Reviewing Research Ethics Applications

Step 1 – Log in

You will receive an email with a link to log in to the system, or you can log in via Research Ethics Applications Administration.
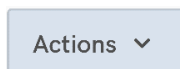
Step 2 – Open the Application

Click on the **little eye** in the **'View'** column of the table for the relevant application:

(The application reference number will be detailed in the notification email you received).

A PDF document of the research ethics application will open.

Step 3 – Review the Application

Review the application and select one of the following options by clicking on the **'Actions'** button in the top right corner of the screen: Actions ⌄

Please read the information in the table below to ensure you select the appropriate option.

Reassign	If you believe the application has been sent to you in error, select **'Reassign'** to forward the application to a different reviewer. If you are unsure who the new reviewer should be, contact ethics@aber.ac.uk. If you know who to reassign the application to, select the name of the reviewer in the **'Reassign to'** field and press **'Reassign'** in the bottom left corner. The reassigned reviewer will receive a notification email with a link to review the form, and the applicant will also receive an email informing them who their application has been reassigned to.
Refer to REP	**If any of the questions in the PDF appear in RED, you will not be able to provide an opinion and will need to refer this application to the Research Ethics Panel (REP).** Select the **'Refer to REP'** option from the 'Actions' menu dropdown if any of the questions appear in **RED.**

	Select **'Yes'** in the **'Confirm'** field and make any comments to the applicant in the **'Notes'** field provided. Finally, select **'Refer this application'** in the bottom left corner. A notification email with any comments you have made will be sent to the applicant, informing them how to make an application to REP.
Return for Amendment	Choose **'Return for Amendment'** if you require the applicant to amend the application. Select **'Yes'** in the **'Confirm'** field and make any comments to the applicant in the **'Notes'** field provided. Finally, select **'Return this application'** in the bottom left corner. A notification email with any comments you have made will be sent to the applicant.
Favourable Opinion	**Red Flags** **If any of the questions in the PDF appear in RED, you will not be able to provide an opinion and will need to refer this application to the Research Ethics Panel (REP).** ***See 'Refer to REP' option above.* **Amber Flags** If any of the questions appear in AMBER, this means that the applicant has chosen an answer which goes against best practice. In this case, you are required to have a conversation with the applicant, and you can grant a Favourable Opinion after they have confirmed they will follow the correct processes. **No Flags** If there are NO RED or AMBER flags then you can grant the application a Favourable Opinion. Once you are satisfied with the application, select the **'Favourable Opinion'** option from the 'Actions' menu dropdown. Select **'Yes'** in the **'Confirm'** field and make any comments to the applicant in the **'Notes'** field provided. Finally, select **'Submit Favourable Opinion'** in the bottom left corner. A notification email will be sent to the applicant informing them of their next steps.

Once you have selected an option from the 'Actions' menu, the application will disappear from your review screen.

Support

If you encounter any issues with the form or have any questions, please contact ethics@aber.ac.uk.