

Applicant guidance

(including information for academic supervisors, module leaders and research team members supporting the application)

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LOGGING INTO THE RESEARCH ETHICS ONLINE SYSTEM, PHOENIX

To log into Phoenix Research Ethics Application System, please go to the link [Phoenix](#) or <https://researchethics.leeds.ac.uk/>

For further information regarding research ethics, please go to Secretariat Research Ethics webpages: <https://secretariat.leeds.ac.uk/home/research-ethics/>

IT suggest you use the latest version of the following browsers:

- Chrome
- Edge
- Firefox
- Safari (for Apple Mac users)

If you experience problems, try clearing your cache or change browsers. You can also try going 'incognito', this will save you clearing your cache. If this does not resolve the issue or for other queries, please let us know by emailing the appropriate Faculty Research Ethics Committee (FREC) addresses listed below:

Business, Environment, Social Sciences - BESSResearchEthics@leeds.ac.uk

Arts, Humanities and Cultures - AHCResearchEthics@leeds.ac.uk

Engineering & Physical Sciences - EPSResearchEthics@leeds.ac.uk

BEFORE STARTING YOUR APPLICATION – ADDING OTHERS

For PGRs, supervised post-doctoral researcher, or anyone completing an application for a research team, you will need to add your supervisor or other research team members to your application.

To add others to your application form, they must already have logged into [Phoenix](#). This will allow you to find them when you are filling out the form.

Further details on logging into Phoenix are available from the [Research Ethics](#) webpages.

PLEASE NOTE: THIS APPLICANT GUIDANCE WILL BE REGULARLY UPDATED. It is your responsibility to ensure you are using the most up-to-date version.

THE WORK AREA – HOME PAGE

Logging into Phoenix will always bring you to this Work Area or Home Page.

The screenshot shows the 'Work Area' home page. At the top is a dark navigation bar with the text 'Phoenix Research Ethics Applications' and links for 'Work Area', 'Contacts', and 'Help'. Below this is a grid of 'Work Action tiles' including 'Create Folder', 'Delete Folder', 'Create Project', 'Delete Project', 'Duplicate Project', 'Move Project', and 'Transfer'. To the right of these tiles are four larger 'tiles' labeled 'Notifications', 'Signatures', 'Transfers', and 'Shared', each displaying a green '0'. A 'Projects' section is partially visible below the action tiles. Red arrows point from callout boxes to these elements: 'Menu Bar' points to the navigation bar; 'Clicking on the Work Area will refresh and return you to this page' points to the 'Work Area' link; 'The Help link takes you to Guidance, Templates, Frequently Asked Questions and other useful information.' points to the 'Help' link; 'These are your Work Action tiles' points to the grid of action tiles; and 'These are called tiles' points to the 'Signatures' and 'Shared' tiles.

Your Work Area provides you with a complete overview of your research ethics applications, present and past.

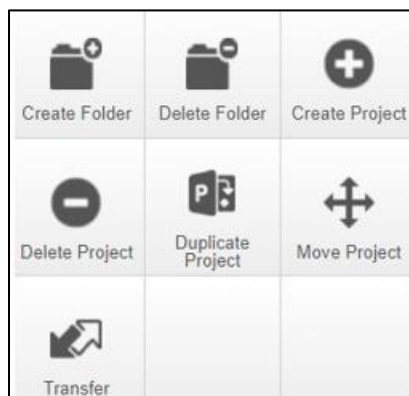
Notifications – you will receive these throughout the application process. For example, you will be notified your application has been submitted successfully, or your academic supervisor has responded to your request for their signature.

Signatures – (for Academic Supervisors/Module Leaders **ONLY**) if a colleague or a supervisee requests a signature from you, it will land here.

Transfers – (Academic Supervisors/Module leaders usually) you can transfer your application to a colleague or have an application transferred to you, who will then become the owner of the application. Please note, the original owner of the form will lose all control if this action is taken.

Shared – this tile indicates the number of forms that have been shared with you. It will allow you to view the form or to reject the access provided.

WORK ACTION TILES



Create Folder - This is used to create a bespoke folder in which you can store projects. This can be especially useful if you have many projects in your account.

Delete Folder - To delete a folder, select the appropriate folder, and click on **Delete**. If the folder contains projects a warning will advise that the folder cannot be deleted.

Create Project - This is used to create a new project. Enter the project title, select the 'Ethics Application' form, and click on **Create**. This will create a new project and the initial form within the project simultaneously. This project will then appear in the project list on the Work Area.

Delete Project - This is only possible if the main form has not been submitted, shared, signed, or has outstanding signature requests on it. If there are any sub-forms in the project the same restrictions apply.

Duplicate Project - This is used to duplicate an existing project within your account. The existing project can be duplicated regardless of whether the project has been submitted or not. It is possible to duplicate sub-forms from the original project at the same time.

Move Project - This is used to move a project to a different folder.

Transfer - This is used if you need to transfer a project that you own to another Phoenix account. It is not used to transfer a specific form to another applicant, nor to share a form with another applicant. It removes the project from your account, so you no longer have access to it (unless the new owner makes you a collaborator).

