

UWIScholar

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# RESEARCH APPLICATION MANAGEMENT MODULE

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Applicant Manual for Research Ethics Module V1.1

OCTOBER 13, 2020

THE UNIVERSITY OF THE WEST INDIES

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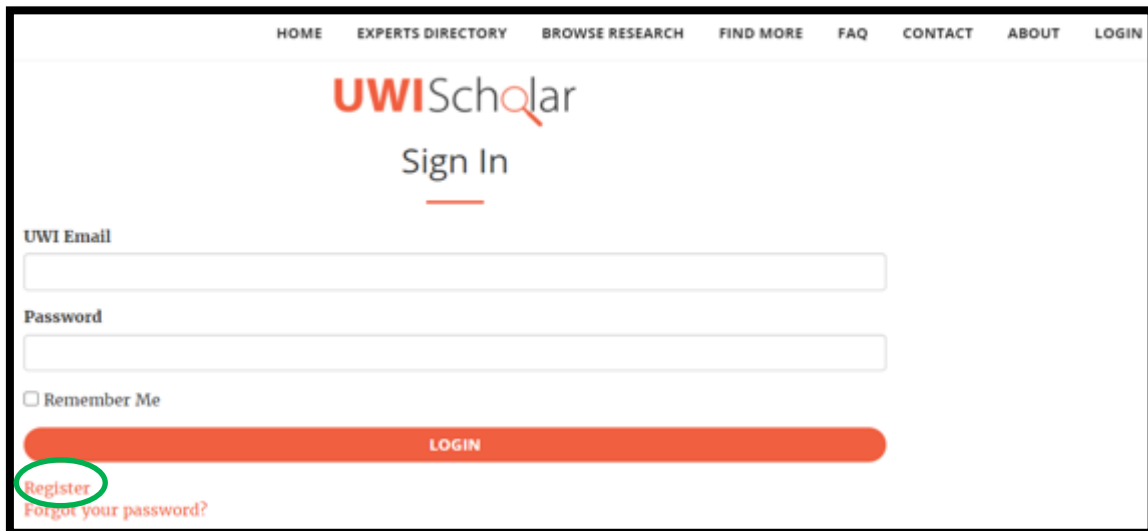
## A. Registering for a *UWIScholar* Account

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.

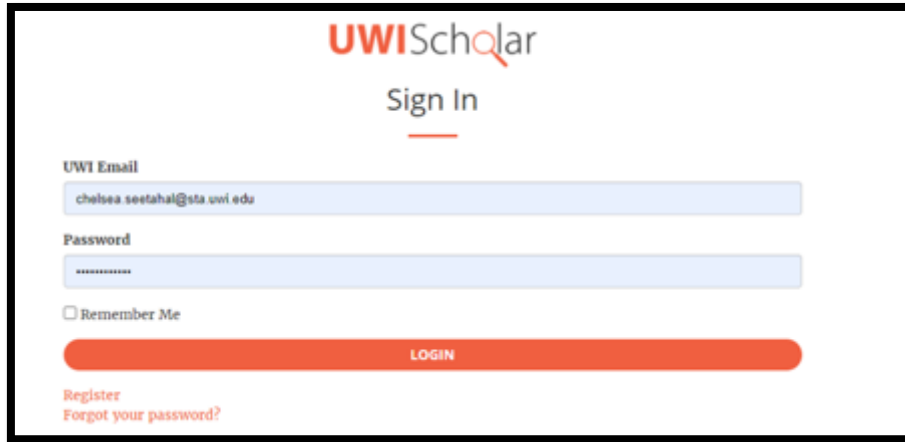
**N. B. Please use your UWI (Staff/Student) email address to register.**



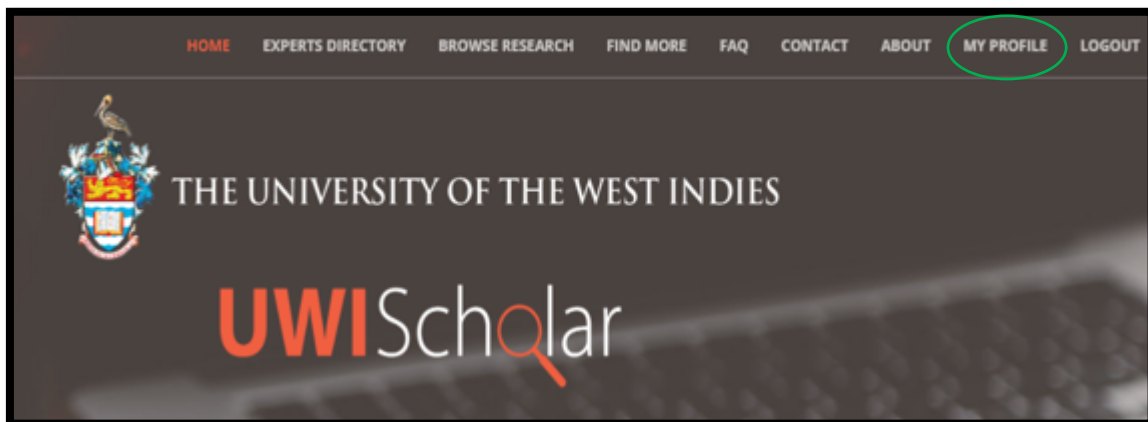
4. When you receive the confirmation email that your account has been created, you may proceed to login to the *UWIScholar* Account

