

Instructions for COS online ethics assessment – Student projects

STUDENT

1. Log onto COS intranet
2. Click on [Ethical Reviews](#) – This will take the student to the ethical review page. Students will see two options:
 - a) **My project Ethical Reviews**
 - b) **Ethics Resources** – a bank of useful resources
3. Select [My Project Ethical Reviews](#).
4. Student is then to complete the online assessment. Once complete the student ticks the declaration box and then has two options:
 1. **Save** – if form is not complete and student wishes to return to it
 2. **Save and submit to supervisor** – if form is complete and ready for review by supervisor
5. Depending upon answers provided, the project will remain **amber** until the supervisor has reviewed it (below) **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 student is then to complete the form to the best of their ability, tick the declaration box and then select "Save".

SUPERVISOR

7. The supervisor will be sent an email informing them there is a project to review. The email will contain a link which will take them directly to the relevant application.
8. The supervisor needs to check the details the student has input into the **self-assessment**. If happy, he/she clicks the "Reviewed" button.
9. Once the supervisor has clicked reviewed, the project will turn **green** at this stage **OR** the supervisor will be directed to the relevant form (as listed above) to check and approve.
10. If directed to a form, the supervisor is to check details provided by the student, they can edit any of the details, then there are two options:

- a) **Save** – if form is not complete and supervisor wishes to return to it at a later stage
- b) **Save and submit to committee** – if form is complete and ready for review by relevant committee

11. The status bar will remain **amber** until the relevant committee have approved the project

ETHICS COMMITTEES

- 12. Relevant committee members will be notified that a project proposal has been submitted to the online system
- 13. Review form will be downloaded and circulated to all members via email
- 14. 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
- 15. The committee can either save the form if all details are not yet uploaded or they can notify the applicant.

SUPERVISOR

- 16. The supervisor will be notified that a decision has been made and will be sent a link to the decision form.
- 17. If the project was approved, the status will have changed to **green** and the student will be allowed to commence their project.
- 18. If the project was rejected, the status bar will remain **amber**. The supervisor and/or student will be able to make the necessary amendments and re-submit to the relevant committee.
- 19. Same cycle will continue until a project has been accepted or withdrawn.