

EHU ethics, SRECs, HREC applications via Haplo

The process and top tips for a smooth journey

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Chair, HREC



Ethics and Governance at EHU



Research
Governance
& Ethics

- All PGR and staff research projects and evaluations need to be registered
- Each application will undergo ethical review:
 - Standard
 - Expedited (low risk)
 - Enhanced
- Review is undertaken by the relevant subject research ethics committee (SRECs)
 - Art and Humanities (AHREC)
 - Education (EREC)
 - Health-related (HREC)
 - Science (ScREC)
 - Social Science (SSREC)

Click image to open this web page

The image shows a screenshot of the Edge Hill University website. The top navigation bar includes 'Edge Hill University', 'Staff', 'Mail', 'Library Catalogue', 'Learning Edge', 'Files', 'Wiki', and 'Logout'. Below this is a secondary navigation bar with 'GO', 'Spaces', 'Browse', and 'Create'. The main content area is titled 'Research / Home' and features a search bar. The primary heading is 'Subject Research Ethics Committees', with a sub-heading 'Update October 2020'. The text states that subject research ethics committees (SRECs) and the online ethics monitor, Haplo, were launched on 1 October 2020. It also mentions that there are now five subject-level RECs which have replaced the faculty and department research ethics committees (FRECs and DRECs). The page is divided into three columns: 'Update October 2020', 'Application process', and 'FAQs'. The 'Application process' section lists key dates and procedures for submitting applications. The 'FAQs' section lists several common questions regarding SRECs, ethical review, and application deadlines. A fourth column, 'Online ethics approval', is partially visible at the bottom.

Edge Hill University Staff Mail Library Catalogue Learning Edge Files Wiki Logout

GO Spaces Browse Create

Research / Home

Subject Research Ethics Committees

Created by Philip Bentley, last modified on Oct 04, 2021

Update October 2020

The subject research ethics committees (SRECs) and the online ethics monitor, Haplo, were launched on 1 October 2020.

Subject research ethics committees (SRECs)

There are now five subject-level RECs which have replaced the faculty and department research ethics committees (FRECs and DRECs). The nature of the research project will determine which REC is the most appropriate (if in doubt contact the chair):

Application process

All SRECs will have the same key dates:

- All applications must be submitted via Haplo ethics monitor
- Deadline for applications - 23:59 on the 1st day of each month (excluding August)
- SRECs will generally meet between 17-20th of the month
- We aim to respond to applications within 4-8 weeks
- You will be able to track the progress of your application by logging into Haplo.

FAQs

- > How many SRECs are there?
- > When will my project need to go via Haplo to the new SRECs?
- > What happens if my projects don't need ethical review?
- > I am doing an evaluation, does it require ethical review?
- > Who are the chairs/secretaries of the RECs?
- > How will my project be reviewed?
- > How do I know which SREC my project needs to go to?
- > When is the deadline for applications?

Online ethics approval

EHU Research Governance and Integrity

The screenshot shows the Edge Hill University website's 'Research governance & ethics' page. The header includes the university name and navigation links for 'Study With Us', 'Research', and 'Faculties & Ser'. The main content area features a breadcrumb trail: 'About' > 'Governance & Integrity' > 'Ethics & Risk' > 'Open Research & Data' > 'GDPR'. Below this is a list of links: 'About', 'Governance & Integrity', 'Ethics & Risk', 'Open Research & Data', 'GDPR', and 'FAQ'. A list of documents is provided, including 'Research Strategy (2021-2025)', 'Code of Practice for the Conduct of Research (RO-GOV-01)', 'Code of Practice for the Investigation of Research Misconduct (RO-GOV-02)', 'Working with human tissue', 'Authorised Signatories for research, knowledge exchange (KE) and enterprise activity contracts on behalf of Edge Hill University', 'Information Compliance', 'The Concordat to Support Research Integrity (report to the University Research Committee)', 'Nagoya Protocol Guidance', 'Nagoya Protocol Checklist for Researchers', and 'Clinical Trials'. A sidebar on the left contains a 'Research' menu with links to 'Research repository (Pure)', 'Open Research', 'Research governance & ethics' (sub-menu: 'Governance & integrity', 'Ethics & risk', 'Open access & data', 'GDPR', 'FAQ'), 'Human tissue', 'REF 2014', 'Graduate School', 'Research Wiki', and 'Privacy notice'. A 'Contact us' section at the bottom left provides the address: 'Research Office, Edge Hill University, St Helens Road, Ormskirk, Lancashire, L39 4QP'.

The University has a governance framework within which all members of Edge Hill community must act when engaging in research or knowledge exchange.

The University **Research Ethics Policy** (2020-2023) and the **Code of Practice for the Conduct of Research** are the principal documents for guiding researchers in ethical conduct.

Research Ethics Policy (2020-2023)

- EHU approach to promotion, monitoring and integrity of research
- SOP for RECs (SRECs)
- Applies to **anyone** conducting research **sponsored** by EHU
- **ALL** research must undergo ethical review (Haplo)
- **Key principles:**
 - Legal and professional concerns (Codes of prof conduct)
 - Responsibility and duty of all roles (Breaches and Misconduct)
It is your responsibility to gain approval and consult where needed
 - Benefit, integrity and quality – worthwhile, benefits outweigh any risks
 - Sensitivity and duty of care – to all involved, throughout and after the study
 - Independence of the research

Human Tissue Act 2004

Research involving sensitive material (Terrorism, dark web, distressing)

Genetic resources

Conduct of Research (2019)

- Framework - Guiding principles and standards of good practice
- **ALL** who conduct, supervise or support research
- **Key principles:**
 - Excellence
 - Honesty
 - Integrity
 - Co-operation
 - Accountability
 - Building capacity
 - Safety

Information on all stages of the research journey and different roles

EHU Specific Policies for Groups

Edge Hill University

Study With Us Research Faculties & Serv

Research

Research repository (Pure)

Open Research

Research governance & ethics

Governance & integrity

Ethics & risk

Open access & data

GDPR

FAQ

Human tissue

REF 2014

Graduate School

Research Wiki

Privacy notice

Contact us

Research Office
Edge Hill University
St Helens Road
Ormskirk
Lancashire
L39 4QP
United Kingdom

+44(0)1695 650925
research@edgehill.ac.uk

Research governance & ethics

About Governance & Integrity **Ethics & Risk** Open Research & Data GDPR

FAQ

- [Research Ethics Policy \(RO-GOV-03\)](#)
 - [Ethical Guidance for Undertaking Research with Children and Young People \(RO-GOV-10\)](#)
 - [Ethical Guidance for Undertaking Research with Vulnerable Adults \(RO-GOV-11\)](#)
 - [Ethical Guidance for Undertaking Research with Edge Hill University Students \(RO-GOV-12\)](#)
- [Participant information sheet template \(RO-GOV-17\)](#)
- [Health-related findings guidance \(RO-GOV-18\)](#)
- [Policy on Researching and Handling Sensitive Material \(RO-GOV-16\)](#)
- [Research Risk Assessment at EHU – Guidance \(RO-GOV-06\)](#)
- [Guidance when Applying for Sponsorship at EHU](#)
- [Health and Safety in Research](#)

If you have any issues you would like to raise about research ethics at Edge Hill University, please e-mail research@edgehill.ac.uk (FAO: Philip Bentley, URESecretary).

[1] Word 2013 or later: you will need to change the view from the Word default 'Read Mode' to 'Print Layout' in order to use the Application for Ethical Approval Form.

