



Converis Ethics Review
Academic User Guide

Contents

1. Introduction	4
1.1 What is Converis?	4
1.2 Ethics Review in Converis	4
1.3 Responsibilities	4
1.4 Timescales	4
2. Accessing the system	5
3. Accessing help	6
3.1 Technical Help	6
3.2 Application Specific Queries	6
3.3 Ethics Policy and Procedure Queries	6
4. Ethics Process Overview	7
5. Creating an Ethics Review	8
5.1 Starting a new application	9
5.2 Completing the rest of the application	12
5.3 Principal Investigator Sign-off	14
5.4 Moving your application on to the next stage	15
5.5 What happens next?	16
5.6 Notification of outcome	17
5.7 If you have to resubmit	18
5.7.1 Resubmission Process Map	19
5.7.2 If you have to resubmit on a different template type	20
5.8 If your application is not approved	21
5.9 Your responsibilities post-approval	22
5.10 Post Approval Amendments	23
6. Director of Study Approval	24
6.1 Accessing the Application	24
6.2 Sending the Ethics Review back to the Student	25
6.3 Signing off the application	26
6.4 What happens next?	27
7. Ethics Reviewers	28
7.1 Accessing the Application	28
7.2 Declining to review the application	30
7.3 Reviewing the application	31
7.4 Lead Reviewers Responsibilities	32

7.5	What happens next?.....	35
7.5.1	If outcome decision made by Lead Reviewer.....	35
7.5.2	If escalated to FREC Chair for outcome decision.....	35
7.6	Reviewing a Resubmitted Application.....	36
7.7	Reviewing Amendments	37
8.	Faculty Research Ethics Chair (FREC)	38
8.1	Reviewing an application	38
8.2	What happens next?.....	41
9.	Cloning a record	42
10.	Producing a PDF of an Ethics Review	43
11.	IRAS Process Map.....	44

1. Introduction

1.1 What is Converis?

Converis is the University's Research Management System and is used to record Pre-Award Funding Applications and Ethics Reviews.

1.2 Ethics Review in Converis

Completing the Ethics Review application in Converis enables the University to record that research conducted has been subjected to ethical scrutiny.

The SHU Research Ethics Policy should be consulted before completing the Ethics Review application in Converis.

1.3 Responsibilities

Collecting data without ethical approval or ethical scrutiny constitutes research misconduct under the University policy. Studies can only begin once ethics approval has been received.

The final responsibility for ensuring that ethical research practices are followed rests with the supervisor for student research and with the Principal Investigator for staff research projects.

Note that students and staff are responsible for making suitable arrangements for keeping data secure and, if relevant, for keeping the identity of participants anonymous. They are also responsible for following SHU guidelines about data encryption and research data management.

Converis Role	Responsible for
Staff Researcher/Student	Creating the application in Converis
Director of Study	Signing off Students' application as ready for review
Ethics Reviewer	Undertaking ethical review of applications and making recommendation. Lead Reviewer responsible for making overall approval decision or escalating to FREC. Responsible for reviewing amendments.
FREC	Making overall approval decision when applications/amendments are escalated.

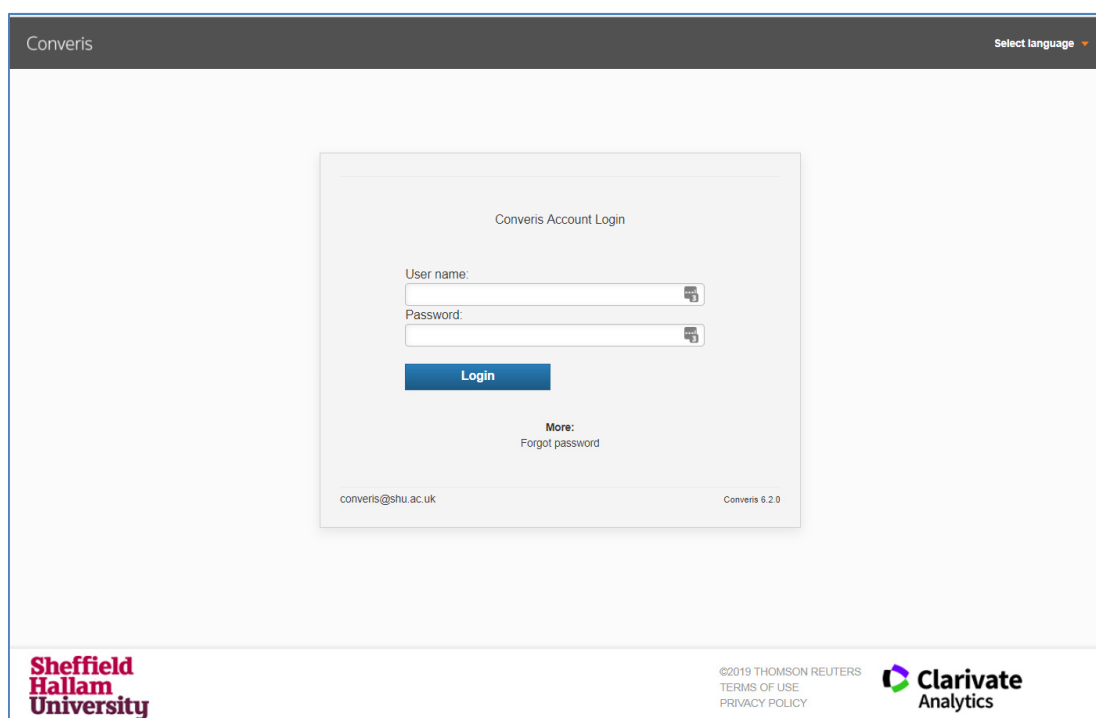
1.4 Timescales

The target for completing Ethics Reviews is 2 weeks, from date of submission.

2. Accessing the system

Converis can be accessed by clicking on this link:

<https://shu.converis.clarivate.com/converis/secure/login>



User name	<p>Your username is your normal SHU network login.</p> <p>Students this will be your student number beginning with a letter e.g. B999999</p>
Password	<p>Existing users can use current Converis password.</p> <p>New Users - you will be emailed a password when you request an account.</p> <p>If you have not received an email or want to change your password, you can reset your password by clicking on the Forgot password link from the login page.</p> <div data-bbox="1003 1621 1251 1756"><p>More: Forgot password</p></div>
Deactivated accounts	<p>If you incorrectly enter your password 3 times, your account will be deactivated. Please email converis@shu.ac.uk to reactivate your account.</p>
How to request an account	<p>To request access to Converis: please email converis@shu.ac.uk</p>

3. Accessing help

3.1 Technical Help

Converis Support Team converis@shu.ac.uk

3.2 Application Specific Queries

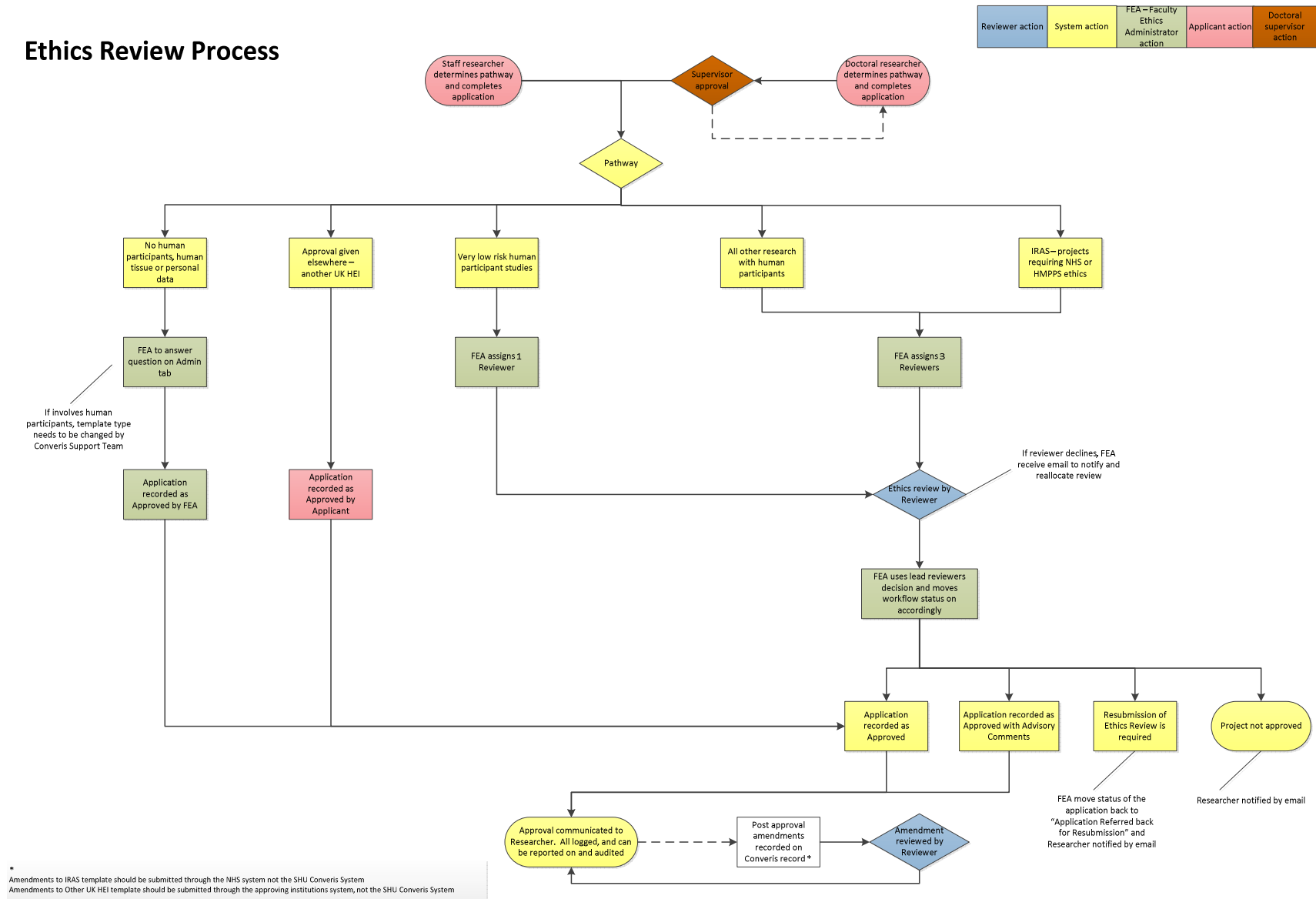
HWB	Faculty Ethics Admin	hwbethics@shu.ac.uk
	Doctoral Admin	HWB-DoctoralAdmin-mb@exchange.shu.ac.uk
STA	Faculty Ethics Admin	STAfrec@shu.ac.uk
	MERI PG Administrator	aces-meripgradadministrator-mb@hallam.shu.ac.uk
	C3RI PG Administrator	aces-pgradmin-mb@hallam.shu.ac.uk
SBS	Faculty Ethics Admin	sbsethics@shu.ac.uk
	Doctoral Admin	sbsdoctorates@shu.ac.uk
SSH	Faculty Ethics Admin	SSH-ResearchEthics@shu.ac.uk
	FDS PG Administrator	ds-FDSResearch-pf@exchange.shu.ac.uk

