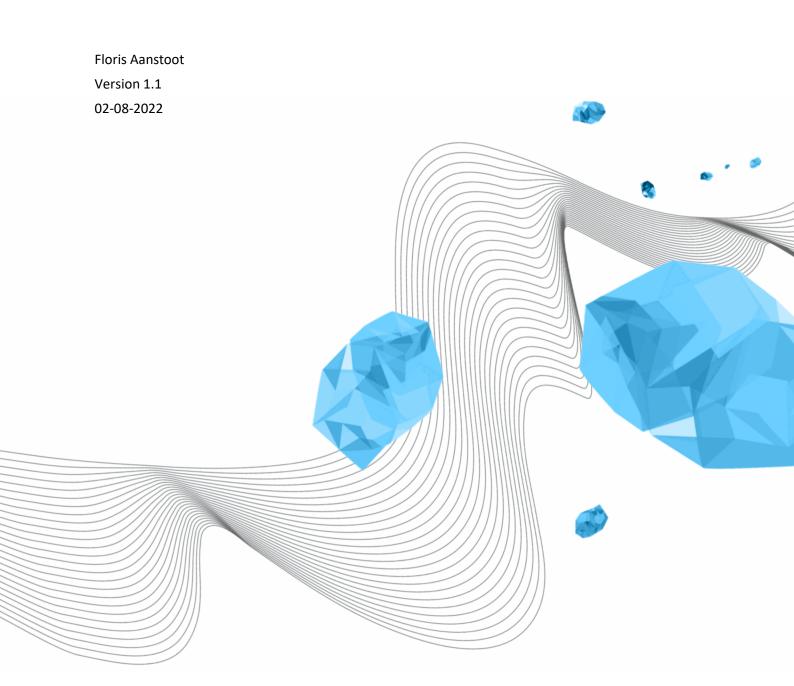# END USER MANUAL ETHICAL REVIEW

Floris Aanstoot

Version 1.1

02-08-2022

UNIVERSITY OF TWENTE.

COLOPHON

ORGANISATION
Library, ICT Services & Archive

TITLE
End user manual ethical review

SUBJECT
Demo and test period

PROJECT
[Project]

REFERENCE
[xx/xx/xx]

VERSION (STATUS)
1.1

DATE
02-08-2022

AUTHOR(S)
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DOCUMENT HISTORY

VERSION	DATE	AUTHOR(S)	REMARKS
0.1	24-05-2022	Floris Aanstoot	Initial version for demo and testing
0.2	29-06-2022	Floris Aanstoot	Changes following development sprint 7 through 9
1.0	27-07-2022	Floris Aanstoot	Go-live version
1.1	02-08-2022	Floris Aanstoot	Fixed problems with images in paragraph 4.6 and 6.7

DISTRIBUTION

VERSION	DATE	AUTHOR(S)	DISTRIBUTED TO
0.1	30-05-2021	Floris Aanstoot	Ethics Committees (CIS, GEO, HSS and NES), LISA-L&A Business Information management
0.2	05-07-2022	Floris Aanstoot	Ethics Committees (CIS, GEO, HSS and NES), LISA-L&A Business Information management
1.0	27-07-2022	Floris Aanstoot	Ethics Committees (CIS, GEO, HSS and NES), LISA-L&A Business Information management
1.1	02-08-2022	Floris Aanstoot	Ethics Committees (CIS, GEO, HSS and NES), LISA-L&A Business Information management

REFERENCES

#	VERSION	DATE	AUTHOR(S)	TITLE

TABLE OF CONTENTS

1 INTRODUCTION

The University of Twente (UT) is committed to conducting research in a responsible manner and considers ethical review of research as common and good practice for all researchers including MSc/BSc/PhD students. To support the ethical review process the Ethical Review a web application has been developed. This document serves as the end user manual for the Ethical Review web application.

1.1 The ethical review process

Before a researcher can perform scientific research at the UT, the research proposal must be reviewed in case the research proposal contains ethical aspects.

