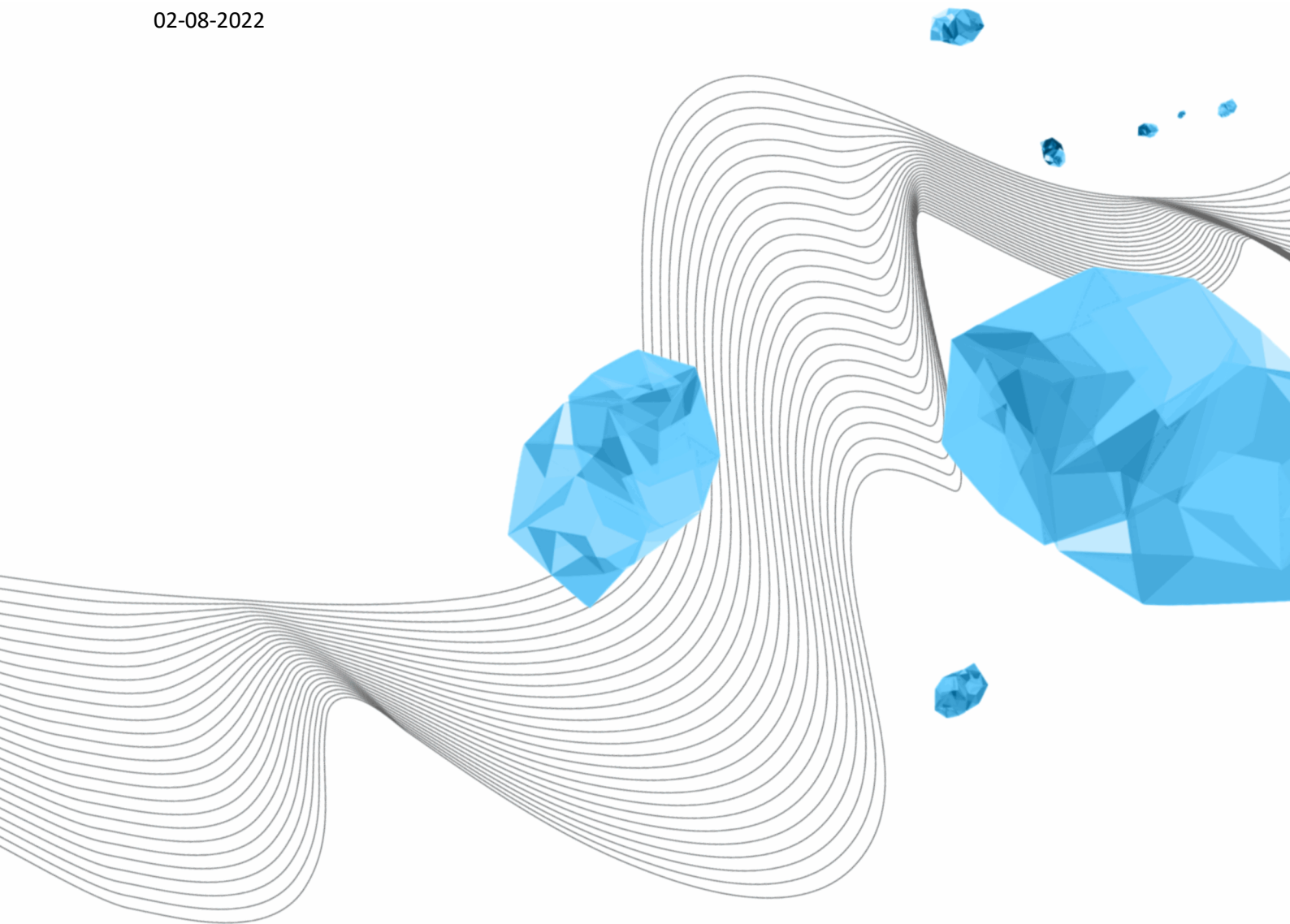


# END USER MANUAL ETHICAL REVIEW

Floris Aanstoot

Version 1.1

02-08-2022



# 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)

Floris Aanstoot

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# 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.