3.3 Ethics Policy and Procedure Queries

Research and Innovation Office ethicssupport@shu.ac.uk

4. Ethics Process Overview

Ethics Review Process

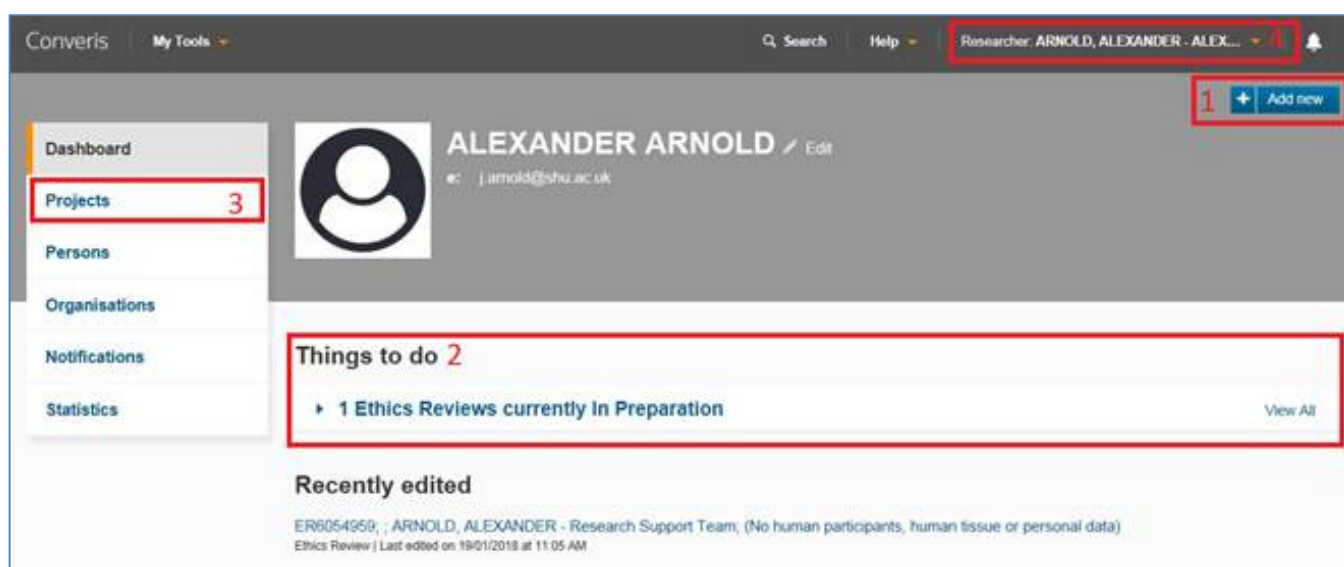


5. Creating an Ethics Review

After you log in to Converis you will arrive at the **Dashboard**.

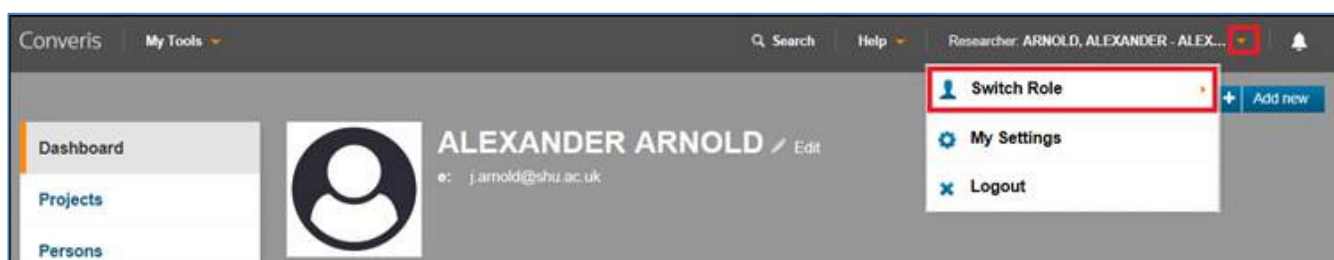
From this screen you can:

1. Create a new Ethics Review
2. Access Ethics Reviews you are currently preparing
3. View all of your Ethics Reviews
4. Switch roles and logout



You must be logged in as **Researcher** for staff research or for PhD/MRes/MbyRes applications you should be in your **Student** role.

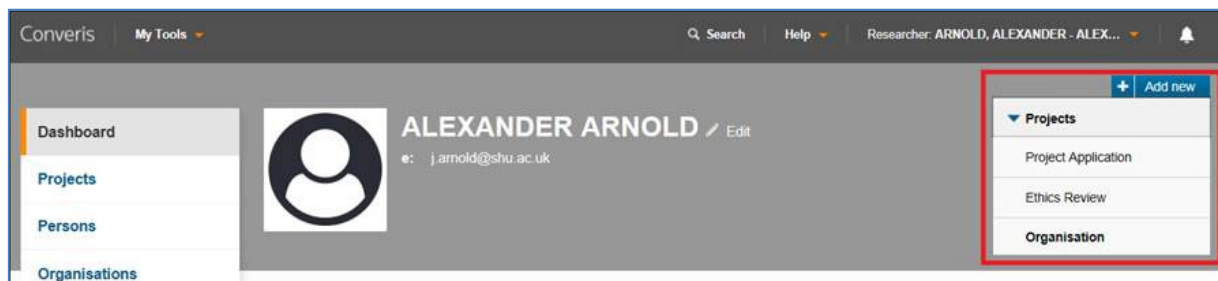
Click on the orange arrow in the top right of the screen and select **Switch Role**.



You will be returned to the Dashboard of your selected role.

5.1 Starting a new application

1. Click Add New
2. Select Projects / Ethics Review



3. You will then need to select the **Ethics Review Type**.

There are five pathways (Ethics Review Types) to choose from. Each one reflects the level of risk associated with the research.

Click on a template to create a new blank application.

A screenshot of the 'Add new Ethics Review' form. The form has a title bar 'Add new Ethics Review'. Below it, a section titled 'Select the desired ethics review type' contains a table. The table has two columns: 'Ethics Review' and 'Information about the selected ethics review'. The 'Ethics Review' column lists five options: 'No human participants, human tissue or personal data', 'Very low risk human participants studies', 'All other research with human participants', 'IRAS - projects requiring NHS or HMPPS ethics', and 'Approval given elsewhere - another UK HEI'. The 'Information about the selected ethics review' column is currently empty. A red text box is overlaid on the right side of the table, stating: 'By hovering your mouse pointer over each template, you will see a description here.'

Further information about each template can be found on the next page.

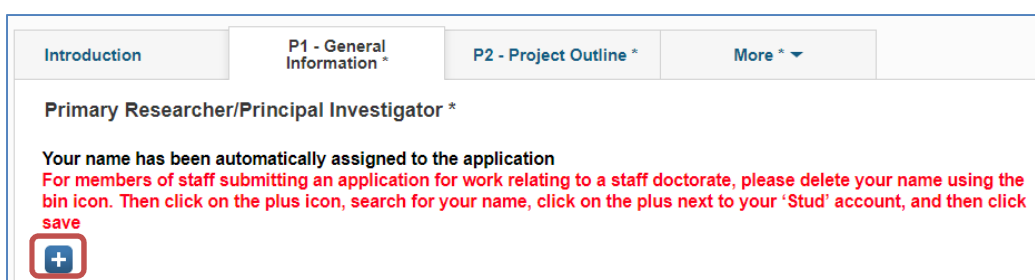
Name of pathway (template in Converis)	Description/to be used for	Is review required?	Process
No human participants, human tissue or personal data	<ul style="list-style-type: none"> • Desk based reviews. • Analysis of anonymised secondary data. • No interaction with human participants. • Typically only in areas such as humanities, engineering and physical sciences; although not all research in those areas has no participants. 	No	Application created in Converis by Researcher and marked as approved by Faculty Ethics Admin.
Very low risk human participants studies *	<ul style="list-style-type: none"> • Participants not vulnerable; • No foreseeable risk of physical or emotional harm; • No potential pain; • Not a sensitive topic; • All participants giving informed consent; • No covert observation; • No drugs, food substances or invasive procedures being administered. 	Yes by 1 reviewer	Application created in Converis by Researcher. Reviewer assigned by Faculty Ethics Admin. Reviewer responsible for responding.
All other research with human participants *	<p>This is the standard ethics proforma and includes:</p> <ul style="list-style-type: none"> • Bioscience; • Food science; • Sport science • And most social science research. 	Yes by 3 reviewers	Application created in Converis by Researcher. Reviewers assigned by Faculty Ethics Admin. Lead Reviewer responsible for collating Reviewer's responses.
IRAS – projects requiring NHS or HMPPS ethics *	Project is being submitted to NHS or HMPPS (prisons and probation) ethics through IRAS	Yes by 3 reviewers	Application created in Converis by Researcher. Reviewers assigned by Faculty Ethics Admin. Lead Reviewer responsible for collating Reviewer's responses.
Approval given elsewhere - another UK HEI	In the case of collaborations reviewed under another UK university's approval process.	No	Application created in Converis by Researcher and recorded as approved.

* In studies with human participants, the online form includes health and safety risk assessment for the researcher as before. However, please note if it may be necessary to conduct a further health and safety risk assessment for the proposed research, for example for laboratory based studies. Further information can be obtained from your Faculty Safety Co-ordinator. Any further risk assessment can be uploaded to Converis alongside your other documents.

Your name will be automatically assigned to the application as the **Primary Researcher/Principal Investigator**.

If you are a member of staff submitting an application for work relating to a doctorate, follow these steps to remove your staff account and assign your student account to the application.