A researcher submits a self-assessment questionnaire for ethical review. The self-assessment questionnaire is reviewed by one of the domain-specific ethics committees. The ethics committee advises on the self-assessment questionnaire.

There are two different process flows, with partially different actors. In case the researcher is a student (BSc, MSc or PhD) the supervisor plays a role in the process. In case the researcher is an employee, the supervisor plays no role in the process.

1.2 Domain-specific committees

The ethical review is conducted and facilitated by 4 domain-specific committees:

- Humanities and Social Sciences (HSS)
- Natural Sciences and Engineering Sciences (NES)
- Geo-Information Sciences (GEO)
- Computer and Information Sciences (CIS)

1.3 Roles in the application

This paragraph describes the roles and responsibilities in the Ethical Review application.

This manual contains one general chapter and four role-specific chapters.

Role name	Responsibility	Remarks
Researcher	Filling in a self-assessment accurately, completely and truthfully	A researcher can be a student (BSc/MSc/PhD) or an employee
Supervisor	Providing feedback (if necessary) on, and consent of self-assessment filled out by researcher he/she is supervising, before submission	The supervisor has no role in the process if the researcher is an employee
Secretary	Checking completeness of a self-assessment and coordinating the flow of a self-assessment throughout the process.	Is the secretary of a domain-specific ethics committee.
Reviewer	Providing feedback (if necessary) on and consent of self-assessment after submission.	Is a member of a domain-specific ethics committee

2   GENERAL

This chapter describes the functionality that is available to all roles.

2.1   Access to the Ethical Review web application

The application can be used with all popular browsers. To start the application please click the Ethical Review link on the scientific integrity website: https://www.utwente.nl/en/service-portal/organisation-regulations-and-codes-of-conduct/integrity/scientific-integrity

2.2   Login to the Ethical Review web application

You can login to the application using your UT ICT-Account information (e-mail address and password). If you are already logged in at another UT application, you do not need to log in again. Just select the account with which you want to use the application and approve the sign in request.

2.3 My request screen (a.k.a. personalised dashboard)

The my request screen is also known as the personalised dashboard. The personalised dashboard is the starting point for all actions in the Ethical Review application. The personalised dashboard shows all requests that the user either submitted (Researcher) or has to handle (Supervisor, Secretary or Reviewer).

- The Eye icon can be used to open the questionnaire PDF
- The Pencil icon opens the request details screen
- The New Request button creates a new request for ethical review

2.4   Request details screen

The request details screen shows the details of one specific request. And offers the different roles all functionality to handle a request for ethical review.

The buttons that are shown on this screen are dependent on the role (Researcher, Supervisor, Secretary or Reviewer) of the logged in user. Please see chapters 3 through 6 for more details.

After the user clicks on a link in the notification e-mail, the request details screen is shown.

The info icon shows the version numbers of the questionnaire. These can be useful in case there are errors in the questionnaire and the secretary of the ethics committee wants to know which version of the questionnaire is being filled out.

3 RESEARCHER

This chapter describes the functionality that is available to the Researcher role.

3.1 Fill in a self-assessment questionnaire (a.k.a. request)

- Save an unfinished self-assessment questionnaire
  - *Use the Save and/or Close button in de questionnaire*
- Assign a supervisor to the request, if the researcher is a BSc/MSc/PhD student
  - *Choose a Supervisor in first section of the questionnaire*
- Submit a finished request to a supervisor (if the researcher is a student) or to the secretary of the domain-specific ethics committee (if the researcher is an employee)
  - *Use the Submit for review button in the last section of the questionnaire*

3.2 Reply to feedback from Supervisor, Secretary or Reviewer

- from a supervisor, secretary of the domain-specific ethics committee or the reviewer of the domain-specific ethics committee
  - *On the My requests screen click the Pencil icon, on the request details screen click the Edit questionnaire button.*
  - *Add a comment to the request from the request details screen. The request will be forwarded to the correct role after the comment is saved.*