This might be used when the person who submitted the form intends to leave or will no longer be connected with the project and therefore needs to transfer the project responsibilities to another collaborator in the research team.

Ownership of the project is transferred including all sub-forms. The new owner can access the project from their Work Area and assign other research members access to the project.

HOME PAGE – YOUR PROJECTS

Phoenix Research Ethics Applications Work Area Contacts Help

Work Area

Notifications 23 Signatures 0 Transfers 0 Shared 0

Project Folders

All Projects 45 2023 3 Testing Phoenix 25 Training Apps 2

Projects

Search Projects

Project Title	Project ID	Owner	Date Created	Date Modified	Transfer Status
> Learning how to use - Phoenix	1048	Ms Taylor Haworth	18/12/2023 16:16	18/12/2023 16:16	
> How to use Phoenix	1046	Ms Taylor Haworth	18/12/2023 11:57	18/12/2023 11:57	

The list of projects will include details of the project title, the project i.d., the owner of the project, the date created, the date most recently modified and any relevant transfer status.

To see details of any form within a project, including sub-forms, click on the arrow beside the project title. This will show the form title, the review reference, the application type, the review status, and the owner of each form.

Projects

Search Projects

Project Title	Project ID	Owner	Date Created	Date Modified	Transfer Status
▾ Learning how to use - Phoenix	1048	Ms Taylor Haworth	18/12/2023 16:16	18/12/2023 16:16	

Form Title	Form Reference	Review Reference	App Type	Status	Form Owner
Ethics Application	N/A	N/A	N/A	Unsubmitted	Ms Taylor Haworth

This will always tell you the status of the application

TEMPLATES – APPLICANT GUIDANCE - FAQ

To locate templates (for participant information sheets, consent forms and basic data management plan), this applicant guidance and other information, select the **Help** tab.

The screenshot shows the 'Phoenix Research Ethics Applications' interface. The top navigation bar includes 'Work Area', 'Contacts', and 'Help'. The 'Help' dropdown menu is open, showing options: 'Contact Information', 'Help', 'FAQ', 'Templates', and 'About'. A red arrow points from the 'Help' tab to the 'Templates' option. Below the navigation bar, the 'Work Area' section displays four cards: 'Notifications' (0), 'Signatures' (0), 'Projects' (0), and 'Shared' (0). A text box with a red arrow pointing to the 'Templates' option in the dropdown menu contains the text: 'The applicant guidance is in the Templates section (as below)'.

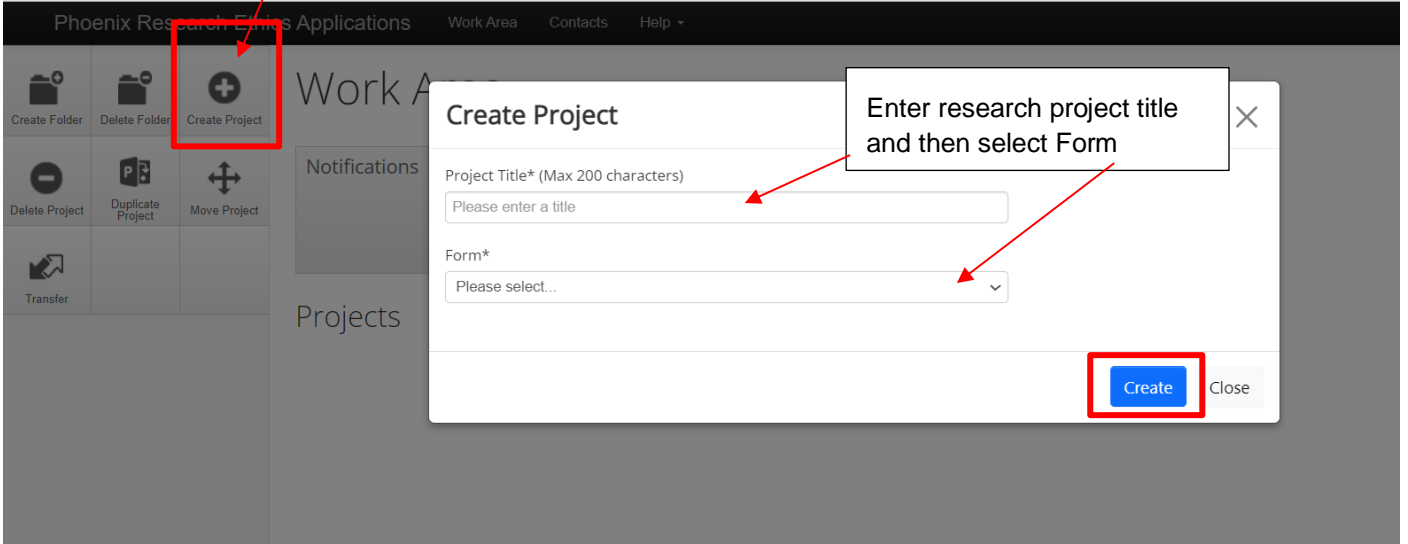
Templates

Document Name	Description	Date Added	Download
Participant Information Sheet	Template for the Participant Information Sheet	21/11/2023	Download
Participant Consent Form	Template for the Participant Consent Form	21/11/2023	Download
Taught Student Declaration Form	For use at School or Module level	30/11/2023	Download
Data Management Plan	Basic template for University of Leeds DMP	21/11/2023	Download
Applicant Guidance	Applicant submission guidance	02/02/2023	Download

