Converis Ethics Review
User Guide
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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

The Ethics Review module replaced the SHUREC 1 and 2 forms for all staff and doctoral research.

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

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

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.

<table>
<thead>
<tr>
<th>Converis Role</th>
<th>Responsible for</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Researcher/Student</td>
<td>Creating the application in Converis</td>
</tr>
<tr>
<td>Director of Study</td>
<td>Signing off Students’ application as ready for review</td>
</tr>
<tr>
<td>Ethics Reviewer</td>
<td>Undertaking ethical review of applications and making recommendation. Lead Reviewer responsible for making overall approval decision or escalating to FREC.</td>
</tr>
<tr>
<td>FREC</td>
<td>Making overall approval decision</td>
</tr>
</tbody>
</table>

1.4. Timescales

The target for completing Ethics Reviews is 2 weeks.
2. Accessing the system

Converis can be accessed by clicking on this link:

https://shu.converis.thomsonreuters.com/converis/secure/login

<table>
<thead>
<tr>
<th><strong>User name</strong></th>
<th>Your username is your normal SHU network login. Students this will be your student number beginning with a letter e.g. B999999</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Password</strong></td>
<td>Existing users can use current Converis password. New Users - you will be emailed a password when you request an account. If you have not received an email or want to change your password, you can reset your password by clicking on the <strong>Forgot password</strong> link from the login page.</td>
</tr>
<tr>
<td><strong>How to request an account</strong></td>
<td>To request access to Converis: please email <a href="mailto:conversis@shu.ac.uk">conversis@shu.ac.uk</a></td>
</tr>
</tbody>
</table>
3. Accessing help

3.1. Technical Help

Converis Support Team  
converis@shu.ac.uk

3.2. Application Specific Queries

ACES  
Faculty Ethics Admin  
acesfrec@shu.ac.uk  
MERI PG Administrator  
aces-meripgradadministrator-mb@hallam.shu.ac.uk  
C3RI PG Administrator  
aces-pgradm-mb@hallam.shu.ac.uk

FDS  
Faculty Ethics Admin  
ds-ResearchEthics-mb@exchange.shu.ac.uk  
FDS PG Administrator  
ds-FDSResearch-pf@exchange.shu.ac.uk

HWB  
Faculty Ethics Admin  
hwbethics@shu.ac.uk  
Doctoral Admin  
HWB-DoctoralAdmin-mb@exchange.shu.ac.uk

SBS  
Faculty Ethics Admin  
sbs-ethics-mb@exchange.shu.ac.uk  
Doctoral Admin  
sbsdoctorates@shu.ac.uk

3.3. Ethics Policy and Procedure Queries

Research and Innovation Office  
ethicssupport@shu.ac.uk
4. Creating an Ethics Review

After you log into 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.
4.1. 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.

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.
<table>
<thead>
<tr>
<th>Name of pathway (template in Converis)</th>
<th>Description/to be used for</th>
<th>Is review required?</th>
<th>Process</th>
</tr>
</thead>
</table>
| No human participants, human tissue or personal data | • 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 * | • 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. | No                  | Application created in Converis by Researcher and marked as approved by Faculty Ethics Admin.                                         |
| All other research with human participants * | This is the standard ethics proforma and includes:  
• Bioscience;  
• Food science;  
• Sport science  
• And most social science research. | Yes                 | 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                 | 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 marked as approved by Faculty Ethics Admin.                                         |

* 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.
The first thing you must do when creating a new application is add yourself as the **Principal Investigator**. Follow these steps:

1. Click on the blue plus.

![Image of the interface](image)

2. Type in your name and click on the magnifying glass to search. This will bring up your Business Cards in the system.

3. Click on the blue plus next to the appropriate Business Card for your research.
   - RES for Staff Research; or
   - STUD for PhD/MRes/MbyRes Research).

   You will only have both if you are a member of staff who is also a PhD/MRes/MbyRes Student.

![Image of search results](image)

Your Business Card will be added to the application.