3.3 Delete a self-assessment questionnaire (Draft state)

- *On the My requests screen click the Pencil icon, on the request details screen click the Delete button.*

3.4 Personalised dashboard

- Get an overview of all requests for the researcher by opening the personalised dashboard
- Create a new self-assessment questionnaire
  - *On the My requests screen click the New request button*
- Open a saved unfinished request and amend it
  - *On the My requests screen click the Pencil icon, on the request details screen click the Edit questionnaire button.*
- Delete an unfinished request
  - *On the My requests screen click the Pencil icon, on the request details screen click the delete button.*

3.5 Request details screen for a Researcher (draft)

UNIVERSITY OF TWENTE.   ETHICAL REVIEW   ACCOUNT ▾

MY REQUESTS
HELP
ABOUT
Logged in as: m7692811

MY SECOND PROJECT

Application nr	220203	ⓘ
Committee	Natural Sciences & Engineering Sciences (NES)	
Application date		
Approved supervisor date		
Researcher	Aanstoot, F.P. (LISA-PD)	
Supervisor		
Reviewer		
Status	Draft, not yet submitted	
Advice date		

👁 View Questionnaire (PDF)

✏ Edit Questionnaire

COMMENTS

🗑 Delete   ✖ Close

3.6 Request details screen for a Researcher (Submitted)

UNIVERSITY OF TWENTE.   ETHICAL REVIEW   ACCOUNT ▾

- MY REQUESTS
- ❓ HELP
- ❶ ABOUT

Logged in as: m7692811

MY SECOND PROJECT

Application nr	220203	❶
Committee	Natural Sciences & Engineering Sciences (NES)	
Application date	29-06-2022	
Approved supervisor date		
Researcher	Aanstoot, F.P. (LISA-PD)	
Supervisor		
Reviewer		
Status	Pending by commission's Secretary	
Advice date		

👁 View Questionnaire (PDF)

COMMENTS

✖ Close

3.7 Request details screen for a Researcher (Waiting for researcher)

UNIVERSITY OF TWENTE.   ETHICAL REVIEW   ACCOUNT ▾

- MY REQUESTS
- ❓ HELP
- ❗ ABOUT

Logged in as: m7692811

MY SECOND PROJECT

Application nr	220203	ℹ
Committee	Natural Sciences & Engineering Sciences (NES)	
Application date	29-06-2022	
Approved supervisor date		
Researcher	Aanstoot, F.P. (LISA-PD)	
Supervisor		
Reviewer		
Status	Waiting for Researcher	
Advice date		

👁 View Questionnaire (PDF)

✏ Edit Questionnaire

COMMENTS

NES-secretary (29-06-2022 16:18):
Please fill out question 1.4

4   SUPERVISOR

This chapter describes the functionality that is available to the Supervisor role.

4.1   Open a self-assessment questionnaire for review

- Will receive a notification e-mail for the review of the self-assessment questionnaire. This e-mail includes a link to the Ethical Review web application and the application will open the Request details screen

4.2   Review a self-assessment questionnaire

- *On the My requests screen click the Pencil icon to open de questionnaire PDF*

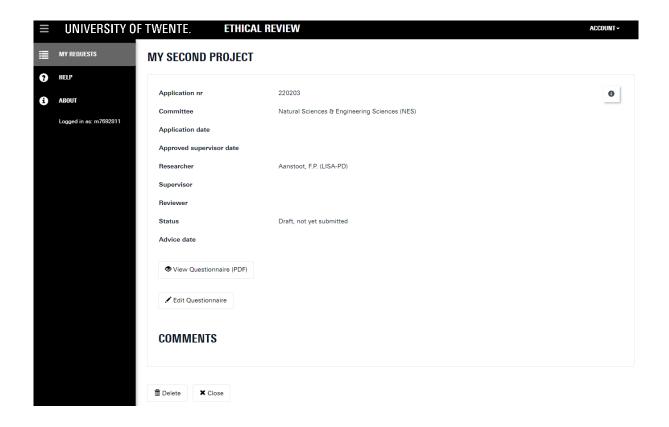## 4.3   Give consent to a self-assessment questionnaire

