

Sheffield Hallam University**Director of Studies (DOS) - Converis Ethics Review - Helpsheet**

From 1st August 2017, Ethics Review for Staff and Doctoral Research will be managed via Converis, the University's Research Management System.

It is the Researchers' responsibility to create and then complete an Ethics Review on the system.

For Doctoral Researchers, once they have completed the required fields, the application will be checked and signed-off by their Director of Studies.

Both Staff and Doctoral Ethics Review applications will then be checked the Faculty Ethics Admin to:

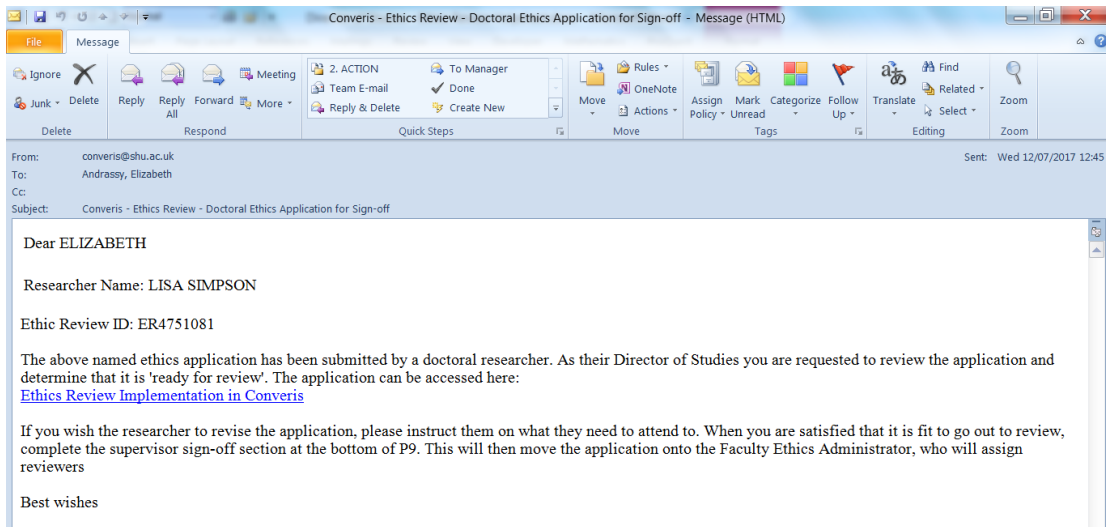
- assign reviewers (for applications that require reviews)
- ensure the correct template has been selected and completed, for the level of risk of the research
- that if the researcher has answered yes to certain questions around insurance implications or health and safety for example, the relevant notification emails are sent to Insurance, Data Management, Health and Safety and IT Help (for secure storage).

Three Reviewers will be assigned to the review and will be notified by email. 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 can't be resolved, the Lead Reviewer can ask the Faculty Research Ethics Chair (FREC) to arbitrate.

Notifying Director of Studies

You will be notified by email when a Doctoral Student has completed an Ethics Review Application and it is ready for you to review and sign-off.



Once you receive the email notification, click on the blue hyperlinked title to access the application.

[Ethics Review Implementation in Converis](#)

Enter your username and password when prompted.

Converis Account Login

User name:

Password:

Login

More:
[Forgot password](#)

converis@shu.ac.uk Converis 5.9.8

User name - Your username is your normal SHU network login.

