the | PI & Supervisor approvals button in th | e Approval App | | | | |

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

| ۲ | < | 😽 ww | va 😽 Ethics | 👼 spire.t | 🏟 KEELE | 👿 Home | 🔶 Grants | 🔶 CUED | 🔶 CUED | 🔁 Googi | Statistics v | Elementary | 🔯 Full Et | 🔶 CUIX | | + | ~ | - | ć | × a |
|--------------|---------------|--------|-------------------|------------------|------------------------|------------|-------------|--------------|---------------|-------------|--------------|-------------|--------------|--------|------------------------|---------------------------|------------|---|---|-------|
| \leftarrow | \rightarrow | C ŵ | | | ttps://apps. pc | werapps.co | om/play/e/d | efault-49a50 | 445-bdfa-4b | o79-ade3-54 | 7b4f3986e9/ | /a/117a621a | a-55f1-4e7a- | 9 80% | ☆ | | ${igodot}$ | O | S | III = |
| | Powe | r Apps | CUED Ethics For | m Approvals | | | | | | | | | | | | ¢, | ц | | ۲ | ? |
| | | | UNIVER CAMB | SITY OF RIDGE | | | | | | | | | | | | | 2 | | | Â |
| | | | Departmen | t of Engineer | ing | | | Ethics A | pplication A | pprovals | | | | | | Dere | k Matthews | | | |
| | | | Show appr for: | ovals | | | | Supe | rvisor & PI A | Approvals | | | | | Refresh | List (| | | | |
| | | | PI & Supe | rvisor | #131 T | itle | | | | | | _ | | ' | Updates Application | to Ethics s can take a | | | | |
| | | | Divisional Et | hics Rep | Submitted | by: Derek | Matthews | | Division: | v | | View | Details | | few minute | s to process | | | | |
| | | | Ethics Com | mittee | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| < | | | | | | | | | | | | | | | | | | | | > |

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.

| ٠ | < | 8 | ww 3 | 😽 Ethics | 🖄 spire.t | de KEELE | 📓 Home | 🔶 Grants | 🔶 CUED | 🔶 CUED | 🔁 Googi | Statistics v | Elementary | 🔹 Full Et | 🔶 cu | × > | + | \sim | - | - | ٥ | × |
|--------------|---------------|---------|-------------|---|-------------------------------|-----------------|----------------|-------------|--------------|--------------|----------------|--------------|-------------|-------------|--------|---------|---|-----------------|---|---|----|---|
| \leftarrow | \rightarrow | С | ۵ | | \circ a | https://apps. | powerapps.c | om/play/e/d | efault-49a50 | 1445-bdfa-41 | o79-ade3-54 | 17b4f3986e9 | /a/117a621a | a-55f1-4e7a | -9 80% | ☆ | | ${\times}$ | 0 | s | 00 | ≡ |
| | Powe | er Apps | CUEI | D Ethics For | m Approval | s | | | | | | | | | | | | ţ, I | | ۲ | | 0 |
| | | | | UNIVE CAMB | RSITY OF | | | | | | | | | | | | | 10 | | | | ^ |
| | | | - | Departmer | t of Engine | ering | | | Ethics A | pplication A | pprovals | | | | | | 0 | erek Matthews | | | | |
| | | | | Show appr for: Pl & Supe Divisional El Ethics Com | rvisor hites Rep mittee | #131 Submitt | Title Derek | (Matthews | Divisi | Division: | Approvals V | | View | Details | | Refrees | h h List es to fibricador can table to proc | 2 *** *** | | | | |
| < | | | | | | | | | | | | | | | | | | | | | | |

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'.

