

Instructions for COS online ethics assessment – Staff projects

STAFF

1. Log onto COS intranet
2. Click on [Ethical Reviews](#) – This will take the staff member to the ethical review page. Staff will see four options:
 - a) **My Projects Ethical Reviews** – Own staff projects
 - b) **Undergraduate Projects - Level 3/4** – access to all assigned UGs
 - c) **Postgraduate Projects - Taught/Research** – access to all assigned PGs
 - d) **Ethics Resources** – a bank of useful resources
3. Select [My Project Ethical Reviews](#).
4. Staff member is then to complete the online assessment. Once complete they tick the declaration box and then click "Save" at the bottom of the page
5. Depending upon answers provided, the project will turn **green** **OR** one of four forms will be generated:
 - a) Environmental Risk form
 - b) Human Research form
 - c) Animal Vertebrate form
 - d) AWERB form
6. The staff member is then to complete the form, tick the declaration box and then select one of the following options:
 - a) **Save** – if form is not complete and staff member wishes to return to it
 - b) **Save and submit to committee** – if form is complete and ready for review by relevant committee

ETHICS COMMITTEES

7. Relevant committee members will be notified that a project proposal has been submitted to the online system
8. Review form will be downloaded and circulated to all members via email
9. Once all comments are back from the group, they will be uploaded into the online decision form along with a decision from the group:
 - a) **Approved** with reputation risk to University selected (Low, Medium or High)

b) **Rejected** allowing for resubmission provided the ethical issues raised are addressed

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10. The staff member will be notified that a decision has been made and will be sent a link to the decision form.
11. If the project was approved, the status will have changed to **green** and the staff member will be allowed to commence their project.
12. If the project was rejected, the status bar will remain **amber**. The staff member will be able to make the necessary amendments and re-submit to the relevant committee.
13. Same cycle will continue until a project has been accepted or withdrawn.