<b>Role name</b>	<b>Responsibility</b>	<b>Remarks</b>
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

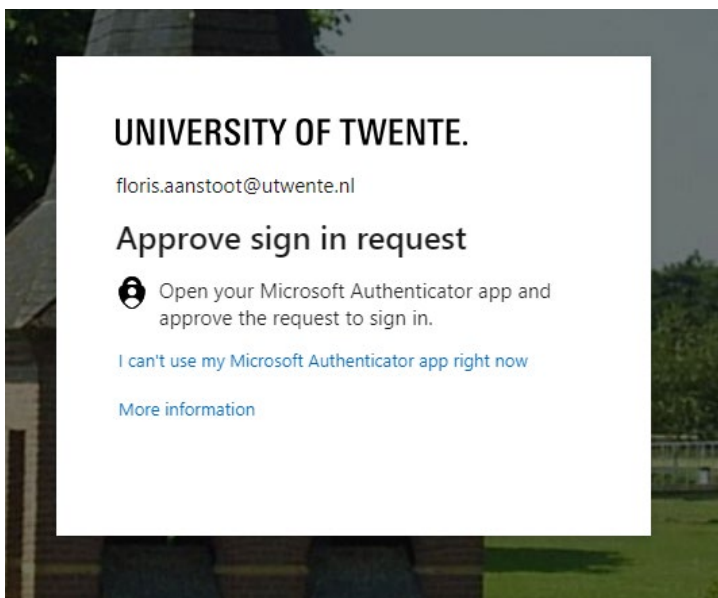
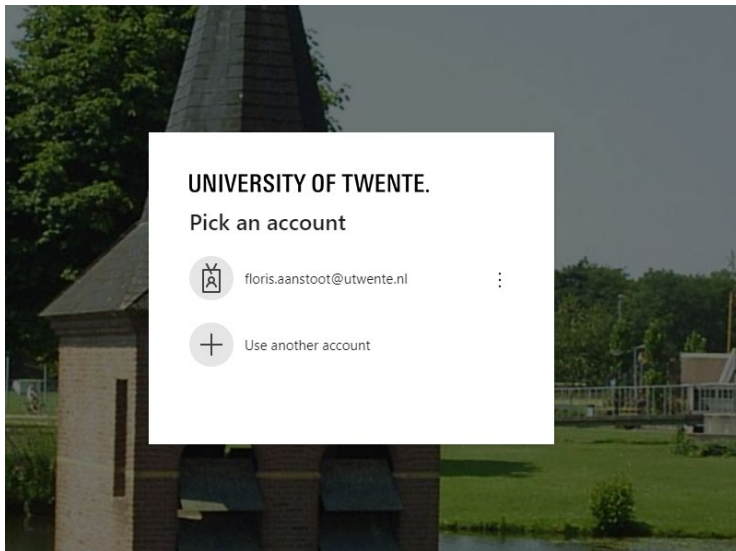
This chapter describes the functionality that is available to all roles.

### 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).

UNIVERSITY OF TWENTE. ETHICAL REVIEW ACCOUNT -

MY REQUESTS

Search

Application nr.	Title	Domain specific committee	Researcher	Supervisor	Reviewer	Status	Application date	Advice date
220202	My first project	NES	Aanstoot, F.P. (LISA-PD)	Klunder - Roepers, D.M. (LISA-OILS)		Waiting for Supervisor	29-06-2022	

+ New Request

LEGEND

- User action required
- Request being considered
- Request approved

- 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 screenshot shows a web interface for the University of Twente's Ethical Review system. The top navigation bar includes the university name, 'ETHICAL REVIEW', and an 'ACCOUNT' dropdown. A left sidebar contains 'MY REQUESTS', 'HELP', and 'ABOUT', with a login status 'Logged in as: m7692811'. The main content area is titled 'MY FIRST PROJECT' and displays a table of request details. An info icon is present next to the 'Application nr' field. Below the table is a 'View Questionnaire (PDF)' button and a 'COMMENTS' section. A 'Close' button is located at the bottom left of the main content area.

