

Sheffield Hallam University

Converis

Ethics Review
Faculty Ethics Administrator
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

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 recommendations. Lead Reviewer responsible for making overall approval decision or escalating to FREC.
FREC	Making overall approval decision

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>

<p>User name</p>	<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>
<p>Password</p>	<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="999 1648 1246 1783" style="border: 1px solid gray; padding: 5px; text-align: center;"> <p>More: Forgot password</p> </div>
<p>Deactivated accounts</p>	<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>
<p>How to request an account</p>	<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 Ethics Policy and Procedure Queries

Research and Innovation Office

ethicssupport@shu.ac.uk

4. Faculty Ethics Admin Emails and Dashboard

Emails will be sent to individual Faculty Ethics Administrators and to shared Faculty Ethics email inboxes:

HWB: hwbethics@shu.ac.uk
STA: STAfrec@shu.ac.uk
SBS: sbsethics@shu.ac.uk
SSH: SSH-ResearchEthics@shu.ac.uk

You can view and search through all Ethics Reviews within your area by clicking on Ethics Reviews on the left hand sidebar.

If you have multiple roles in the system, ensure you are in your *Faculty Ethics Admin* role.

The screenshot shows the Converis dashboard interface. The top navigation bar includes 'Converis', 'My Tools', 'Search', 'Help', and the user's role 'Faculty Ethics Admin: Research and Innovati...'. The left sidebar contains a menu with 'Dashboard' (highlighted), 'Ethics Reviews', 'Business Cards', 'Organisations', 'Notifications', and 'Statistics'. The main content area displays the user's profile 'Research and Innovation Office' and a 'Things to do' section with the following items:

Item	Action
3 Ethics Review Awaiting Approval by Director of Studies	View All
2 Ethics Reviews awaiting Admin Check	View All
11 Ethics Review Awaiting Review by Ethics Reviewers	View All
5 Ethics Reviews currently In Preparation	View All
1 Applications being resubmitted	View All

Things to do:

In this section, you can view applications in a variety of statuses:

- **Ethics Review Awaiting Approval by Director of Studies**

PhD applications currently awaiting approval by a Director of Study.

- **Ethics Reviews awaiting Admin Check**

Applications which require action by the Faculty Ethics Administrator.

- **Ethics Review Awaiting Review by Ethics Reviewers**

Applications currently out for Review.

- **Ethics Reviews currently in Preparation**

Applications being worked on by the applicant.

- **Ethics Reviews currently being resubmitted**

Applications being worked on by the applicant prior to resubmission.

5. Overview of Ethics Reviews in Converis

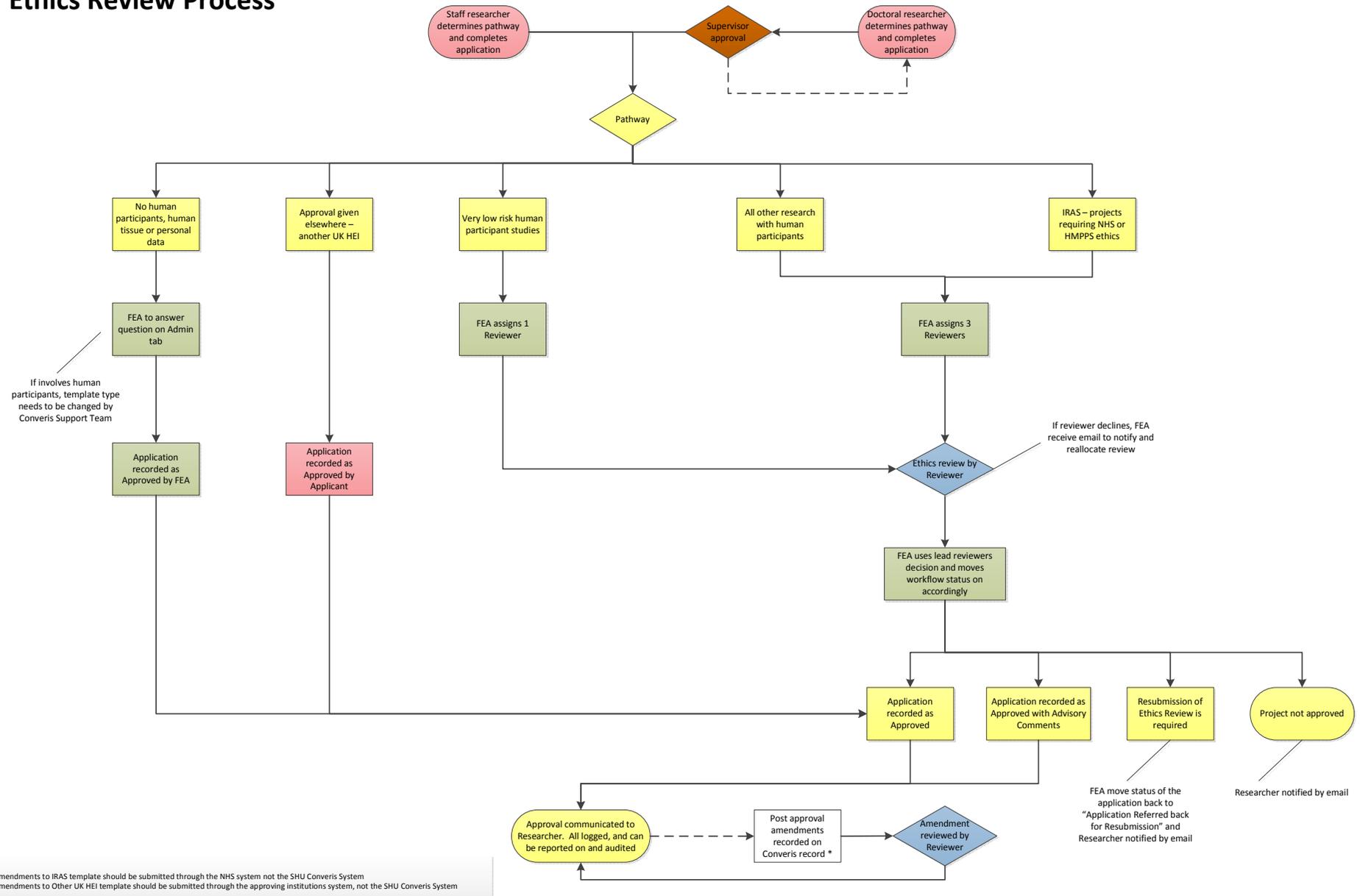
5.1 Ethics Review Templates

When an applicant creates a new Ethics Review, there are five templates they can choose from, each reflecting the level of risk associated with the research.