| ۲ | < | 😽 ww | v3 😽 Ethics | 樹 spire.t | ctar KEELE | 📷 Home | 🔶 Grants | 🄶 CUED | 🔶 CUED | 🔁 Googi | Statistics v | Elementary | 🔰 Full | Et 🔶 CU | × | + | ~ | - | | ٥ | \times |
|--------------|---------------|--------|--|---|---|---|---|---|---|---|------------------|------------------------|----------|------------------------|-------------------------------------|---|--------------|----------|---|----|----------|
| \leftarrow | \rightarrow | C ŵ | | | ttps://apps.p | owerapps.co | m/play/e/de | efault-49a50 |)445-bdfa-41 | o79-ade3-54 | 7b4f3986e9, | /a/117a621a- | -55f1-4e | 7a-9 80% | ☆ | | ${igvarrow}$ | O | s | 88 | ≡ |
| | Powe | r Apps | CUED Ethics For | m Approvals | | | | | | | | | | | | ¢ | н | Ŧ | ۲ | ? | |
| | Powe | r Apps | CUED Ethics For CNIVER Department Ethics for Form type Submitted Div: V or.2 Funding B Does the p Does the p Will yours is there an Dest shar p Corm appro- | m Approvals STIY OF RIDGE t of Engineer rm details fo submitted: Li l by: Derek Mai 9/11/2022 ody: funder roposal invol- tudy involve roposal invol- tudy involve search invol- Research: De consent if stu svved & endorsi | ing pr #131: Titl ght the pr c ve t ve t teli lelip ve c sori sori dy i | e Hease enter a hey can amer Normal - Describe am | reason for t Id their resp B / endments re | Ethics A he rejection I onses and re U average and re quired here | below. This in submit if app log be log Reject | pprovals aformation wi ropriate. ■ i≡ ···· | ll be sent to ti | Cont he applicant s | cel o | hments Consent fort | Reject r Wite of n.docx | Close Close Approve (Amendmerequired hdraw this plication on Sh | H Maitheas | <u>+</u> | | ? | |
| < | | | | | | | | | | | | | | | | | | | | | > |

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.

| | < | ₩ w | w w3 | 😽 Ethics | 榔 spire.t | ණ KEELE | 📷 Home | 🔶 Grants | 🔶 CUED | 🌓 CUED | 🔟 Goog | Statistics v | Elementary | 🔹 Full Et | 🔶 CUIX |)> • | + ` | ~ | - | - | ٥ | × |
|--------------|---------------|------------|-------------|---|---------------------------|----------------|-----------------|------------------|--------------|--------------|----------------|--------------|-------------|-------------|----------|---|---|------------|---|---|----|---|
| \leftarrow | \rightarrow | Cí | 6 | | OA | https://apps | .powerapps.c | om/play/e/d | efault-49a50 | 445-bdfa-4 | b79-ade3-54 | 7b4f3986e9 | 9/a/117a621 | a-55f1-4e7a | -9 80% 9 | 2 | | ${\times}$ | 0 | s | 88 | ≡ |
| | Pov | ver Apps | CUEE | Ethics For | m Approval | 5 | | | | | | | | | | | Ţĵi | н | | ۲ | | 3 |
| | | | | UNIVER CAMB | SITY OF RIDGE | | | | | | | | | | | | | 0 | | | | ^ |
| | | | C |)epartmen | t of Enginee | ring | | | Ethics A | pplication A | pprovals | | | | | | Derei | k Matthews | | | | |
| | | | | how appr or: PI & Supe Divisional Et | vvals rvisor mittee | #132 Submit | Full ethical re | view Matthews | Ethics | Division | Approvals V | | View | Details | | Refresh Li Updata to Applicationa c few minutes to | st (Ethics an take a process. | | | | | |

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.

| ٠ | < | 😽 www | 6 😽 Ethics | 榔 spire.t | de KEELE | 📓 Home | 🔶 Grants | 🔶 CUEI | 🔹 🔶 CUE | D 🔟 Go | ogi Statis | istics v | Elementary | 🗐 Full B | Et 🔶 CUI> | < > | + | \sim | - | - | ٥ | × |
|--------------|---------------|------------|--|---|---|---|---|-------------|-------------------------------|-----------------------------|--------------|------------|-----------------------|------------|---|----------------------|--|---------------|---|---|---|----|
| \leftarrow | \rightarrow | C ŵ | | | https://apps. | powerapps.c | om/play/e/d | efault-49a! | 50445-bdfa | 4b79-ade3 | -547b4f39 | 986e9/a/ | /117a621a | -55f1-4e7 | 7a-9 80% | ŝ | | ${igodot}$ | 0 | s | | ≡ |
| | Powe | r Apps C | UED Ethics For | m Approvals | ; | | | | | | | | | | | | | B H | Ŧ | ٢ | ? | Ŷ. |
| | | | Ethics f CAMB Departmen Ethics f Form typ Version Submitt Div: V on Submitt Div: V on Funding Does the Does the Will youu Is there. Does the Purpose Details o Details o Details o Details o | STTY OF RIDGE tof Enginee orm details be submitted: no: 1 ad by: Derek N 11/29/2022 Body: Funder proposal inv study involv study involv research ing physical or f consent if s ments for ease ethical issue | ring for #132: F Full /att | ull ethical r Please enter a hey can ame Normal Describe th | eview a reason for t d their resp c B / e changes req | Ethics | n below. Thi resubmit if a | : informatio ppropriate. | n will be se | ent to the | Corr e applicant s | icel io | hments onsent form articipant inf | Reject Witt aj | Close Approve /Amendad /Amendad /Amendad /Amendad /Amendad /Amendad /Amendad /Amendad /Amendad /Amendad /Approve | erek Matthews | | | | |
| < | | | | | | | | | | | | | | | | _ | | | | | | > |