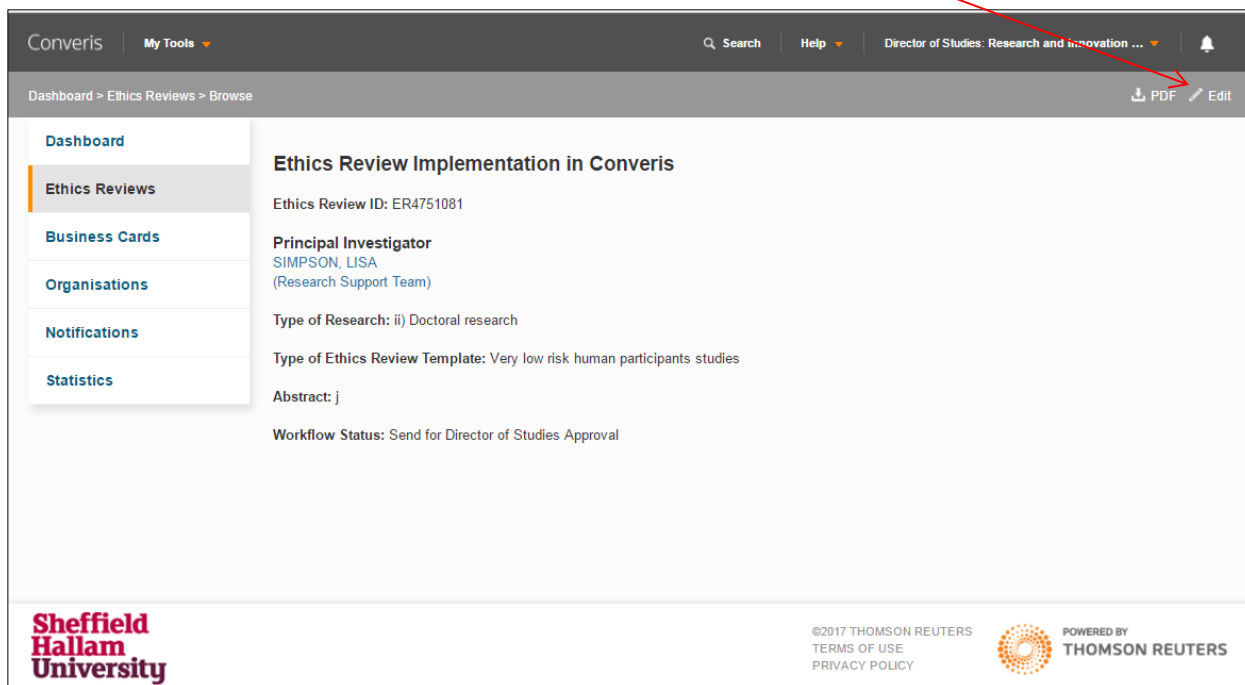
Password -

- Pre-Award management Converis Users - use same password
- New Converis Users - you will be emailed a password. If you haven't received an email, you can reset your password by clicking on the forgot password link from the login page.

More:
[Forgot password](#)

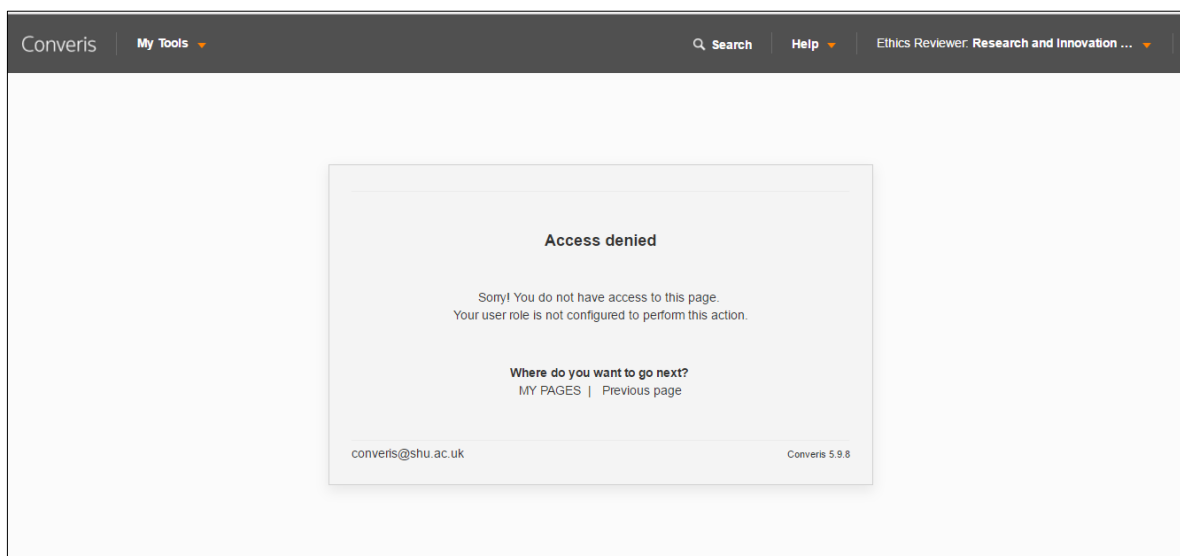
Once you have logged in, the Ethics Browse template will appear. This provides an overview of the key information about the Ethics Review.

Click on Edit to open the application in the Edit Template.