Some groups require consideration of legal frameworks and additional ethical issues e.g. children, vulnerable adults, Edge Hill students.

Health-related findings decisions and process

ALL studies typically require a risk assessment (H&S) and sponsorship

To summarise.....

- Ethical considerations should be at the heart of every research study.
- All proposals should address ethical issues and show consideration of any approvals needed. Proposals should not be full registration viva documents and/or reports.
- Ethical review and research governance processes are rigorous both internally at EHU and externally.
- If in doubt about what permissions are needed for the study in your proposal assignment please talk to your supervisor or SREC Chair

How it actually works in practice.....

1. Determine what approvals are needed for your study

- *EHU only*
- *EHU and external organisation e.g. Health Research Authority (HRA)/ NHS REC*

2. EHU approval for research – Subject-specific Research Ethics Committee (SREC)

3. NHS studies – who is involved?

- NHS staff – HRA approval, no NHS REC approval required
 - Patients/carers – HRA and NHS REC
-
- If EHU acts as the sponsor, SREC approval is mandatory before NHS application
 - If your study involves clinical tests or potential for risk to patients/staff, speak to the Research Office to confirm EHU insurance/indemnity will cover it **before** applying to SREC
 - Is it [research?](#) (HRA decision tool)

HREC – Is it right for your study?

All studies seeking NHS/HRA approval

All studies involving the Human Tissue Act (ScREC or HREC)



Health-related findings

Health or social care related

Committee members: medical school, psychology, perioperative studies, biology, sport and exercise science, nurse education, applied health and social care, paramedic and pre-hospital care

Reps from other SREC, PGR rep.

Special advisors

What is the role of HREC?

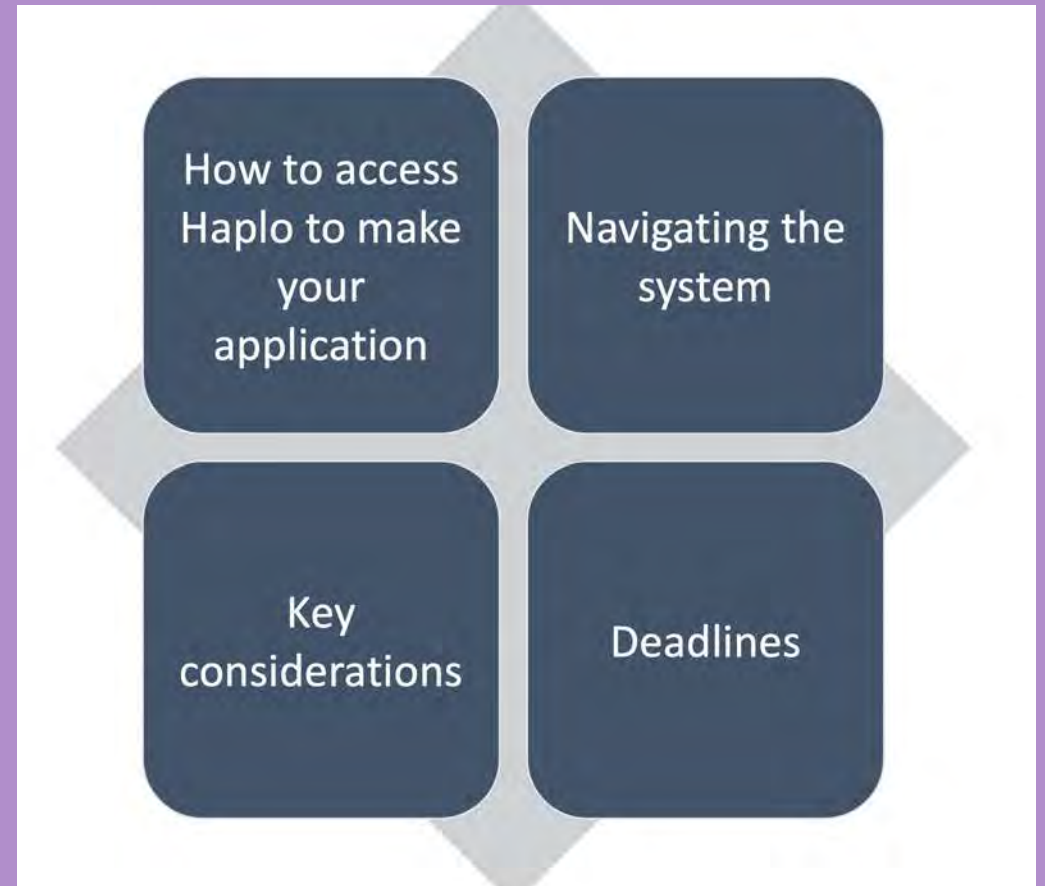


Research Governance & Ethics

- **Terms of Reference** – remit, membership, process, principles
- **Ethical scrutiny** – autonomy, beneficence, non-maleficence, informed consent, veracity (trust), confidentiality/ anonymity, justice (equity)
- *Governance checks* – Appropriate risk assessment and HoD support (Compliance with regulations/ policies/ standards, risk assessment, reputation, professional registration).
- *Sponsorship* – organisation with responsibility for study conduct and reporting, insurance/ indemnity

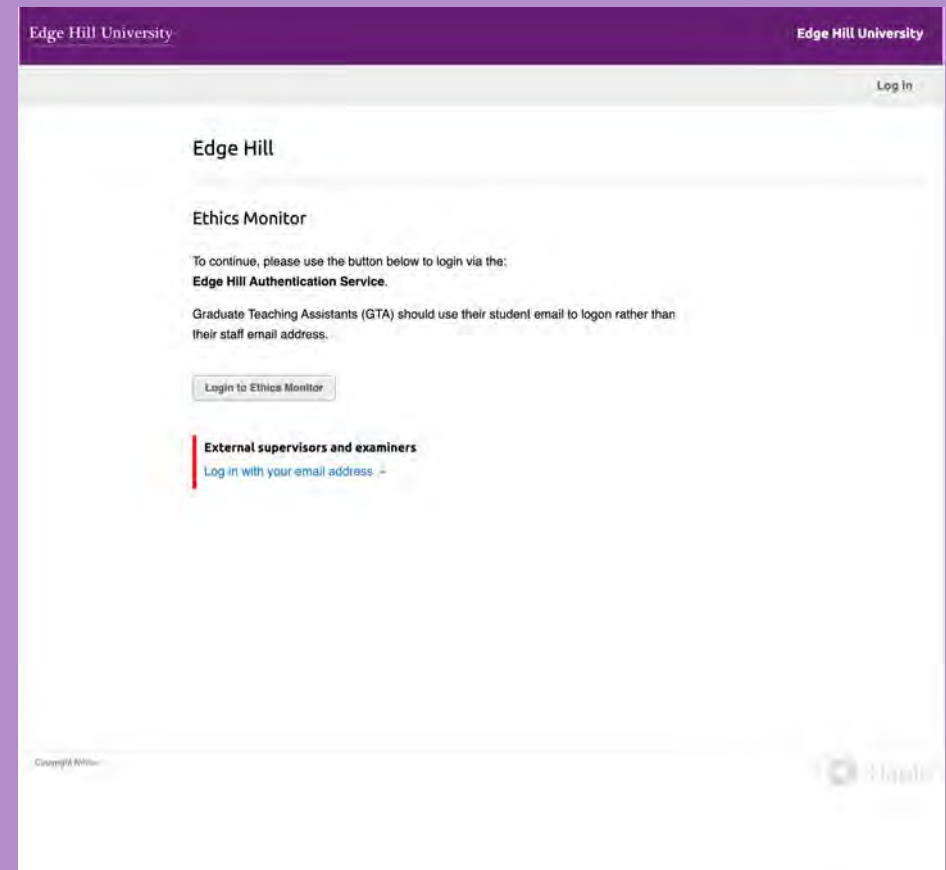
Haplo Ethics Monitor

Taken from the Greek word 'haplóos' meaning '*simple*' or '*single*'.

