




Guide Ethics Committee Member

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.

Notified by email

As a member the Ethics Committee BMS you will receive an email by 'Ethics Committee BMS' (Subject: **Assessment** BMS EC research project request) notifying you that a research project has been submitted that **requires your ethical review** as a Committee member. If you receive a Request The email includes a **link** to 'Open web form ...'

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Home
Help
About...

Logged in as: m7692811
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MY UNIVERSITY OF TWENTE > BMS ETHICAL REVIEW

BMS ETHICAL REVIEW

MY REQUESTS

Req. #	Title	Researcher	Application	Appr. superv.	Status
180029	How to submit a request in BMS ethical review	Kamphuis-Bikman, L.J.M.	13-11-2016	13-11-2016	Waiting for commission

[+ NEW REQUEST...](#)

LEGEND

- User action required
- Request being considered
- Request approved

My Request screen

In the 'My requests' screen above you can follow request(s) in which you are involved. The Request(s) in this screen can be your own as a Researcher, or those in which you are the responsible Supervisor or Committee Member.

Check the legend for the meaning of colours, if the Request is:

- **'Red'** you need to take action,
- **'Blue'** means the request is in the procedure but with someone else,
- **'Grey'** means the request is approved.
- **'White'** means the request is in Draft/Rejected

The **Red** Request(s) are always **listed first**, so you cannot miss a Request that needs your action anymore.

The upper row of the table enables you to **order Requests by number** (ascending/descending) or **search** (funnel-icon) for a Request number, Title or Researcher etc. You can also see the **Status** of the Request and when the Request has been approved by the supervisor.



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



Press to go to the **Summary of the Request and Comments**.



BMS ETHICAL REVIEW

Summary of the Request

An example of the summary screen:

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 supervisor/reviewer](#)

REVIEWER	Aanstoot, F.P. (LISA-PD)
STATUS	Waiting for commission
SONA	

[VIEW QUESTIONNAIRE \(PDF\)](#)

7. ATTACHMENTS

File	Date	Download

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.

[APPROVE](#)
[REJECT](#)
[SEND BACK TO RESEARCHER](#)
[CLOSE](#)

Title of the research project Request

If there are Attachments added to the Request you can view them here.

If applicable, here earlier comments between Researcher and Supervisor are listed

Type a comment or give reaction to an earlier comment. As soon as you type, the add-button will turn blue. Press '+ ADD' to add your comment.

State here your decision, the options 'Send back to researcher' and 'Reject' enable by adding a comment.



Decision & Comments

In the **Summary of the Request** (via Pencil-icon) you can **read/react to the comment(s)**, and via **'View Questionnaire'** (via Eye-icon) you can read the application form in PDF.

In the ethical procedure you can **'Accept'**, **'send back to the researcher'** and **'Reject'** a Request, the last two are enabled after you **added a comment**, as a clarification to the researcher is needed for these decisions.

NOTE: Question 32 'type of informed consent', the **answer option 'No consent'**, should be accompanied with a further explanation open answer field. However, this text field lacks in this application version, if a submitter answered this option, please ask in the comments section (8) of the review procedure *'Please indicate, briefly, why there is no need for consent'* and send the request back to the researcher.

Changes by researcher/student

After a researcher/student made changes based on comments by the Supervisor or Committee Member, the Request always **needs again the approval of the supervisor**.

Changes and Comments made to an earlier version **are highlighted red in the PDF**. So that you can quickly see the improvements made to the application form.

Notification emails

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