

**Introduction of the Online Ethical Review system for BSMS RGEG**

**1. What is the new online ethical review system?**

The online ethical review system provides an online Application Form for Ethical Review for applying to the BSMS Research Governance and Ethics Committee (RGEC), including the uploading of supporting study documents.

**2. How do I access the online ethical review application system?**

You can access the online ethical review application system via Sussex Direct:

<https://direct.sussex.ac.uk/page.php?realm=research&page=ethical_review_list>

Please note a University of Sussex ITS login is required to access the application system.

**3. I do not have a login to Sussex Direct – what can I do?**

If you are a member of BSMS faculty please contact the Sussex ITS Team who can assist you with obtaining/confirming your University of Sussex ITS login.

**Email**
support@its.sussex.ac.uk

**General enquiries line**
Ext 8090
(+44 1273 678090)

**4. Who can use the new online ethical review application system?**

All staff and students (in consultation with their Supervisor) are encouraged to use the online ethics application form.

For Individual Research Projects (IRPs) where the supervisor is from an external institution, the medical student is encouraged to submit the ethics application as an integral part of their ethics training.

**5. When will the online ethical review application system be available?**

You will be able to log on to Sussex Direct from 11th May 2017, and complete the University's Application Form for Ethical Review for review at a scheduled RGEC meeting.

**6. How is my application reviewed?**

A review slot at a scheduled RGEC meeting must still be booked in for applications submitted via the online system. Please contact RGEC at rgec@bsms.ac.uk to book a slot for the review of your application at a scheduled meeting. A finite number of slots are available per meeting and are booked on a first come first served basis.

**7. Submitting Amendments for Review**

All amendments to previously approved research projects are submitted via the online ethical review system and RGEC unfortunately no longer accepts e-mail amendment submissions.

Page 14 of the [user manual](http://www.sussex.ac.uk/staff/research/documents/online-ethics-application-user-guide--bsms.pdf)provides detailed step by step instructions on the process for submitting amendments, including helpful screenshots.

**8. Can I use the old system for applying for ethical review (i.e. downloading the old RGEC Application Form for Ethical Reviewand submitting via email for review)?**

Unfortunately, no, the new online application system is now the sole method of applying to the Committee, and only applications for ethical review made online through Sussex Direct will be accepted.

**9. Are there any changes to the University's current ethical review procedures and policies?**

The new online ethics application system aims to streamline the ethical review application process, but does not include any changes to the BSMS’s current research governance and ethics procedures and policies.

**10. Will I be able to save or print out a draft copy of my application?**

The online ethics application system allows you to both save and print out a draft version of your application.

**11. How will the new system deal with applications from students, whose applications need to be seen by a Supervisor before being submitted to RGEC?**

A draft version of an application can be saved and printed and shared with Supervisors and members of the research team.

**12. Will I be able to upload supporting documents to my online application for ethical review?**

Yes - you will need to save your supporting documents as PDFs first, and then you will be able to upload them to your application. The online system will compile your application form and your supporting documents into a single merged PDF document. To ensure your pdf merges successfully, please follow read the recommendations in the [ITS Guidance on Uploading Documents [PDF 200.58KB]](http://www.sussex.ac.uk/staff/research/documents/its-guidance-on-uploading-documents.pdf).

**13. Is any training available regarding the new online ethical review application system?**

We have designed the system to be as intuitive and easy to use as possible. A comprehensive manual covers all aspects of completing the application form and submitting supporting documents, including amendments. Training sessions will be available for staff and students who would like an introduction to the new online ethical review application system. Dates will be advertised on the University of Sussex Research Governance website. (Individual training sessions can be available on request).

**14. Where can I get further advice or information about the online ethical review application system, and other guidance relating to research governance and ethics?**

Please see the rest of the Research Governance website for more information and links to relevant documents and guidelines.

General queries about your application can be directed to: rgec@bsms.ac.uk; more complex queries can be directed to BSMS Research Administrator: Caroline Brooks c.e.brooks@bsms.ac.uk

If you have a technical problem regarding access to the new online ethical review application system, please contact IT Services.

If you would like to provide any general feedback / suggestions regarding the new online ethics application system, please send this to: rgoffice@sussex.ac.uk