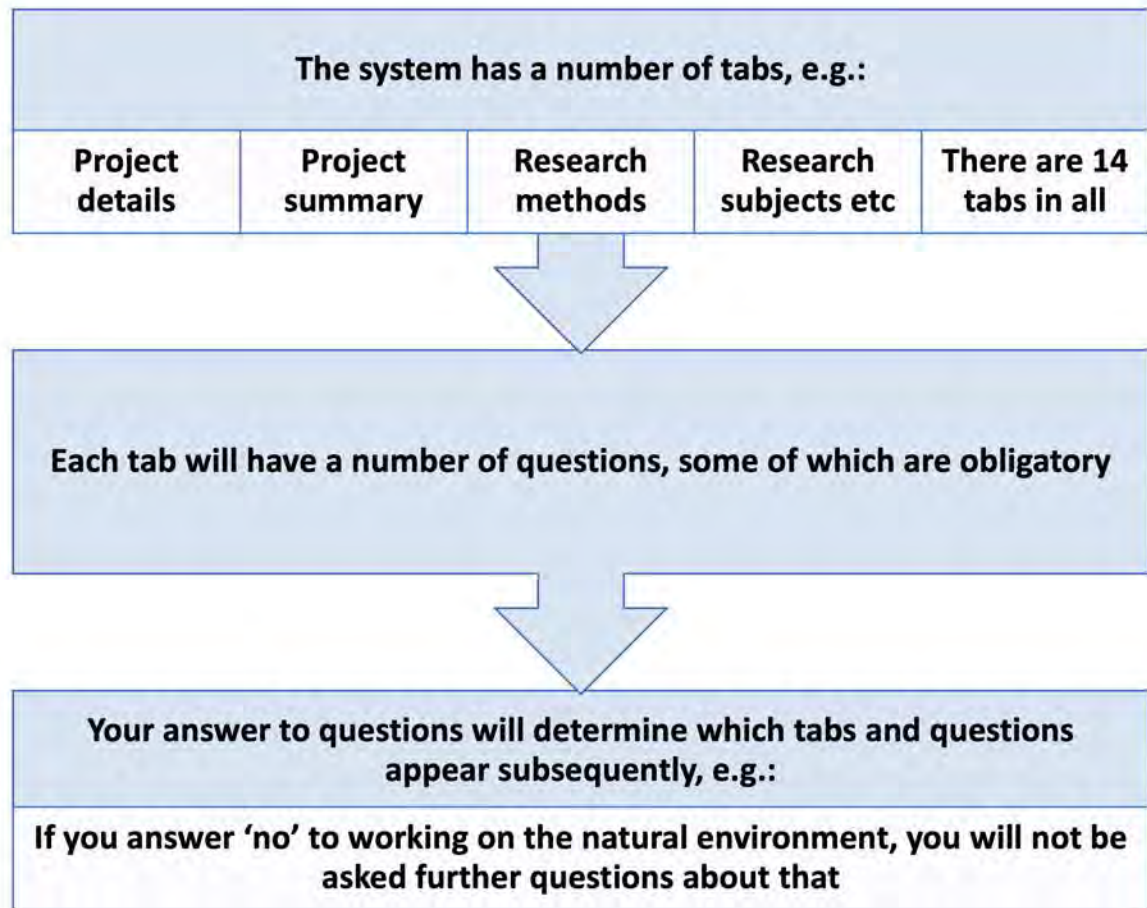


Logging in

- Haplo is accessed via your EHU username and password
- You can login wherever you see the Haplo icon (on the ethics wiki pages and the research governance webpages)
- You can access Haplo remotely as you can Pure and other University software systems



Navigating the system



Navigation cont.



The questions you are asked reflect the old Word form that researchers were required to complete previously



Alongside questions related directly to ethics, there are also questions concerning risk: e.g. are you working with human tissue; are your participants vulnerable adults



Answers to these questions will help the SREC chair to determine which sort of review is required: expedited, standard or enhanced



While you will have a default SREC based on your department affiliation, it is the project that determines the appropriate SREC

Key considerations

- It is important that you answer fully all questions to allow the reviewers to make an informed decision
- There are information buttons to advise you about appropriate responses
- You must have all your documentation ready to attach (e.g. PIS) – you will not be able to submit your application if the documentation not attached





Deadlines

- All SRECs will have the same application deadline: 23:59 on the first of each month
- Your HOD must have endorsed it by this date: please ensure that you submit in good time so this does not delay the submission
- We aim to review the application within 4-8 weeks – that depends on the availability of the reviewers
- You will always be able to see where your application is in the review process by logging in