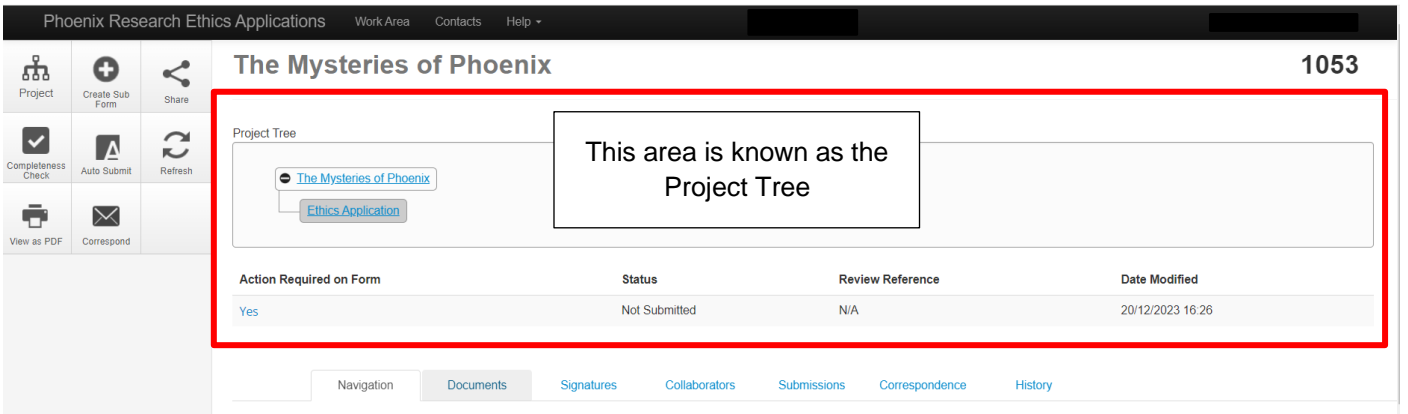
Showing 1 to 5 of 5 entries ◀ Previous Next ▶

CREATE AN APPLICATION

Click on Create Project



This is the front page of your application.



Ethics Application

Show Inactive Sections

Section

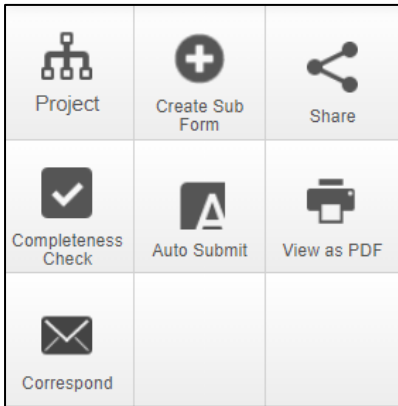
- Important & Useful Information
- Section 1: Your Details
- Section 2: Time Frame
- Section 3: The Research
- Section 4: Participant Recruitment & Informed Consent
- Section 5: Research Data
- Section 6: Trusted Research
- Section 7: Supporting Documents
- Section 8: University of Leeds Policy & Protocol Compliance
- Section 9: Conflicts of Interest
- Section 10: Declarations & Signatures

Questions

- [Please read before starting on your application](#)
- [Applicant details](#) | [Application details](#) | [Research details](#)
- [Research project duration](#)
- [Purpose of Research](#) | [Ethical Risks](#) | [Research Data Collection](#) | [Taught Student Module questions](#)
- [Participants](#) | [Informed Consent](#)
- [Processing Data](#) | [Storing the Data](#) | [Sharing the Research Data](#)
- [International Collaboration](#)
- [Supporting Documents](#)
- [University Research Ethics Policy](#) | [University Protocols](#)
- [Addressing potential conflicts of interest](#)
- [Declarations](#) | [Signatures](#)

INSIDE THE APPLICATION FORM – FRONT PAGE ACTION TILES

Front Page ACTION TILES



Project – this gives you an overview of the project.

Create Sub Form – once you have received approval, you may want to make a change to your project, selecting this tile will allow you to create an amendment.

Share – select to share the application with collaborators.

Completeness Check – select this when you want to see if you have missed answering any of the questions.

Auto Submit – if you have shared your application with a collaborator and given them permission to submit this application for review, they can only submit by selecting this tile.

View as PDF – to view or download the entire form, including supporting documents.

Correspond – this only allows you to correspond with the Research Ethics Team.

INSIDE THE APPLICATION FORM – APPLICATION STATUS

This part of the application is **very important** – it will tell you the current status and whether or not you have been asked to respond to Reviewer Comments. This also includes any conditions which you must comply with as part of any approval issued.

Project ID number – you MUST quote this in all correspondence to help us quickly locate your project on Phoenix.