4. 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.

![Image of application](image)

If an incorrect business card has been added, you can remove it by clicking on **🗑**. Then reapply the correct card.
4.2. 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](attachment:search_results.png)

- 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](attachment:director_of_studies.png)

- 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?](attachment:funder.png)
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.

4.3. 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.
4.4. 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 and click **Done**.

**For Staff Research**

This will generate an email to your Faculty Ethics Admin Team.

The Faculty Ethics Admin Team will then process your application.

**For Student Research**

This will generate an email to your Director of Studies.

Your Director of Studies will be asked to sign-off your application before submitting it to the Faculty Ethics Admin Team to process.
4.5. What happens next?

All applications will be checked by the Faculty Ethics Administrator to:

- ensure the correct template has been selected and fully completed, for the level of risk of the research
- that if you have 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).

Pathways:
- No human participants, human tissue or personal data;
- Very low risk human participants;
- Approval given elsewhere - another UK HEI

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.

Pathways
- 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.

4.6. How you will be notified of the decision

When a decision has been made, you will receive an email to notify you of the outcome. There are four 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

In cases 2, 3 and 4, you will also be provided with the collated comments of the Reviewers.
4.6.1. If you have to resubmit

If your Ethics Review application has been referred back for resubmission your project will be returned to the In Preparation status in Converis.

You should then amend your application based on the collated comments of the Reviewers.

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

4.6.2. 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, Ann Macaskill (a.macaskill@shu.ac.uk)
4.7. 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.

4.8. 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".

The following fields should be completed by the Researcher:

- Title of Amendment
- Details of Amendment
- Date of Amendment
- Upload of file (if required)

Once the required fields have been completed, you should email your Faculty Ethics Admin who will instigate the review process for the amendment.

If your application was reviewed, the decision to approve the amendment is made by a Lead Reviewer. The outcome and date should be recorded by the Faculty Ethics Admin.
5. Director of Study Approval

5.1. 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.

   ![Email notification]

   Dear ELIZABETH

   Researcher Name: LISA SIMPSON

   Ethic Review ID: ER4751081.

   The above named ethics application has been submitted by a doctoral researcher. As their Director of Studies you are requested to review the application and determine that it is ‘ready for review’. The application can be accessed here:

   Ethics Review Implementation in Converis

   If you wish the researcher to revise the application, please instruct them on what they need to attend to. When you are satisfied that it is fit to go out to review, complete the supervisor sign-off section at the bottom of P9. This will then move the application onto the Faculty Ethics Administrator, who will assign reviewers.

   Best wishes

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.

   ![Access denied]

   Access denied

   Sorry! You do not have access to this page.

   Your user role is not configured to perform the action.

   Where do you want to go next?

   MY PAGES | Portfolio page

   conver@nu.ac.uk Converis 5.3.8
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 Director of Study role.
7. Click on the application listed in your **Things to Do** section this will take you into the application.

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

### 5.2. Sending application back to 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.

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

* The Student will now receive an email notifying them of your comments.
5.3. Signing off the application

If the application is now ready for you to approve:

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.

![Director of Studies Sign-off form]

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.

![Click on blue plus]

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.

![Search results for name]

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January 2018 : v0.02
6. Now click on Save and Close

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

5.4. **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 applications are returned to the Student either by the Faculty Administrators or Reviewers for amendments, the application will be sent to you again to approve.

When a final decision has been made, Converis will notify the Student of the outcome of their application.
6. Ethics Reviewers

Each Ethics Review application is assigned three reviewers:

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

6.1. 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, 2\textsuperscript{nd} or 3\textsuperscript{rd} 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**

![Switch Role](image)

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.

![Dashboard](image)

6.2. **Declining to review the application**

1. If you need to decline to review an application, navigate to the P10 Review tab and go to the section where your name is listed.
2. Tick the check-box below your name and provide a reason for declining the review.
3. Click on Save and Close at the bottom of the screen.
4. 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 may reallocate reviewers to the Ethics Review.
6.3. 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.