Template	Description/to be used for	Reviewed
No human participants, human tissue or personal data	<ul style="list-style-type: none"> • Desk based reviews • Analysis of anonymised 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 - recorded on Converis and approved
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
All other research with human participants	This is the standard ethics proforma and includes: <ul style="list-style-type: none"> • Bioscience • Food science • Sport science • And most social science research 	Yes by 3 reviewers
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
Approval given elsewhere - another UK HEI	In the case of collaborations reviewed under another UK university's approval process.	No - recorded on Converis and approved

5.2. Ethics Process Overview

Ethics Review Process



5.3 Differences in process for Staff Researchers and Doctoral Students

The process which the Ethics Review application will follow differs slightly for **Doctoral Students** and **Staff Researchers**.

Applications for **Doctoral Students** will be approved by the Director of Studies before progressing to Admin Check. Other than this additional step, the process remains the same.

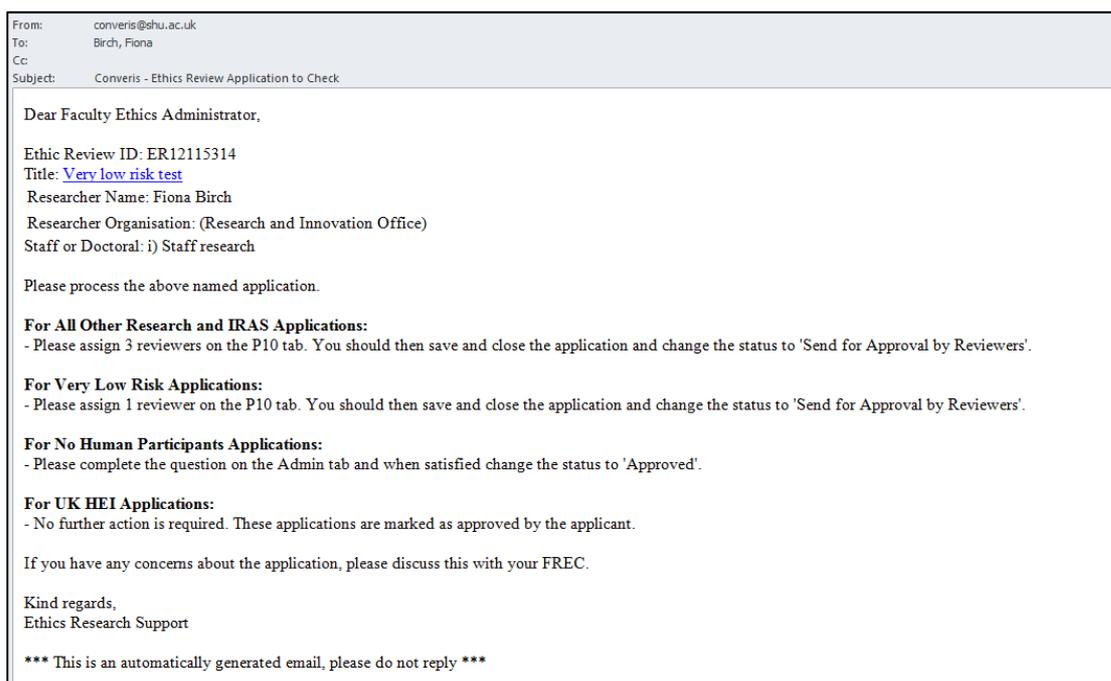
5.3 Being notified of Applications which require processing

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, they should change the status of the application to **Send for Director of Studies Approval**.

The Faculty Ethics Admin will be notified by email that there is an application for them to check. The email (similar to the screenshot below) will provide details of:

- Ethics Review ID
- Title of the Ethics Review
- Researchers Name
- Researchers Faculty, Research Centre/Department
- ID number for the Ethics Review (note all IDs are prefixed with **ER** - so can be distinguished from Pre-Award Project Applications which are prefixed with **AA**)
- Whether the applicant is staff/doctoral Researcher

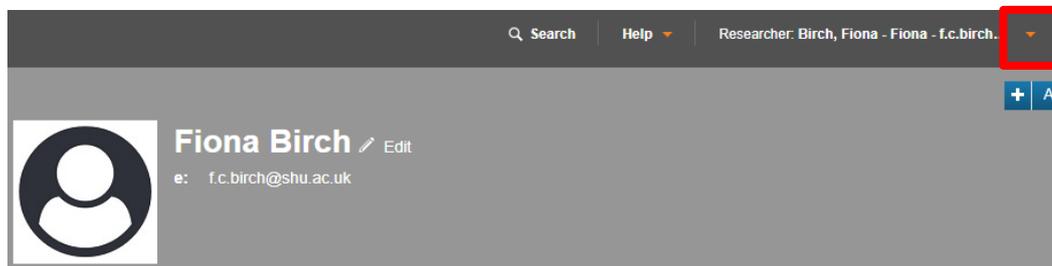


The Title of Ethics Review is hyperlinked. If you click on this, Converis will open and when you login, you will access the application in question *if* your primary role in the system is Faculty Ethics Admin.

If your primary role is something else, you will see an '**Access Denied**' message. You will need to switch your role to Faculty Ethics Admin to be able to access the application, which you can then do via your Dashboard.

5.4 Switching Roles

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



2. Select Switch roles
3. This will show all the roles which have been assigned your user profile.
4. Select the required role

Note: that when you log out and back into the system you will be logged back into your default role. It is possible to change your default role, please get in touch with the Converis Support Team (converis@shu.ac.uk) to arrange this.

6. Processing No Human Participants Applications

When you receive an email notification that there is a "No human participants" application to check, follow this process:

6.1 Complete admin tab

1. Open the application by clicking on the link in the email.
2. Navigate to the Admin tab and answer **yes or no** to the following question *"On P2 tab - check if there are any human participants mentioned. If so, the template type will need to be changed"*.
3. If **yes**, email the Converis Support Team with the ID number of the project and details of what the template type should be changed to.
The application will need to be changed to the correct template type, the new fields completed by the applicant who should then submit it for "Admin check" for you to process again.
4. If **no**, Save and Close the application.
5. Move the status of the application to "Application Approved".

The applicant and, if a student their DoS, will now receive an email confirming the Ethics Review has been approved.

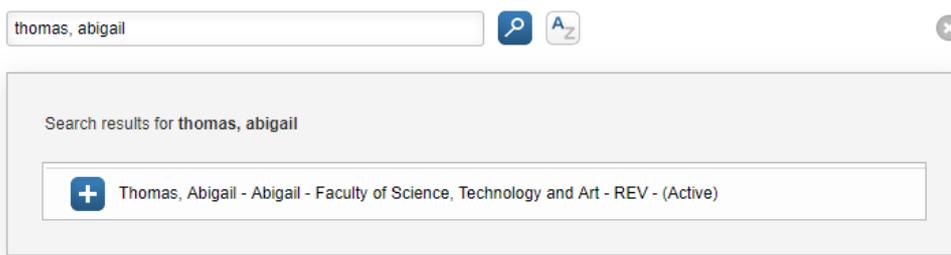
7. Processing Very Low Risk Applications

When you receive an email notification that there is a "Very low risk application" to check, follow this process:

7.1 Assign a Reviewer

1. Open the application by clicking on the link in the email.
2. Navigate to the P10 tab and assign a reviewer.
 - a. Type in the reviewers surname and click on the magnifying glass icon. You will be presented with a list of reviewers that match your search criteria

Lead Reviewer



- b. Click on the blue plus icon next to the correct reviewer to add them to the record

Lead Reviewer

	Name	Organisation	
	Thomas, Abigail	Faculty of Science, Technology and Art - O167651	 

Please remember reviewers cannot access when the application is still in "Send for admin check". The status of the application must be moved on as follows.