- *On the My requests screen click the Pencil icon, on the request details screen click the Consent button*

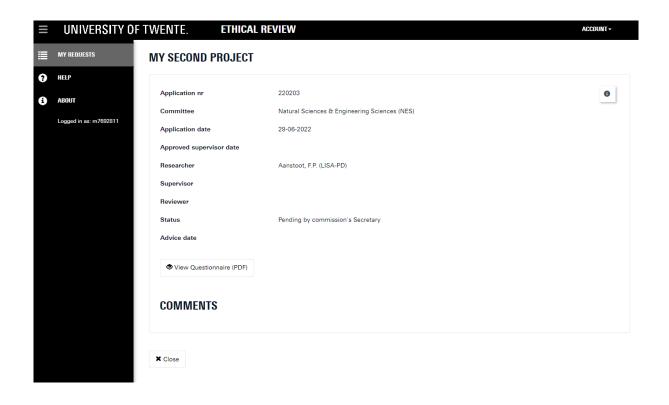## 4.4   Provide feedback to the Researcher

- *On the My requests screen click the Pencil icon, on the request details screen click the Send back to researcher button. Provide feedback or ask questions in the pop-up.*

4.5   Give negative advice to a self-assessment questionnaire

- *On the My requests screen click the Pencil icon, on the request details screen click the Negative advice button. Provide feedback in the pop-up.*

4.6 Request details screen for a Supervisor

UNIVERSITY OF TWENTE.   ETHICAL REVIEW

MY REQUESTS

HELP

ABOUT

Logged in as: m7645689

MY FIRST PROJECT

Application nr	220202
Committee	Natural Sciences & Engineering Sciences (NES)
Application date	29-06-2022
Approved supervisor date	
Researcher	Aanstoot, F.P. (LISA-PD)
Supervisor	Klunder - Roepers, D.M. (LISA-OILS)
Reviewer	
Status	Waiting for Supervisor
Advice date	

👁 View Questionnaire (PDF)

✔ Consent   ❓ Send back to researcher   ⊘ Negative advice

COMMENTS

✖ Close

5   SECRETARY

This chapter describes the functionality that is available to the Secretary role.

5.1   Open a self-assessment questionnaire

- Will receive a notification e-mail for the review of the self-assessment questionnaire. This e-mail includes a link to the Ethical Review web application and the application will open the Request details screen

5.2   Perform completeness check of a self-assessment questionnaire

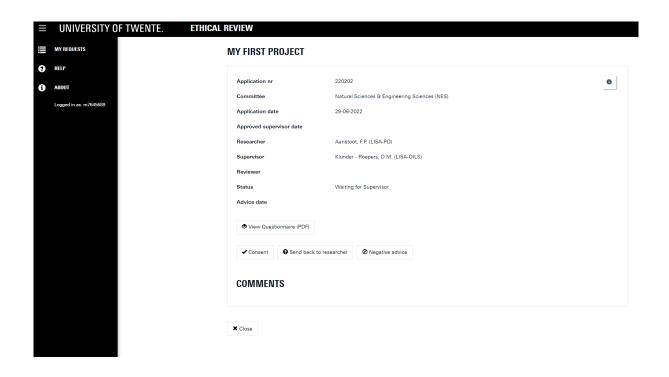- *On the My requests screen click the Pencil icon to open de questionnaire PDF*

5.3   Provide feedback to the Researcher

- *On the My requests screen click the Pencil icon, on the request details screen click the Send back to researcher button. Provide feedback or ask questions in the pop-up.*

5.4   Assign a Reviewer to a self-assessment questionnaire

- *On the My requests screen click the Pencil icon, on the request details screen select a reviewer from the Reviewer drop-down menu. click the Send to reviewer button.*

