Haplo Ethics Monitor is an online easy-to-use solution for streamlining the review of applications for ethical approval.
Applications
Researchers can submit applications for approval from the university and external bodies

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Start a new ethics application

- **University of Example**
  
  My research is for a university project which may involve researchers at other institutions but does not involve the NHS.

- **NHS Application**
  
  My research is for an NHS project and I will be using IRAS to seek ethical approval.
Start a new ethics application

Complete an ethics application form and submit it for approval

Would you like to begin your new ethics application?

Cancel  Start ethics application
Applicants complete the project details tab

Edit Application: Ethics ETH1718-0029: Ilyse Welch (Low risk)

Project details

Title of proposed research project *
On a friend word minute

Researcher biography *

Project outline *

Drag files here or choose file...

If your research fieldwork takes place outside of the UK, please state the location.

Region

Country
Filter questions are answered in order to determine risk and which sections of the application need to be completed.
**Ethical risk**

*Does the project involve consultation or engagement with people?*

- [ ] Yes
- [x] No

Answer 'yes' if your project involves contact with human participants, regardless of the extent of their involvement.

*Does the project involve or relate to a biomedical or clinical intervention?*

- [x] Yes
- [ ] No

*Does your project involve access to, or use of, material which could be classified as security sensitive?*

- [ ] Yes
- [x] No

*Is the project likely to pose any challenges in relation to intellectual property rights or be sensitive in terms of commercial/operational activities of partner organisations?*

- [ ] Yes
- [x] No

If yes, please outline any strategies to mitigate these concerns.
New tabs appear if questions are required. The risk level of the application also changes based on answers.
Information and participation

How will you gain access to the research setting and research participants?

How will you sample and recruit participants?

How will you inform your participants about your research aims and methods?

Please upload your participant information sheets / invitation letters.

Drag files here or choose file...

How will you ensure that all participants give informed and ongoing consent to participate in the research? If relevant please comment on measures taken to work with participants with diverse capacities to consent.

Please upload your participant consent forms.

Supporting documentation can be uploaded
Please complete all the required fields.

Method

Does the project necessitate physical contact with participants, administering substances or an invasive procedure (e.g. blood samples)? *
- Yes
- No

Does the project involve any deceptive or covert research practices (e.g. research which takes place without the knowledge of the participants)? *
- Yes
- No

If yes, please provide details of enhanced ethical procedures to safeguard these participants.

   

Is there a realistic risk that the project will cause physical or psychological distress or discomfort to others? *
- Yes
- No

Required field

What measures will you take to avoid causing distress, emotional/psychological harm or physical harm during your research? Comment in particular on research topics that may be sensitive or controversial.

If all required fields are not completed the application can not be submitted.
Progress application: Ethics ETH1718-0029: Ilyse Welch (Medium risk)

Please ensure you have included all relevant information in your application and uploaded all supporting files.

Please ensure you have read the University's Code of Practice Governing the Ethical Conduct of Research before you submit this application.

By submitting this ethics application, you confirm you agree with the following statements:

- I have read the University’s Code of Practice for Research Ethics and, as such, I am familiar with the University’s policies and procedures for research integrity and ethics and I agree to abide by the regulations.
- I will abide by the Data Protection Act (1998) and data generated in the course of the research will be retained in accordance with the University’s data management policies.
- The information provided here is correct and current, and will inform the university research ethics committee of any changes to the proposed research.

I confirm I have read and agree with all the statements above.

Confirm: Submit application  Cancel

Notes (Notes can be seen by the applicant and all staff reviewing this application.)
Once submitted, the application record clearly shows the status of the application.
The application is routed to the appropriate reviewer. This may be a supervisor, dean, committee representative or other specialist reviewer depending on the rules of the institution.
The supervisor can review the application.
If your research fieldwork takes place outside of the UK, please state the location.

Region
Country

Project start date
30 May 2018

Anticipated project end date
31 May 2018

Do you have any funding for this project?
No

Ethical risk

Does the project involve consultation or engagement with people?
Yes

Does the project involve or relate to a biomedical or clinical intervention?
No

Does your project involve access to, or use of, material which could be classified as security sensitive?
No

Comments can be left on any line of the application.
After the application has been reviewed the supervisor can choose to progress or return the application.
The application can now be progressed to another reviewer or a committee.
Committees
Within Ethics Monitor committees can:

- **Set up meetings** (online or in person)
- **Assign applications for review** at meetings
- **View outstanding** applications
- **Approve, reject or request amendments** to applications
The committee can schedule the application for discussion either at an in-person meeting or via an online decision.
Start online decision process

Committee members to be invited:

- Dr Leland Johnson
- Prof Reid Elliott
- Dr Ernest Morrison
- Dr Wynny Slater
- Dr Candice Crawford
- Dr Mara Buckley
- Prof Ernaline Marsh
- Dr Rozella Cox

Add a note:

Enter the response deadline:

23 May 2018

Send Invitation to Selected Committee Members
Committee members can submit a recommendation and discuss the application online.
Once recommendations have been submitted the representative can review and close the online decision.
An in person meeting can also be scheduled.
The application can be added to the agenda of an upcoming meeting.