3. Save and Close the application.
4. Move the status of the application to "Send for Approval by Reviewers"

7.2 Outcomes for Very Low Risk Projects

The reviewer you assigned on the P10 tab will have received an email notifying them there is an application to review. The Reviewer can:

- **Decline the review** (if they decline by ticking the box on P10 you will receive an email to confirm and should then reallocate to someone else)
- **Escalate to the FREC** (by assigning the Chair's name to the blue plus icon)
- **Undertake the review**

When the Reviewer has completed the review they should fill in the reviewer section on the P10 tab. Once the outcome decision box has been completed, the FEA will receive an email notifying them of the decision.

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

Select Ethics Approval De 

Outcome	Next steps for FEA
Approved	<ol style="list-style-type: none"> 1. Open the application 2. Click on Save and Close 3. In the Set status box choose Application Approved 4. Click Done <p>➔ An email confirming the outcome will be sent to: the applicant, if a student their DoS and the Reviewer and if escalated, the FREC.</p>
Approved with advisory comments	<ol style="list-style-type: none"> 1. Open the application 2. Click on Save and Close 3. In the Set status box choose Approved with Advisory Comments 4. Click Done <p>➔ An email confirming the outcome will be sent to: the applicant, if a student their DoS and the Reviewer and if escalated, the FREC.</p>
Application referred back for resubmission	<ol style="list-style-type: none"> 1. Open the application 2. Click on Save and Close 3. In the Set status box choose Application Referred back for Resubmission 4. Click Done <p>➔ An email confirming the outcome will be sent to: the applicant, if a student their DoS and the Reviewer and if escalated, the FREC.</p>

Outcome	Next steps for FEA
((Second resubmission required))	<ol style="list-style-type: none"> 1. Open the application 2. Click on Save and Close 3. In the Set status box choose Application Referred back for Resubmission 4. Click Done <p>➔ An email confirming the outcome will be sent to: the applicant, if a student their DoS and the Reviewer and if escalated, the FREC.</p>
Not approved for the reasons listed below	<ol style="list-style-type: none"> 1. Open the application 2. Click on Save and Close 3. In the Set status box choose Application Not Approved 4. Click Done <p>➔ An email confirming the outcome will be sent to: the applicant, if a student their DoS and the Reviewer and if escalated, the FREC.</p>

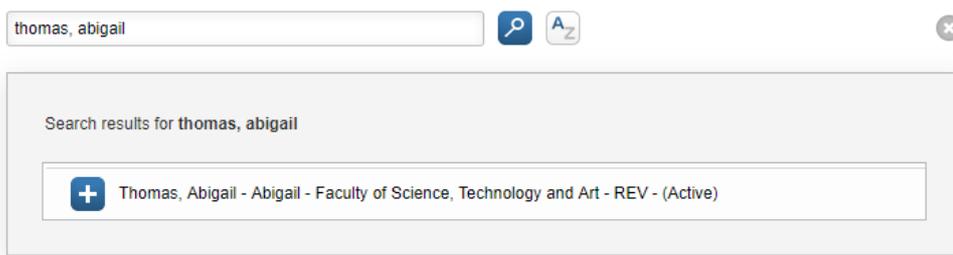
8. Processing All Other Research with Human Participants Applications

When you receive an email notification that there is an "All Other Research with Human Participants" application to check, follow this process:

8.1 Assign Reviewers

1. Open the application by clicking on the link in the email.
2. Navigate to the P10 tab and assign three reviewers.
 - a. Type in the reviewers surname and click on the magnifying glass icon. You will be presented with a list of reviewers that match your search criteria

Lead Reviewer



thomas, abigail

Search results for thomas, abigail

+ Thomas, Abigail - Abigail - Faculty of Science, Technology and Art - REV - (Active)

- b. Click on the blue plus icon next to the correct reviewer to add them to the record

Lead Reviewer

Name	Organisation	
Thomas, Abigail	Faculty of Science, Technology and Art - O167651	 

Please remember reviewers cannot access when the application is still in "Send for admin check". The status of the application must be moved on as follows.

3. Save and Close the application.
4. Move the status of the application to "Send for Approval by Reviewer".

8.2 Outcomes for All Other Research Projects

The reviewers you assigned on the P10 tab will have received emails notifying them there is an application to review. The Reviewers can:

- **Decline the review** (if they decline by ticking the box on P10 you will receive an email to confirm and should then reallocate to someone else)
- **Escalate to the FREC** (by assigning the Chair's name to the blue plus icon)
- **Undertake the review**

When the Reviewers have completed their reviews they should fill in the relevant reviewer section on the P10. Once the outcome decision box has been completed, by the Lead Reviewer/FREC, the FEA will receive an email notifying them of the decision.

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

Select Ethics Approval De 

Outcome	Next steps for FEA
Approved	<ol style="list-style-type: none"> 1. Open the application 2. Click on Save and Close 3. In the Set status box choose Application Approved 4. Click Done <p>➔ An email confirming the outcome will be sent to: the applicant, if a student their DoS, the Reviewers and if escalated, the FREC.</p>
Approved with advisory comments	<ol style="list-style-type: none"> 1. Open the application 2. Click on Save and Close 3. In the Set status box choose Approved with Advisory Comments 4. Click Done <p>➔ An email confirming the outcome will be sent to: the applicant, if a student their DoS, the Reviewers and if escalated, the FREC.</p>
Application referred back for resubmission	<ol style="list-style-type: none"> 1. Open the application 2. Click on Save and Close 3. In the Set status box choose Application Referred back for Resubmission 4. Click Done <p>➔ An email confirming the outcome will be sent to: the applicant, if a student their DoS, the Reviewers and if escalated, the FREC.</p>

Outcome	Next steps for FEA
((Second resubmission required))	<ol style="list-style-type: none"> 1. Open the application 2. Click on Save and Close 5. In the Set status box choose Application Referred back for Resubmission 3. Click Done <p>→ An email confirming the outcome will be sent to: the applicant, if a student their DoS, the Reviewers and if escalated, the FREC.</p>
Not approved for the reasons listed below	<ol style="list-style-type: none"> 1. Open the application 2. Click on Save and Close 3. In the Set status box choose Application Not Approved 4. Click Done <p>→ An email confirming the outcome will be sent to: the applicant, if a student their DoS, the Reviewers and if escalated, the FREC.</p>