1. Delete your name by clicking on the bin icon.
2. Click on the blue plus icon.



Introduction P1 - General Information * P2 - Project Outline * More * ▾

Primary Researcher/Principal Investigator *

Your name has been automatically assigned to the application
For members of staff submitting an application for work relating to a staff doctorate, please delete your name using the bin icon. Then click on the plus icon, search for your name, click on the plus next to your 'Stud' account, and then click save

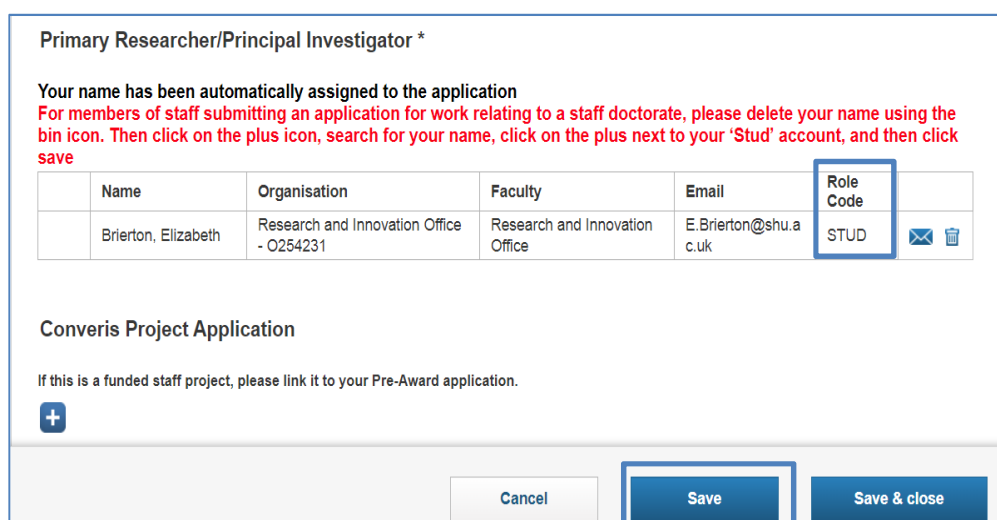


3. Search for your name.
4. Click on the blue plus next to your student account (STUD)

Your student account will be added to the application.



5. Click **Save** at the bottom of the screen.

This will save your new application to your account and you can then continue to work on it.




Primary Researcher/Principal Investigator *




Your name has been automatically assigned to the application
For members of staff submitting an application for work relating to a staff doctorate, please delete your name using the bin icon. Then click on the plus icon, search for your name, click on the plus next to your 'Stud' account, and then click save

	Name	Organisation	Faculty	Email	Role Code	
	Brierton, Elizabeth	Research and Innovation Office - O254231	Research and Innovation Office	E.Brierton@shu.ac.uk	STUD	 

Converis Project Application

If this is a funded staff project, please link it to your Pre-Award application.




  

5.2 Completing the rest of the application

- You can move backwards and forwards between tabs.
- Information entered into fields *is not* automatically saved. Click on the **Save** button at the bottom of the screen at regular intervals to avoid losing information.
- The **Save and Close** button will close the record you are working on as well as saving the data that has been entered. Leave the record in the In Preparation status so that you can return to edit it.
- Mandatory Fields have an * next to them; this means they must be completed before the status of the application can be submitted.
- If your review is linked to a project application in Converis, use the **Converis Project Application** field to link the records.

Click on . Enter the **Title** or **Project ID** of the application and click the magnifying glass icon.

Select the record by clicking on .

Search results for aa2696074	
	AA2696074; Test Application - Researching Converis; BOND, JAMES - Research Support Team

- If the project is **Doctoral research** you will need to add your Director of Studies. This can be done in the same way as when adding yourself as the Principal Investigator.

If Doctoral research, please name your Director of Studies

Click on the blue plus icon below to add the Director of Studies. Another member of your supervisory team may be nominated to undertake this on behalf of your Director of Studies.

If the Director of Studies cannot be found in the system please email converis@shu.ac.uk



- If the project is **Doctoral research** you can also add all the members of your Supervisory Team. This enables them to view your application. If a supervisor is from an external institution please add them to the text box under **Q3b. External Investigator Details** (they will not be able to view your application but you could download a PDF copy and send this via email.)

If Doctoral research, please name all members of your Supervisory Team

Click on the blue plus icon below to add the members of your Supervisory Team.

If members of your Supervisory Team cannot be found in the system please email converis@shu.ac.uk



- If you are carrying out **Staff Research** and would like to add a Co-Investigator please add Co-Investigators in **Q3a. Other SHU Investigator**. Co-Investigators can edit the application while it is "In Preparation". They cannot sign off the application on behalf of the Principal Investigator.

Q3a. Other SHU Investigator


For staff projects, add any SHU collaborators here





- If your research is funded but you can't find the **Funder** on the system you can add a new record for them by clicking on the icon highlighted in the picture below.

Q8b. If the research is externally funded, who is the Funder?



- To upload documents click on this icon .
 - Select your document and click **Open**.
 - Complete the **Document Type** and **Description**.
 - To open documents in Converis, click on the file type Icon.

Upload Documents Here

	Name	Document Type	Description	
	Health and safety plan.docx	Select document type		



5.3 Principal Investigator Sign-off

Once all fields are complete the application needs to be signed-off before submitting into the system.

Click on the **P9 - Adherence to SHU Policy and Procedures** tab and complete the Principal Investigator Sign-off.

Primary Researcher/Principal Investigator Sign-off *

I can confirm that I have read the Sheffield Hallam University Research Ethics Policy and Procedures *
☐

I can confirm that I agree to abide by its principles and that I have no personal or commercial conflicts of interest relating to this project *
☐

Date of PI Sign-off *

Please note only the Principal Investigator can sign off an application.

5.4 Moving your application on to the next stage

When you have completed your application, click on the **Save & Close** button at the bottom right of the Converis screen.

The status box will pop up. Select the appropriate workflow status for your role then click **Done**.

For Staff Research

On All Other Research, Very Low Risk, No Human Participants or IRAS

The screenshot shows a 'Set status' dialog box with a light gray background. At the top, it says 'Set status'. Below that is a text box with the instruction: 'Record a comment about this status change (optional). This comment is only saved upon a successful change of status.' Underneath is a section titled 'In preparation' with the text: 'Save in this status when the application is being completed or revised.' Below that is a gray button labeled 'Send for Admin Check' with the text: 'Selecting this status will issue a notification to the Faculty Ethics Administrator, who will screen it and initiate the review process.' At the bottom are two buttons: 'Cancel' and 'Done'.

This will generate an email to your Faculty Ethics Admin Team who will then process your application.

For Student Research

On All Other Research, Very Low Risk, No Human Participants or IRAS

The screenshot shows a 'Set status' dialog box with a light gray background. At the top, it says 'Set status'. Below that is a text box with the instruction: 'Record a comment about this status change (optional). This comment is only saved upon a successful change of status.' Underneath is a section titled 'In preparation' with the text: 'Save in this status when the application is being completed or revised.' Below that is a gray button labeled 'Send for Director of Studies Approval' with the text: 'Selecting this status will issue a notification to the Director of Studies for them to check and approve the application as "Ready for Review". This is mandatory for all Doctoral Research.' At the bottom are two buttons: 'Cancel' and 'Done'.

This will generate an email to your Director of Study to ask them to sign-off your application before submitting it to the Faculty Ethics Admin Team to process.

They may return the application to you, to edit, if they consider revisions are needed before the application can be submitted for review.

For Staff /Student Research

On Approval given elsewhere - another UK HEI

The screenshot shows a 'Set status' dialog box with a light gray background. At the top, it says 'Set status'. Below that is a text box with the instruction: 'To add a comment you first need to change the status.' Underneath is a section titled 'In preparation' with the text: 'Save in this status when the application is being completed or revised.' Below that is a gray button labeled 'Application Approved' with the text: 'Selecting this status will issue an approval communication. Do this following notification from the lead reviewer that the application is "Approved".' At the bottom are two buttons: 'Cancel' and 'Done'.

This will generate an email to you to confirm the approval has been registered

5.5 What happens next?

If you have responded yes to any of the following questions, an email will be sent to the appropriate contact:

i) Participants under 5 years old	P1 Tab	Insurance Team
ii) Pregnant women	P1 Tab	Insurance Team
iii) 5000 or more participants	P1 Tab	Insurance Team
iv) Research being conducted in an overseas country	P1 Tab	Insurance Team
Q4. Are you likely to be generating potentially security-sensitive data that might need particularly secure storage?	P2 Tab	IT Help
Q3. Is this a clinical trial?	P3 Tab	Insurance Team
Are you uploading a Risk Assessment Form?	P8 Tab	Health and Safety
Are you uploading a Data Management Plan?	P8 Tab	Library Support Team

Pathway

- **No human participants, human tissue or personal data;**

If the correct template has been selected and completed, your application will be recorded as 'Approved' and you will receive email notification to this effect.

- **Approval given elsewhere - another UK HEI**

Once you have completed the application and save and closed it, you should set the status to 'Approved'.

- **Very low risk human participants**

Faculty Ethics Administrators will assign a reviewer and it will be their responsibility to make a final decision.

- **All other research with human participants**
- **IRAS - projects requiring NHS or HMPPS ethics**

Faculty Ethics Administrators will assign three reviewers. One of the Reviewers will be assigned as Lead, and it will be their responsibility to collate all comments and make a final decision.

Where there has been a difference of opinion between the three Reviewers that cannot be resolved, the Lead Reviewer may ask the Faculty Research Ethics Chair (FREC) to arbitrate.

5.6 Notification of outcome

When a decision has been made, you will receive an email to notify you of the outcome. There are five possible decisions that Reviewers can make:

1. Application Approved
2. Application Approved with Advisory Comments
3. Application Referred back for Resubmission
4. Application Not Approved
5. Second Resubmission Required (where application has already been resubmitted once)

Comments collated by the lead reviewer will be provided in the email.

5.7 If you have to resubmit

If your Ethics Review application has been "Referred back for Resubmission" you will receive an email notification containing collated comments from the Lead Reviewer/FREC.

Doctoral Students are encouraged to seek the advice of their Director of Studies before resubmitting the application for further full review.

You should then amend your application based on these comments.

If you need to change your response to any of the questions below, please email the Converis Support Team (converis@shu.ac.uk) with the relevant details.

i) Participants under 5 years old	P1 Tab
ii) Pregnant women	P1 Tab
iii) 5000 or more participants	P1 Tab
iv) Research being conducted in an overseas country	P1 Tab
Q4. Are you likely to be generating potentially security-sensitive data that might need particularly secure storage?	P2 Tab
Q3. Is this a clinical trial?	P3 Tab
Are you uploading a Risk Assessment Form?	P8 Tab
Are you uploading a Data Management Plan?	P8 Tab

After you have completed your changes, you should fill in the box at the bottom of the P10 tab called "Applicants Comments to Reviewers (following resubmission)" summarising your changes. Please ensure you complete this summary so the Reviewer can see where your changes are on the application.