1062

How to use Phoenix

Project Tree

- How to use Phoenix
- Ethics Application

Action Required on Form	Status	Review Reference	Date Modified
Yes	Not Submitted	N/A	20/12/2023 17:59

Navigation: Documents, Signatures, Collaborators, Submissions, Correspondence, History

These areas will change as the application goes through the approval process.

INSIDE THE APPLICATION FORM - SECTIONS

Eleven sections (including the introduction) make up the research ethics application form.

Show Inactive Sections

Ethics Application

Section	Questions
Important & Useful Information	Please read before starting on your application
Section 1: Your Details	Applicant details Application details Research details
Section 2: Time Frame	Research project duration
Section 3: The Research	Purpose of Research Ethical Risks Research Data Collection Taught Student Module questions
Section 4: Participant Recruitment & Informed Consent	Participants Informed Consent
Section 5: Research Data	Processing Data Storing the Data Sharing the Research Data
Section 6: Trusted Research	International Collaboration
Section 7: Supporting Documents	Supporting Documents
Section 8: University of Leeds Policy & Protocol Compliance	University Research Ethics Policy University Protocols
Section 9: Conflicts of Interest	Addressing potential conflicts of interest
Section 10: Declarations & Signatures	Declarations Signatures

If this is your first research ethics application, it is important to be aware of the supporting documents you will need to upload to Phoenix before you can submit for ethical review.

The first page will help you locate the information and templates.

Submission Checklist 0

Before you begin the application process, please read this 'applicant checklist' as it will help you prepare the supporting documents required to obtain ethical approval.

A minimum of 6-8 weeks should be allowed for the ethics review process. This can take longer in periods of high numbers of submissions across the University. (This does not include any time the application is with the applicant, or when the University is closed.)

Templates are also available in the section 'Templates' under the Help tab in the Menu bar at the top of the screen.

- A [data management plan](#) is a [requirement](#) for all ethics applications. If this document is not uploaded, the application will be sent back to you causing a delay. Please read [data management planning](#) (DMP) for further information on how to plan and create your DMP. Download the [basic DMP template](#).
- [Sample consent form](#) - you may need to produce different versions of the consent forms for different groups of participants or different activities. For more information, please read [approaching & recruiting participants](#).
- Examples of the Participant Information Sheet (PIS) and the consent form will need to be uploaded to the application. PIS [template](#). For further information, please read [approaching & recruiting research participants](#).
- Download the [fieldwork risk assessment](#) for research activities taking place off-campus, within the UK and overseas and please read [fieldwork](#) for more information.
- A [general risk assessment](#) is required for laboratory based studies, please read [risk assessments](#) for further information.
- For any fieldwork/off-campus lone working please download the risk assessment form for [lone working](#) or contact your School's Health & Safety officer.

Incomplete applications or applications with missing supporting documents will be sent back to you, so please ensure you everything in place before submitting.

Applicant guidance can be found by clicking on the Help tab in the Menu bar at the top of the screen.

INSIDE THE APPLICATION FORM – HOW THE QUESTIONS WORK

Each section and question are numbered.

Every question has a speech bubble.

If you are in Section 1, all the questions will have a S1 above them – this is to help you gauge where you are up to within the application.

S1. Faculty Details

1.1 Which Faculty do you belong to?

Please Select...

Each question has its own number. If you are in Section 1, the questions will begin with a 1. If you are in Section 2, the questions will all begin with a 2 and so on.

The speech bubble will have a number in it if either a Reviewer or your Academic Supervisor/Research Team Member has made a comment. You can click on it to see the comment.

Once you have filled in your details and selected your faculty, department, or school, you will be given three options.

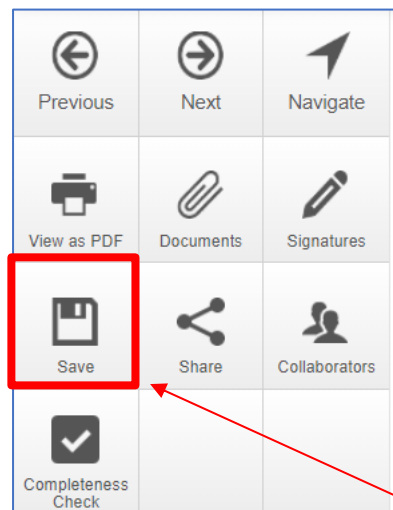
S1. Approval type

1.4 What type of approval are you seeking?

- Standard Ethical Review Form
- Proportionate Review
- Block Approval for Taught Modules (University of Leeds Staff ONLY)

If you do not choose one of these options, you won't be allowed to proceed further.

INSIDE THE APPLICATION – NAVIGATING THROUGH THE FORM



Previous & Next – these buttons allow you to move between pages in the form. This can also be done using the Previous Page and Next Page buttons at the bottom of the page.

Navigate – this tab returns you to the project front page.

Documents – this displays documents that have been uploaded into the current submission of the selected form. The details displayed indicate the document type, document name, file name, version date and number.