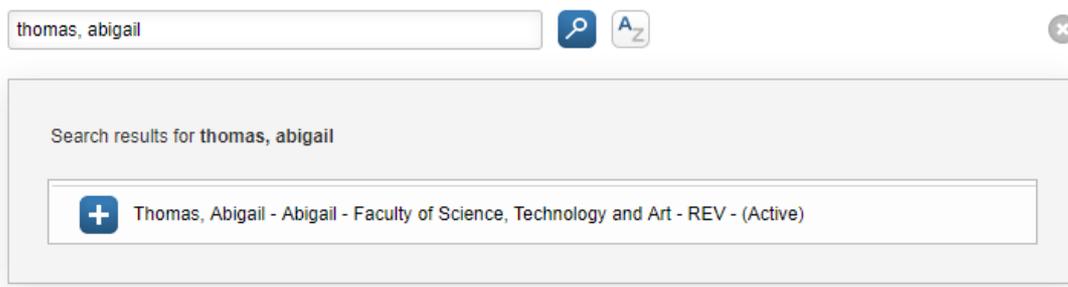
9. Processing IRAS - Projects Requiring NHS or HMPPS Ethics Applications

When you receive an email notification that there is an "IRAS - Projects Requiring NHS or HMPPS Ethics" application to check, follow this process:

9.1 Assign Reviewers

1. Open the application by clicking on the link in the email.
2. Navigate to the P10 tab and assign three reviewers.
 - a. Type in the reviewers surname and click on the magnifying glass icon. You will be presented with a list of reviewers that match your search criteria

Lead Reviewer



- b. Click on the blue plus icon next to the correct reviewer to add them to the record

Lead Reviewer

	Name	Organisation	
	Thomas, Abigail	Faculty of Science, Technology and Art - O167651	 

Please remember reviewers cannot access when the application is still in "Send for admin check". The status of the application must have been moved on as follows.

3. Save and Close the application.
4. Move the status of the application to "Send for Approval by Reviewers".

9.2 Outcomes for IRAS - Projects Requiring NHS or HMPPS Ethics Projects

The reviewers you assigned on the P10 tab will have received emails notifying them there is an application to review. The Reviewers can:

- **Decline the review** (if they decline by ticking the box on P10 you will receive an email to confirm and should then reallocate to someone else)
- **Escalate to the FREC** (by assigning the Chair's name to the blue plus icon)
- **Undertake the review**

When the Reviewers have completed their reviews they should fill in the relevant reviewer section on the P10. Once the outcome decision box has been completed, by the Lead Reviewer/FREC, the FEA will receive an email notifying them of the decision.

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

Select Ethics Approval De 

Outcome	Next steps for FEA
Approved	<ol style="list-style-type: none"> 5. Open the application 6. Click on Save and Close 7. In the Set status box choose Application Approved 8. Click Done <p>→ An email confirming the outcome will be sent to: the applicant, if a student their DoS, the Reviewers and if escalated, the FREC.</p>
Approved with advisory comments	<ol style="list-style-type: none"> 5. Open the application 6. Click on Save and Close 7. In the Set status box choose Approved with Advisory Comments 8. Click Done <p>→ An email confirming the outcome will be sent to: the applicant, if a student their DoS, the Reviewers and if escalated, the FREC.</p>
Application referred back for resubmission	<ol style="list-style-type: none"> 6. Open the application 7. Click on Save and Close 8. In the Set status box choose Application Referred back for Resubmission 9. Click Done <p>→ An email confirming the outcome will be sent to: the applicant, if a student their DoS, the Reviewers and if escalated, the FREC.</p>

Outcome	Next steps for FEA
((Second resubmission required))	4. Open the application 5. Click on Save and Close 10. In the Set status box choose Application Referred back for Resubmission 6. Click Done → An email confirming the outcome will be sent to: the applicant, if a student their DoS, the Reviewers and if escalated, the FREC.
Not approved for the reasons listed below	5. Open the application 6. Click on Save and Close 7. In the Set status box choose Application Not Approved 8. Click Done → An email confirming the outcome will be sent to: the applicant, if a student their DoS, the Reviewers and if escalated, the FREC.

10. Processing Approval Given Elsewhere - another UK HEI

Applications submitted on this template will not be sent to the Faculty Ethics Admin for processing. From July 2019, once an application has been created it is saved in the "Application Approved" status by the applicant.

Directors of Studies are not required to sign off another UK HEI application and will not receive an email notification asking them to do this.

The applicant and, if a student their DoS, will receive an email confirming the Ethics Review approval has been registered.

11. If a reviewer declines to Review

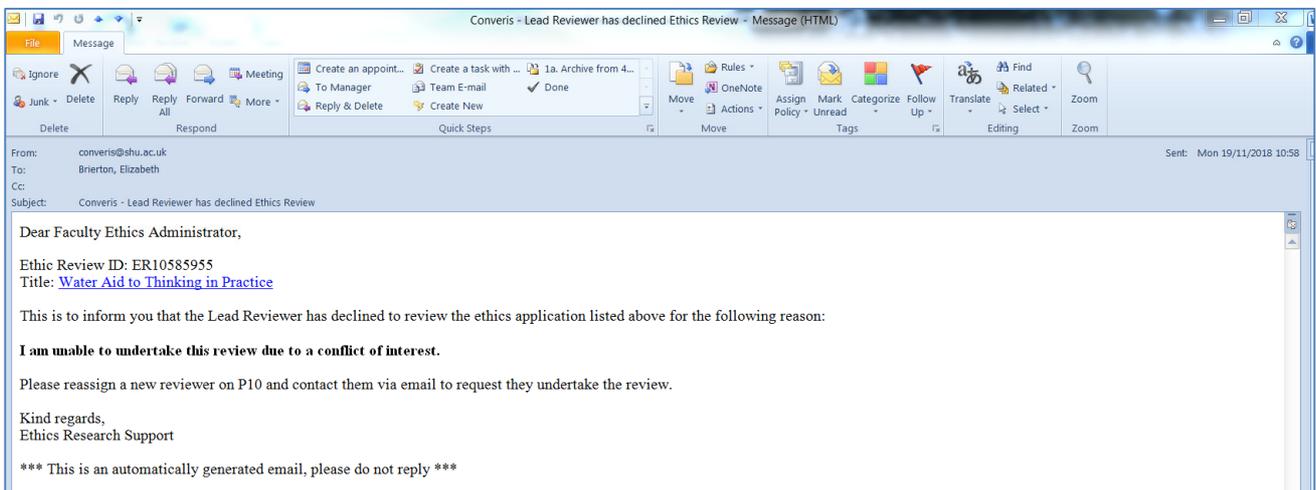
If a Reviewer is unable to undertake an Ethics Review they are asked to complete the tick box and provide a reason why they are declining to review the application.

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

I am unable to review this application (tick box below)

Please provide a reason why you are declining to review the application

The Faculty Ethics Admin will then receive an email notification advising them which Reviewer has declined and the reason why.