Final Decision to be completed by Lead Reviewer (or FREC if escalated)

Application referred back

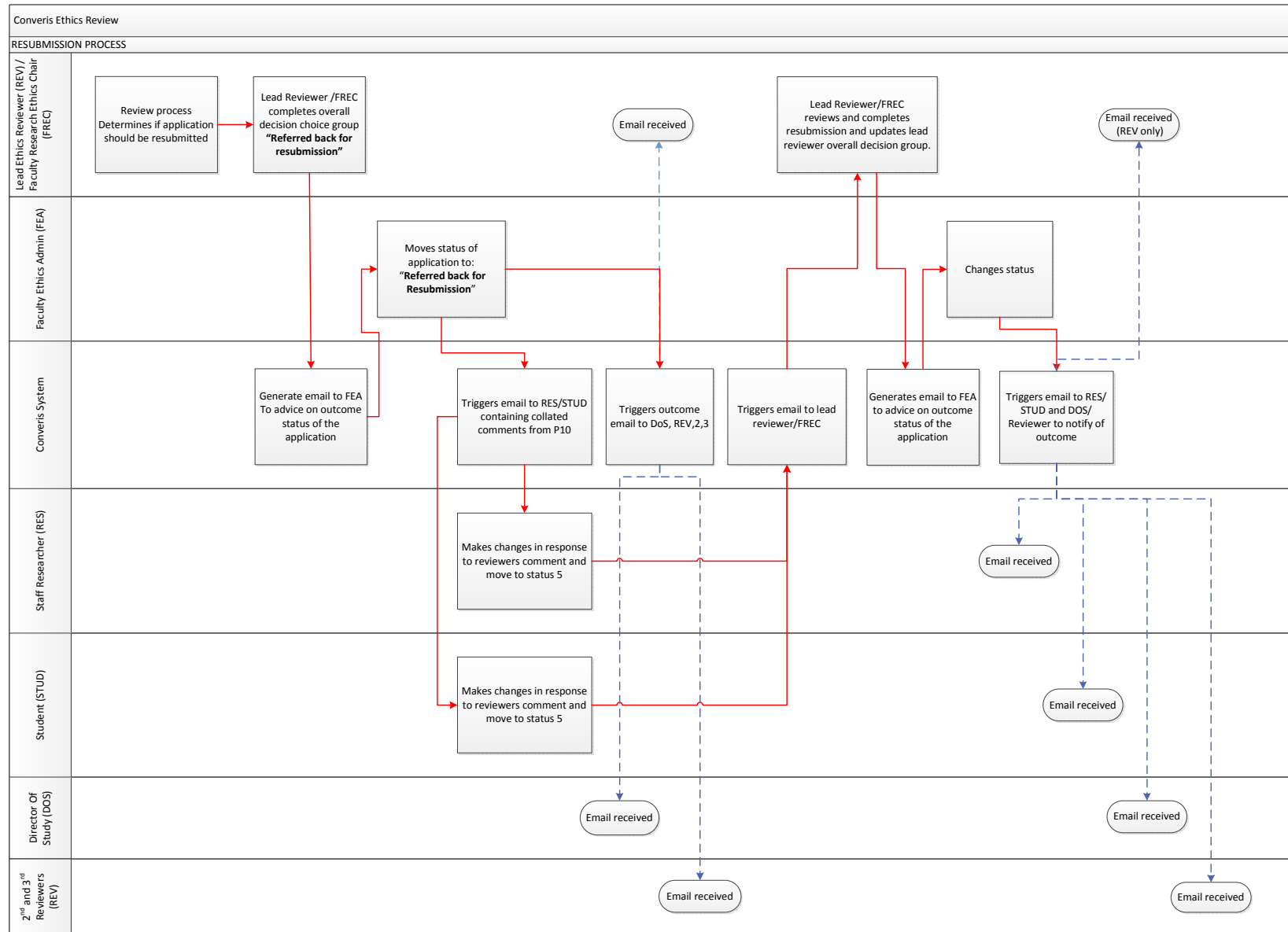
Date of Final Decision

07/02/2019

Applicants Comments to Reviewers (following resubmission)

When you are finished, click on save and close and set the status to "Send for approval by reviewers", then click on done. This sends an email to the lead reviewer/FREC to review the application again and amend their final decision.

5.7.1 Resubmission Process Map



5.7.2 If you have to resubmit on a different template type

If the reviewer's recommendation is to submit on a different template type, you will need to contact the Converis Support Team (converis@shu.ac.uk) with the following information:

- The Ethics ID number (beginning ER)
- The template type the application needs to be changed to
- The reason for the change in template type

The team will then arrange for the template to be changed to the correct type and the application will be returned to "In Preparation", where it can be further edited by you. You will receive an email to notify you when this has happened.

When you have finished editing your application, click on Save & close and move the status on as indicated in the table below.

Template Type	Staff Researchers Move the status of the application to:	Doctoral Researchers Move the status of the application to:
For No Human Participants templates	Send for Admin Check	Send for Director of Studies Approval
For All Other Research templates	Send for Admin Check	Send for Director of Studies Approval
For IRAS templates	Send for Admin Check	Send for Director of Studies Approval
For No Human Participants	Send for Admin Check	Send for Director of Studies Approval
For UK HEI	Application Approved	Application Approved

5.8 If your application is not approved

In cases where the application is not approved, you have the right to appeal to the University Research Ethics Committee (UREC) by contacting the Head of Research Ethics, Professor Ann Macaskill (a.macaskill@shu.ac.uk)

5.9 Your responsibilities post-approval

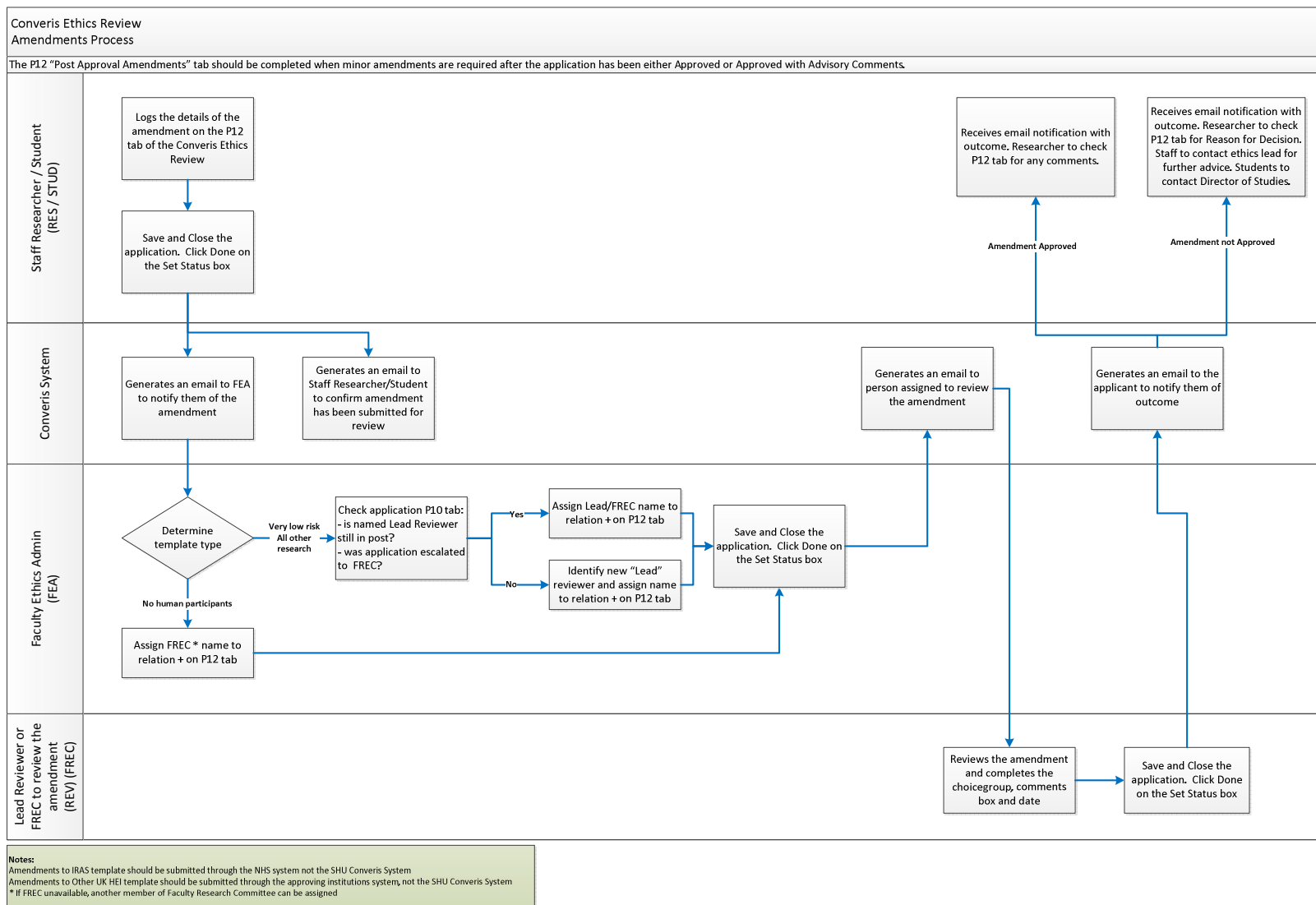
Once ethics approval has been granted, you are expected to deliver the project in accordance with the University's research ethics and integrity policies and procedures: <https://www.shu.ac.uk/research/ethics-integrity-and-practice>.

As the Principal Investigator you are responsible for monitoring the project on an ongoing basis and ensuring that the approved documentation is used. The project may be audited by the University during or after its lifetime.

The email confirming approval should be kept and stored in your project research files.

5.10 Post Approval Amendments

If amendments to your study are required after approval has been granted, these should be recorded on the tab called "P12 - Post Approval Amendments" and the following process followed.