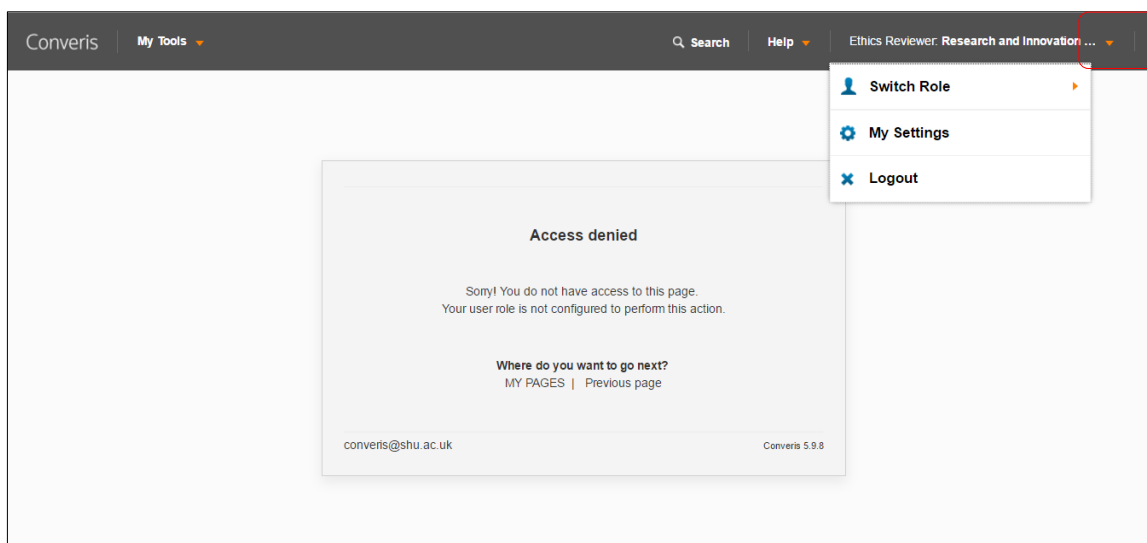


Access Denied Error Message

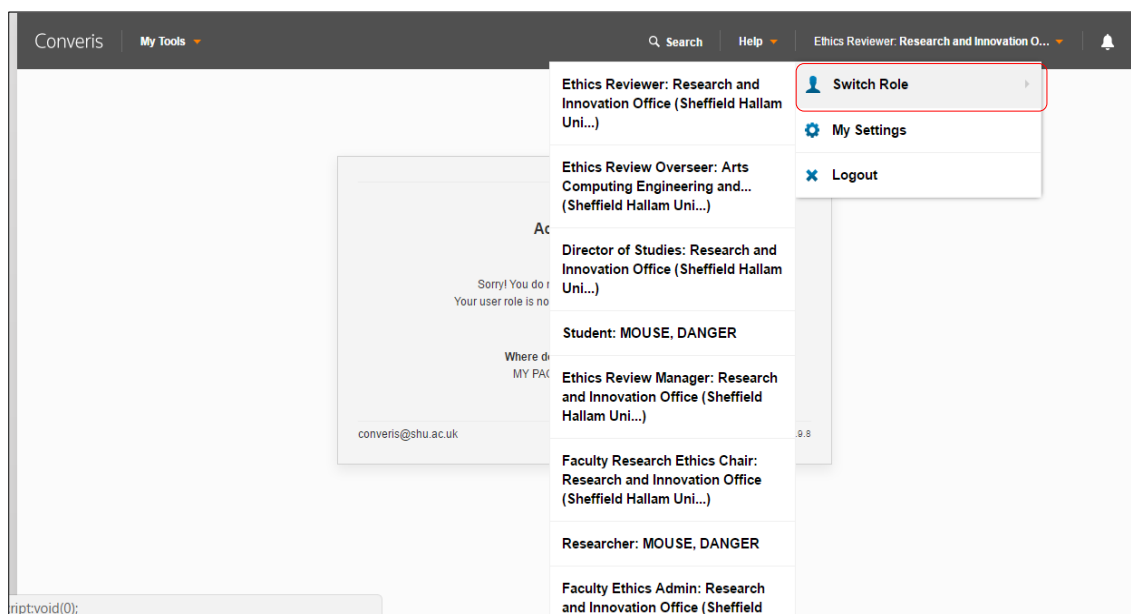
If, after entering your username and password, you get an access denied error message on the screen, this is likely because you have more than one user role in Converis (for Pre-Award Management).



To switch roles click on the orange drop-down arrow for the function menu.



From the menu select **Switch Role**



Then select the **Director of Studies** Role.

You will be returned to the Dashboard.

Now, keep Converis open and click on the link contained within the email again and you will be able to access the Browse template. Click on edit to access the detail of the application.

Signing off the application

You can now read through the Ethics Review application. Each tab contains information about the application.

Attachments are uploaded on the tab called "P8 - Attachments".

Note: More tabs can be accessed by clicking on the More tab.


Once you have read through the information contained in Converis, you can proceed to signing off the application.