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 \(PDF\)](#)

### COMMENTS

[Close](#)

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)

The screenshot displays the 'MY SECOND PROJECT' details page. The top navigation bar includes 'UNIVERSITY OF TWENTE', 'ETHICAL REVIEW', and 'ACCOUNT'. A left sidebar contains 'MY REQUESTS', 'HELP', and 'ABOUT', with a login status 'Logged in as: m7692811'. The main content area shows project details in a table format, followed by 'View Questionnaire (PDF)' and 'Edit Questionnaire' buttons, and a 'COMMENTS' section. At the bottom, there are 'Delete' and 'Close' buttons.

Field	Value
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)

The screenshot displays the 'ETHICAL REVIEW' interface for a researcher. The top navigation bar includes the University of Twente logo, the title 'ETHICAL REVIEW', and an 'ACCOUNT' dropdown. A left sidebar contains navigation options: 'MY REQUESTS', 'HELP', and 'ABOUT', along with the user's login ID 'm7692811'. The main content area is titled 'MY SECOND PROJECT' and contains a table of project details. A 'View Questionnaire (PDF)' button is visible below the table. A 'COMMENTS' section is present but empty. A 'Close' button is located at the bottom left of the main content area.

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 \(PDF\)](#)

#### COMMENTS

[Close](#)

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

The screenshot displays the 'ETHICAL REVIEW' interface for the University of Twente. The page title is 'MY SECOND PROJECT'. The main content area shows a list of details for an application with ID 220203, including the 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), and advice date. Below the details are two buttons: 'View Questionnaire (PDF)' and 'Edit Questionnaire'. A 'COMMENTS' section at the bottom shows a message from the NES-secretary dated 29-06-2022 16:18, asking the user to fill out question 1.4.

**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	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: m7945689

### 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  
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	<input type="text"/>	
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).

UNIVERSITY OF TWENTE. ETHICAL REVIEW ACCOUNT

MY REQUESTS

Search

Application nr.	Title	Domain specific committee	Researcher	Supervisor	Reviewer	Status	Application date	Advice date
220122	TEST	HSS				Pending by commission's Secretary	23-05-2022	
220121	HSS test	HSS				Pending by commission's Secretary	23-05-2022	

Logged in as: HSS-secretary

## 5.10 All Requests screen for a Secretary

The All requests screen shows all requests for the domain-specific committee, regardless of the status of the request.

UNIVERSITY OF TWENTE. ETHICAL REVIEW ACCOUNT

REQUEST OVERVIEW

Search

Application nr.	Title	Domain specific committee	Researcher	Supervisor	Reviewer	Status	Application date	Advice date
220203	My second project	NES	Aanstoot, F.P. (LISA-PD)			Pending by commission's Secretary	29-06-2022	
220202	My first project	NES	Aanstoot, F.P. (LISA-PD)	Klunder - Roepers, D.M. (LISA-OILS)		Waiting for Supervisor	29-06-2022	
220192	20220622-10	NES			NES-reviewer	Negative advice by Reviewer	22-06-2022	22-06-2022
220191	20220622-09	NES			NES-reviewer	Waiting for Researcher	22-06-2022	

Logged in as: NES-secretary

### 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.

Application nr.	Title	Domain specific committee	Researcher	Supervisor	Reviewer	Status	Application date	Advice date
220121	HSS test	Humanities ...				Pending by ...	23-05-2022	
220122	TEST	Humanities ...				Pending by ...	23-05-2022	

## 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    Send back to researcher    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.