Haplo launch October 2020

Finessing/tweaks have been ongoing

Feedback from applicants and committees has improved it

Keep sharing your feedback to improve the system



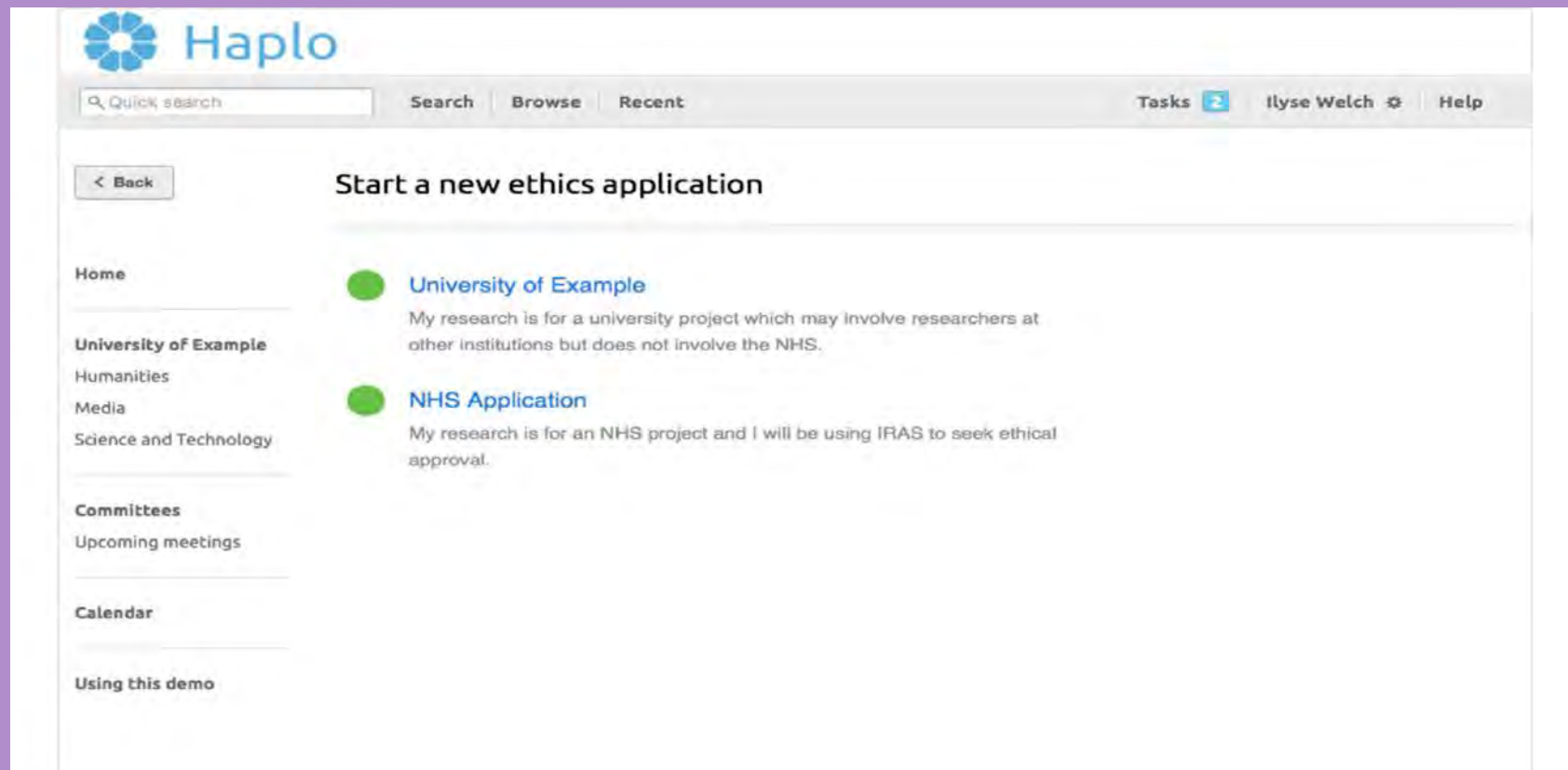
For further information

- FAQs are available on the wiki
- The chairs and the secretaries can offer advice about submitting an application and broader questions about ethics
- The Research Office can also provide advice about the system and risk assessments
- The University research governance webpages have the relevant policies and guidance documents including the Research Ethics Policy and its Standard Operating Procedures (SOPs)



Applications

Submit your application for approval via Haplo



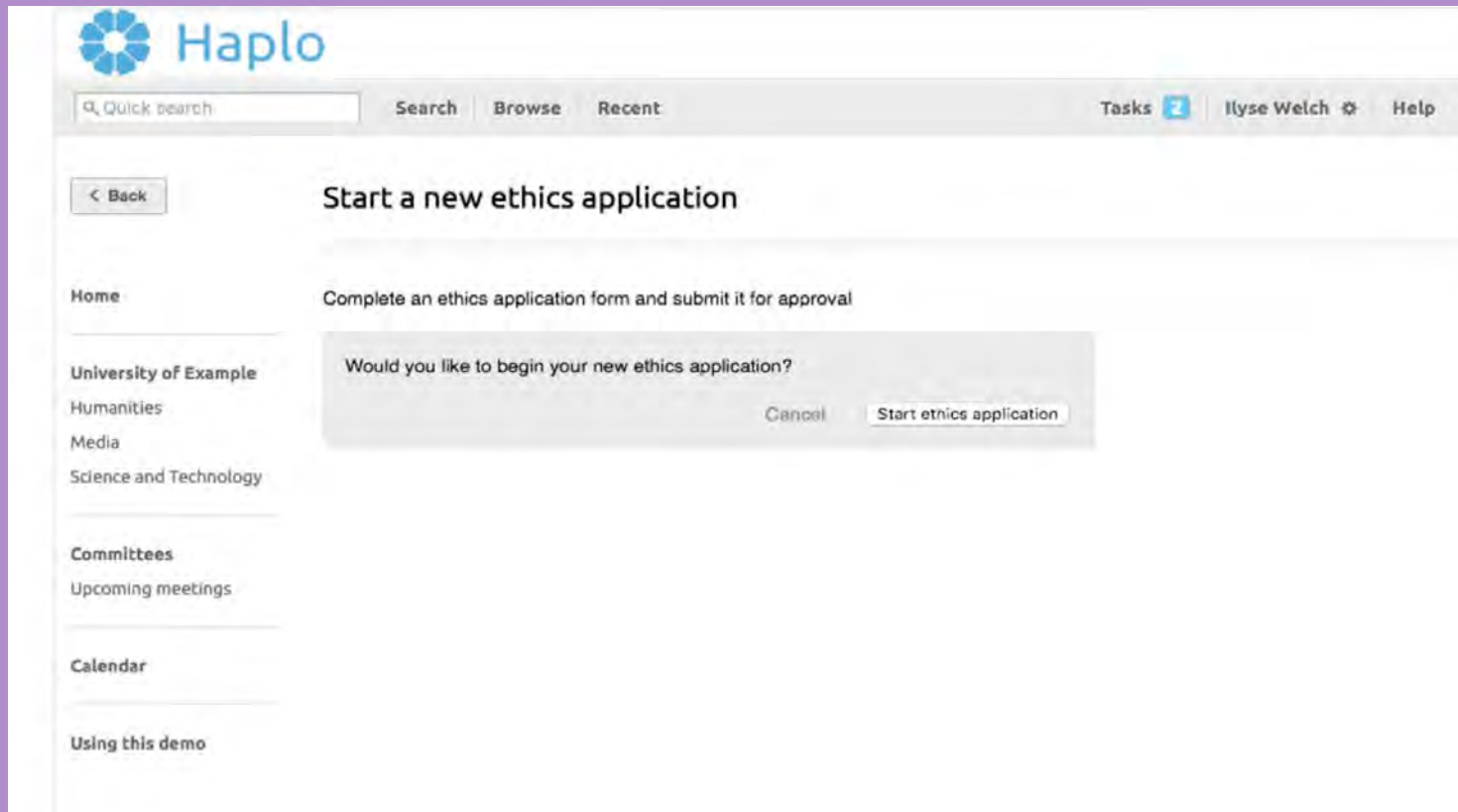
The screenshot displays the Haplo web application interface. At the top left is the Haplo logo, a blue flower-like icon. To its right is a search bar with the placeholder text 'Quick search' and buttons for 'Search', 'Browse', and 'Recent'. Further right are 'Tasks' (with a blue arrow icon), the user name 'Ilyse Welch' (with a gear icon), and a 'Help' link.

Below the search bar is a '< Back' button. The main heading is 'Start a new ethics application'. On the left side, there is a navigation menu with sections: 'Home', 'University of Example' (with sub-items 'Humanities', 'Media', 'Science and Technology'), 'Committees' (with 'Upcoming meetings'), 'Calendar', and 'Using this demo'.

The main content area lists two application types, each with a green circular icon:

- University of Example**: My research is for a university project which may involve researchers at other institutions but does not involve the NHS.
- NHS Application**: My research is for an NHS project and I will be using IRAS to seek ethical approval.

Guidance notes from the university and a blank form can be reviewed before beginning an application



The screenshot displays the Haplo web application interface. At the top left is the Haplo logo, a blue flower-like icon. To its right is a search bar with the text "Quick search" and buttons for "Search", "Browse", and "Recent". Further right are "Tasks 2", "Ilyse Welch" with a gear icon, and "Help".

Below the search bar is a navigation menu on the left side with the following items: "< Back", "Home", "University of Example" (with sub-items: "Humanities", "Media", "Science and Technology"), "Committees" (with sub-item: "Upcoming meetings"), "Calendar", and "Using this demo".

The main content area is titled "Start a new ethics application". Below the title is a sub-header: "Complete an ethics application form and submit it for approval". A modal dialog box is centered on the screen, asking "Would you like to begin your new ethics application?". The dialog has two buttons: "Cancel" and "Start ethics application".

