

Amendments for Research Ethics applications received prior to 1 August 2024

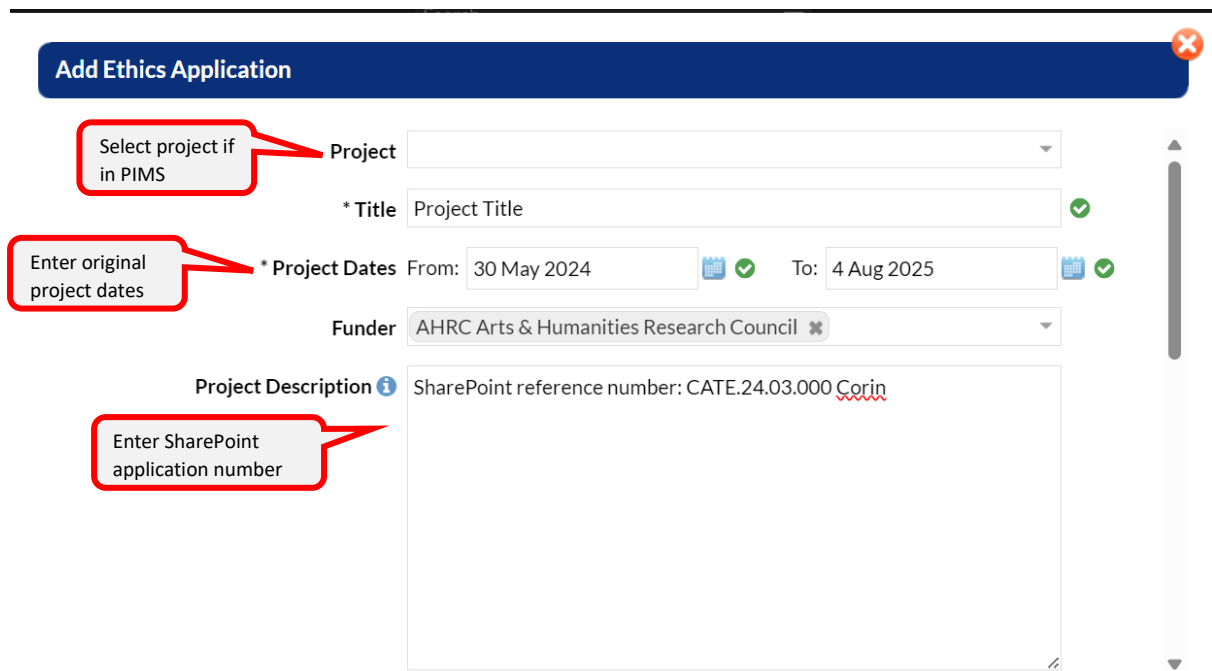
These guidelines are for any amendment requests, for ethics applications received before 1st August 2024 via SharePoint (not Worktribe).

All requests for amendments will now be processed in Worktribe. Therefore, you must create a Worktribe record. **You are not required to complete a full application.**

Please note that for AWESC applications, this process does not apply and a full AWESC ethics application via Worktribe is required for all amendments.

What do you need to do

1. 'Create application' under Ethics tab in [Worktribe](#)
2. Ensure you:
 - a. Enter your original project dates
 - b. Include **SharePoint application number** in project description (e.g., CHSS.01.12.0123 NAME) This can be found on your full approval letter.



The screenshot shows the 'Add Ethics Application' form in Worktribe. The form includes the following fields and callouts:

- Project:** A dropdown menu with a callout: "Select project if in PIMS".
- * Title:** A text input field containing "Project Title" with a green checkmark.
- * Project Dates:** A date range selector with "From: 30 May 2024" and "To: 4 Aug 2025", both with green checkmarks. A callout: "Enter original project dates".
- Funder:** A dropdown menu showing "AHRC Arts & Humanities Research Council".
- Project Description:** A text area containing "SharePoint reference number: CATE.24.03.000 Corin" with a red squiggly underline under "Corin". A callout: "Enter SharePoint application number".

c. Select 'SharePoint amendment' tag

* Applicant Tory Corin x ✓

* Org Unit CATE School of Arts x ✓

Research Areas

Research Centres/Groups Digital Cultures Research Centre x

Themes Creative industries and technologies x

Other Editors

* Visibility People involved in this Application v

Tags Sharepoint Amendment x

* Is this a Student Project? i No v ✓

Select 'Sharepoint Amendment' tag

Create Ethics Application

3. Create application

4. Go to 'Ratification' tab and select 'yes'.

Summary Details Ratification Checklist Documents Versions Comments

Ratification

Is this an application for ratification of an external ethical review that covers all the work that is planned to be carried out?

This is a Yes/No question. You should select 'Yes', where you already have an external review and are applying for ratification only. Selecting 'Yes' will remove all the other tabs and questions you would need to answer if you were not applying for ratification.

Selecting 'No' will bring up the tabs needed to complete a full ethics application.

For further guidance, see the Research in the NHS and social care section of the UWE Bristol Handbook of Research Ethics.

External review is defined as anything through the IRAS system or that has received a favourable ethical opinion from a recognised institution. Any work with animals or animal by-products will require a full ethics application rather than ratification.

Yes No

5. Go to 'checklist' tab and Select 'Not Applicable' or 'No' to all questions in the checklist.

You do not need to upload any documents; the Research Governance & Ethics team will do this for you.

Summary Details Ratification Checklist Documents Versions Comments

Checklist

You will be asked to upload the documents detailed here to the Documents tab.

For All Applications

Have you included copies of any external permissions/licences/approvals that may be required?

Not Applicable Yes

Are the appropriate endorsed risk assessment forms attached (and for CHSS members, have the CHSS Risk Assessment Repository reference numbers also been provided)?

If No, please note you will need to attach this before submitting your application.

Yes No

Ratification only: If a properly constituted research ethics committee has reviewed your project, have you included copies of any application, favourable opinion, and relevant supporting documentation (in English)?

Yes Not Applicable

Have you uploaded your Research Data Management Plan?

Yes No

6. Submit your application

7. The Research Governance & Ethics team will upload your original application and approval letter from SharePoint into the 'Documents' tab and 'Approve' your application.
8. Upon receipt of your approval email, return to your application and select 'Amend my application' to add your amendments.
9. Your amendment request will be processed within Worktribe in the same way as applications received after 1 August.

AWESC Applications

Requests to amend AWESC applications processed in SharePoint should now submit a full application in Worktribe. This is because the majority of AWESC amendments are annual, the original approval being several years ago, hence, these applications would benefit from review to ensure that they are following current guidelines.

AWESC support can be obtained by contacting researchgovernance@uwe.ac.uk.

Further information

Detailed information about applying for ethical approval, requesting amendments, and the Worktribe Ethics module can be found at [Applying for ethical approval - Research ethics | UWE Bristol](#).

If you require any assistance or have any questions, please contact researchethics@uwe.ac.uk.