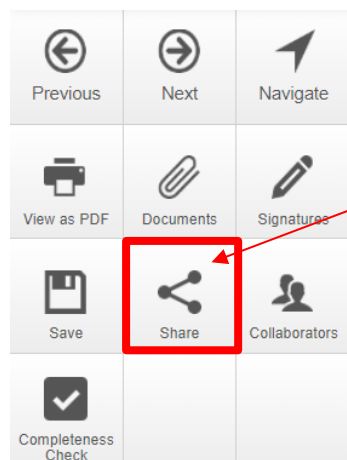
Signatures –this displays a chronological list of signature requests for the project. The details displayed include projects signed by the academic supervisor, signature requests, and if requests have been validated or require further action (displayed as 'invalid').

Save – select this to regularly save your work on the form.

VERY IMPORTANT: If you leave your application form unattended for 30 minutes, the system is unable to save the work most recently done on the form. When leaving your application for any length of time, press the **SAVE** button.

Any lost work cannot be retrieved.

INSIDE THE APPLICATION – SHARING YOUR APPLICATION



You can Share your application with fellow research team members, your academic supervisor, and other collaborators.

The recipient must have an active account in Phoenix (Adding collaborators to Contacts will be covered in the next section.)

The system will only allow those with a University of Leeds email address to access the system.

IMPORTANT INFORMATION for PGRs, PGTs and UGs – only give the highlighted section ('Read' and 'Write') to your academic supervisor. If you tick all the permissions, they will be unable to sign your application form.

Once someone has had this form shared with them, they will receive a notification email advising them of this and they will appear under the Collaborator tab. In this tab their email address is visible to all other form collaborators when their name is clicked.

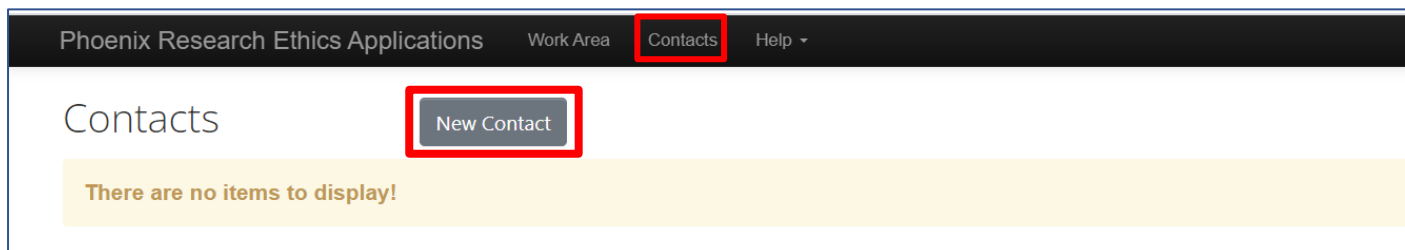
To check which permissions were given to your collaborator, select the relevant form in the Project Tree (Home page) and click on the Collaborators tab. If the Edit Permissions button is not greyed out this indicates that the form owner assigned permissions using the **Share** action. If it is greyed out this indicates that the form owner assigned permissions using the **Collaborator** button.

Action Required on Form	Status	Review Reference	Date Modified
Yes	Not Submitted	N/A	22/12/2023 10:02

Navigation: Documents Signatures **Collaborators** Submissions Correspondence History

INSIDE THE APPLICATION – ADDING COLLABORATOR CONTACTS

You can only add a collaborator with a University of Leeds email address (i.e., one ending with '@leeds.ac.uk').



Add your collaborator's details.

The 'New Contact' form is a modal window with a close button (X) in the top right corner. It contains the following fields: Title, First Name, Last Name, Organisation, and Qualification. At the bottom right, there are 'Save' and 'Close' buttons.

Must be a
University of Leeds
email address

The 'Share' dialog box is a modal window with a close button (X) in the top right corner. It contains a text area with the message: 'Sharing a form enables others to view/edit the same form depending on the level of access you give them. Please select the users you wish to share this form with:'. Below this is a search input field containing '@dgsdgs.com'. To the right of the search field are checkboxes for 'Read', 'Write', 'Submit', 'Share', 'Create all sub forms', and 'Receive notifications'. A green '+' button is to the right of the search field. Below the search field, a red error message states 'User does not exist on the system'. A green 'Invite' button is highlighted with a red box. At the bottom right, there are 'Share' and 'Close' buttons.

INSIDE THE APPLICATION – COMPLETENESS CHECK

The Completeness Check will show you what questions still require attention.

Completeness Check [X]

Incomplete: Please complete the following questions

- 2.3 Intended research project start date?
- 2.4 Intended fieldwork/data collection start date
- 2.5 Intended study end date
- 2.6 Intended study end date
- **4.1 Research on or with human participants**
- 7.0 Supporting Documents required to support this ethics application
- 10.0 Are you content for information in the application to be used for research ethics and research data management training purposes within the University of Leeds. All personal identifiers and references to researchers, funders and research units would be removed.
- Applicant's Signature

Close

Click on any of the questions to go to the specific area.

