UWIScholar

RESEARCH APPLICATION MANAGEMENT MODULE

Applicant Manual for Research Ethics Module V1.1

OCTOBER 13, 2020

THE UNIVERSITY OF THE WEST INDIES

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## A. Registering for a *UWIScholar* Account

1. All applicants must create a UWIScholar profile by visiting https://UWIScholar.sta.uwi.edu/.
2. Click on "Login" at the top right corner.

1. You will be directed to the page below.
2. Click on "Register" to create an account.
3. Enter UWI email address and password of your choice and other relevant details.
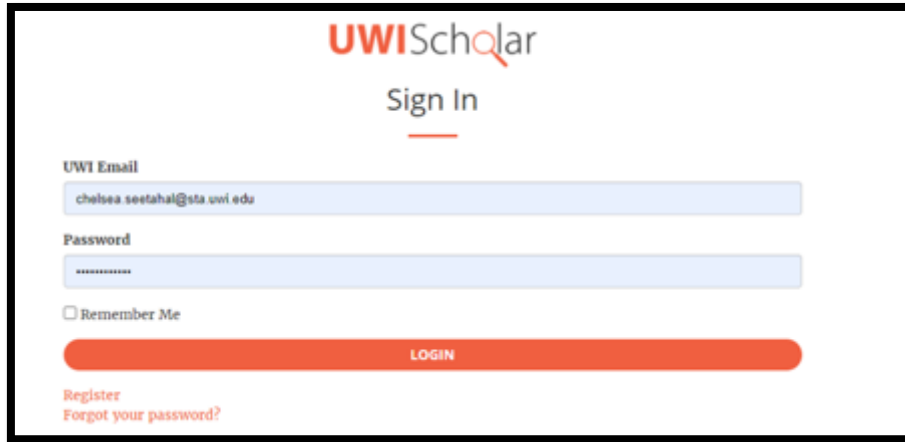
N. B. Please use your UWI (Staff/Student) email address to register.
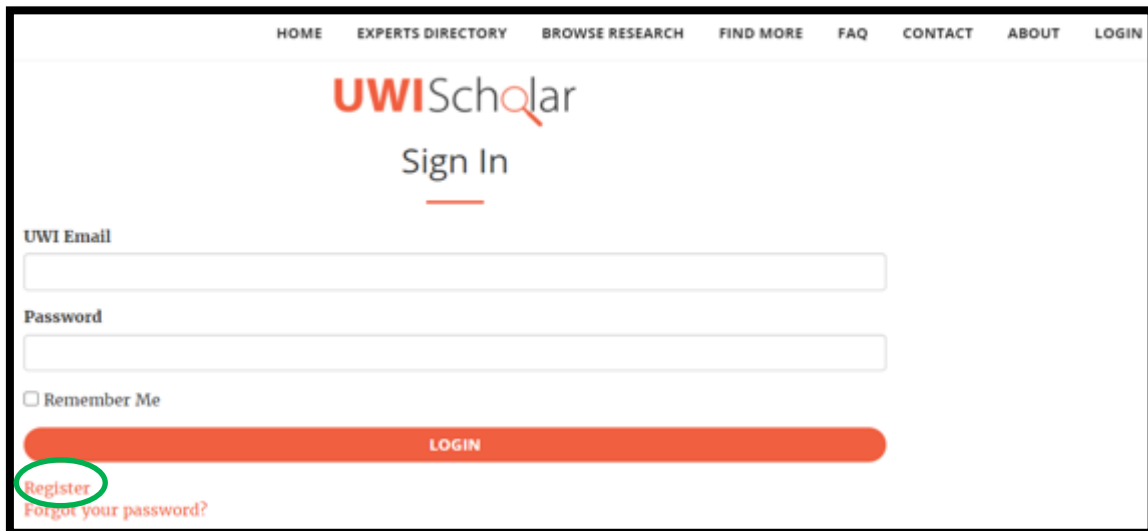
4. When you receive the confirmation email that your account has been created, you may proceed to login to the *UWIScholar* Account

B.   Log into *UWIScholar* & Research Ethics Module

5.   Login to your *UWIScholar* profile by entering your UWI email address and the preselected password at https://UWIScholar.sta.uwi.edu/.