Complete the project details tab

[← Back](#)

Edit Application: Ethics ETH1718-0029: Ilyse Welch (Low risk)

Project details Ethical risk Safety and wellbeing

Project details

Title of proposed research project *

Researcher biography *

Project outline *

Drag files here or [choose file...](#)

If your research fieldwork takes place outside of the UK, please state the location.

Region

Country

Home

University of Example

Humanities

Media

Science and Technology

Committees

Upcoming meetings

Calendar

Using this demo

Filter questions are answered to determine risk and sections to be completed

Quick search: Search Browse Recent Tasks 1 Ilyse Welch Help

< Back

Edit Application: Ethics ETH1718-0029: Ilyse Welch
(Low risk)

Home Project details Ethical risk Safety and wellbeing

University of Example
Humanities
Media
Science and Technology

Committees
Upcoming meetings

Calendar

Using this demo

Ethical risk

Does the project involve consultation or engagement with people? *
 Yes No i

Does the project involve or relate to a biomedical or clinical intervention? *
 Yes No i

Does your project involve access to, or use of, material which could be classified as security sensitive? *
 Yes No i

Is the project likely to pose any challenges in relation to intellectual property rights or be sensitive in terms of commercial/operational activities of partner organisations? *
 Yes No

If yes, please outline any strategies to mitigate these concerns.

You can view guidance notes for questions

[← Back](#)

Edit Application: Ethics ETH1718-0029: Ilyse Welch (Low risk)

Project details **Ethical risk** Safety and wellbeing

Ethical risk

Does the project involve consultation or engagement with people? *

Yes No [i](#)

Answer 'yes' if your project involves contact with human participants, regardless of the extent of their involvement.

Does the project involve or relate to a biomedical or clinical intervention? *

Yes No [i](#)

Does your project involve access to, or use of, material which could be classified as security sensitive? *

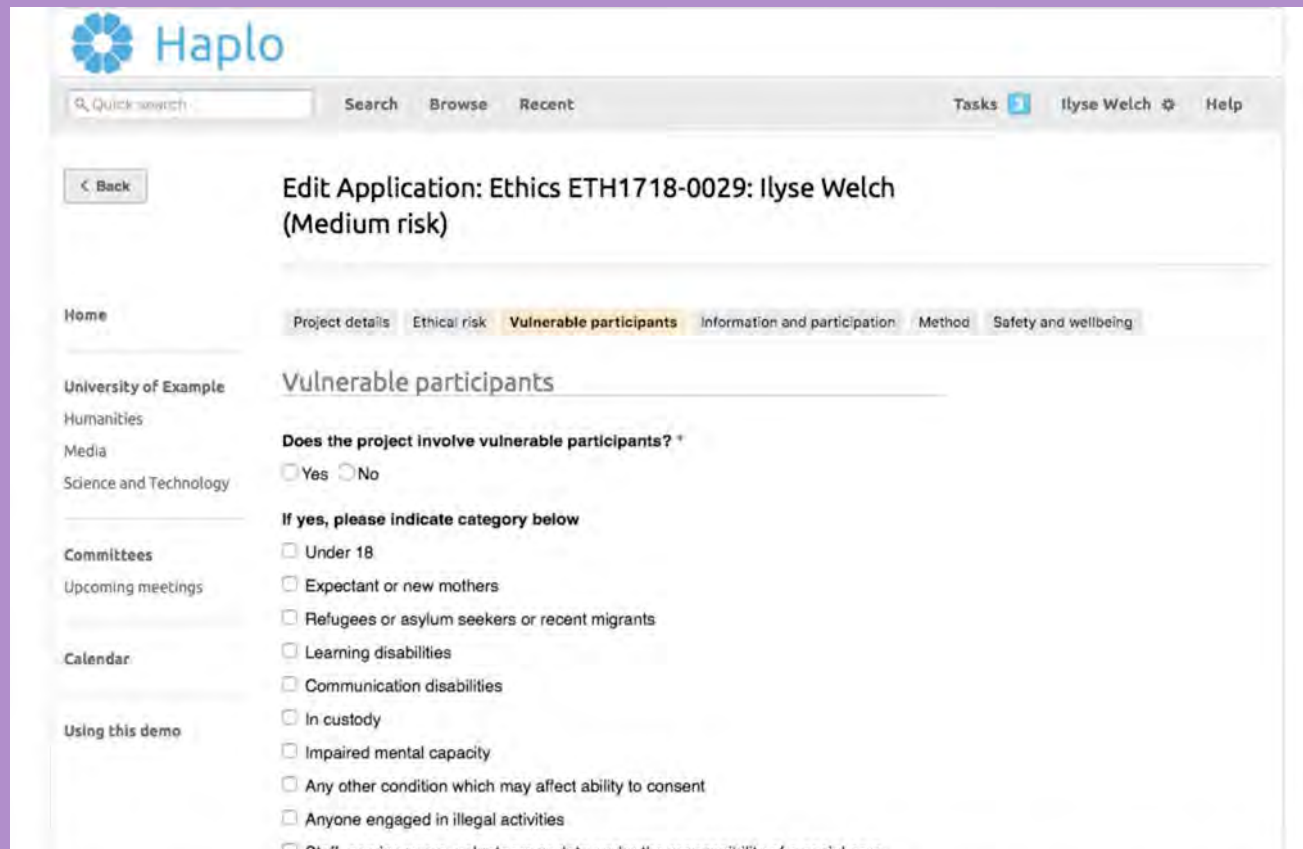
Yes No [i](#)

Is the project likely to pose any challenges in relation to intellectual property rights or be sensitive in terms of commercial/operational activities of partner organisations? *

Yes No

If yes, please outline any strategies to mitigate these concerns.

Based on answers new tabs may appear and the risk level can change



The screenshot shows the Haplo web application interface. At the top, there is a logo for Haplo and a navigation bar with a search box, 'Search', 'Browse', 'Recent', 'Tasks', 'Ilyse Welch', and 'Help'. Below the navigation bar, there is a 'Back' button and the title 'Edit Application: Ethics ETH1718-0029: Ilyse Welch (Medium risk)'. The main content area has a breadcrumb trail: 'Home' > 'Project details' > 'Ethical risk' > 'Vulnerable participants' > 'Information and participation' > 'Method' > 'Safety and wellbeing'. The 'Vulnerable participants' section is active and contains the following text and form elements:

Does the project involve vulnerable participants? *

Yes No

If yes, please indicate category below

- Under 18
- Expectant or new mothers
- Refugees or asylum seekers or recent migrants
- Learning disabilities
- Communication disabilities
- In custody
- Impaired mental capacity
- Any other condition which may affect ability to consent
- Anyone engaged in illegal activities
- Staff, service users, volunteers or data under the responsibility of a social care

On the left side of the page, there is a sidebar with the following sections:

- Home
- University of Example
 - Humanities
 - Media
 - Science and Technology
- Committees
 - Upcoming meetings
- Calendar
- Using this demo

Supporting documentation is uploaded at the end
e.g. proposal, PIS, consent forms (*Refer to HREC examples*)

The screenshot shows a web-based form interface. At the top, there is a navigation bar with tabs: Home, Project details, Ethical risk, Vulnerable participants, Information and participation (highlighted), Method, and Safety and wellbeing. On the left side, there is a sidebar menu with the following items: University of Example, Humanities, Media, Science and Technology, Committees, Upcoming meetings, Calendar, and Using this demo. The main content area is titled 'Information and participation' and contains several sections:

- How will you gain access to the research setting and research participants?** - A text input field.
- How will you sample and recruit participants?** - A text input field.
- How will you inform your participants about your research aims and methods?** - A text input field.
- Please upload your participant information sheets / invitation letters.** - A file upload area with a button that says 'Drag files here or [choose file...](#)'.
- How will you ensure that all participants give informed and ongoing consent to participate in the research? If relevant please comment on measures taken to work with participants with diverse capacities to consent.** - A text input field.