3. Click on Save and Close at the bottom of the screen.

4. The Set Status box will then appear - click on Done.
6.4. 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 where there is agreement or where there is disagreement between reviewers, requesting the input of the Faculty Research Ethics Chair.

Once all reviewers have reviewed the application:

- Navigate back to the tab "P10 - Review".
- Review the decisions and comments made by all reviewers.
- **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 you also have the option of uploading your feedback as an attachment. In the upload section, click on the blue folder icon and upload your document.

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

<table>
<thead>
<tr>
<th>Upload</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Folder Icon]</td>
</tr>
</tbody>
</table>

- 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.

- Date of Final Decision

  c) Now click on Save and Close
  d) The Set Status box will then appear - click on Done.
• **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

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

d) You will be presented with a list of Faculty Research Ethics Chairs that match your search criteria.
e) Click on the blue plus icon next to the correct Faculty Research Ethics Chair to add them to the record.

f) Now click on Save and Close.

g) The Set Status box will then appear - click on Done.
6.5. What happens next?

6.5.1. If there was a decision.

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 Researcher of the decision. Please note for the following outcomes, Researchers will also receive the collated comments:

- Application Approved with Advisory Comments
- Application Referred back for Resubmission
- Application Not Approved.

For Approved Applications, Researchers can see the collated comments that have been made by logging into Converis.

6.5.2. If there was not a decision and FREC Chair have been asked to review

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.

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 Researcher of the decision. Please note for the following outcomes, Researchers will also receive the collated comments:

- Application Approved with Advisory Comments
- Application Referred back for Resubmission
- Application Not Approved.

For Approved Applications, Researchers can see the collated comments that have been made by logging into Converis.
6.6. Post Approval Amendments

If amendments are required after approval has been granted, there is a tab called "P12 - Post Approval Amendments".

The detail of the amendment is completed by the Researcher. The decision to approve the amendment is made by a Lead Reviewer. The outcome and date should be recorded by the Faculty Ethics Admin.
7. Faculty Research Ethics Chair (FREC)

7.1. Notifying Faculty Research Ethics Chair

1. You will be notified by email if a Lead Reviewer would like your assistance with reviewing an application.

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.
7.2. Reviewing the Application

- 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.

1. Navigate to the tab called "P10 - Review".
2. You can now review the comments made by the Lead, 2\textsuperscript{nd} and 3\textsuperscript{rd} Reviewer.
3. 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)".
4. You will see your name added as the Faculty Research Ethics Chair.

5. Complete the following fields:
   1. Comments collated by Lead Reviewer (or FREC if escalated), if you would prefer to 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".
   2. 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
   3. Date of Final Decision

6. Now click on Save and Close

7. The Set Status box will then appear - click on Done.
7.3. **What happens next?**

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 Researcher of the decision. Please note for the following outcomes, Researchers will also receive the collated comments:

- Application Approved with Advisory Comments
- Application Referred back for Resubmission
- Application Not Approved.

For Approved Applications, Researchers can see the collated comments that have been made by logging into Converis.

7.4. **Post Approval Amendments**

If amendments are required after approval has been granted, there is a tab called "P12 - Post Approval Amendments".

The detail of the amendment is completed by the Researcher. The decision to approve the amendment is made by a Lead Reviewer. The outcome and date should be recorded by the Faculty Ethics Admin.

For applications that haven't been reviewed, Faculty Ethics Admin can escalate decisions about post approval amendments to the Faculty Research Ethics Chair.
7.5. **Delegating your Role**

For periods of absence, you can delegate your Faculty Research Ethics Chair role in Converis.

1. Navigate to the orange arrow on the function menu.

![Screenshot of Converis interface](image1.png)

2. Select My Settings

![Screenshot of Converis interface](image2.png)

3. Click on New Delegation

![Screenshot of Converis interface](image3.png)

4. Type the name of your delegate into the search box and click on the magnifying glass icon

![Screenshot of Converis interface](image4.png)

5. A list of names that match the search criteria will be displayed, click on the blue plus icon next to the correct name.