Reschedule committee meeting

Reschedule this application for discussion at the Science and Technology Ethics Committee meeting on:

23 May 2018, from 11:00 to 11:45

Schedule another meeting for Science and Technology Ethics Committee
The application can be added to the agenda of an upcoming meeting

<table>
<thead>
<tr>
<th>Title</th>
<th>Science and Technology Ethics Committee meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date and time</td>
<td>23 May 2018, from 11:00 to 11:45</td>
</tr>
<tr>
<td>Organised by</td>
<td>Science and Technology Ethics Committee</td>
</tr>
<tr>
<td>Attendees</td>
<td>Dr Rozella Cox, Dr Leland Johnson, Prof Reid Elliott, Dr Ernest Morrison, Dr Wynny Slater, Dr Candice Crawford, Dr Mara Buckley, Prof Ernaline Marsh</td>
</tr>
</tbody>
</table>

AGENDA

Ethics application ETH1718-0029
The application can also be sent for review to experts outside the committee.
Reviewers can be chosen from a suggested list or nominated from elsewhere in the institution.
Once all recommendations have been submitted, the application can be progressed.
The application can now be approved, with or without conditions, or not approved.
Dear Ilyse,

I am writing to inform you that your Medium risk application was considered by the Science and Technology Ethics Committee.

The proposal was approved.

Yours

Corrie Ellis

I am advised by the Committee to remind you of the following points:

Your responsibility to notify the Research Ethics Committee immediately of any information received by you, or of which you become aware, which would cast doubt upon, or alter, any information contained in the original application, or a later amendment, submitted to the Research Ethics Committee and/or which would raise questions about the safety and/or continued conduct of the research.

The need to comply with the Data Protection Act 1998.

The need to comply, throughout the conduct of the study, with good research practice standards.

The need to refer proposed amendments to the protocol to the Research Ethics Committee for further review and to obtain Research Ethics Committee approval thereto prior to implementation (except only in cases of emergency when the welfare of the subject is paramount).

The desirability of including full details of the consent form in an appendix to your research, and of addressing any difficulties that arose in this context in the full paper.

An editable email is generated to send to the applicant.
The final status shows that the application has been approved.
Adverse events and significant amendments
Following approval the applicant can report an adverse event or propose a significant amendment.
<table>
<thead>
<tr>
<th>STATUS</th>
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<tbody>
<tr>
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<tr>
<th>MEDIUM RISK</th>
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<table>
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<tr>
<th>APPLICATION</th>
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<td>Ethics application</td>
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<table>
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<tr>
<th>NOTIFICATIONS</th>
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<tr>
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<th>REVIEWERS</th>
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<tr>
<td>Prof Tillie Little</td>
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<tr>
<th>Ethics application ETH1718-0029</th>
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<tbody>
<tr>
<td>Title</td>
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<tr>
<td>Application ID</td>
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<td>Date</td>
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<td>Academic year</td>
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<td>Supervisor</td>
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<td>Ethics reviewers</td>
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<tr>
<td>Expiry date</td>
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<td>Committee meeting</td>
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The Research Governance Officer can cancel approval if necessary.
Reports
“The effect of Ethics Monitor has been dramatic:

- it’s cut work load
- it’s accelerated the turn around time for applications, maximising research time
- it’s made the process to be transparent
- it’s reduced frustration levels
- it’s reduced the number of errors that occurred in our old procedures.”

Chair Psychology Ethics Committee
Ethics Monitor provides a range of customisable reports enabling:

- Tracking the progress of applications
- Easier auditing
- Highlighting of risk levels
- Filtering and exporting of results
A variety of real-time management information dashboards are accessible to authorised users.
Reports can be filtered according to risk level and columns can be sorted.
### Ethics applications overview

<table>
<thead>
<tr>
<th>Application</th>
<th>Type</th>
<th>Applicant</th>
<th>Category</th>
<th>Risk level</th>
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