S4. [0]

4.1 Research on or with human participants: Please select any relevant groups

- Children under 16
- Adults with learning disabilities
- Adults with other forms of mental incapacity or mental illness
- Adults in emergency situations
- Prisoners or young offenders

Please read [prison research](#) and [Health & Justice Research Network](#) for further information.

- Those who could be considered to have a dependent relationship with the researcher
- Other 'vulnerable' groups
- None of the above

The red box around the question indicates this question has not been answered. Select the appropriate response.

To continue to check your application this way, reselect the Completeness Check and repeat.

Completeness Check [X]

Your form is complete and ready to submit

Submit Close

Yes Not Submitted N/A 08/03/2023 10:04

Once the application is submitted, you can no longer make changes or alter it in anyway.

It is locked for review.

INSIDE THE APPLICATION – SUPERVISOR/COLLABORATOR COMMENTS

If you have 'Shared' your application with either your supervisor or members of the research team, they will be able to make comments on any question within the application.

Share

Sharing a form enables others to view/edit the same form depending on the level of access you give them. Please select the users you wish to share this form with.

Collaborator email

c.l.cho@adm.leeds.ac.uk

- Read
- Write
- Submit
- Share
- Create all sub forms
- Receive notifications

Share Close

Please note, it is important to only give your academic supervisor these permissions as the system is unable to differentiate between supervisors and collaborators when all these boxes are selected.

S3.

3.7 Where will the data collection be undertaken?

If off-campus, a fieldwork risk assessment is required; please [read](#) for further information.

Testing

Clicking on the speech bubble gives you the comment table

Comments

Note: No comments have yet been added to this application. (Not visible to reviewers)

Add New Comment

Close

Add new comment

You are going to require a fieldwork risk assessment

Save Cancel

INSIDE THE APPLICATION – SUPERVISOR/COLLABORATOR COMMENTS – CONTINUED

All members of the research team can have their say on a question before a final decision is made.

Comments

Comment	Date Added	Owner
You are going to require a fieldwork risk assessment. Please find details and info in the submission checklist. Start this process before submitting this form as the Committee will want to see that you have applied.	22 December 2023 at 17:01	You

[Edit](#) [Delete](#)

[Add New Comment](#)

[Close](#)


S3.

3.7 Where will the data collection be undertaken?

If off-campus, a fieldwork risk assessment is required; please [read](#) for further information.

Testing

The comments can be viewed by other members by clicking on the speech bubble.



All comments made here are only viewable by the applicant and research team member/academic supervisors/collaborators.

Phoenix Research Ethics Applications Work Area Contacts Help

Ethics Application

1064
Version: Beta

⚠ This form has been locked through signatures/requests

- Previous
- Next
- Navigate
- View as PDF
- Documents
- Signatures
- Unlock
- Share
- Collaborators
- Completeness Check
- Comments

S3.

3.7 Where will the data collection be undertaken?

If off-campus, a fieldwork risk assessment is required; please [read](#) for further information.

Unlock Form

Performing this action will invalidate any signatures on the form. Are you sure?

[Confirm](#) [Cancel](#)

If your supervisor makes a comment on the application form after you have requested their signature, the form will be locked, which means you cannot access the question to make any suggested changes.

To unlock the form, click on the tile **Unlock** and form will return to normal, you now have access to the questions. You will need to re-request the signature at the end of the form.

ACADEMIC SUPERVISOR – SIGNATURE REQUESTS

Your supervisees will share their applications with you and request your signature when their application is complete. (Please see page 16 on how to add comments to the application form).

Please check the form carefully, to be sure you are satisfied with the standard of the application.

To view requested signatures, click on the Signatures tile. A list will appear as below.

Type	Project Title	Project ID	Requesting User	Message	Requested Date	Response Date	Status	Action
Supervisor	Using Phoenix	1064	XX Catherine Dickson	Please sign my application form	22/12/2023 16:50		Requested	View Form

Ethics Application 1064
Version: Beta

Project Title: Using Phoenix

Read access only.

Submission Checklist

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- A [data management plan](#) is a [requirement](#) for all ethics applications. If this document is not uploaded, the application will be sent back to you causing a delay. Please read [data management planning \(DMP\)](#) for further information on how to plan and create your DMP. Download the [basic DMP template](#).
- [Sample consent form](#) - you may need to produce different versions of the consent forms for different groups of participants or different activities. For more information, please read [approaching & recruiting participants](#).
- Examples of the Participant Information Sheet (PIS) and the consent form will need to be uploaded to the application. [PIS template](#). For further information, please read [approaching & recruiting research participants](#).
- Download the [fieldwork risk assessment](#) for research activities taking place off-campus, within the UK and overseas and please read [fieldwork](#) for more information.

Sign the application here or at the end of the application

There is also a Reject button.

COMMENTS TO ADDRESS FROM REVIEWERS

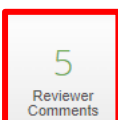
Once you have submitted your application, the Faculty Research Ethics Committee (FREC) will review it and make comments.

Phoenix will send an email notification which will include a list of the Reviewers Comments.