6.   Select "My Profile" at the top, right of the screen.
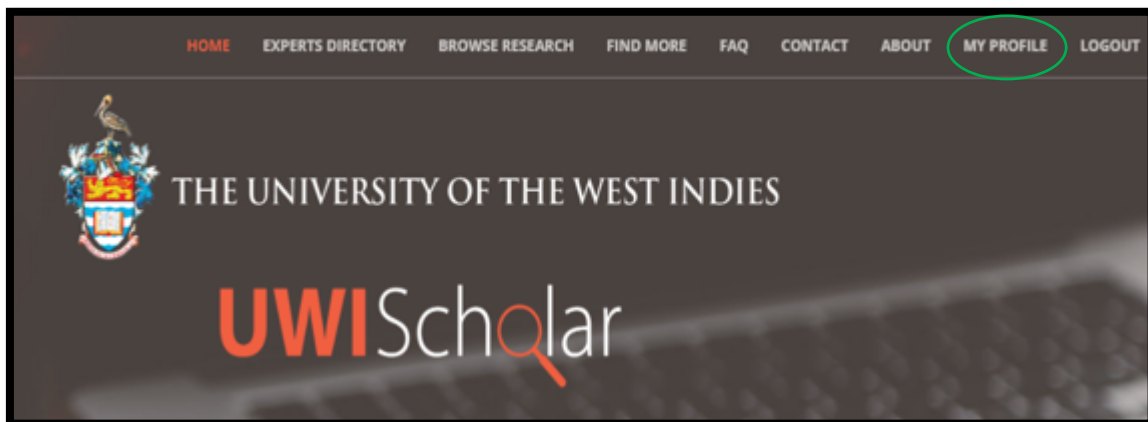
7.   Click on the dropdown arrow next to "Actions" and select "Research Ethics Module".
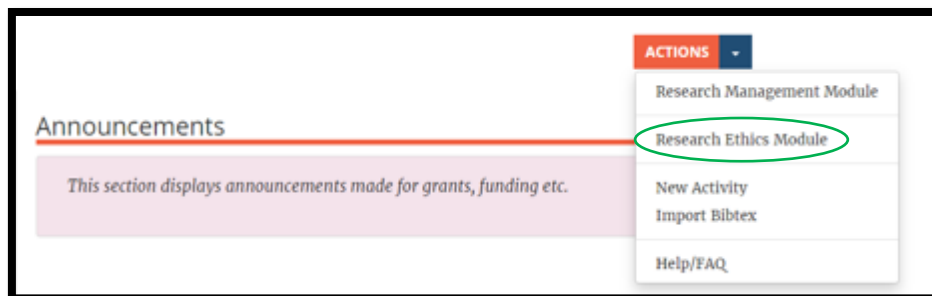
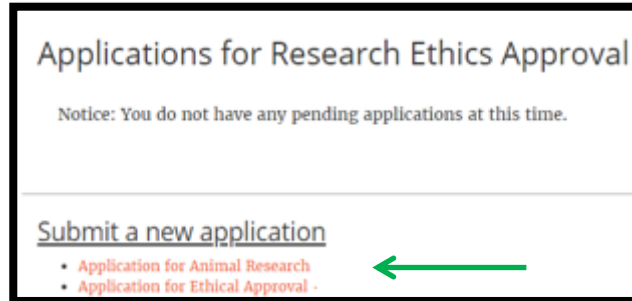## C. Completing the *Research Proposal* Form and uploading supporting documents

8. For a new application submission, scroll to the end of the page under "Submit a new application" and select "Application for Ethical Approval" or the "Application for Animal Research" form as applicable.