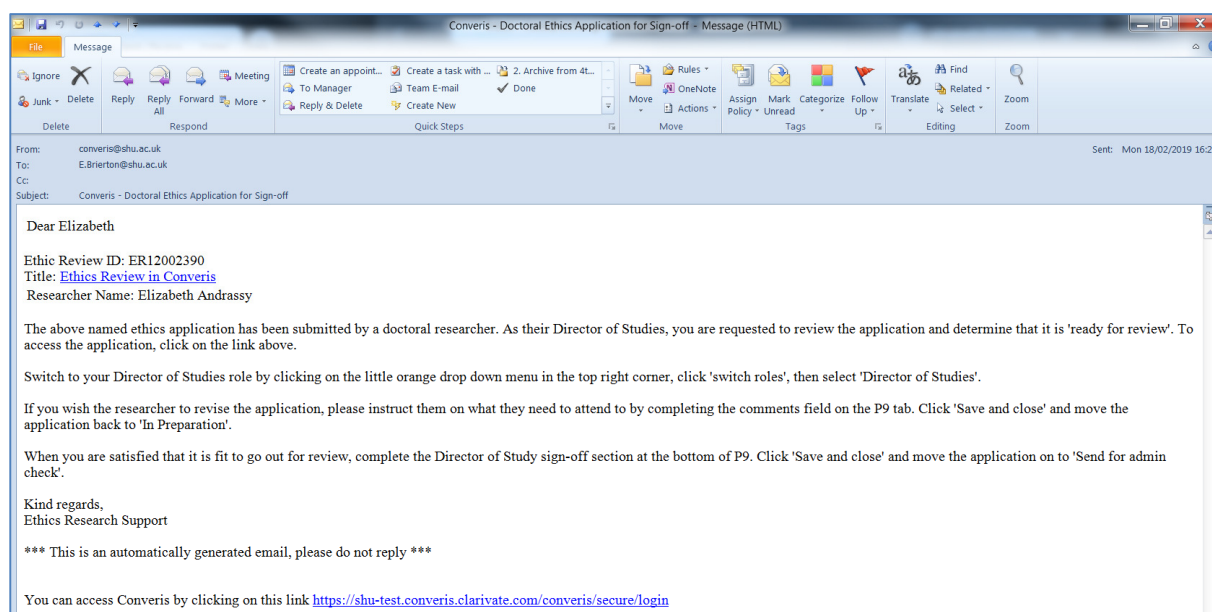


6. Director of Study Approval

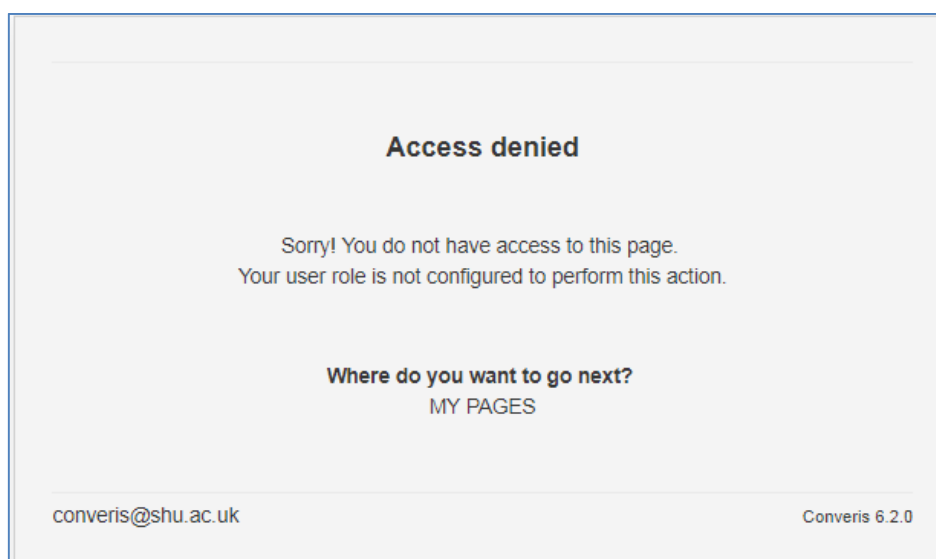
6.1 Accessing the Application

1. When a Doctoral Student has completed an Ethics Review Application you will receive an email notifying you it is ready for you to approve and sign-off as ready for review.

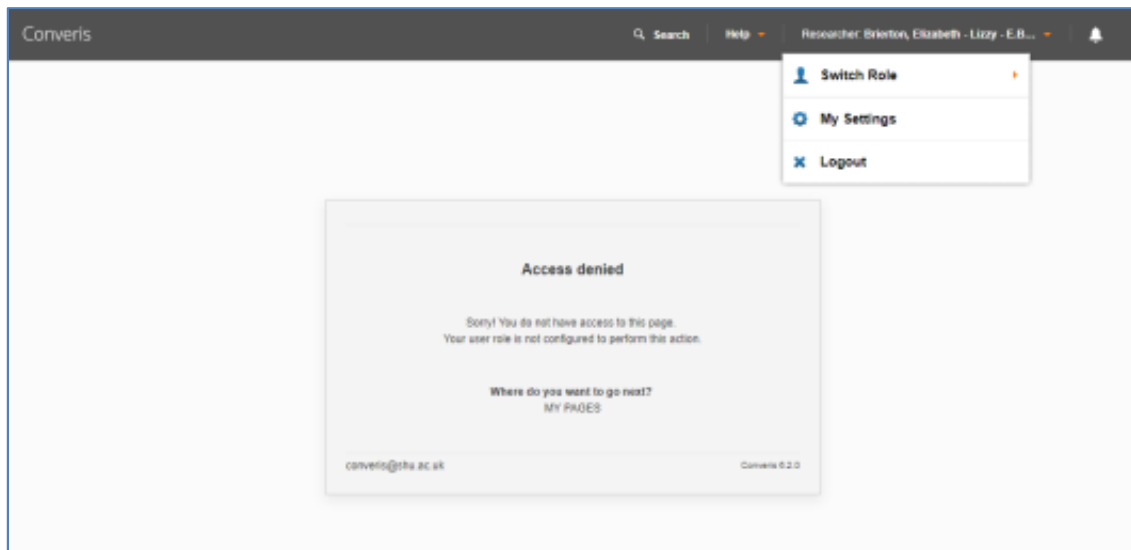
Please note that applications on the Approval given elsewhere - another UK HEI template are not sent to the Director of Study for sign-off.



2. Click on the blue hyperlinked title to access the application.
3. Login to Converis.
4. **Important:** If after logging in, you get the following **Access denied** message you will need to switch to your Director of Study role.



- Click on the orange arrow in the top right of the screen and select **Switch Role**, then choose **Director of Study**.



- You will be returned to the Dashboard for your Director of Study role.
- Click on the application listed in your **Things to Do** section this will take you into the application.



- Read through the Ethics Review application by clicking through each tab.

6.2 Sending the Ethics Review back to the Student

If the application is not yet ready for you to approve then it should be returned to the Student for amendments to be made.

- Complete the comments field on P9.
- Save and Close the Application.
- Change the Status to **In Preparation** and click **Done**.

* The Student will now receive an email notifying them of your comments.

6.3 Signing off the application

If the application is ready for you to approve:

1. Navigate to the "P9 - Adherence to SHU Policy and Procedures" tab.
2. Underneath the Principal Investigator Sign-off section you will see a section called, Director of Studies Sign-Off.

Director of Studies Sign-off

I confirm that this research will conform to the principles outlined in the Sheffield Hallam University Research Ethics policy
☐

I can confirm that this application is accurate to the best of my knowledge
☐

Director of Studies' Comments

Date of submission and supervisor sign-off

Director of Studies Sign-off

Director of Studies - click on the blue plus below, search for your name and add your business card to the record.

3. Complete all fields in this section ensuring that you add your name to sign-off the application. To do this you need to search for and apply your Director of Studies Business Card.
4. Click on the blue plus.

Director of Studies Sign-off

Director of Studies - click on the blue plus below, search for your name, click on the blue plus and this will add your business card to the record.

5. Type in your name and click on the magnifying glass to search. This will bring up your Director of Study Business Card. Click on the blue plus next to your name.



Director of Studies Sign-off


Director of Studies - click on the blue plus below, search for your name, click on the blue plus and this will add your business card to the record.

Search results for alexander arnold

ARNOLD, ALEXANDER - ALEXANDER - Research and Innovation Office - DOS - (Active)

6. Now click on Save and Close

Name	Organisation	Attribution in %	
ARNOLD, ALEXANDER	Research and Innovation Office (Sheffield Hallam University)		 



7. The Set Status box will then appear - select **Send for Admin Check** - click on Done.

6.4 What happens next?

Once you have Saved & Closed the application after signing-off the application, Converis will notify the Faculty Ethics Administrator that there is an application for them to check.

The Administrator is then responsible for assigning reviewers (where the application requires review), sending the application onto Reviewers and in turn changing the workflow status of the application to reflect the decision made.

When a final decision has been made, Converis will notify you and the Student of the outcome of their application.

7. Ethics Reviewers

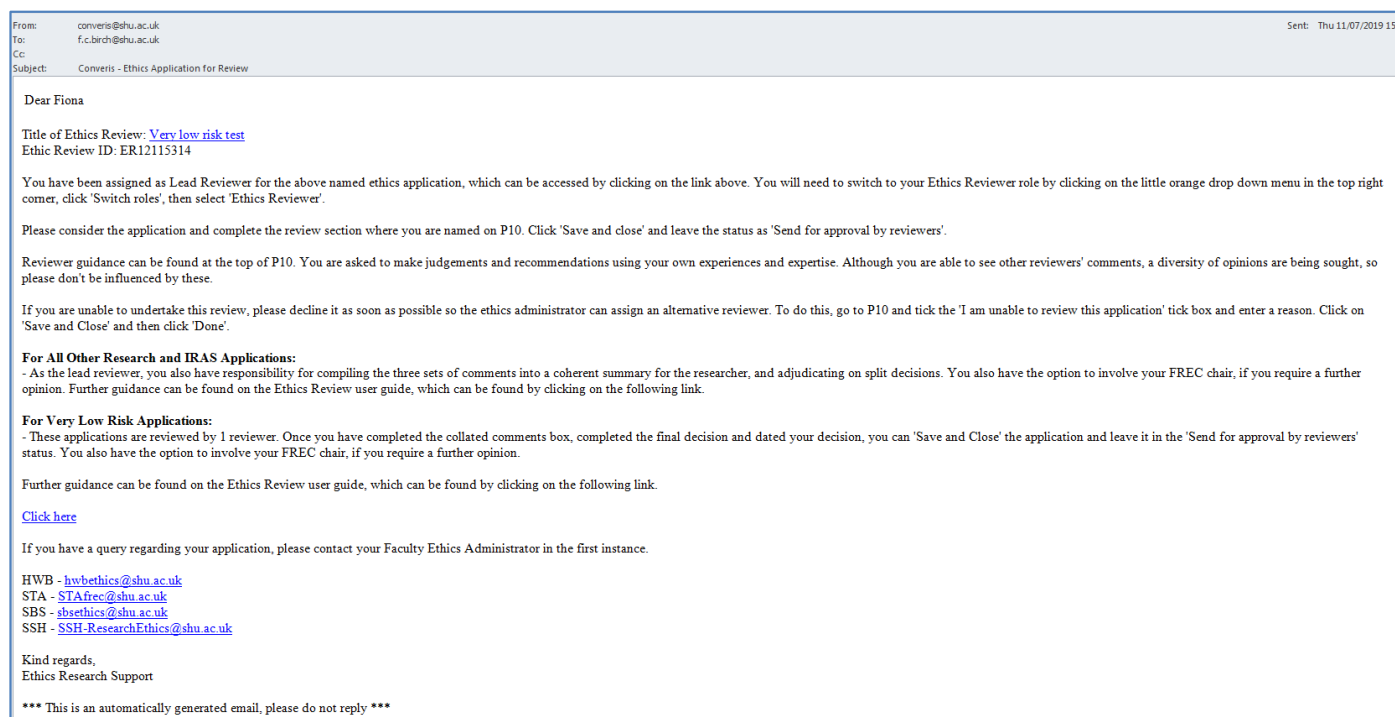
Ethics Review applications on the All Other Research and IRAS templates are assigned three reviewers:

- The Lead Reviewer generally being an experienced researcher with cognate subject expertise
- 2nd and 3rd Reviewers, who may be subject experts, have methodological overlap, can be lay Reviewers (lay members or Researchers with no natural research connections).