Form Title	Form Reference	Review Reference	App Type	Status	Form Owner
Ethics Application	Ethics Application	AHC FREC 2023-1048-1191	Arts, Humanities and Cultures	Further Information Required	Ms Taylor Haworth

Open up the application.

The screenshot displays the Phoenix application interface for an 'Ethics Application'. The top right corner shows the application ID '1048'. The status is 'Further Information Required' and the review reference is 'AHC FREC 2023-1048-1191'. The interface includes a sidebar with navigation options like 'Project', 'Reviewer Comments', 'Share', 'Completeness Check', 'Auto Submit', 'Refresh', 'View as PDF', and 'Correspond'. The main content area shows the application title 'Ethics Application' and a list of sections and questions.



To view the list of comments, select this tile.

COMMENTS TO ADDRESS FROM REVIEWERS - CONTINUED

Overall Reviewer Panel Comments			
Title	Comment	Date Added	Submission
3.5 Identify any ethical considerations or issues with the research and clearly state how these will be addressed	This is not very clear, explain in further detail please.	23/12/2023 at 11:06 AM	Latest Submission
3.7 Where will the data collection be undertaken?	You are going to need a risk assessment if you are travelling overseas.	23/12/2023 at 11:16 AM	Latest Submission
4.2 How will potential participants be identified, approached and recruited to the research project?	Please explain exactly how your participants will be recruited.	23/12/2023 at 10:51 AM	Latest Submission
Will participants be able to withdraw from the study?	Please give details here, your response does not make sense.	23/12/2023 at 10:51 AM	Latest Submission
5.8 Explain the extent to which anonymity will be maintained	Please give further details.	23/12/2023 at 11:01 AM	Latest Submission

Show Previous Comments

Close

To go to the question, click on the text.

Previous Next Navigate

View as PDF Documents Signatures

Save Share Collaborators

Completeness Check 5 Reviewer Comments

The question needing revision will have a red border.

Click on the speech bubble to revisit the comment

S3. The Research

3.5 Give an overview of the ethical issues raised by your research and clearly state how you will address these

Testing

Make your change.

S3. The Research

0 1

3.5 Give an overview of the ethical issues raised by your research and clearly state how you will address these

Participants might share something that they are not comfortable with.

Repeat these steps to respond to all the Reviewers Comments.

Phoenix will track change the text automatically for you.

IMPORTANT NOTE: once the application form has been submitted, text cannot be deleted from the form. There is always going to be a version in a previous submission (see below).

COMMENTS TO ADDRESS FROM REVIEWERS - CONTINUED

At the top of every page there is button to enable you to check what was written in the previous version.

Ethics Application

Project Title: Learning how to use - Phoenix

1048

Compare with Previous Submission

Ethics Application

Project Title: Learning how to use - Phoenix

Note: The form is not editable when viewing changes compared to the previous submission. If you wish to make edits, click 'Return to Edit Mode'.

1048

Version: Beta

Track Changes

[Return to Edit Mode](#)

Submitted on:
2023-12-19

Previous

Next

Navigate

S3. Aims of the Research

3.4 Research Project Description

Please give concise details without technical terminology of what you are proposing to do

Testing

S3. The Research

3.5 Give an overview of the ethical issues raised by your research and clearly state how you will address these

Testing Participants might share something that they are not comfortable with

S3.

3.6 Briefly describe the methodology of the research and what participants will be asked to do during the research project (number of visits, activity undertaken during the visit, time/travel required etc.)

Track Changes

[Return to Edit Mode](#)

Submitted on:
2023-12-19

Submitted by:
Taylor Haworth

Review reference:
AHC FREC 2023-1048-1191

This Page
All Changes

Ethical Risks

S3.

S3. Aims of the Research

S3. The Research

Identify any ethical considerations or issues with the research and clearly state how these will be addressed

Track Changes

Return to Edit Mode

S3.

S3. Aims of the Research

S3. The Research

Identify any ethical considerations or issues with the research and clearly state how these will be addressed

S3.

▼ Participants

S4.

S4.

S4. Identifying Participants

How will potential participants be identified, approached and recruited to the research project?

► Signatures

COMMENTS TO ADDRESS FROM REVIEWERS - CONTINUED

To make changes to any of the supporting documents, please upload the updated version with changes highlighted.

7.3 Participant Information Sheet (PIS)

There may be a requirement for different Participant Information Sheets for each group of participants (e.g. children, parents, teachers, head teachers).

Type	Document Name	File Name	Version Date	Version	Size	View	Delete
Participant Information Sheet	Template_Participant_Information_Sheet_Feb_2019 (2)	Template_Participant_Information_Sheet_Feb_2019 (2).doc	23/12/2023	1.2	83.0 KB	Download	Delete

[Upload Document](#)

If you are a PGR, PGT or UG, you will have to request your supervisor's signature when you have addressed the Reviewers comments.

Please check on the front page of your application (Project Tree) if it has been successfully submitted.