9. You will now be directed to the "**Research Proposal**" page to complete this first form.
10. Complete all sections in the form. Sections with asterisks (*) indicate that a response is mandatory and the form will not be saved if there is no response in these sections. If a section is not applicable to your research, fill in that section with "N/A".

N.B. Some sections contain help messages. To view these help messages, click on the help button (question mark icon) at the end of the section and the help message will be displayed in red text.

11. Upload your data collection instruments under Section 5.5.
12. Insert the name of the file you wish to upload in the "Description" section e.g. Questionnaire, Interview Questions etc.
13. Click "Choose File" and select the relevant file for upload.
14. To add more than two (2) data collection instruments, click "Add Row" and repeat steps above.

5.5 Data Collection Instruments

Please upload the data collection instruments that will be used. These can include:

- Measurements
- Questionnaires
- Focus group questions/topics
- Interview questions/topics

Enter a description for the instrument and upload the file

* Description	* File (doc; docx; pdf)
Questionnaire 1	Choose File Doc1.docx
Questionnaire 2	Choose File Doc1.docx

Add Row

15. Section 7.1 uses a drop down menu to identify the most appropriate response based on the type of research to be conducted. Click on the help button for more information on each option.

N.B. Section 7.4 and 7.5 may be relevant to Exemption and Waiver applications.

7. Risk/Benefit

* 7.1 Indicate what is the level of risk associated with this research ❓

No more than minimal risk ⌄

* 7.2 Please describe risk, discomfort (physical/psychological), inconvenience, side effects, and financial costs to participants (include measures to mitigate these risks/discomforts)

* 7.3 Indicate direct benefits to participants (not applicable for Waver Applications)

7.4 Impacts of the study on human groups that are not participants in the study (positive/negative, where applicable)

7.5 Impacts of the study on the environment (positive/negative, where applicable)

8. Compensation for participants: including payments or payments in kind

16. Section 13 "Document Upload" allows you to upload all relevant supporting documents for your application.
     a. Research proposal – mandatory for clinical trials only
     b. SPIRIT/WHO Guidelines – mandatory for clinical trials (**only at CaveHill Campus)**
     c. Recruitment Materials – as required for research activity
     d. Letters to institutions for permissions to access research site e.g. Letters to Regional Health Authorities, Government Ministries, School Principals, Government Organizations , Private Companies etc. requesting
          i. access to secondary/institutional data or
          ii. permission to survey staff/personnel in their care/jurisdiction.

N.B. permission to survey staff or students of the UWI or access institutional data must be requested from the Campus Registrar and may only be granted after confirmation of ethics approval, exemption or waiver.

     e. Section 13.5 Consent Form
          i. **All Campuses** - upload a 'simple' consent form that may be incorporated in the data collection instrument or
          ii. **STA Campus Only** there is an additional option to fill out an online consent form. The online consent form will be displayed once the "Research Proposal" form is completed and saved (see Section F)
     f. Any other supporting documents can be attached at 13.6. E.g. Principal Investigator's authorization, permission letters from other institutes etc.

17. Once the sections are filled out and all supporting documents are uploaded click "Save" button at the end of the form.
18. You will be redirected to the "Research Ethics Module" page where your application will be displayed under "Incomplete Applications". At this point, you will be able to identify your application by the displayed title under "Title of the Research Project"

N.B The user will be able to edit the information on their research proposal form prior to submission by clicking on "Research Proposal".

19. Complete "*Investigator's Information*" Form - see Section D for instructions on completing this mandatory form.
20. Complete Consent Forms - See Section E for instructions on completing these optional forms, if applicable to your research.
21. Click "Submit Application" button.
22. A reference number will be generated upon submission – See Section G on tracking the application.

D. Completing the Investigators' Information Form

25. After saving the Research Proposal Form, the Investigators Information From will be available for completion under the relevant project title, in the "Incomplete Applications" Section.