## B. Log into *UWIScholar* & Research Ethics Module

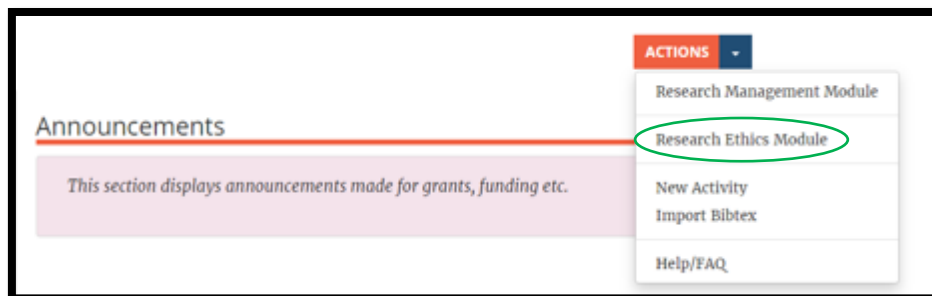
5. Login to your *UWIScholar* profile by entering your UWI email address and the preselected password at <https://UWIScholar.sta.uwi.edu/>.



6. Select "My Profile" at the top, right of the screen.

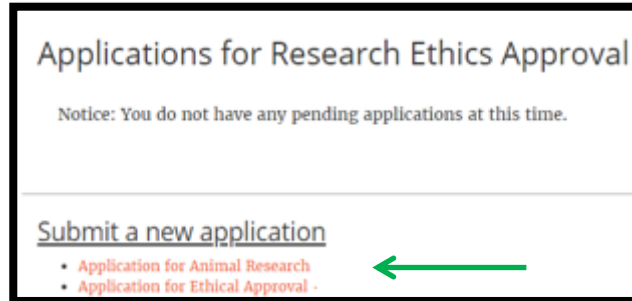


7. Click on the dropdown arrow next to "Actions" and select "Research Ethics Module".



### 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 Waiver 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.

13. Document Upload

13.1 Research Proposal (required for clinical trials) Choose File No file chosen

13.2 SPIRIT/WHO guidelines checklist for clinical trials Choose File No file chosen

13.3 Recruitment Materials Choose File No file chosen

13.4 Letters to institutions for permission to access research sites and approvals as required Choose File No file chosen

13.5 Consent Forms Choose File No file chosen

13.6 Other Documents

Description	File
<input type="text"/>	<span>Choose File</span> No file chosen

At the bottom of the form are two buttons: **BACK** and **SAVE**.


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 Form 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

### Investigator's Information

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Privacy statement  
The name, email addresses, and telephone numbers entered in this research application will be used exclusively for the review of the application and will not be made available to any other party.


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A. Research Type

**\* Research Type**

This research in partial fulfillment of a UWI degree programme ▼

**Name of Student**

**Name and Affiliation of Supervisor** 

Please ensure that your supervisor reviewed and approved the contents of the application. A supporting email from your supervisor with the reference number must be sent to the ethics committee's email address or a supporting cover letter should be uploaded with the application.

[Add Row](#)

**Department**

Agricultural Economics and Extension ▼

**Faculty** **Programme**

Faculty of Engineering BA/BSc



- 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**

B. Principal Investigator

\* Principal Investigator  
A A A

\* Qualifications of P.I.  
A B C

\* Email of P.I.  
Chelsea.Seetahal@sta.uwi.edu

\* Phone Number of P.I.  
XYZ

\* Affiliation of P.I.  
Affiliation

\* Address  
Address

Programme  
Prog

Programme Level  
MA/MSc

\* CITI training or equivalent certificate for P.I.  
View File Choose File No file chosen

- 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

C. Co-Investigators

Co-Investigator  
ABC

Qualifications of C.I.  
ABC

Email of C.I.  
Chelsea.Seetahal@sta.uwi.edu

Phone Number of C.I.  
xyz

Affiliation of C.I.  
Affiliation

Programme Title  
Prog

Programme Level  
MA/MSc

CITI training or equivalent certificate for C.I. one  
View File Choose File No file chosen

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.