11.1 Reassigning a reviewer

To reassign a reviewer, follow these steps:

1. Delete the original Reviewer.
2. Search for and assign a new reviewer.
3. Remove the tick-box and comments in the decline box as shown below.

Lead Reviewer		
Name	Organisation	
ARNOLD, ALEXANDER	Research and Innovation Office (Sheffield Hallam Uni...)	

I am unable to review this application (tick box below)

Please provide a reason why you are declining to review the application

I am also a co-investigator on this project so need to decline to review.

3. Save and Close the application.
4. Leave the status of the application at "Send for Approval by Reviewers".

The new reviewer will automatically receive an email notifying them there is an application to review.

12. Resubmission Process

When you receive an email notification that the Lead Reviewer/FREC has made the decision that Resubmission is required:

- Change the workflow status to "Application Referred back for Resubmission".

This will send a notification email to the applicant and will contain the reasons given by the Lead Reviewer/FREC (from the Collated Comments box on the P10 tab).

The applicant can now edit the application whilst it is in "Application Referred back for Resubmission" status.

Applicants can use the "Applicants Comments to Reviewers (following resubmission)" field on the P10 tab to communicate with the Lead Reviewer/FREC i.e. provide additional information.

Once the applicant is ready to resubmit, they can do this by changing the workflow status to "Send for Approval by Reviewers". The application won't be sent to the Director of Study, Second or Third Reviewers, or the Faculty Ethics Administrator again for checking.

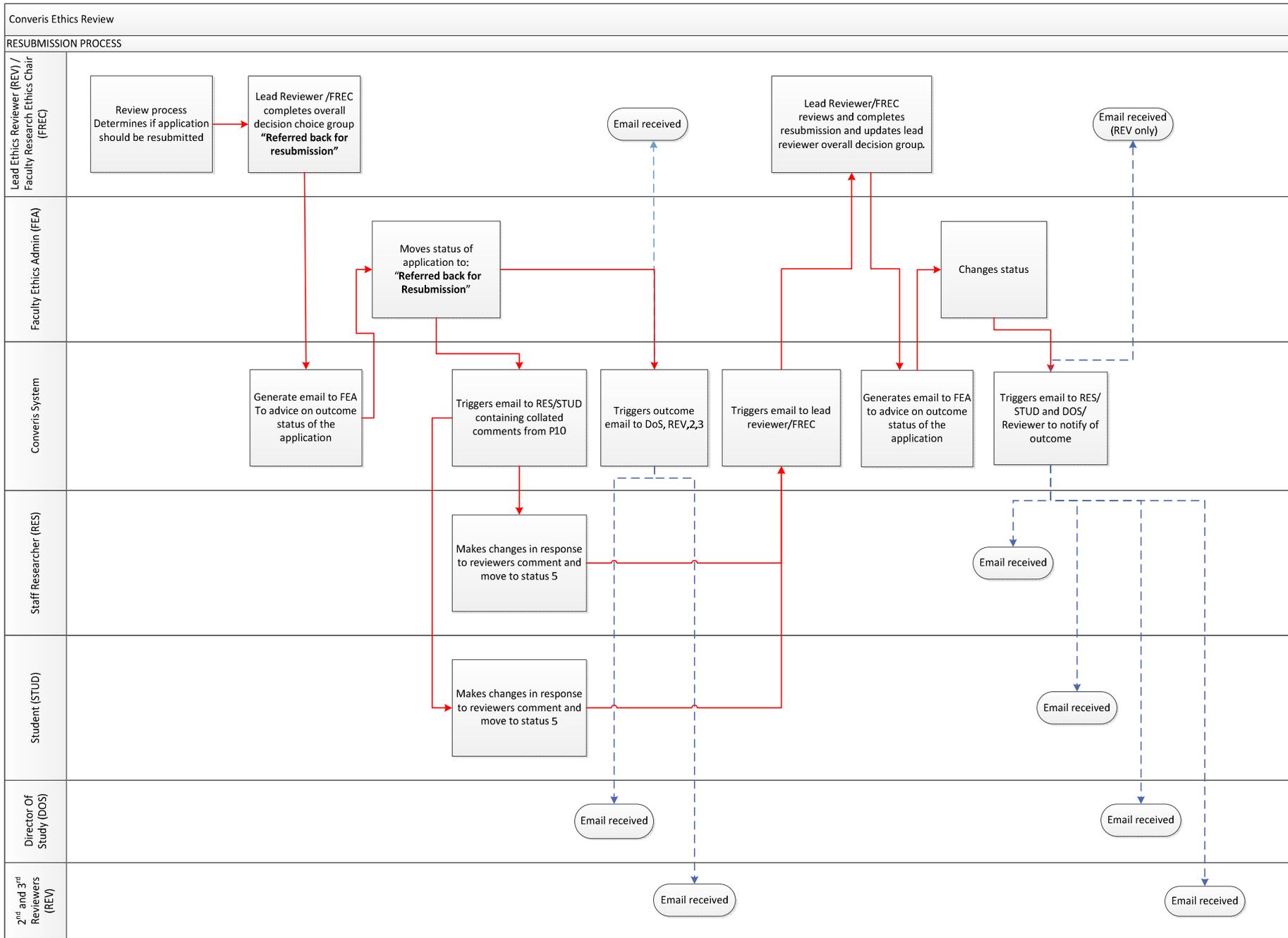
The Lead Reviewer/FREC will review the application again, and complete the "Lead Reviewers Comments Following Resubmission" box and the "Final Decision" choice-group for the second time.

If further revisions are necessary "Second Submission Required" should be selected from the choice-group.

Once FEA receive the email notification, informing them of the decision, FEA should change the status of the workflow as advised by Lead Reviewer/FREC. If second submission is required, FEA should change the workflow status to "Referred for Resubmission" as previously.