Required fields must be completed

University of Example
Humanities
Media
Science and Technology

Committees
Upcoming meetings

Calendar

Using this demo

Please complete all the required fields.

Method

Does the project necessitate physical contact with participants, administering substances or an invasive procedure (e.g. blood samples)? *

Yes No ?

Does the project involve any deceptive or covert research practices (e.g. research which takes place without the knowledge of the participants)? *

Yes No ?

If yes, please provide details of enhanced ethical procedures to safeguard these participants.

Is there a realistic risk that the project will cause physical or psychological distress or discomfort to others? *

Yes No ?

Required field

What measures will you take to avoid causing distress, emotional/psychological harm or physical harm during your research? Comment in particular on research topics that may be sensitive or controversial.

You will be asked to confirm statements

The screenshot shows a web application interface for managing ethics applications. At the top, there is a search bar with the text "Quick search" and buttons for "Search", "Browse", and "Recent". On the right side of the top bar, there are links for "Tasks" (with a notification icon), the user's name "Ilyse Welch", and a "Help" link. The main content area is titled "Progress application: Ethics ETH1718-0029: Ilyse Welch (Medium risk)". On the left side, there is a sidebar menu with a "Cancel" button at the top, followed by sections for "Home", "University of Example" (with sub-items "Humanities" and "Media", and "Science and Technology"), "Committees" (with "Upcoming meetings"), "Calendar", and "Using this demo". The main content area contains several paragraphs of instructions and a list of statements to be confirmed. The first paragraph says: "Please ensure you have included all relevant information in your application and uploaded all supporting files." The second paragraph says: "Please ensure you have read the University's Code of Practice Governing the Ethical Conduct of Research before you submit this application." The third paragraph says: "By submitting this ethics application, you confirm you agree with the following statements:" followed by a bulleted list of three statements. The first statement is: "I have read the University's Code of Practice for Research Ethics and, as such, I am familiar with the University's policies and procedures for research integrity and ethics and I agree to abide by the regulations." The second statement is: "I will abide by the Data Protection Act (1998) and data generated in the course of the research will be retained in accordance with the University's data management policies." The third statement is: "The information provided here is correct and current, and will inform the university research ethics committee of any changes to the proposed research." Below the list, there is a checked checkbox with the text "I confirm I have read and agree with all the statements above." At the bottom of the main content area, there are two buttons: "Confirm: Submit application" and "Cancel". Below the buttons, there is a section titled "Notes (Notes can be seen by the applicant and all staff reviewing this application.)" followed by a large empty text box for entering notes.

Quick search Search Browse Recent Tasks Ilyse Welch Help

Cancel

Progress application: Ethics ETH1718-0029: Ilyse Welch (Medium risk)

Home Please ensure you have included all relevant information in your application and uploaded all supporting files.

University of Example
Humanities Please ensure you have read the University's Code of Practice Governing the Ethical Conduct of Research before you submit this application.

Media
Science and Technology

Committees
Upcoming meetings

Calendar

Using this demo

By submitting this ethics application, you confirm you agree with the following statements:

- I have read the University's Code of Practice for Research Ethics and, as such, I am familiar with the University's policies and procedures for research integrity and ethics and I agree to abide by the regulations.
- I will abide by the Data Protection Act (1998) and data generated in the course of the research will be retained in accordance with the University's data management policies.
- The information provided here is correct and current, and will inform the university research ethics committee of any changes to the proposed research.

I confirm I have read and agree with all the statements above.

Confirm: Submit application Cancel

Notes (Notes can be seen by the applicant and all staff reviewing this application.)

Once submitted for supervisor/ HoD review, you can track the status

The screenshot displays a web interface for tracking an ethics application. The main title is "Ethics application ETH1718-0029". On the left, there is a navigation menu with sections: Home, University of Example (with sub-items: Humanities, Media, Science and Technology), Committees (with sub-item: Upcoming meetings), Calendar, and Using this demo. The central area shows application details in a table-like format:

Title	Ethics application ETH1718-0029
Application ID	ETH1718-0029
Researcher	Ilyse Welch
Project	On a friend word minute
Date	16 May 2018
Academic year	2017 - 2018
Supervisor	Prof Tillie Little Dr Pauly Gibbs Dr Connolly Garner
Ethics reviewers	Prof Tillie Little

On the right side, there are several action panels:

- STATUS:** Waiting for decision
- CURRENTLY WITH:** Tillie Little
- MEDIUM RISK:** Edit application, Withdraw application
- APPLICATION:** Ethics application
- Download printable PDF...
- Add note
- REVIEWERS:** Prof Tillie Little (Supervisor) considering application

At the bottom, there is an "Application timeline" section:

- Ethics Approval**
- Waiting for decision**
- Ilyse Welch* started the Ethics approval process 18 May 2018, 11:20
- Ilyse Welch* confirmed statements - [view...](#) 16 May 2018, 12:00
- Ilyse Welch* submitted the Ethics application 18 May 2018, 12:00

Supervisor/team/HoD can review the application

The screenshot displays a web interface for reviewing an ethics application. The main heading is "Ethics application ETH1718-0029". On the left, a navigation menu includes "Home", "University of Example", "Humanities", "Media", "Science and Technology", "Committees", "Upcoming meetings", "Calendar", and "Using this demo". The central area shows application details in a table-like format:

Title	Ethics application ETH1718-0029
Application ID	ETH1718-0029
Researcher	Ilyse Welch
Project	On a friend word minute
Date	16 May 2018
Academic year	2017 - 2018
Supervisor	Prof Tillie Little Dr Pauly Gibbs Dr Connolly Garner
Ethics reviewers	Prof Tillie Little

