ETHICAL REVIEW

Guide Researcher/Student

Login: https://webapps.utwente.nl/ethicalreview
The ethics web application has a black bar menu at the left, if not visible press ☰ in left corner.

My Request screen
To submit your research project for ethical review go to 'My Requests' and start a new request via
Make sure you **READ** the **INTRODUCTION.**

+ NEW REQUEST...

In the 'My requests' screen you can follow your request(s) in the ethics procedure. Check the legend for the meaning of colours, if '**Red**' you need to take action.

👁 Press to directly **View** your Questionnaire (Research project application form) in PDF.

✏ Press to go to the **Summary of your Request** and **Edit** your Questionnaire.
If your request is in *Draft/Red* (user action required) you are **able to Delete your Request** yourself in all other cases you cannot delete the Request.

The Application Form
The application form tracks filling in the form:

0 — 1A — 1B — 1C — 2 — 3 — 4A — 4B — 4C — 4D — 4E — 5 — 6 — 7 — 8
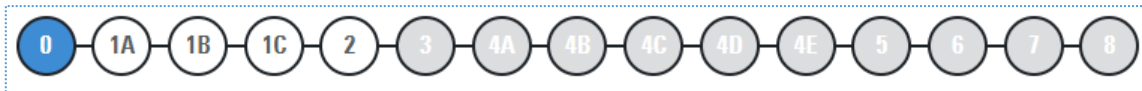
Dots indicate where you are (Blue), what needs to be filled in (White) and what not needs to be filled in (Grey). After you choose a 'type of study' in 2, dots may change to White or Grey based on the flow of questions that you will go through.
Under '**7**' you can **add attachments** (only PDF) and '**8' (Comments)** is only available after submission of your application formand will list communication with supervisor/commission.

Answers are **saved** every time you press 'next'. You can skip questions to fill them in later: red remarks will be shown and you will receive a pop-up but you can press OK, a 'Title' is always needed.

Under '**2. Type of study'** you choose how you gather(ed) your data:

- **Only existing** (secondary) data: you will proceed with step 3, 5, 6 & 7 (4A-E is Grey)
- **Only New** data: you will proceed with step 4, 5, 6 & 7 (3 is Grey)
- Use **both**: all steps

Submission of your Research project application form
Under dot '7' you can save your Request as a **Draft** (press **Save**) or **Submit for review**. The web application will do a **validity check** when you press Submit, informing you about missing answers indicated by their location in the form. Address them and you will be able to Submit your Request.

+ SUBMIT FOR REVIEW

◀ PREVIOUS   ▶ NEXT   💾 SAVE   ✕ CLOSE

ETHICAL REVIEW
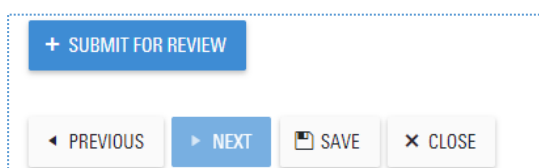
Track your Request

After submission you can see in the 'My Request' screen that the Status is 'Waiting for Supervisor'. As soon as your Supervisor has approved your Request you will be able to see this in the column 'Appr.superv', the Status will then be changed to 'Waiting for Secretary/Commission'.

Summary of your Request & Comments

In the ethical procedure your Request can be send back to you (your notified by email with subject '**Questions** for…') with comments of the supervisor/reviewer. In the **Summary of your Request** (Pencil-icon) you can read the comment.

Via the button '**Edit Questionnaire**' you can **make changes to your answers or add a comment**. Changes to your Request will first need approval via the web application by your supervisor before the Ethical Committee member receives your changes again for review.
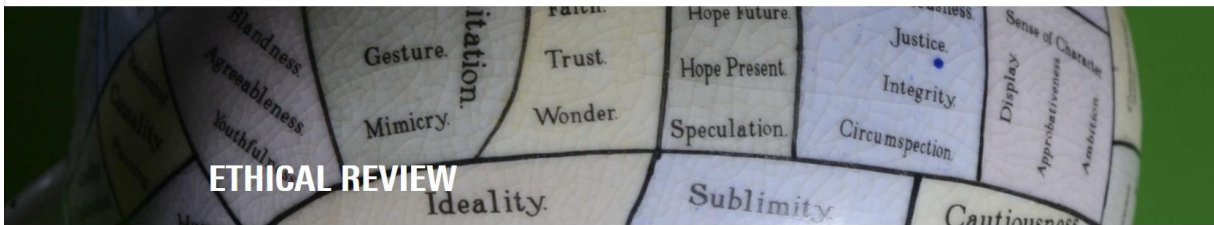
If you want to add a comment yourself, go to '8' in the form, **type in the comment and <u>press 'Add'</u>**. After that **press 'Submit for Review'**.

Notification emails

The Ethics Web application sends emails from sender '**Ethics Committee BMS**', the subject of the email varies from: notification, questions, reminder (max 3x), approval/rejection, or deletion of your submitted **BMS EC research project request**.