26. Click on "Investigators information" form to enter contact information for all named researchers on the project.

27. The Form is mandatory and is made up of 3 sections:

- Section A – Research Type
    - This section allows the user to identify the type of research – staff, student or external researcher.
    - For student research, the student and supervisor names and programme information will be collected in this section

- Section B – Principal Investigator(PI) Information
    - This section allows the user to fill in the relevant contact information for the Principal investigator including the address information for the final approval letters.
    - If the PI is a student, please enter programme information.
    - Upload CITI completion reports for the PI – if applicable

Note: Based on disciplinary norms students may be listed as the Principal Investigator

- Section C – Co Investigator(Co-I) Information
    - This section allows the user to fill in the relevant contact information for the Co- investigators on the project. Up to 10 Co-investigators can be added in Section C
    - If the Co-I is a student, please enter programme information.
    - Upload CITI completion reports for the Co-I

28. Complete Sections A, B and C – indicating "N/A" where relevant
29. Click "Save" at the end of the page and you will be redirected to the "Research Ethics Module" page.

E. Completing an Online *Consent Form* – STA Campus Only

30. On the Research Ethics Module Page select the "Consent Form". All sections of this form must be completed.

Note: some sections contain dropdown options and help buttons. Sample consent forms appear at the top of the form for your guidance.

31. Click "Save" at the end of the page. You will be redirected to the "Research Ethics Module" page.

32. If more consent forms are required or consent is needed from parents or guardians for the involvement of minors in the study, these forms can be completed.
33. See Section F for completing the submission of the application.

F. Submitting the Completed Application

34. When all relevant forms are complete click on "Submit Application" under "Incomplete Applications" to submit your application for review to the Ethics Committee.

35. Once the application has been submitted it will be moved to the "Open Applications "section on the Research Ethics Module page. You can view, but not edit the submitted application by clicking on "View Application"
36. See Section G on tracking the status of the application.

G. Tracking Application Status

37. Once your application is submitted it will appear in the "Open Applications" section.
38. The "Reference Number" is the unique number that identifies your application which will be generated once the application is submitted. Please use this reference in all correspondence related to the application.
39. To track the progress of the review please refer to the "Status" section of the application .

40. The Stages of Review are as follows:
    - Secretary Initial Review
    - Categorization
    - Full Committee Review/Expedited Committee Review/ Exempted Review/Waiver Review
41. After reviews are completed, the application may be returned to you for revision (see Section H) or approval letters will be generated (See Section I)

H. Revising and Resubmitting Applications

42. If your application requires some revision, you will receive an email notification.
43. Log into *UWIScholar* "Research Ethics Module" page
44. The application that requires revision will be identified by the orange triangle to the left of the screen.
45. Click on the "View Application" button

#	Date Submitted	Title of Research	Reference Number	Status
1 ⚠	2020-03-04 15:16:30	Neophobia and the assessment of predation risk in aquatic ecosystems.	CREC-SA.0291/03/2020	View Application

46. Scroll down until you see the comments section of the application

Secretary Initial Review

Reference Number

CREC-SA.0291/03/2020

Comments to researcher

Normal Chairman Review

Other Comments

Social Value

Scientific Validity

The quantitative study design is not sufficiently described in the proposal. The method to determine sample size (n) should be provided. What is the power of the design? The investigator indicates, for example, that they will use groups of 20 individuals. Why 20 fish? Why not 15? or for that matter why not 30 fish per group? What is the nature of the expected data (parametric, Non-parametric)? What statistical test(s) will be used to evaluate the observational data? Blinding will be used for data collection and analysis.

47. Click on the resubmit application button to make the application editable.

Section 9   Section 10

Section 11

Suggestions

the PI is an established investigator and likely has considered the issues that i have raised. I my opinion the quantitative study design issues raised should be included in the protocol for completeness.