5.5   Reassign a different Reviewer to a self-assessment questionnaire

- *On the My requests screen click the Pencil icon, on the request details screen select a reviewer from the Reviewer drop-down menu. click the Send to reviewer button.*
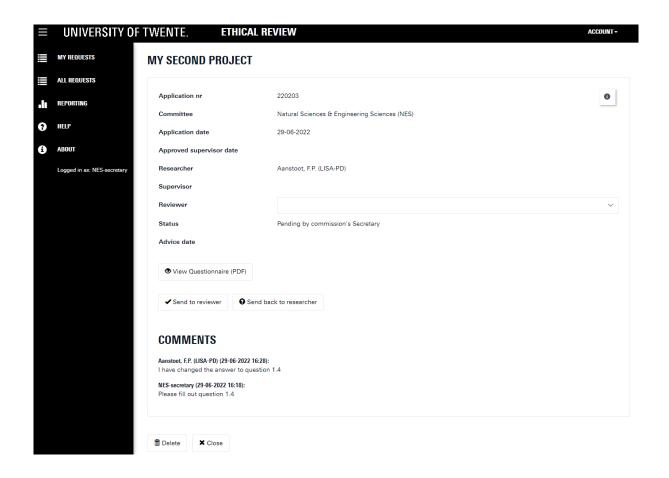
5.6   Delete a self-assessment questionnaire

- *On the My requests screen click the Pencil icon, on the request details screen click the Delete button.*

5.7   Reports

- View general reports for all domain specific committees
- View reports for a one domain specific committee

5.8   Request details screen for a Secretary

UNIVERSITY OF TWENTE.   ETHICAL REVIEW   ACCOUNT▾

- MY REQUESTS
- ALL REQUESTS
- REPORTING
- ❓ HELP
- ℹ ABOUT

Logged in as: NES-secretary

MY SECOND PROJECT

Application nr	220203
Committee	Natural Sciences & Engineering Sciences (NES)
Application date	29-06-2022
Approved supervisor date	
Researcher	Aanstoot, F.P. (LISA-PD)
Supervisor	
Reviewer	
Status	Pending by commission's Secretary
Advice date	

👁 View Questionnaire (PDF)

✔ Send to reviewer   ❓ Send back to researcher

COMMENTS

Aanstoot, F.P. (LISA-PD) (29-06-2022 16:28):
I have changed the answer to question 1.4

NES-secretary (29-06-2022 16:18):
Please fill out question 1.4

🗑 Delete   ✖ Close

5.9   My requests screen for a Secretary

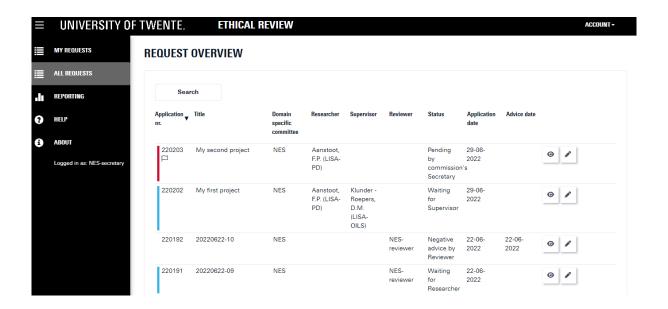The My requests screen for a Secretary shows all requests for the domain-specific committee, that have to be handled by the Secretary (status = Pending by commission's Secretary).