Ethics Review applications on the Very Low Risk template are assigned one reviewer.

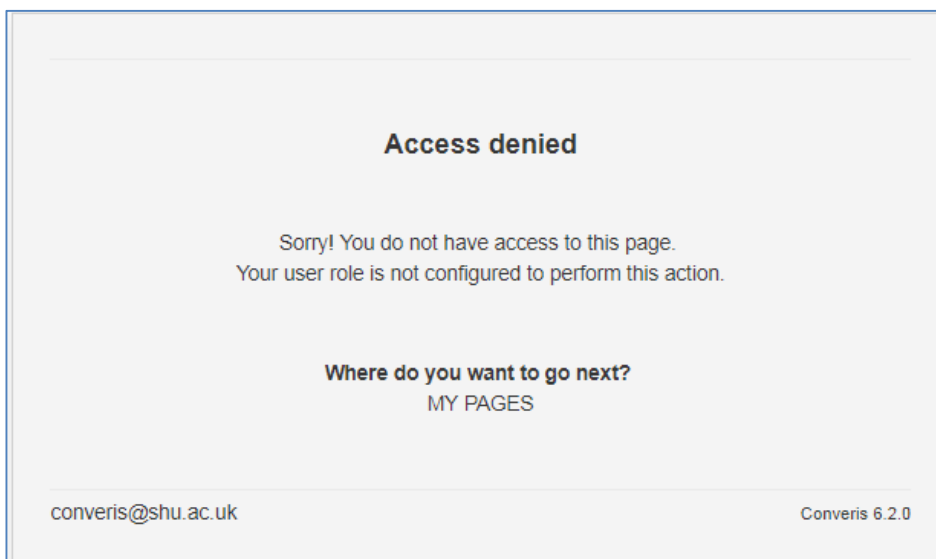
7.1 Accessing the Application

1. You will be notified by email when you have been assigned to review an Ethics Review application. The email notification will inform you whether you have been allocated as Lead, 2nd or 3rd Reviewer.

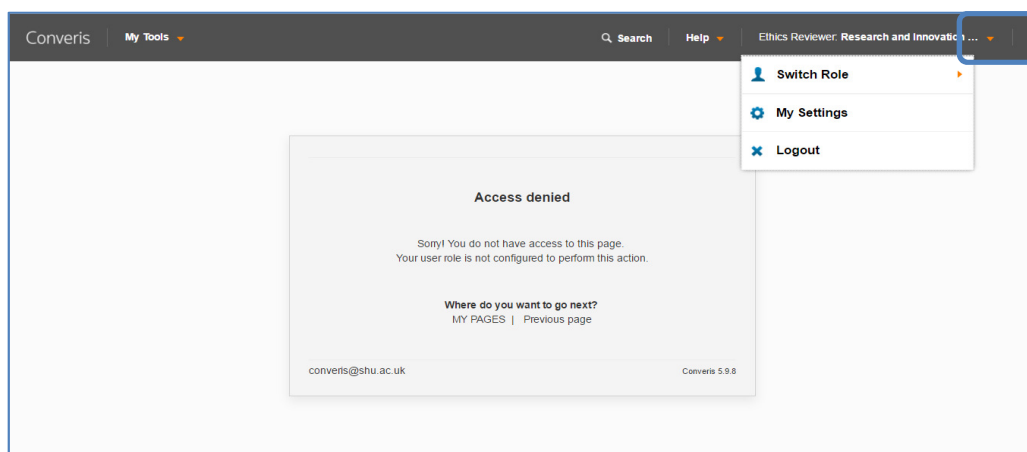


2. Click on the blue hyperlinked title to access the application.
3. Login to Converis.

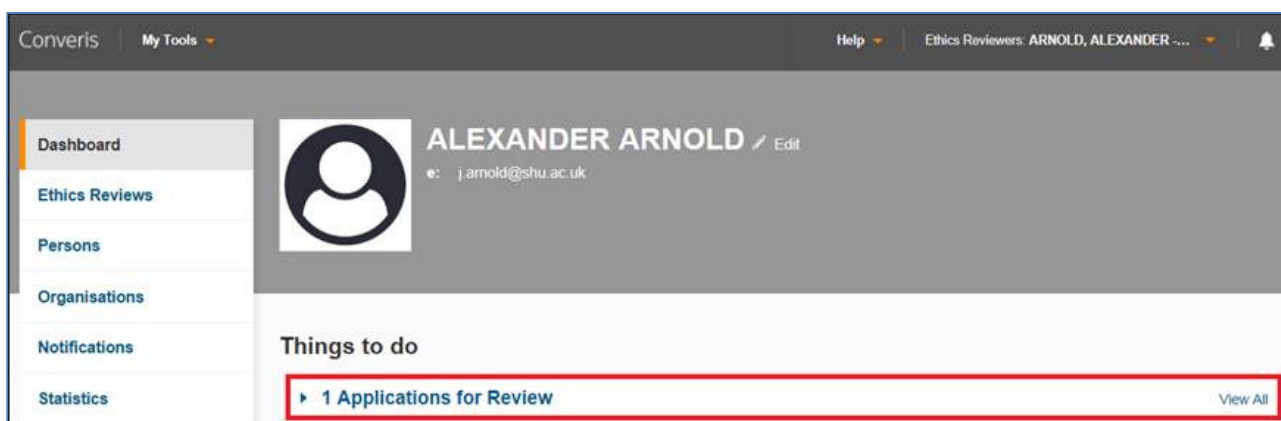
4. **Important:** If after logging in, you get the following **Access denied** message you will need to switch to your Ethics Reviewer role.



5. Click on the orange arrow in the top right of the screen and select **Switch Role**



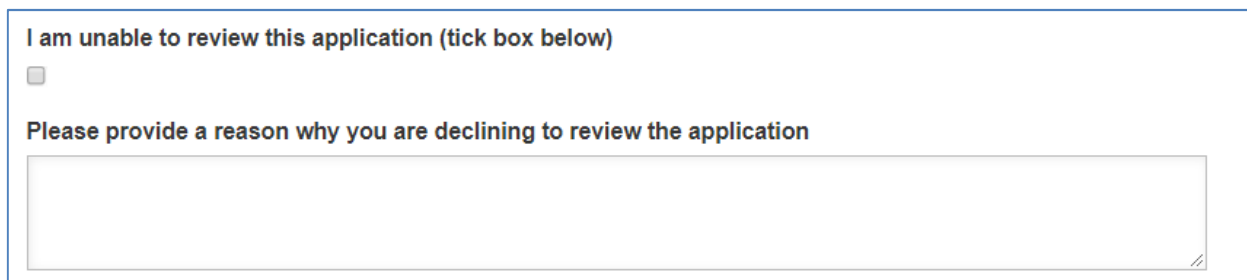
6. You will be returned to the Dashboard for your Ethics Reviewer role.
7. Click on the application listed in your **Things to Do** section this will take you into the application.



7.2 Declining to review the application

To decline to review an application, please follow these steps:

1. Navigate to the P10 Review tab and go to the section where your name is listed.
2. Tick the check-box below your name to decline.
3. Provide a reason for declining the review in the comments box.

A screenshot of a web form for declining an application. The form is enclosed in a blue border. At the top, it says "I am unable to review this application (tick box below)". Below this text is a small, empty square checkbox. Underneath the checkbox, the text reads "Please provide a reason why you are declining to review the application". Below this text is a large, empty rectangular text area with a thin grey border. In the bottom right corner of this text area, there is a small icon consisting of two diagonal lines.


4. Click on Save and Close at the bottom of the screen.
5. The Set Status box will then appear - click on Done.

An email will now be sent to the Faculty Ethics Admin to inform them you have declined to review the application and the reason why, so that they can reallocate reviewers to the Ethics Review.

7.3 Reviewing the application

1. To review the application, navigate to the P10 Review tab and go to the section where your name is listed.
2. Complete all required fields in this section. If you have substantial comments please upload as a word document and write "see attached document" in the comments box.


In my judgement the application should be:

Select Ethics Approval De 

Reason for decision

If your decision is that the application requires amendments, resubmission or shouldn't be approved, please provide details here.


Upload



I confirm that I do not have a conflict of interest with the project application

☐

Date of review



3. Click on Save and Close at the bottom of the screen.
4. The Set Status box will then appear - click on Done.

7.4 Lead Reviewers Responsibilities


In addition to reviewing the ethics application, the lead reviewer is also responsible for collating the comments of all reviewers and making an overall decision. They can escalate the application to the Faculty Research Ethics Chair for their input.

Once all reviewers have reviewed the application:

1. Navigate back to the tab "P10 - Review".
2. Review the decisions and comments made by all reviewers.
3. **If there is consensus or you are confident to make a decision:**
 - a) Scroll down to the bottom of the page to the following section - **"This section to be completed by Lead Reviewer (or FREC if escalated)"**.
 - b) Complete the following fields:
 - Comments collated by Lead Reviewer (or FREC if escalated) or upload your feedback as an attachment. In the upload section, click on the blue folder icon and upload your document.
Please note that the applicants will be able to view the comments in this field.

Note: If you upload your feedback as an attachment make a note in the collated comments box above to say "See attached feedback".

Upload



- Final Decision to be completed by Lead Reviewer (or FREC if escalated)
 - Application Approved
 - Application Approved with Advisory Comments
 - Application Referred back for Resubmission
 - Application Not Approved.
 - ((Second Resubmission Required))
 - Date of Final Decision
- c) Now click on Save and Close
 - d) The Set Status box will then appear - click on Done.