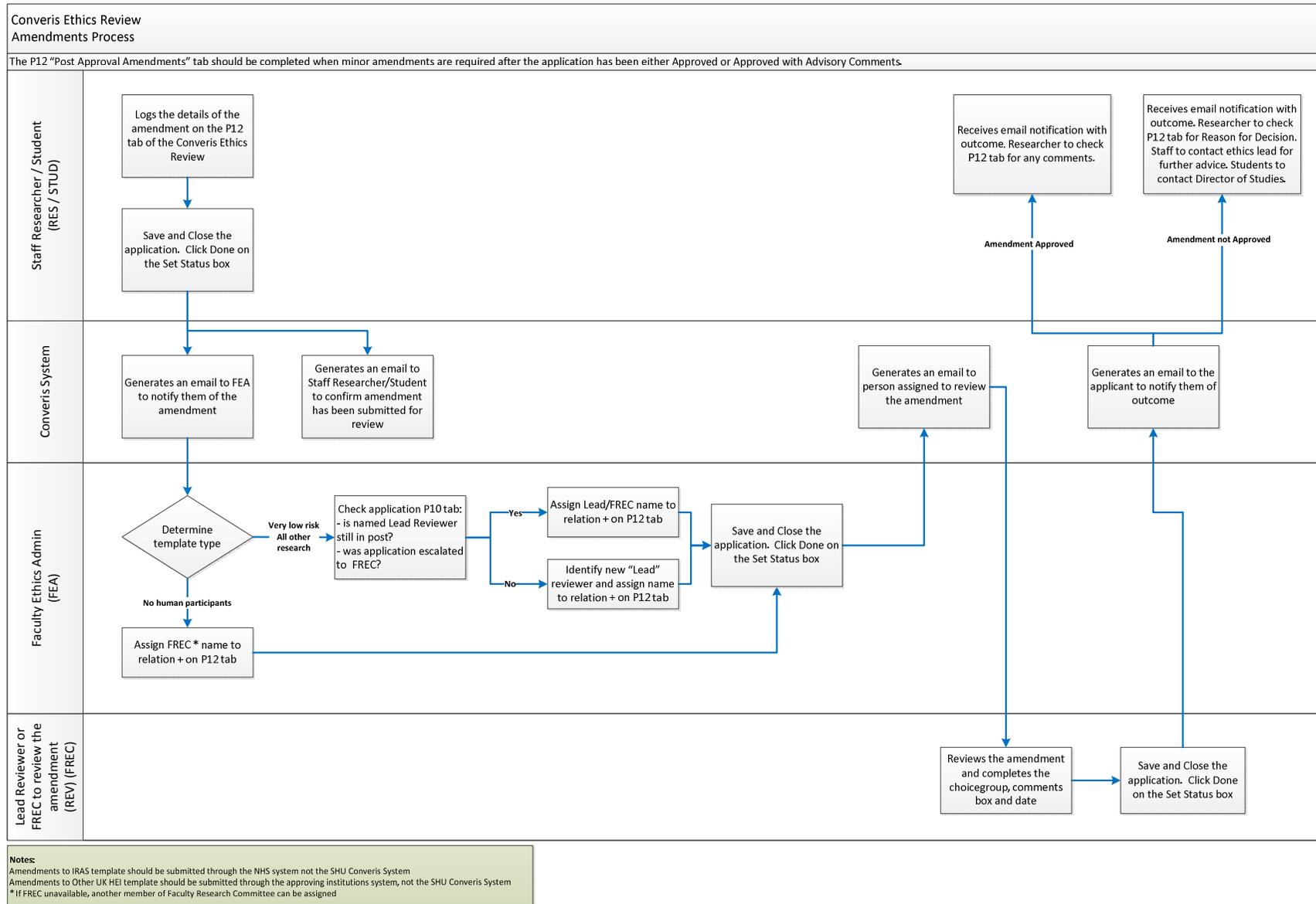
As well as the applicant, the named Director of Study and the three Reviewers will now receive an email notifying them of the outcome of the application.

The resubmission process is illustrated on the following page.



13. Post Approval Amendments

When an applicant advises that they need to make minor amendments to their application after it has been approved, the following process should be followed.



14. Incorrect template types

If the reviewer/FREC contacts you to advise that a template type is incorrect, the following process should be followed:

1. Faculty admin to advise reviewer/FREC to complete all fields on P10 tab explaining in the comments collated by Lead Reviewer field why the template choice is incorrect.
2. Reviewer/FREC to set the **Final Decision** to be completed by Lead Reviewer choice group to "Application referred back for resubmission".
3. When FEA receives email notification, they should change the status of the application to "Application referred back for resubmission".
4. Applicant to receive notification email and review feedback and request template change from Converis Support Team. They should email converis@shu.ac.uk providing 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 Converis Support Team will then arrange for the template to be changed to the correct type and the application returned to a status where it can be further edited by the applicant.

15. Ethics Review Overseer

The Health and Safety, Insurance and Library Teams will be notified by email when there is an Ethics Review for them to check.

Team	Reason why you have been notified
Health and Safety Team	Applicant has uploaded a Health and Safety plan on the P8 section of their application.
Insurance Team	The project involves at least one of the following: <ul style="list-style-type: none"> • Participants under the age of 5 • Participants who are pregnant Women • 5000 or more participants • Research being conducted in an overseas country • Clinical trial
Library Team	Applicant has uploaded a Data Management plan on the P8 section of their application.

To access the application, please follow these steps:

1. Click on the link in the email
2. Converis will open the application in the Browse Template and you can view all of the details on this screen.

The screenshot shows the Converis Ethics Review Overseer interface. The top navigation bar includes 'Converis', a search icon, 'Help', and the user's role 'Ethics Review Overseer: Sheffield Hallam U...'. The breadcrumb trail is 'Dashboard > Ethics Reviews > Browse'. A sidebar on the left contains menu items: 'Dashboard', 'Ethics Reviews', 'Business Cards', 'Organisations', 'Notifications', and 'Statistics'. The main content area displays a 'Deadline Reminder - Test 2 v.0.7 FB save & close' for Ethics Review ID: ER12113698. The workflow status is 'Send for Approval by Reviewers' and the template is 'All other research with human participants'. The primary researcher is Fiona Birch (Research and Innovation Office). The application details include: Q1. Is this project: i) Staff research; Q4. Proposed Start Date of Data Collection: 15/07/2019; Q5. Proposed End Date of Data Collection: 04/08/2019; Q6. Will the research involve any of the following: i) Participants under 5 years old: No; ii) Pregnant women: No; iii) 5000 or more participants: No; iv) Research being conducted in an overseas country: No; Q7. If overseas, specify location; Q8. Is the research externally funded?: No.

16. Ethics Reporting

There are three Ethics reports available for users to run in Converis

Title	Description
Ethics Review (long report)	Ethics Review applications in this report will have multiple lines of data if they have two or more of any of these attributes: <ul style="list-style-type: none"> ○ Converis Project Applications ○ Co-Investigators ○ Funders
Ethics Review Admin Report	Ethics Review applications in this report will have multiple lines of data if they have two or more of any of these attributes: <ul style="list-style-type: none"> ○ Converis Project Applications ○ Co-Investigators ○ Funders
Ethics Review Admin Report (Concatenated)	Ethics Review applications in this report will one line of data per ethics review.