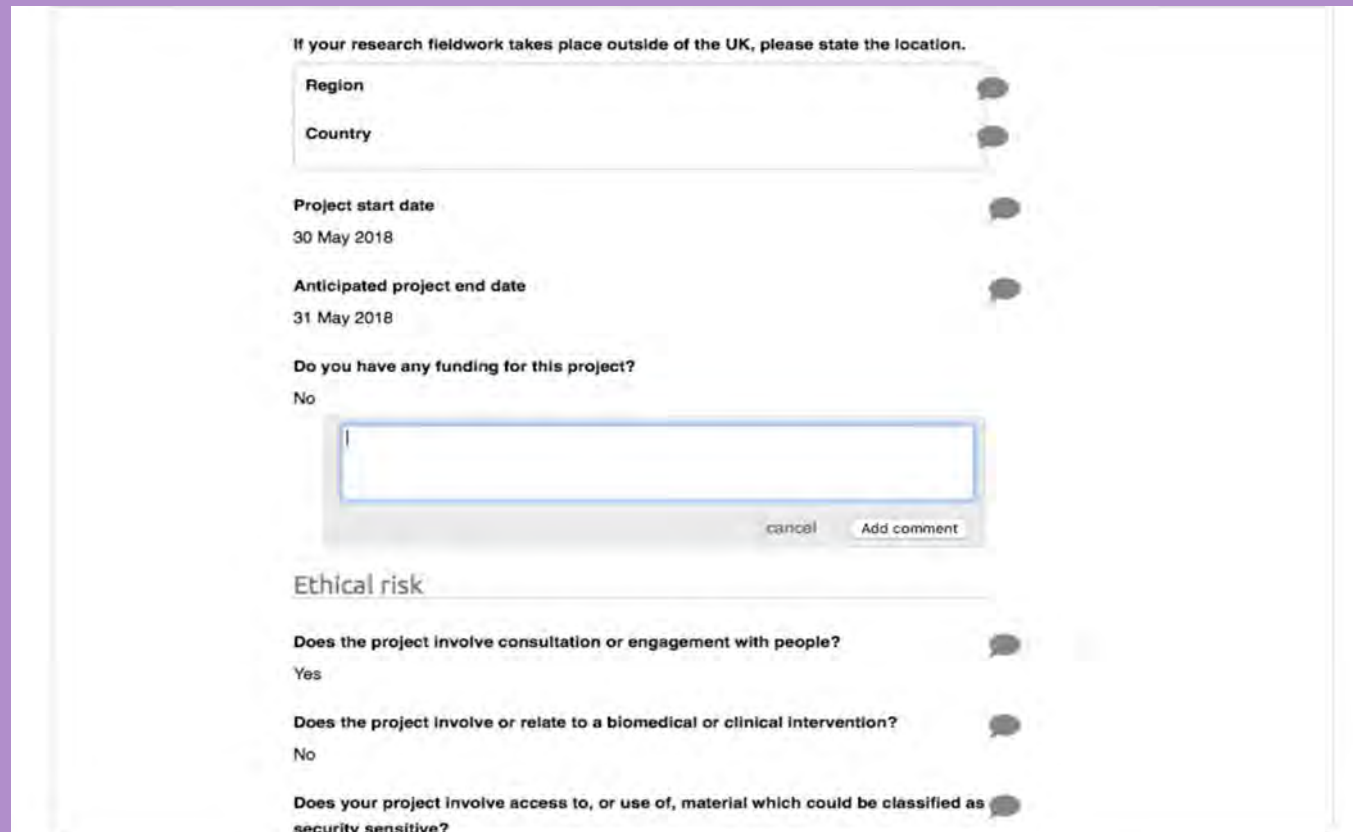
On the right side, there are several summary boxes:

- STATUS**: Waiting for decision
- CURRENTLY WITH**: Tillie Little
- MEDIUM RISK**: Progress application (green dot), Return application (yellow dot)
- APPLICATION**: Ethics application (highlighted with a grey arrow)
- Download printable PDF...**
- Add note**
- REVIEWERS**: Prof Tillie Little (Supervisor) considering application (highlighted with a yellow box)


At the bottom, an "Application timeline" section shows the following events:


- Ethics Approval**
 - Waiting for decision**
 - Ilyse Welch* started the Ethics approval process (16 May 2018, 11:20)
 - Ilyse Welch* confirmed statements - [view...](#) (16 May 2018, 12:00)
 - Ilyse Welch* submitted the Ethics application (16 May 2018, 12:00)


Comments can be made on any line of the application




If your research fieldwork takes place outside of the UK, please state the location.

Region 

Country 

Project start date 

30 May 2018


Anticipated project end date 

31 May 2018


Do you have any funding for this project?

No


Ethical risk

Does the project involve consultation or engagement with people? 

Yes

Does the project involve or relate to a biomedical or clinical intervention? 

No

Does your project involve access to, or use of, material which could be classified as security sensitive? 

Once reviewed by supervisor/HoD the application can progress to HREC or be returned

The screenshot displays a web interface for managing an ethics application. The main heading is "Ethics application ETH1718-0029". On the left, a navigation menu includes "Home", "University of Example" (with sub-items "Humanities", "Media", "Science and Technology"), "Committees" (with "Upcoming meetings"), "Calendar", and "Using this demo". The central area shows application details in a table-like format:

Title	Ethics application ETH1718-0029
Application ID	ETH1718-0029
Researcher	Ilyse Welch
Project	On a friend word minute
Date	16 May 2018
Academic year	2017 - 2018
Supervisor	Prof Tillie Little Dr Pauly Gibbs Dr Connolly Garner
Ethics reviewers	Prof Tillie Little

On the right side, there are several action panels:

- STATUS:** Waiting for decision
- CURRENTLY WITH:** Tillie Little
- MEDIUM RISK:** A box containing two options: "Progress application" (with a green dot) and "Return application" (with a yellow dot). This box is highlighted with a grey border and a callout arrow.
- APPLICATION:** Ethics application
- Download printable PDF...**
- Add note**
- REVIEWERS**

At the bottom, an "Application timeline" section shows a single entry: "Ethics Approval" with the status "Waiting for decision". Below this, it notes "Ilyse Welch started the Ethics approval process" on "16 May 2018, 11:20".

Application can now be progressed to the SREC

The screenshot shows the Haplo application interface. At the top, there is a search bar and navigation links for Search, Browse, Recent, and Add. The user's name, Tillie Little, and a Help link are also visible. The main content area is titled "Progress application: Ethics application ETH1718-0029". On the left, there is a sidebar with navigation links for Home, University of Example (Humanities, Media, Science and Technology), Committees (Upcoming meetings), Calendar, and Using this demo. The main content area lists four options for forwarding the application:

- Forward**
 - Dr Tracey Parry** (Research Director (recommended route))
 - Science and Technology Ethics Committee** (Faculty Ethics Committee)
 - University of Example Ethics Committee** (University Ethics Committee)
 - Forward to someone who's not listed here** (For most applications, you should only send to listed approvers. This option is intended to get advice from experts.)
 - Forward to committee outside recommended route** (If special circumstances require consideration by a committee with different expertise, you can forward it to a committee outside the normal approval route.)

Ensure your HoD knows which committee you want it to go to if it is not HREC as this is likely to be the default

HREC timeline

- 1st-4th All applications received by midnight on 1st month are checked by Chair and Secretary and:
 - Assigned to two primary reviewers OR
 - Redirected to appropriate SREC OR
 - Returned to applicant if there is missing information
- 5th-16th Reviews submitted by PRs
- 17th-20/25th Online committee endorsement and decision
- By 28th-30th – response by Chair/Dep Chair with notification
- It can take 4-8 weeks depending on time of year and availability of reviewers
- **No committee in August**

Online recommendations made with comments and discussion between the members. A meeting can be called if needed.

The screenshot displays a web interface for an ethics application. The main content area is titled "Ethics application ETH1718-0029". It features a table of recommendations, a discussion section with two entries, and a right-hand sidebar with various action buttons and status information.

Recommendation	Count
Approve	2
Approve with conditions	0
Not approve	0

[View committee member recommendations](#)

Discussion

Dr Leland Johnson *recommended: Approve* 16 May 2018, 16:52
Comments relating to the application
[Reply](#)

Prof Reid Elliott *recommended: Approve* 16 May 2018, 16:53
Further comments relating to the application
[Reply](#)

[Add comment](#)

Change recommendation

Add comment

INVITED

Dr Leland Johnson

Prof Reid Elliott

Opened
16 May 2018

Deadline
23 May 2018

Home

University of Example

Humanities

Media

Science and Technology

Committees

Upcoming meetings

Calendar

Using this demo

Application can be progressed or returned

Haplo

Quick search Search Browse Recent Add Tasks Corrie Ellis Help

Ethics application ETH1718-0029

Ethics application (Doctoral researcher)

Title	Ethics application ETH1718-0029
Application ID	ETH1718-0029
Researcher	Ilyse Welch
Project	On a friend word minute
Date	16 May 2018
Academic year	2017 - 2018
Supervisor	Prof Tillie Little Dr Pauly Gibbs Dr Connolly Garner
Ethics reviewers	Prof Tillie Little Science and Technology Ethics Committee
Committee meeting	Science and Technology Ethics Committee meeting

STATUS
Awaiting Science and Technology Ethics Committee meeting

CURRENTLY WITH
Corrie Ellis

MEDIUM RISK

- Progress application
- Return application

Reviews
2 completed

Scheduled for 23 May 2018, from 11:00 to 11:45

Options

The screenshot shows the Haplo web application interface. At the top left is the Haplo logo. Below it is a search bar with the text "Quick search". To the right of the search bar are navigation links: "Search", "Browse", "Recent", and "Add". Further right are "Tasks 3", "Corrie Ellis" with a user icon, and "Help".