4. If there isn't consensus or you aren't confident to make a decision:

a) Scroll down to the bottom of the page to the following section - **"This section to be completed by Lead Reviewer (or FREC if escalated)".**


b) Click on the blue plus

This section to be completed by Lead Reviewer (or FREC if escalated)

If you need to request that a Faculty Research Ethics Chair reviews this application, please ensure that you assign them to the record.

This is done by clicking on the blue plus icon below, entering their surname and pressing enter. Then click on the blue plus next to their name.

If the FREC is not assigned to the application, then an email won't be sent to notify them when you save and close





c) Type in the Faculty Research Ethics Chair (FREC) surname and click on the magnifying glass icon.

This section to be completed by Lead Reviewer (or FREC if escalated)

If you need to request that a Faculty Research Ethics Chair reviews this application, please ensure that you assign them to the record.

This is done by clicking on the blue plus icon below, entering their surname and pressing enter. Then click on the blue plus next to their name.

If the FREC is not assigned to the application, then an email won't be sent to notify them when you save and close



d) You will be presented with a list of Faculty Research Ethics Chairs that match your search criteria.

This section to be completed by Lead Reviewer (or FREC if escalated)


If you need to request that a Faculty Research Ethics Chair reviews this application, please ensure that you assign them to the record.

This is done by clicking on the blue plus icon below, entering their surname and pressing enter. Then click on the blue plus next to their name.

If the FREC is not assigned to the application, then an email won't be sent to notify them when you save and close

Search results for andrassy

	ANDRASSY, ELIZABETH - ELIZABETH - Research and Innovation Office - FREC - (Active)
---	--




- e) Click on the blue plus icon next to the correct Faculty Research Ethics Chair to add them to the record.

This section to be completed by Lead Reviewer (or FREC if escalated)

If you need to request that a Faculty Research Ethics Chair reviews this application, please ensure that you assign them to the record.

This is done by clicking on the blue plus icon below, entering their surname and pressing enter. Then click on the blue plus next to their name.

If the FREC is not assigned to the application, then an email won't be sent to notify them when you save and close

	Name	Organisation	
	ANDRASSY, ELIZABETH	Research and Innovation Office (Sheffield Hallam Uni...)	 
			

- f) Now click on Save and Close.
- g) The Set Status box will then appear - click on Done.

7.5 What happens next?

7.5.1 If outcome decision made by Lead Reviewer

Once you have Saved & Closed the application after making your judgement, Converis will notify the Faculty Ethics Administrator of the Final Decision.

The Administrator is then responsible for changing the workflow status of the application to reflect the decision made.

Converis will then notify the applicant of the decision.

7.5.2 If escalated to FREC Chair for outcome decision

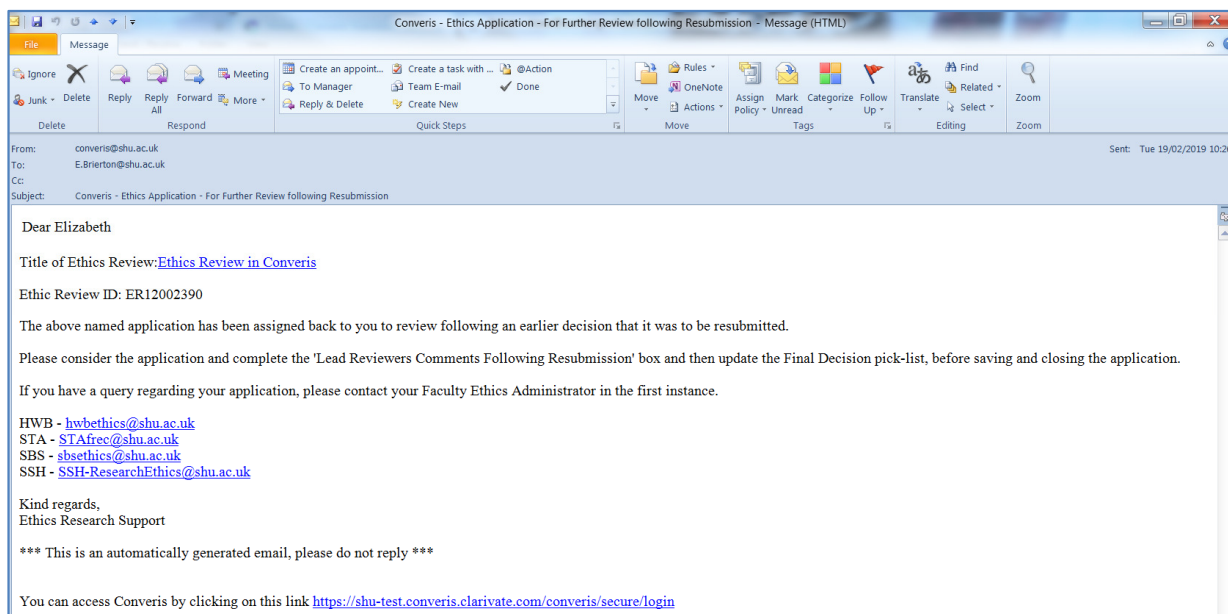
Once you have Saved & Closed the application, after adding the FREC business card to the record, Converis will notify them that they have been asked to review an application.

The Faculty Research Ethics Chair is then responsible for reviewing the application, collating the comments and making a final decision.

7.6 Reviewing a Resubmitted Application

You will receive an email notification with instructions (as below) when an applicant has resubmitted an application that has previously been 'Referred back for Resubmission'.

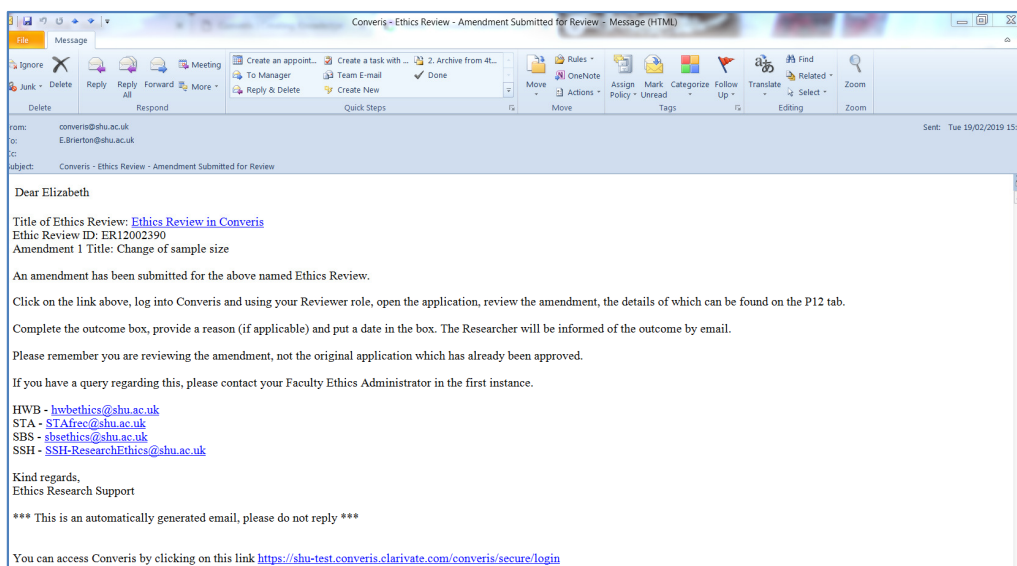
Only the Lead Reviewer is required to review applications that are being resubmitted. The second and third reviewers will not receive an email notification.



7.7 Reviewing Amendments

When an amendment for an approved (or approved with advisory comments) ethics review is submitted, a reviewer will be assigned to review the amendment.

The reviewer will receive an email notifying them of what to do.



The following steps should be followed:

1. Log into Converis.
2. Navigate to the P12 tab and review the amendment.
3. Complete the decision choice group for the relevant amendment, provide a reason if required and date the amendment.

In my judgement the amendment should be:

Amendment Approved ▼

Reason for decision (if applicable)

Date of Amendment Outcome 1

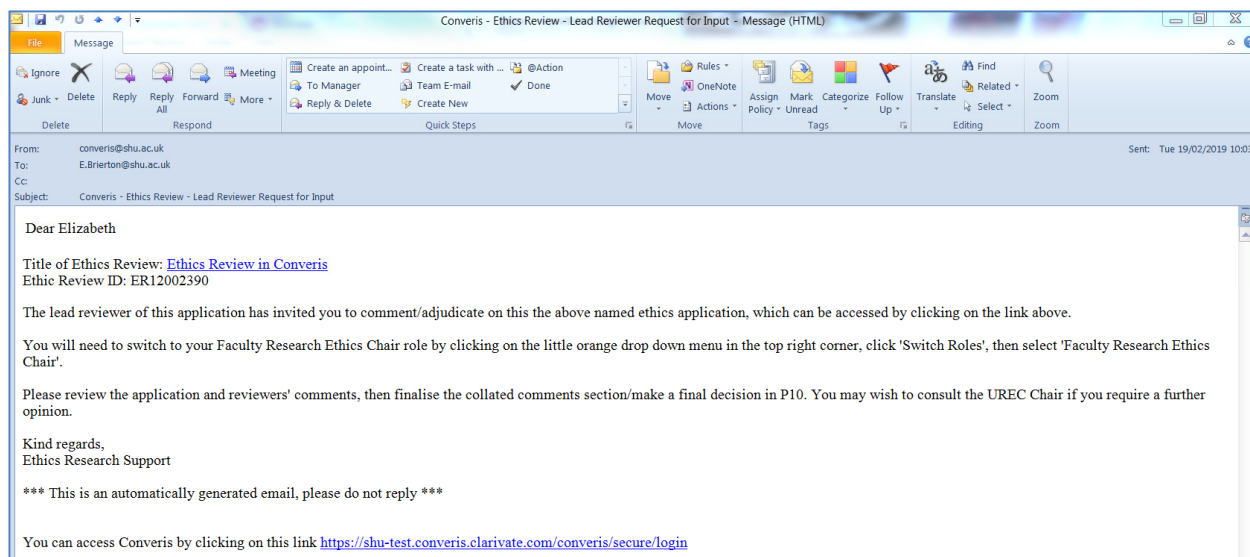
4. Then save and close the application, and click done when the set status box appears.

The applicant will then receive an email notifying them of the outcome.