**Incomplete Applications:**

**INSTRUCTIONS:**

- These applications have multiple forms to be completed before submitting.
- Click on the form name to fill it

**Application for Ethical Approval - STA:**

#	Date Submitted	Title of the Research Project	Reference Number
1	2020-08-25 15:06:05	ABC	

Research Proposal  
Investigator's Information  
**Consent Form**  
Consent Form 1  
Consent Form 2  
Consent Form 3  
Consent Form 4  
Parent/Guardian Consent Form  
Parent/Guardian Consent Form 1  
Parent/Guardian Consent Form 2  
Parent/Guardian Consent Form 3  
Parent/Guardian Consent Form 4

**SUBMIT APPLICATION**

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

**UWIScholar**  
**Consent Form**

**Consent Form**

Note: Title and names of investigators will be used from the other forms

Examples of completed consent forms:

- Clinical Trial

1. Identification of project

a. What is the purpose of this research?

Explain that the project involves research Purpose of the Research and Invitation to Participate

Test

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

10. Opportunity to ask questions

a. Do you have to right to ask questions anytime during the study? Whom should you contact? (including a member of the UWI Ethics Committee)

- Explain that the participant has the right to ask questions and to have them answered before the start of the study
- List the names and telephone numbers of persons who can be contacted for answers to questions about the study (this list should include at least one member of the Campus Research Ethics Committee).

Test

**BACK** **SAVE**

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.

**Incomplete Applications:**

**INSTRUCTIONS:**

- These applications have multiple forms to be completed before submitting.
- Click on the form name to fill it

Application for Ethical Approval - STA:

#	Date Submitted	Title of the Research Project	Reference Number
1	2020-08-25 15:06:05	ABC	CREC-SA.0507/

Research Proposal  
Investigator's Information  
Consent Form  
Consent Form 1  
Consent Form 2  
Consent Form 3  
Consent Form 4  
Parent/Guardian Consent Form  
Parent/Guardian Consent Form 1  
Parent/Guardian Consent Form 2  
Parent/Guardian Consent Form 3  
Parent/Guardian Consent Form 4

**SUBMIT APPLICATION**

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 .

The screenshot displays the 'Applications for Research Ethics Approval' interface. Under the 'Open Applications' section, there are instructions: 'To view the application select View Application', 'Applications with a red triangle require your attention', and 'To resubmit click Resubmit (you will see this option once you have selected View Application)'. Below this is a table titled 'Application for Ethical Approval - STA:' with columns for '#', 'Date Submitted', 'Title of the Research Project', 'Reference Number', and 'Status'. A single application is listed with the reference number 'CREC-SA.0507' and status 'Initial Review', both of which are circled in green. A 'View Application' link is visible to the right of the application row.

#	Date Submitted	Title of the Research Project	Reference Number	Status	
1	2020-08-25 15:06:05	ABC	CREC-SA.0507	Initial Review	<a href="#">View Application</a>

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	<a href="#">View Application</a>

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

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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

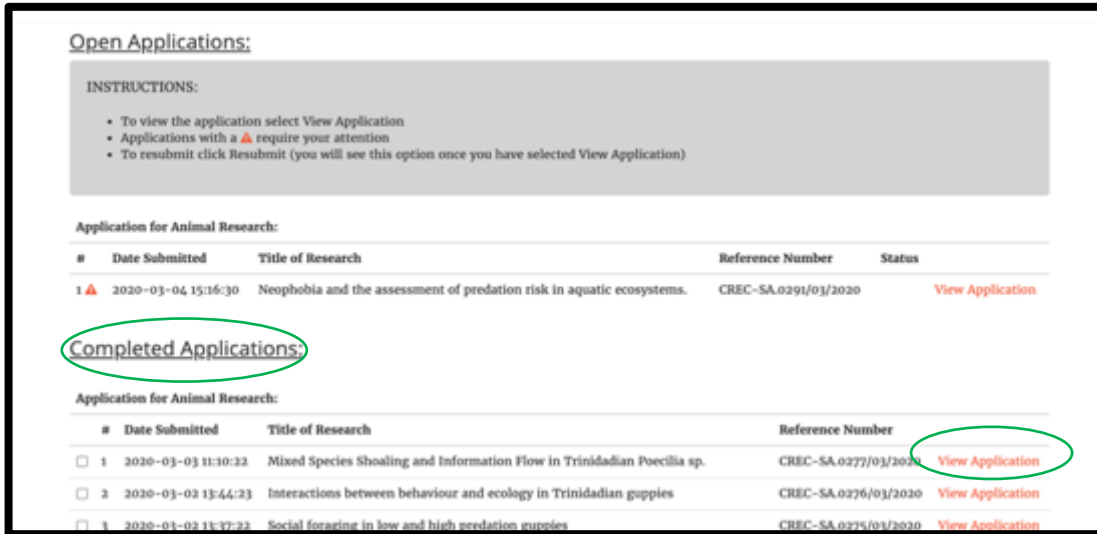
Suggestions  
the PI is an established investigator and likely has considered the issues that i have raised. I my opinion the quantitative study design issues raised should be included in the protocol for completeness.

[BACK](#) [RESUBMIT APPLICATION](#)

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.