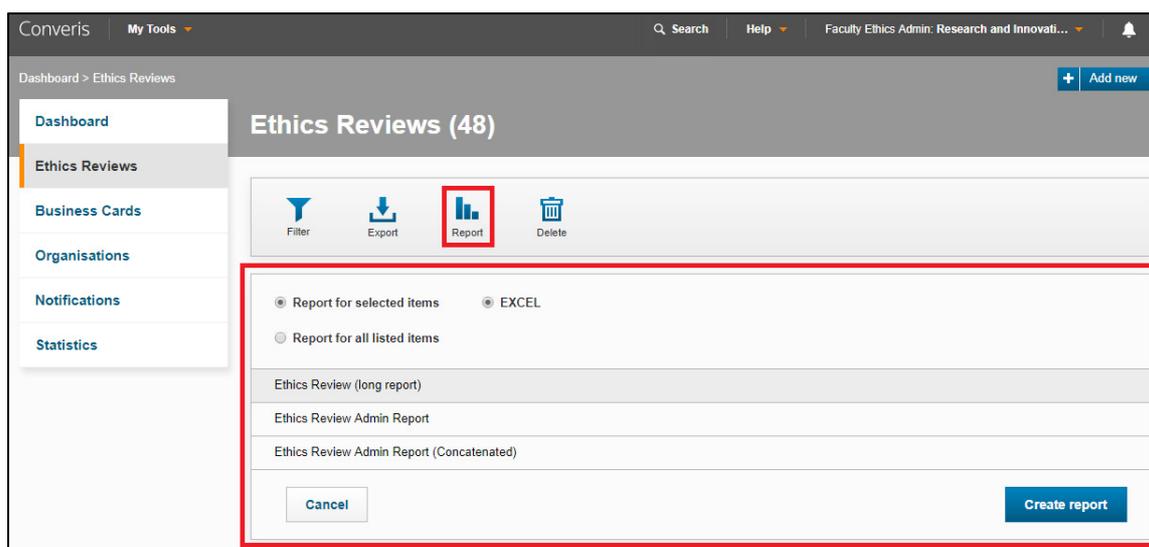
16.1 Running the Ethics Reports

Click on **Ethics Reviews** on the left-hand side of the screen - this will take you to the List View of Ethics Review applications that you can view.

The screenshot shows the Converis web interface for 'Ethics Reviews'. The left-hand navigation menu has 'Ethics Reviews' highlighted with a red box. The main area is titled 'Ethics Reviews (48)' and includes a toolbar with 'Filter', 'Export', 'Report', and 'Delete' icons. Below the toolbar, there are controls for 'Select / Deselect all', a sorting dropdown set to 'Updated on descending', and pagination showing '10 | 50 | 100' and '1 of 5'. The list contains two entries:

- Fiona (RES) Ethics Report Test
ER4874016
Ethics approval sought elsewhere - NHS IRAS
ii) Doctoral research
[Edit](#) | [Clone](#) | [Delete](#) In preparation
- Joe STUD Test - 3-6 IRAS
ARNOLD, ALEXANDER (Research and Innovation Office)
ER4882596
No human participants, human tissue or personal data
ii) Doctoral research
[Edit](#) Send for Director of Studies Approval

Click on the **Report** button. The reports will appear below.



Once you have selected the report you wish to run, you must select one of the following options:

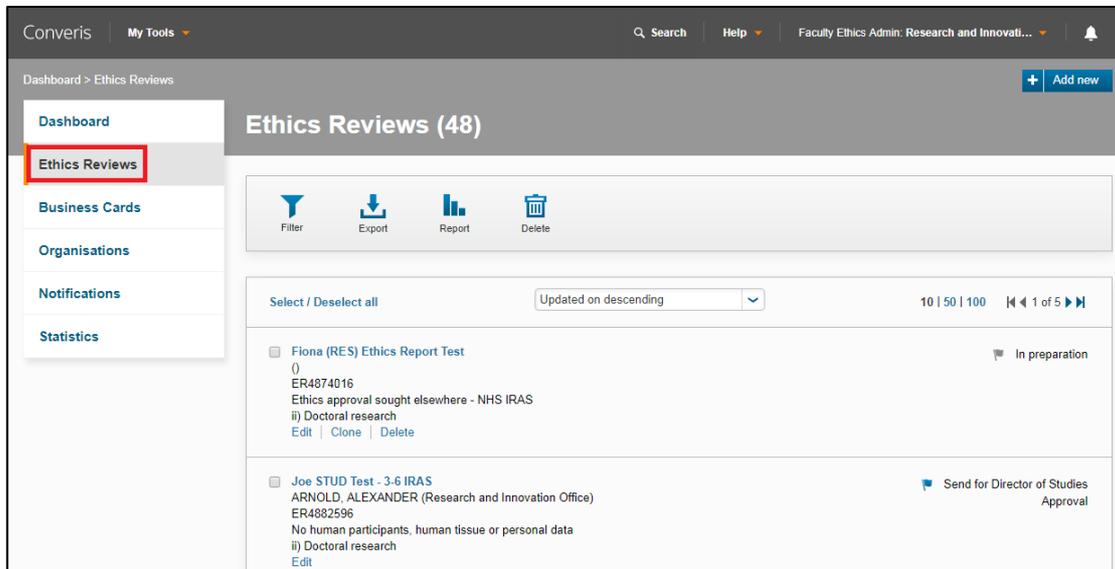
- **Report for selected items** - if you select this option, you must manually tick all the Ethics Review applications you wish to be included in the report.
- **Report for all listed items** - if you select this option, all the ethics review applications you can view will be included in the report.

Click on  to run report. It will open as a Microsoft Excel file.

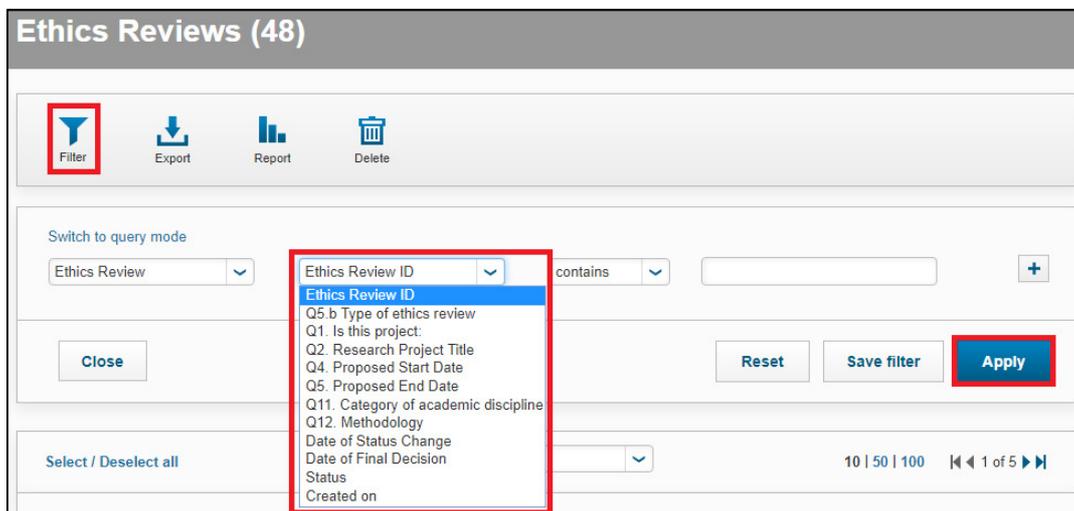
16.2 Filters

You can use filters to specify which applications are included in the report.

Click on **Ethics Reviews** on the left-hand side of the screen - this will take you to the List View of Ethics Review applications that you can view.



Click on the **Filter** button. The filtering options will appear below. When you have finished selecting your filters, click **Apply**.