Project Tree

- Learning how to use - Phoenix
 - Ethics Application

Action Required on Form	Status	Review Reference	Date Modified
No	Submission in progress	AHC FREC 2023-1048-1191	23/12/2023 13:35

Submission can take up to 30 minutes, especially if there is a high volume of other submissions.

another round of comments to you

Project Tree

- Learning how to use - Phoenix
 - Ethics Application

Action Required on Form	Status	Review Reference	Date Modified
No	Further Information Received	AHC FREC 2023-1048-1206	23/12/2023 13:35

If this says **Yes** after you have submitted your application, please click on it, as a step has been missed.

Please note: if the Reviewers are not satisfied with your responses to their comments, the application will be sent back to you – approval will not be given until all comments have been addressed.

RECEIVING THE REVIEWERS DECISION

You will receive an email notification when a final decision has been made. It is important to remember you will only be sent one copy of the approval e-letter.

1. Favourable Opinion (you can start work immediately on your research project).
2. Conditional Approval (see next section)
3. Unfavourable Opinion (your application has been rejected. NO RESEARCH can take place).

RECEIVING A CONDITIONAL APPROVAL – WHAT TO DO

What does a Conditional Approval mean?

The Reviewers are content to issue approval on a set of conditions – **which means you need to complete these before you can begin work on your research project.**

The conditions are set out in the approval letter and can also be found in the Reviewer Comment tile when you open the application form.

Learning how to use - Phoenix		1048	
Project Tree			
<ul style="list-style-type: none"> Learning how to use - Phoenix <ul style="list-style-type: none"> Ethics Application 			
Action Required on Form	Status	Review Reference	Date Modified
Yes	Conditional Approval - With Applicant	AHC FREC 2023-1048-1206	23/12/2023 13:35

Dear Ms Taylor Haworth

Your research ethics application reference: 1048

Your research project: Learning how to use - Phoenix

I am pleased to inform you that following review of your research ethics application, the Arts, Humanities and Cultures Faculty Research Ethics Committee has issued a conditional approval based on the application submitted. **This means that before you can commence your research, you must complete the following actions:**

Title	Comment
7.3 Participant Information Sheet	Please place the ethics reference number on the Participant Information Sheet.

If you are required to make any changes to the documentation submitted with your ethics application as part of the actions requested above, you must submit the amended documentation to the Research Ethics team for their records.

The application is with you, and you can upload or make a change to the text as directed by the Reviewers conditions. **Please comply with the conditions as soon as you are able.**

Once you have met the conditions, submit the application.

RECEIVING A CONDITIONAL APPROVAL – WHAT TO DO

Once you submitted the conditions the Project Tree will state:

Project Tree

- Learning how to use - Phoenix
 - Ethics Application

Action Required on Form	Status	Review Reference	Date Modified
No	Conditional Approval - Response Received	AHC FREC 2023-1048-1207	23/12/2023 15:25

When the Research Ethics team have processed and checked you have met the conditions set out by the Reviewers, the Project Tree will state:

Project Tree

- Learning how to use - Phoenix
 - Ethics Application

Action Required on Form	Status	Review Reference	Date Modified
No	Conditional Approval - Acknowledged	AHC FREC 2023-1048-1207	23/12/2023 15:25

Phoenix will not send you anything further.

Research can begin.

Good luck!

APPLYING FOR AN AMENDMENT

IMPORTANT NOTE: You can only apply for an amendment if you have received a favourable opinion, or you have met the conditions set in a conditional approval.

Phoenix will not give you the option to apply for an amendment until you have received approval.

Select the project you wish to amend.

>	AHC - 1	777	Ms Taylor Haworth	15/08/2023 14:58	16/08/2023 07:56
>	How to use Infonetica for the first time	687	Ms Taylor Haworth	08/06/2023 14:10	07/08/2023 08:32
>	How to Use Infonetica	681	Ms Taylor Haworth	07/06/2023 12:16	15/09/2023 13:19

Phoenix Research Ethics Applications Work Area Contacts Help

Project **Create Sub Form** 6 Reviewer Comments 1048

Share View as PDF Correspond

Learning how to use - Phoenix

If you received a conditional approval, the status must be 'acknowledged'.

Project Tree

- Learning how to use - Phoenix
 - Ethics Application

Action Required on Form	Status	Review Reference	Date Modified
No	Conditional Approval - Acknowledged	AHC FREC 2023-1048-1207	23/12/2023 15:25

Create Subform

Select the sub-form that you would like to apply to this form

Amendment 2024

Create Close

Project Duplicate Form Delete Form 1048

Share Transfer Form Components Check

Auto Submit Refresh View as PDF

Correspond

Project Tree

- Learning how to use - Phoenix
 - Ethics Application
 - Amendment 2024

Action Required on Form	Status	Review Reference	Date Modified
Yes	Not Submitted	N/A	23/12/2023 15:40

Navigation Documents Signatures Collaborators Submissions Correspondence History

Amendment 2024

Section

- Information
- Applicant details
- Amendment details
- Declaration & Signatures

Questions

- Information
- Your details Position and Dates of the Research Project
- Details of the Amendment Ethical Risks
- Declaration and Signatures

Show Inactive Sections

Fill in and submit.