5.10   All Requests screen for a Secretary

The All requests screen shows all requests for the domain-specific committee, regardless off the status of the request.
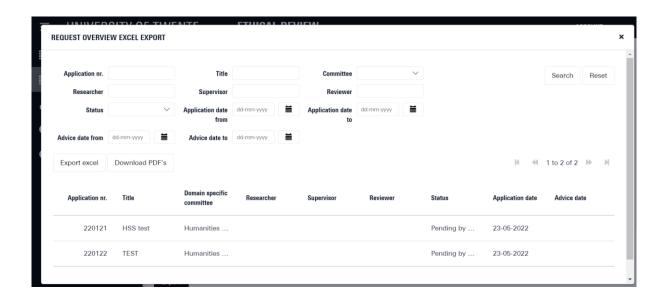
5.10.1 Export request overview to Excel and export questionnaire PDF's

Clicking the Export button on the All requests screen opens the Request overview Excel Export screen. Make a selection of all the requests by applying a filter using the available search fields.

To export the selected requests click the Export excel button. This will download a Microsoft Excel file to your computer.

To export the questionnaire PDF files of the selected requests click the Download PDF's button. This will download a ZIP file containing all the PDF's to your computer.

6 REVIEWER

This chapter describes the functionality that is available to the Reviewer role.

6.1 Open a self-assessment questionnaire for review

- Will receive a notification e-mail for the review of the self-assessment questionnaire. This e-mail includes a link to the Ethical Review web application and the application will open the Request details screen

6.2 Review a self-assessment questionnaire

- *On the My requests screen click the Pencil icon to open de questionnaire PDF*

6.3 Give positive advice to a self-assessment questionnaire

- *On the My requests screen click the Pencil icon, on the request details screen click the Positive advice button. Provide feedback in the pop-up.*

6.4 Provide feedback to the Researcher

- *On the My requests screen click the Pencil icon, on the request details screen click the Send back to researcher button. Provide feedback or ask questions in the pop-up.*

6.5 Give negative advice to a self-assessment questionnaire

- *On the My requests screen click the Pencil icon, on the request details screen click the Negative advice button. Provide feedback in the pop-up.*

6.6 Send a self-assessment questionnaire back to the secretary

- *On the My requests screen click the Pencil icon, on the request details screen click the Send to secretary button. Provide the reason in the pop-up.*

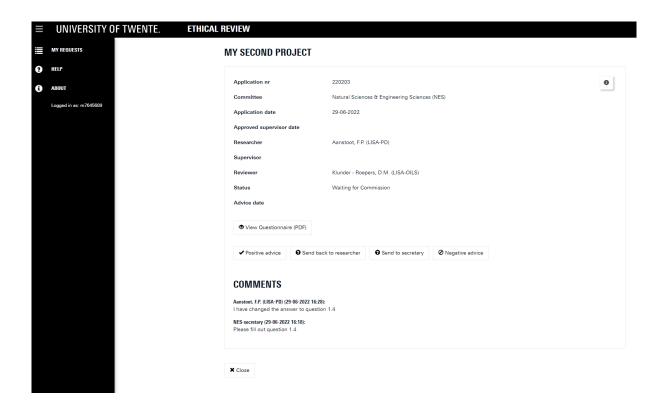## 6.7   Request details screen for a Reviewer

UNIVERSITY OF TWENTE.   **ETHICAL REVIEW**

- MY REQUESTS
- HELP
- ABOUT

Logged in as: m7645689

MY SECOND PROJECT

Application nr	220203
Committee	Natural Sciences & Engineering Sciences (NES)
Application date	29-06-2022
Approved supervisor date	
Researcher	Aanstoot, F.P. (LISA-PD)
Supervisor	
Reviewer	Klunder - Roepers, D.M. (LISA-OILS)
Status	Waiting for Commission
Advice date	

👁 View Questionnaire (PDF)

✔ Positive advice   ❸ Send back to researcher   ❸ Send to secretary   ⊘ Negative advice

COMMENTS

Aanstoot, F.P. (LISA-PD) (29-06-2022 16:28):
I have changed the answer to question 1.4

NES-secretary (29-06-2022 16:18):
Please fill out question 1.4

✖ Close

7 QUESTIONS

If you have any questions that were not answered in this manual than please contact the secretary of the domain-specific committee. Please visit the [scientific integrity](#) website for an overview of the secretaries of the domain-specific committees.