




## 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.

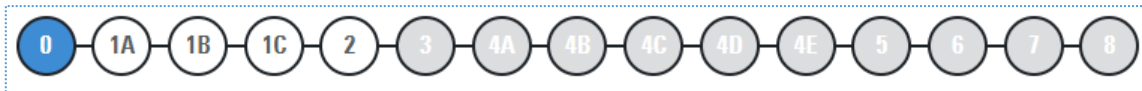


Press to go to the **Summary of your Request** and **Edit** your Questionnaire.

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:



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 form and will list communication with supervisor/commission.

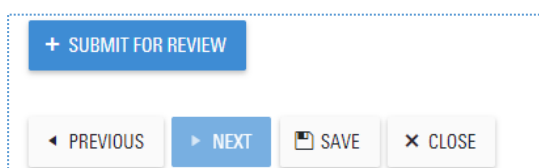
Answers are **saved** every time you press 'next'. You can skip questions to fill them in later: red remarks will be shown and you will receive a pop-up but you can press OK, a 'Title' is always needed.

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.





## 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'.

### MY REQUESTS

Req. ↓	Title	Researcher	Application	Appr.superv.	Status	
180029	How to submit a request in BMS ethical review	Kamphuis-Blikman, L.J.M.	13-11-2018	-	Waiting for supervisor	

[+ NEW REQUEST...](#)

**LEGEND**

- User action required
- Request being considered
- Request approved

## 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.

### HOW TO SUBMIT A REQUEST IN BMS ETHICAL REVIEW

REQUEST NR. 180029

APPLICATION DATE 13-11-2018

RESEARCHER Kamphuis - Blikman, L.J.M.

RESEARCH DEPARTMENT BFD

SUPERVISOR Aanstoot, F.P.

role researcher

REVIEWER

STATUS Waiting for researcher

SONA

VIEW QUESTIONNAIRE (PDF)

EDIT QUESTIONNAIRE

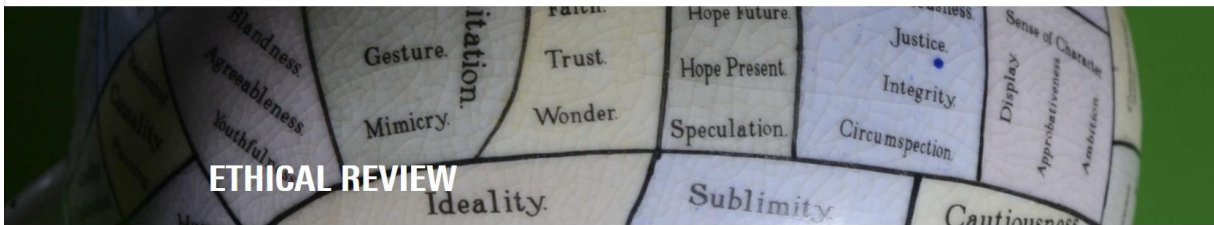
*Click 'edit questionnaire' to make changes to your research request and/or add comment(s). And to **submit the request again for review.***

### 8. COMMENTS

Aanstoot, F.P. ( 13-11-2018 12:38):

Dear researcher please improve your answer about the description of your research.

DELETE CLOSE



If you want to add a comment yourself, go to '8' in the form, **type in the comment and press 'Add'**. After that **press 'Submit for Review'**.

**8. COMMENTS**

Kamphuis-Blikman, L.J.M. ( 13-11-2018 12:47):  
The description of the research is extended

Aanstoot, F.P. ( 13-11-2018 12:38):  
Dear researcher please improve your answer about the description of your research.

**ADD NEW COMMENT**

Please type your comment and click the add button

**+ ADD**

*NOTE: Your comments cannot be edited after they have been added. If you want to add more remarks or questions you will have to add another comment. If you typed in a comment but forgot to click 'Add' before you navigate to another page within the web application your comment will not be saved and you need to retype your comment.*

**+ SUBMIT FOR REVIEW**

◀ PREVIOUS   ▶ SAVE   × CLOSE

*If you want, you can type a reaction to the comment of the supervisor/committee. As soon as you type, the '+ ADD' button will turn blue. Press it to add your comment.*

*Note: If you copy text into the text box, make sure you put your cursor in the box to make the '+ADD' button active.*

*!! Make sure you press 'submit for review' after you make changes to your request/added a comment.*

## 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**.