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.

| ۲ | < | 😽 Eth | ics 🕸 s | pire.t | ය්ත KEELE | 📓 Home | 🔶 Grants | 🔶 CUED | 🔶 CUED | 🔁 Googi | Statistics v | Elementary | 攻 Full Et | a. Santo | 🔶 CUIX | | + | ~ | - | ť | 7 × |
|--------------|---------------|--------|------------|-------------------------------|----------------------------|--|------------------------------|----------------------------------|-----------------------------------|---------------------------------|----------------------------------|-------------------------------|---------------------|----------------|--------------|-------------|----------------|------------|---|---|-------|
| \leftarrow | \rightarrow | C ŵ | | | | ttps://apps. | owerapps.co | om/play/e/de | efault-49a50 | 445-bdfa-4 | b79-ade3-54 | 7b4f3986e9 | /a/a1b45009 | 9-af90-41a1 | 80% | ☆ | | ${\times}$ | O | s | III = |
| | Powe | r Apps | CUED Ethic | cs Applic | ations | | | | | | | | | | | | Ţ, | н | ₹ | ٢ | ? |
| | | | Departm | iBRID ent of E | GE ngineering | 3 | | | | Ethics Ap | plications | | | | | | Dere dm 719 | k Matthews | | | |
| | | | | | | | | | | | | | | | | | | | | | |
| | | | U | Jse of th his inclu | is app: You des | i can use this | app to subm | iit an approva | al request to | the Ethics co | mmittee if you | ur proposal ir | nvolves huma | an participant | ts or any pe | rsonal dat | a. | | | | |
| | | | | • The • use | collection of seconda | of new data fi ry data (e.g. (| om human p existing surve | oarticipants (e y data, inten | e.g. interview view transcrip | , observatior pts). | ı, survey). | | | | | | | | | | |
| | | | D | o Not U thics app | se This Ap proval; cont | p if your rese tact research | arch involves governance@ | NHS patient medschl.can | ts, data, staff n.ac.uk with a | or facilities. a copy to res | You will requir earch-ethics@ | e approval fr eng.cam.ac.u | rom the Healt Jk | th Research A | uthority an | d /or NRES | 5 | | | | |
| | | | lf (n | f your res mpfs1@c | search invo :am.ac.uk). | lves animals | or animal/hu | man tissue s | amples, cont | act both Dr T | ïmothy O'Lea | ry (tso24@ca | m.ac.uk) and | Prof. Michae | l Sutcliffe | | | | | | |
| | | | | | | | | | Star | rt New Ethi | ics Applicat | ion | | | | | | | | | |
| | | | M | <u>/ly Appli</u> | <u>cations</u> | | | | | | | | | | | | | | | | |
| | | | \$ | #133 Ti | itel | | | | | | | Sta | atus: | | | View Detail | s | | | | |
| | | | 4 | #132 F | ull ethical re | view | | | | | | Sta | atus: Rejected | | | View/Edit | | | | | |
| | | | # | #131 Ti | itle | | | | | | | Sta | atus: Form App | roved | | View Detail | 5 | | | | |
| | | | # | #130 Ti | itle | | | | | | | Sta | atus: | | | View Detail | ~ | | | | |
| | | | | | | | | | | | | | | | | | | | | | |
| < | | | | | | | | | | | | | | | | | | | | | |

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.