If you have a filter selected, the Filter icon will turn orange when running a report:



17. 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.

18. Producing a PDF of an Ethics Review

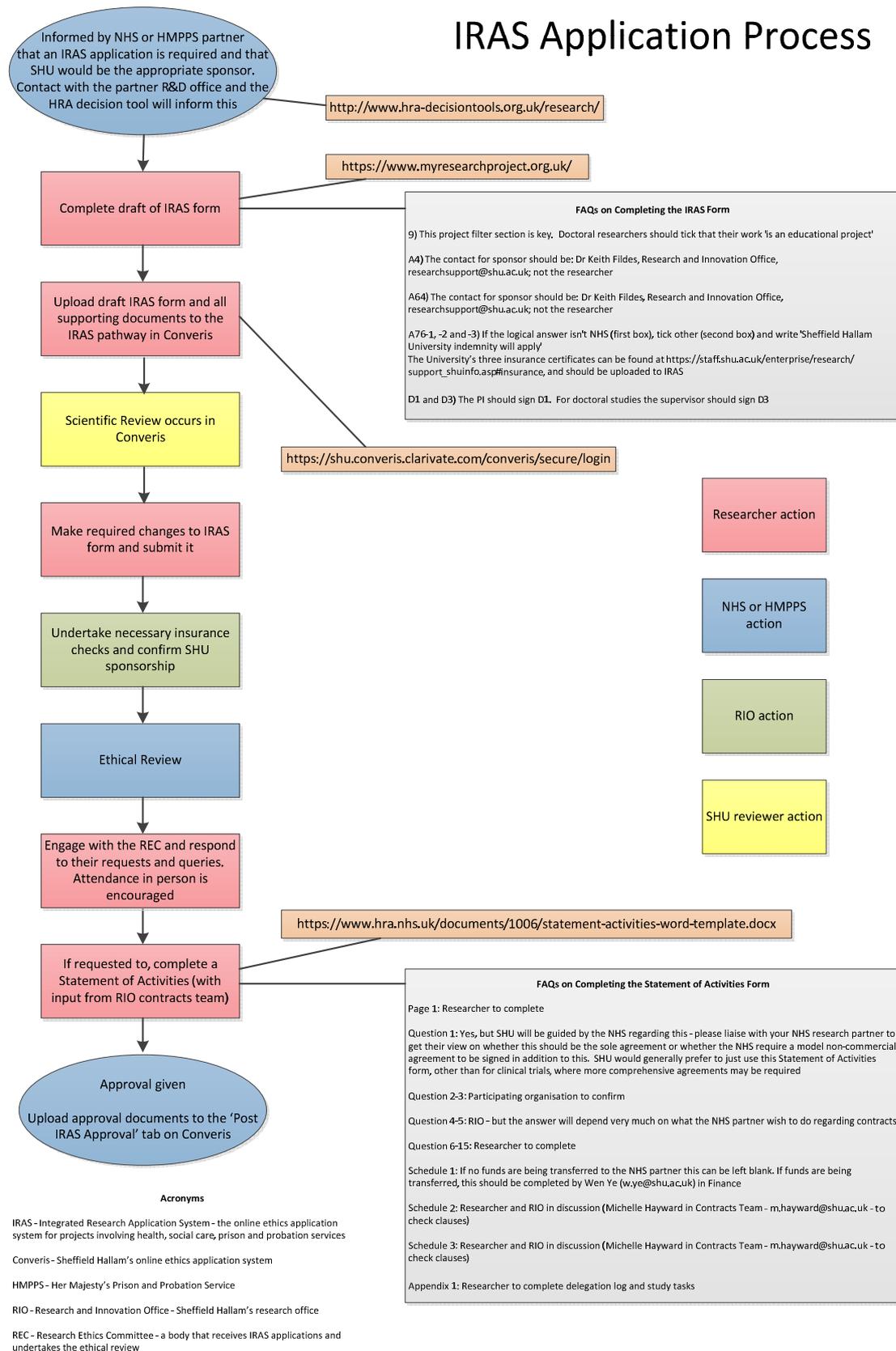
1. Click on Projects
2. Click on Ethics Reviews
3. You will see all the Ethics Reviews you have access to
4. Find the Ethics Review you would like to PDF using a filter on Ethics ID or PI
5. Hover anywhere over the light grey box of that application



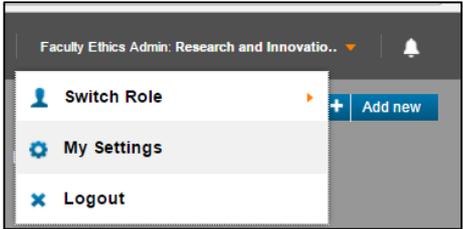
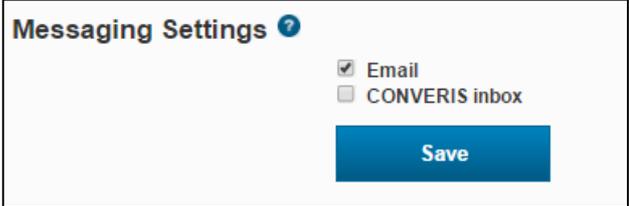
6. The colour will change to a darker grey
7. Click anywhere except on the Edit button
8. Allow a few seconds for the Browse Template to load
9. On the new window click PDF in the top right

19. IRAS Application Process

IRAS Application Process



20. Hints and Tips

<p>When Faculty Ethics Admin 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.</p> <p>See the guidance on page X about how to work around this issue.</p> <p>If you continue to experience problems, please email converis@shu.ac.uk</p>
<p>Faculty Ethics Admin isn't receiving any 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. 
<p>What happens if an application is created In Preparation and is no longer needed</p>	<p>Email Converis Support Team with the Ethics ID to arrange for it to be deleted.</p>
<p>What happens when a SHU Staff Researcher is completing their PhD at another University?</p>	<ol style="list-style-type: none"> 1. The Researcher should add their STUD Business Card to the record. 2. Select Doctoral Research for Q1 on tab P1. 3. They don't need to add their Director of Studies to the Record. 4. They then need to email converis@shu.ac.uk to move the application on.

21. Requests for new users to be setup in Converis

Issue	Who to contact	What information will be needed from you?
A new member of staff needs to be set-up as a Faculty Ethics Admin	converis@shu.ac.uk	First name Last name Job Title Role that they need Which Faculty?
A new reviewer needs to be set-up	converis@shu.ac.uk	Professional Title First name Last name Job Title Role that they need Which Faculty? Email address Are they internal or external to SHU?
A new Director of Study needs to be set-up	converis@shu.ac.uk	Professional Title First name Last name Job Title Role that they need Which Faculty? Email address
A new staff researcher needs to be set-up	converis@shu.ac.uk	Professional Title First name Last name Job Title Role that they need Which Research Centre or Department? Email address
A new doctoral student needs to be set-up	converis@shu.ac.uk	First name Last name Role that they need Which Faculty? Email address