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

3. Please place ticks in the boxes to confirm:
 - that this research will conform to the principles outlined in the Sheffield Hallam University Research Ethics policy, and
 - that this application is accurate to the best of my knowledge.
4. If required, write comments in the Director of Studies' Comments box.
5. Complete the date box
6. Then add your name to the sign-off. To do this you need to search for and apply your Converis business card.
 - Click on the blue plus

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.



- Type in your surname and click on the magnifying glass icon

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.


- You will be presented with a list of Directors of Studies that match your search criteria.
- Click on the blue plus icon next to your record

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.

Search results for andrassy

	ANDRASSY, ELIZABETH - ELIZABETH - Research and Innovation Office - DOS - (Active)
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- This will add your business card to the record.

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.

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



7. Now click on Save and Close

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.

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

Cancel Save **Save & close**

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

Set status

Record a comment about this status change (optional). This comment is only saved upon a successful change of status.

Send for Director of Studies Approval
 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.

Send for Admin Check
 Selecting this status will issue a notification to the Faculty Ethics Administrator, who will screen it and initiate the review process.

Cancel **Done**

9. Final step is to logout.

Converis My Tools Q Search Help Director of Studies: Research and Innovation ...

Ethics Reviews > ER4751081, Ethics Review Implementa ...

Dashboard
 Ethics Reviews
 Business Cards
 Organisations
 Notifications
 Statistics

ER4751081; Ethics Review Implementation in Converis; SIM (Very low risk human participants studies)

Send for Director of Studies Approval Admin Info

Switch Role
 My Settings
Logout

Introduction P1 - General Information P2 - Project Outline P3 - Adherence to SHU Policy and Procedures

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 *

Date of PI Sign-off *

Director of Studies Sign-off

Cancel Save **Save & close**

If changes are required

If you are not content to sign-off the application as ready for review, you can return it to the Doctoral Student to amend it.

1. Navigate to the tab "P9 - Adherence to SHU Policy and Procedures".
2. Complete the Director of Studies' comments box with details of the issues that need to be addressed.
3. Click on Save and close
4. Select the "In Preparation" status

Set status

To add a comment you first need to change the status.

In preparation
Save in this status when the application is being completed or revised.

Send for Director of Studies Approval
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.

Send for Admin Check

Cancel Done

5. Click on Done

Converis will then email the Doctoral Student to notifying them.

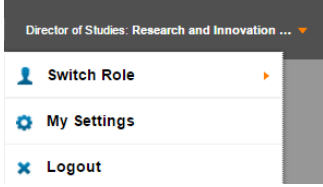
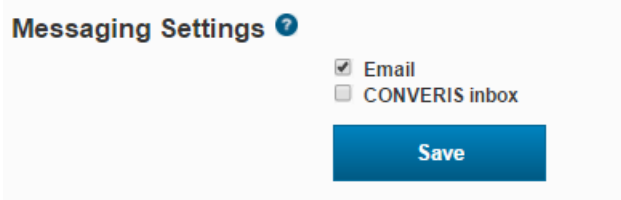
What happens next

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.

Converis will then notify the Researcher of the decision made by the Reviewers.

Hints and Tips

<p>When a Director of Studies clicks on the link in the notification email they get an access denied error message.</p>	<p>This is likely due to your account defaulting to your Pre-Award Management role or Researcher Role.</p> <p>See the guidance on page 3 about how to workaround this issue.</p> <p>If you continue to experience problems, please email converis@shu.ac.uk</p>
<p>Issues copying data from e.g. word into a Converis field e.g. Director of Studies Comments box.</p>	<p>This is most likely a browser issue.</p> <p>Always remember to use Google Chrome or Firefox and not Internet Explorer.</p>
<p>Director of Study isn't receiving email notifications.</p>	<p>Navigate to the orange drop down on the functions menu.</p>  <p>Click on My Settings.</p> <ul style="list-style-type: none"> • Ensure there is a tick against Email and not CONVERIS Inbox. • Click Save. 

Accessing Help and Support

Issue	Who to contact	
Can't login	converis@shu.ac.uk	
Can't edit fields	converis@shu.ac.uk	
Can't save an application	converis@shu.ac.uk	
Process and Procedures	EthicsSupport@shu.ac.uk	
Specific Ethics Review application	The Doctoral Student	
Faculty Specific Enquiries	Faculty Ethics Admins	
	ACES	acesfrec@shu.ac.uk
	DS	ds_ResearchEthics-mb@exchange.shu.ac.uk
	HWB	hwbethics@shu.ac.uk
	SBS	sbs-ethics-mb@exchange.shu.ac.uk