| • | < | 8 | Ethics | 樹 spire.t | de KEELE | 📓 Home | 🔶 Grants | 🔶 CUED | 🔶 CUED | 🔁 Googi | Statistics v | Elementary | 🗐 Full Et | 💄 Santo | | | + | \sim | | - | ٥ | × |
|---|---------------|---------|---------|---|--------------------------------------|----------------------|-------------------|-----------------|----------------|---------------------------------------|------------------------------------|-------------------------|-----------------|------------|---------|----------------------------|-----------------------|----------------------------|----------|-----|---|---|
| ~ | \rightarrow | C | ۵ | | | ttps://apps. | powerapps.co | om/play/e/d | efault-49a5 | 0445-bdfa-41 | o79-ade3-54 | 7b4f3986e9/a | a/a1b45009 | 9-af90-41a | 1-8 809 | × ۲ | | 0 | 9 | o s | | = |
| | Pov | wer App | s CUI | D Ethics App | olications | | | | | | | | | | | | | ti I | t | ± « | | 3 |
| | | | | CAMBRI | TY OF DGE | | | | | | | | | | | | | | | | | ^ |
| | | | De | Department of Engineering Ethics Applications | | | | | | | | | | | | | | Derek Matthe 719@com.or | nws k | | | |
| | | | | Title Full ethical review | | | | | | | | | | | | | Clos | se | | | | |
| | | | | FundingBody | | Funder | | | | | | | | | | | Resubmi | t Form | | | | |
| | | | | PI/Supervisor | | Derek Matt | hews | | | | \sim | Div | V | ~ | · | | | | | | | |
| | | | | X5 (if applicat | ole) | | | | | RG Number (if a | pplicable) | | | | | <pre><p un</p </pre> | >rejecte stick the | d to | | | | |
| | | | | Does the prop from human p | osal involve col participnts? | llection of new | ^{v data} | No | 1 | Does the propo from human pa | sal involve the u rticpants? | use of secondary | ^{data} | No | | Comme | <u>nts</u> (if app | olicable): | | | | |
| | | | | Will your stud misleading hu | y involve delibe Iman subjects in | eratey n any way? | | Ves | | ls there any risk physical or psyc | of participants hological disco | experiencing omfort? | | Yes | | Supervi | sor: | | | | | |
| | | | | Does the researcher vulnerate | arch involve chi ple populations | ldren or ? | | Ves | | Attachments | Con | sent form.docx | | × | ^ | Div Ethi | cs Rep: | e- | | | | |
| | | | | | | | | | | | 🛱 Parti | icipant Informatio | on Sheets-1.d | 00X X | ~ | rejected | to unstick | c the | | | | |
| | | | () | Purpose of R | esearch | Desc | ription | | | | | | | | | applicat | ion. | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |
| | | | () | Risk of Distre | 55 | Mak | e some change | s to your appli | cation as requ | lested | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |
| | | | 1 | Participant Co | onsent | Con | sent | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | ~ | | | | | | | |

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.

¥

| Dear Cheryl, | | | | | | | | | | | | |
|--|--|--|--|--|---------|-------|---------|---------------|------------------|------|-------------------|------|
| Your ethics application has been approved. | | | | | | | | | | | | |
| ENG Research Ethics To O Derek Matthews | | | | | ← Reply | ≪ Rep | oly All | \rightarrow | Forward Tue 2 | 9/11 | 3 /2022 | •••• |
| Cc CENG Research Ethics EthicsApplication.pdf | | | | | | | | | | | | |
| Please see attached. | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| - + 50% ~ | | | | | | | | | | | | |
| CAMBRIDGE Department of Engineering | | | | | | | | | | | | |
| Dank Matthews | | | | | | | | | | | | |
| Division V 28 Nov 2022 | | | | | | | | | | | | |
| Dear David Matthews. Ethical Approval for your Research Project: "Fall ethical review" | | | | | | | | | | | | |
| The Department's Research Thilos Committee has candidened the documentation you provided in support of your research project in line with recommended procedures concerning articles approval of research. I am able to inform you that, with respect to article considerations, approval has been place to your project. These area more than a support to have the respect to article consideration. | | | | | | | | | | | | |
| These first set of a system of the system of the accumulation provide interview. In the common of the system of th | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| Department of Exploration Control of Control Generation (CE) 112 reader-structure of CE) 112 reader-structure of ce of an Accid | | | | | | | | | | | | |
| | | | | | | | | | | | | |

Appendix

Workflow diagram for full ethical review.