Below the navigation bar is a "Back" button. The main heading is "Progress application: Ethics application ETH1718-0029".

On the left side, there is a sidebar menu with the following sections:

- Home
- University of Example
 - Humanities
 - Media
 - Science and Technology
- Committees
 - Upcoming meetings
- Calendar
- Using this demo

The main content area is divided into two sections:

- Decision**
 - [Approve](#)
 - [Approve with conditions](#)
 - [Not approve](#)
- Forward**
 - [Dr Tracey Parry](#)
Research Director
 - [University of Example Ethics Committee](#)
University Ethics Committee
 - [Forward to someone who's not listed here](#)
For most applications, you should only send to listed approvers. This option is intended to get advice from experts.

Notification letter is generated

The screenshot shows a web interface for generating an ethics decision notification letter. On the left is a navigation sidebar with sections: Home, University of Example (with sub-items: Humanities, Media, Science and Technology), Committees (with sub-item: Upcoming meetings), Calendar, and Using this demo. At the top left of the main content area is a '< Cancel' button. The main title is 'Ethics ETH1718-0029: Ilyse Welch (Medium risk): Decision'. Below the title is a pagination control showing 'p 1 2 3 4 ·' and a 'B / link' button. The main content area contains the following text:

Dear Ilyse

I am writing to inform you that your Medium risk application was considered by the Science and Technology Ethics Committee.

The proposal was approved.

Yours

Corrie Ellis

I am advised by the Committee to remind you of the following points:

Your responsibility to notify the Research Ethics Committee immediately of any information received by you, or of which you become aware, which would cast doubt upon, or alter, any information contained in the original application, or a later amendment, submitted to the Research Ethics Committee and/or which would raise questions about the safety and/or continued conduct of the research.

The need to comply with the Data Protection Act 1998.

The need to comply, throughout the conduct of the study, with good research practice standards.

The need to refer proposed amendments to the protocol to the Research Ethics Committee for further review and to obtain Research Ethics Committee approval

Once approved the final status will show or it will show as returned to applicant for amendments

Ethics application ETH1718-0029

Home

University of Example

- Humanities
- Media
- Science and Technology

Committees

- Upcoming meetings

Calendar

Using this demo

Ethics application (Doctoral researcher)

Title: Ethics application ETH1718-0029

Application ID: ETH1718-0029

Researcher: [Ilyse Welch](#)

Project: [On a friend word minute](#)

Date: 16 May 2018

Academic year: 2017 - 2018

Supervisor: [Prof Tillie Little](#), [Dr Pauly Gibbs](#), [Dr Connolly Garner](#)

Ethics reviewers: [Prof Tillie Little](#), [Science and Technology Ethics Committee](#), [Dr Tracey Parry](#)

Expiry date: 23 May 2022

Committee meeting: [Science and Technology Ethics Committee meeting](#)

STATUS
Approved
MEDIUM RISK

Reviews
2 completed

APPLICATION
Ethics application

ONLINE DECISION
Science and Technology Ethics Committee decision

NOTIFICATIONS
Decision

Application timeline



Adverse events and significant amendments

Amendments can be made via Haplo

The screenshot displays the 'Ethics application ETH1718-0029' page. On the left is a navigation menu with sections: Home, University of Example (with sub-items: Humanities, Media, Science and Technology), Committees (with sub-item: Upcoming meetings), Calendar, and Using this demo. The main content area shows application details in a table-like format:


Title	Ethics application ETH1718-0029
Application ID	ETH1718-0029
Researcher	Ilyse Welch
Project	On a friend word minute
Date	16 May 2018
Academic year	2017 - 2018
Supervisor	Prof Tillie Little Dr Pauly Gibbs Dr Connolly Garner
Ethics reviewers	Prof Tillie Little Science and Technology Ethics Committee Dr Tracey Parry
Expiry date	23 May 2022
Committee meeting	Science and Technology Ethics Committee meeting

On the right side, there are several panels:

- STATUS**: Approved
- MEDIUM RISK**
- A list of actions: Report adverse event, Significant amendment to protocol, Copy as a new application. The first two options are highlighted with a grey box and a white arrow pointing to them.
- APPLICATION**: Ethics application
- NOTIFICATIONS**: Decision
- Download printable PDF...**
- REVIEWERS**: Prof Tillie Little

If there are adverse events or other factors, approval can be cancelled

The screenshot shows the Haplo web application interface. At the top, there is a search bar and navigation links for 'Search', 'Browse', 'Recent', and 'Add'. The user 'Austina Matthews' is logged in, with a 'Help' link. The main heading is 'Ethics application ETH1718-0029'. On the left, a navigation menu includes 'Home', 'University of Example' (with sub-links for Humanities, Media, and Science and Technology), 'Committees' (with 'Upcoming meetings'), 'Calendar', and 'Using this demo'. The central area displays the application details in a table:

	Title	Ethics application ETH1718-0029
	Application ID	ETH1718-0029
	Researcher	Ilyse Welch
	Project	On a friend word minute
	Date	16 May 2018
	Academic year	2017 - 2018
	Supervisor	Prof Tillie Little Dr Pauly Gibbs Dr Connolly Garner
	Ethics reviewers	Prof Tillie Little Science and Technology Ethics Committee Dr Tracey Parry
	Expiry date	23 May 2022

On the right side, there are several panels:

- STATUS**: Approved
- MEDIUM RISK**: ● Cancel approval
- APPLICATION**: Ethics application
- NOTIFICATIONS**: Decision
- Download printable PDF...**
- REVIEWERS**

Top issues in the last year

1. Start dates too soon to allow for review period – stalled system



Default now is 2 months from submission

2. Ticking wrong boxes – Health-related findings (HRF), Participant cohorts

3. Not uploading the required documents

4. HoD not approving and submitting the application before 1st



5. Problems with notifications

6. Not removing previous versions of documents when submitting revised documents

7. Research proposals should be focused with emphasis on methods and ethical issues. **Do NOT** submit your full registration document and/or report.

Top tips to avoid 'conditions'

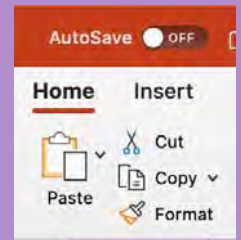
1. Participant information sheet and consent forms

- Omission of EHU required statements or information
- Not clearly written
- Too long or complicated – lay language



2. Missing information/documents or lack of clarity in responses

3. Not providing evidence of collaboration/gate keepers or DBS



Request the templates from the research support team FHSCM-ResearchOffice-Admin@edgehill.ac.uk

PPI or colleague review

Clarify any queries with Chair/Dep Chair before submitting

It may feel like the system or committee are.....



but we're here to help you proceed from proposal to getting started in an ethical and EHU 'sponsored' way 😊

Please get in touch if you have any questions before you submit

FHSCM-ResearchOffice-Admin@edgehill.ac.uk

