



Guide Supervisor

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 Supervisor you will receive an email by 'Ethics Committee BMS' (Subject: BMS EC research project request) notifying you that a research project has been submitted that **requires your verification and approval** as a Supervisor. The email includes a **link** to 'Open web form ...'

UNIVERSITY OF TWENTE

Home
Help
About...

Logged in as
Logout

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-Blikman, L.J.M.	13-11-2018	-	Waiting for supervisor

[+ NEW REQUEST.](#)

LEGEND

- User action required
- Request being considered
- Request approved

My Request screen

In the 'My requests' screen you can follow your request(s) in the ethics procedure. The Request in this screen can be your own' as a researcher or the Requests you receive as the responsible Supervisor of a researcher/student.

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 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 you have approved the Request that date will be updated in the table.



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

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



Summary of the Request

An example of the summary screen:

HOW TO SUBMIT A REQUEST IN BMS ETHICAL REVIEW

REQUEST NR.	180029	<i>Title of the research project Request</i>
APPLICATION DATE	13-11-2018	
RESEARCHER	Kamphuis - Blikman, L.J.M.	
RESEARCH DEPARTMENT	BFD	
SUPERVISOR	Aanstoot, F.P.	
role supervisor/reviewer		
REVIEWER		
STATUS	Waiting for supervisor	
SONA		

7. ATTACHMENTS

File	Date	Download

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

8. COMMENTS

ADD NEW COMMENT

Please type your comment and click the add button

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.

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.

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



Decision & Comments

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 is needed for these decisions.

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**.

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

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**.