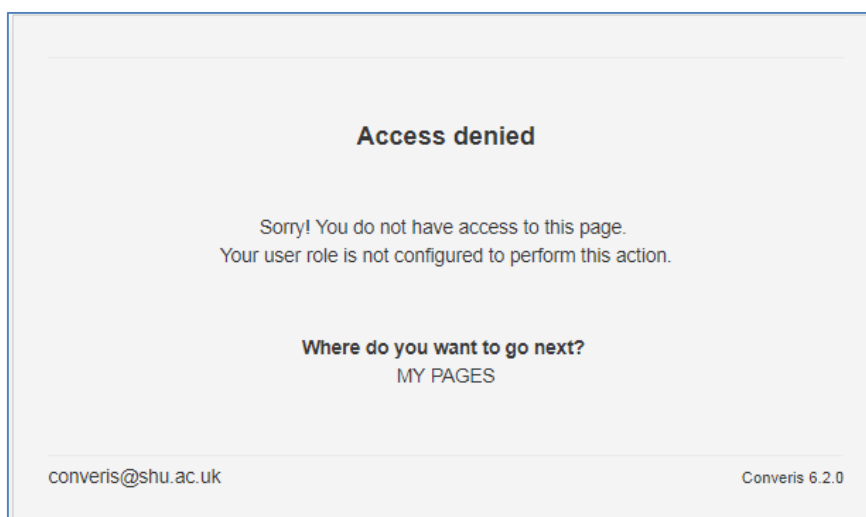
8. Faculty Research Ethics Chair (FREC)

8.1 Reviewing an application

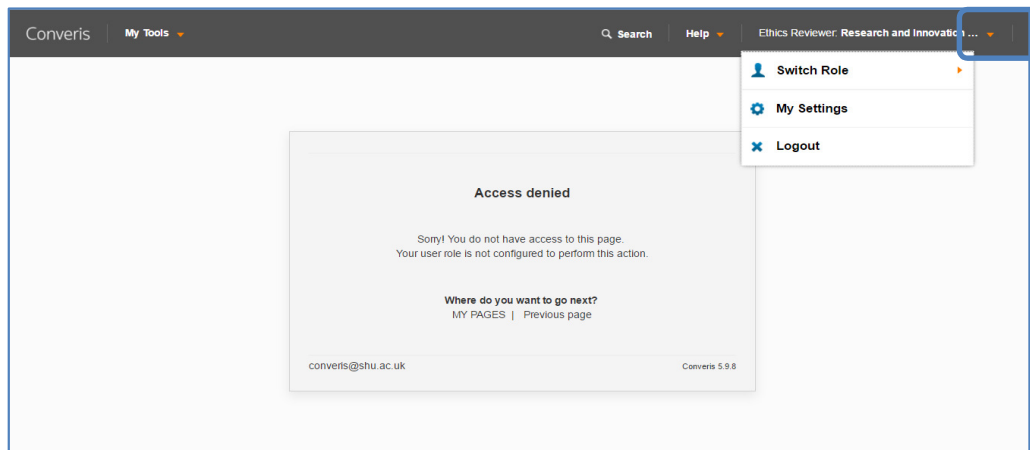
1. You will be notified by email if a Lead Reviewer escalates an ethics review to you.



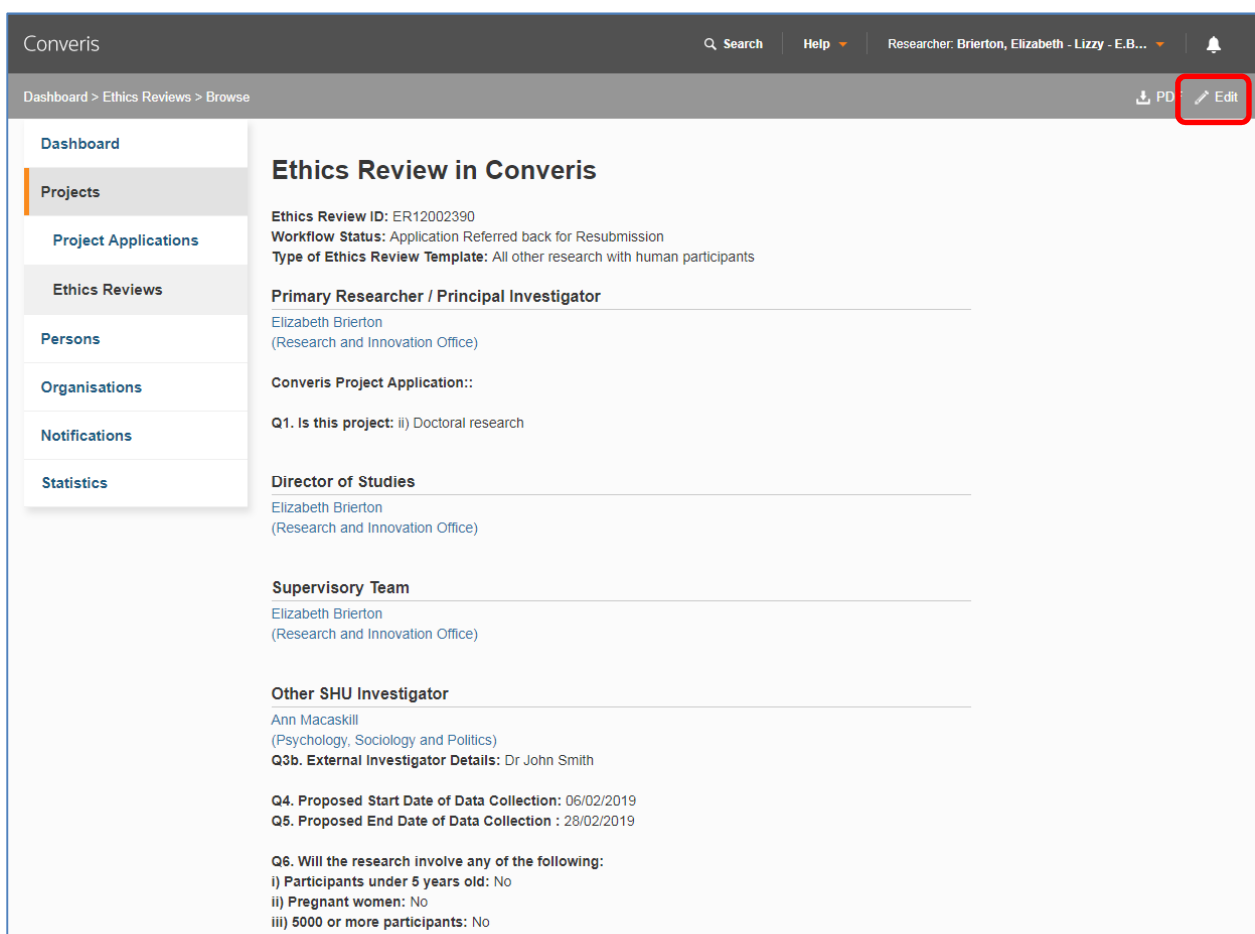
2. Click on the blue hyperlinked title to access the application.
3. Login to Converis.
4. **Important:** If after logging in, you get the following **Access denied** message you will need to switch to your Faculty Research Ethics Chair role.



5. Click on the orange arrow in the top right of the screen and select **Switch Role**



6. You will be returned to the Dashboard for your Faculty Research Ethics Chair role.
7. Keep Converis open and click on the link contained within the email again and you will be able to access the Browse template.
8. Click on edit to access the detail of the application.



9. You should now read through the Ethics Review application by looking through each tab.

Once you have read through the information contained in Converis, you can proceed to make your decision.

10. Navigate to the tab called "P10 - Review".

11. You can now review the comments made by the Lead, 2nd and 3rd Reviewer.

12. Next, scroll down to the bottom of the page to the following section - **"This section to be completed by Lead Reviewer (or FREC if escalated)"**.

13. You will see your name added as the Faculty Research Ethics Chair.



This section to be completed by Lead Reviewer (or FREC if escalated)


If you need to request that a Faculty Research Ethics Chair reviews this application, please ensure that you assign them to the record.

This is done by clicking on the blue plus icon below, entering their surname and pressing enter. Then click on the blue plus next to their name.

The Faculty Research Ethics Chairs are:
ACES: Reza Saatchi, Marcos Rodrigues
D&S: Ann Macaskill
HWB: Nikki Jordan-Mahy
SBS: Tony Lynn

If the FREC is not assigned to the application, then an email won't be sent to notify them when you save and close

	Name	Organisation	
	Brierton, Elizabeth	Sheffield Hallam University - O167495	 



14. Complete the following fields:

- Comments collated by Lead Reviewer (or FREC if escalated) or upload your comments as an attachment you can do this by clicking on the folder icon under Upload. Please make a note in the comments box to say "Please see attached document".
Please note that the applicants will be able to view the comments in this field.
- If the application is being reviewed following Resubmission then complete the "Lead Reviewers Comments following Resubmission" box.
- Final Decision to be completed by Lead Reviewer (or FREC if escalated)
 - Approved
 - Application Approved with Advisory Comments
 - Application Referred back for Resubmission
 - Not Approved for the reasons listed below
 - ((Second Resubmission Required))

d. Date of Final Decision

15. Now click on Save and Close

16. The Set Status box will then appear - click on Done.

8.2 What happens next?

Once you have Saved & Closed the application after making your decision, Converis will notify the Faculty Ethics Administrator of the Final Decision.

The Faculty Ethics Administrator is then responsible for changing the workflow status of the application to reflect the decision made.

Converis will then notify the applicant of the decision.

9. Cloning a record

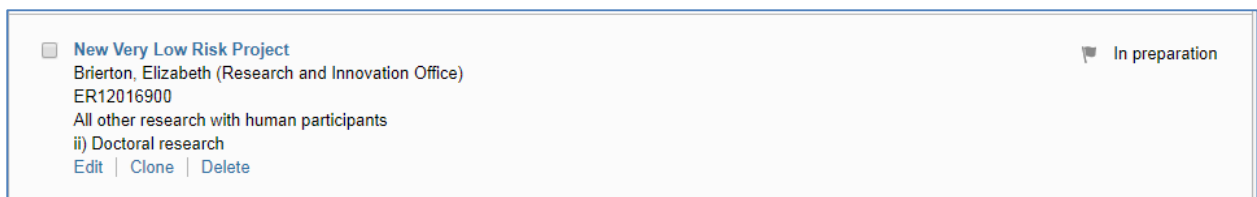
Please note cloning of both Project Applications and Ethics Reviews is currently unavailable.

There is a known issue with Cloning. The supplier is working on a fix for this issue.

Cloning is anticipated to be available again in August 2019.

10. Producing a PDF of an Ethics Review

1. Click on Projects
2. Click on Ethics Reviews
3. You will see all the Ethics Reviews you have access to.
4. Find the Ethics Review you would like to PDF
5. Hover anywhere over the light grey box of that application



6. The colour will change to a darker grey
7. Click anywhere except on the Edit button
8. Allow a few seconds for the Browse Template to load
9. On the new window click PDF in the top right

11. IRAS Process Map

IRAS Application Process