6. You will see a message saying that your role has been delegated, and who to.
8. Switching roles

Log into Converis and click on the orange arrow next to your user role in the top right section of the screen.

Select [Switch Role]

This will show all the roles which have been assigned to your user profile. Select the new role.

Your new roles will be shown where the orange dropdown menu is located on your Dashboard at the top right corner of the screen.

Every time you login you will always automatically be logged in in your standard role.

So using the example above, the role was originally **Head of Research Centre**, but was changed to **Assistant Dean**. If the user logged out at that point and logged back in, they would log in as a **Head of Research Centre** and so would need to actively switch roles again if it was required.
9. Switching the PI

There is a way for different researchers to access an application individually, but you won’t all be able to access it at the same time. If you follow these steps:

a) Person A creates the record and adds their business card to it on P1. It will look like the screenshot below when you are added to an application. They can view and edit the application. Next to the business card is a small dustbin icon. If you click this it will remove you from the record.

b) Immediately before doing anything else, add one of your colleagues (colleague B) to the record as the Principal Investigator.

c) Click Save and Close. You will immediately be taken out of the record, and it will have disappeared from your account. The colleague you attached to the record will then be able to login and view and edit the record as it will be attached to their account.

d) They can then update the record. If it then needs to go to colleague C, colleague B would need to complete the exact same process of changing the Principal Investigator.

e) Whoever is the official ‘SHU Principal Investigator’ for the project must be the final person listed as the PI. They must move the application onto the next stage of the process in the system. Approval emails will be sent to the person listed as the PI.
10. IRAS Process Map

IRAS Application Process

FAQs on Completing the IRAS Form

FAQs on Completing the Statement of Activities Form

Acronyms
IRAS - Integrated Research Application System - the online ethics application system for projects involving health, social care, prison and probation services
Convers - Sheffield Hallam’s online ethics application system
HMPPS - Her Majesty’s Prison and Probation Service
RIO - Research and Innovation Office - Sheffield Hallam’s research office
REC - Research Ethics Committee - a body that receives IRAS applications and undertakes the ethical review

Informed by NHS or HMPPS partner that an IRAS application is required and that SHU would be the appropriate sponsor. Contact with the partner R&D office and the HRA decision tool will inform this

http://www.hra-decisiontools.org.uk/research/

https://www.myresearchproject.org.uk/

http://www.shu.ac.uk/converis.thomsonreuters.com/

https://shuinfo.shu.ac.uk/asp

https://www.shuhreadcrumbs.com

https://www.shu.ac.uk/researchoffice

https://www.hra.nhs.uk/documents/1006/statement-activities-word-template.docx

http://www.hra-decisiontools.org.uk/research/

http://www.shu.ac.uk/converis.thomsonreuters.com/

FAQs on Completing the Statement of Activities Form

Page 1: Researcher to complete

Question 1: Yes, but SHU will be guided by the NHS regarding this - please liaise with your NHS research partner to get their view on whether this should be the sole agreement or whether the NHS require a model non-commercial agreement to be signed in addition to this. SHU would generally prefer to just use this Statement of Activities form, other than for clinical trials, where more comprehensive agreements may be required.

Question 2: 3: Participating organisation to confirm

Question 4: 5: RIO - but the answer will depend very much on what the NHS partner wish to do regarding contracts

Question 6: 15: Researcher to complete

Schedule 1: If no funds are being transferred to the NHS partner this can be left blank. If funds are being transferred, this should be completed by Wen Ye (w.ye@shu.ac.uk) in Finance

Schedule 2: Researcher and RIO in discussion (Michelle Hayward in Contracts Team - m.hayward@shu.ac.uk - to check clauses)

Schedule 3: Researcher and RIO in discussion (Michelle Hayward in Contracts Team - m.hayward@shu.ac.uk - to check clauses)

Appendix 1: Researcher to complete delegation log and study tasks

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