BACK   RESUBMIT APPLICATION

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48. Follow steps in Section C to edit and resubmit the application.
49. Ensure you click the 'submit' button to resubmit the application.

I. Retrieving Approval Letters and Consent Forms

50. When the application is approved you will receive an email notification
51. Log into *UWIScholar* "Research Ethics Module" page
52. The approved application will appear under the "Completed Applications Section"
53. Click on the "View Application" button.
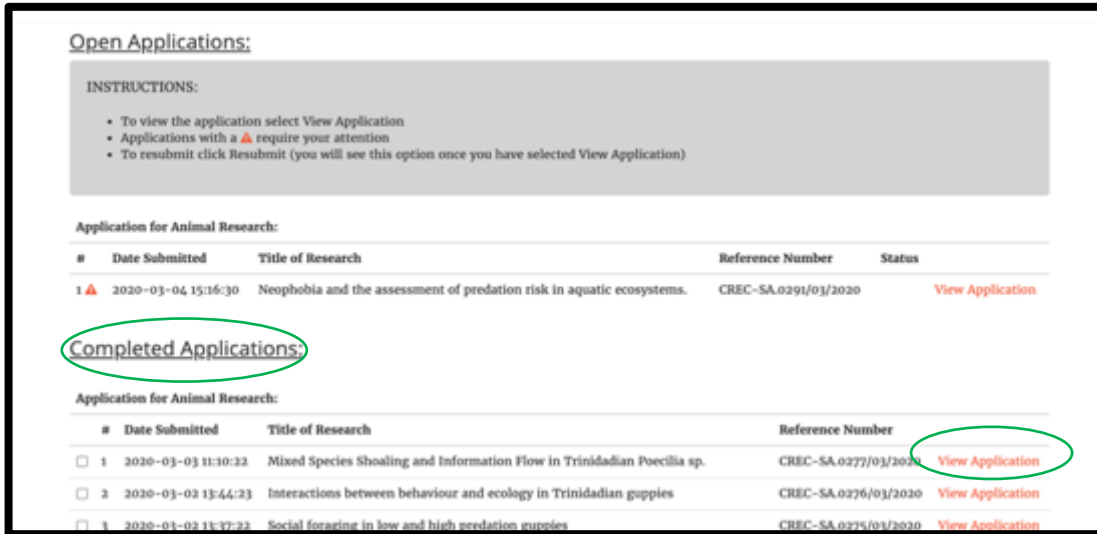
54. Scroll to the end of the application's page
55. Click on the "Approval Letter" and "Consent Forms" (if relevant) to download pdf versions of the documents.
56. Click on the "Back" button to exit the application.

J. Requesting Extensions of Approval

Approvals are valid for 1 year. Researchers need to request extension of approval if the research continues past 1 year

57. Email your request for extension with justification and quoting application reference number.

K. Requesting Modification of Approval

After receiving ethics approval, modification to research protocols may be required. This can impact selection of research sites, categories and numbers of participants, data collections instruments, consent forms etc.

58. Email your request for modification with details of the modification, justification for and impact of changes and quoting application reference number.

N.B. Automation of this requests J and K above are being finalized. The Manual will be updated when these features become available.

L. Helpful Tips

How to share a copy of the Application Form (Forms A, B and C) with other members of your team

This can be done either before or after submission of the application.

1. Please review the information on this webpage to learn how to "Print to PDF" from your Browser
   https://pdf.wondershare.com/pdf-knowledge/print-to-pdf-firefox-chrome-ie-safari.html
2. **Before Submission -** Click on "Research Proposal"/**After Submission -** Click on "View Application"**.** Forms A and B appear as tabs at the top of your screen. Select the relevant form.
3. Follow instructions to "Print to PDF" provided above
4. Repeat for Investigators Information and Consent Forms as required
5. You can now circulate your PDF forms to your Supervisor, Students or other Researchers for them to view the completed Application Forms.