

## CU ETHICS OVERVIEW

CU ETHICS is an online application designed to provide the facility for academics and students to submit Ethics applications for research projects.

Applications submitted are reviewed and authorised online using a controlled process that is modelled on the current Coventry University Policy 2009/2010 - ie. '**Low Risk**', '**Medium to High Risk**' and '**High Risk**' process and include prompts for Health & Safety (H&S) Risk Assessment consideration.

The benefits of using CU ETHICS includes: All applications are accessible to relevant personnel, with up to date support documentation available at all times and the status of applications can be monitored.

## KEY POINTS

1. CU ETHICS is available at <http://ethics.coventry.ac.uk>
2. To access CU ETHICS use your university account (eg. username/password) as accounts are authenticated using university's Active Directory (AD)
3. Support (overview, guidance, documentation, contacts, ...) is available at <http://ethics.coventry.ac.uk/about/default.aspx>
4. **IMPORTANT NOTE – FIRST TIME USER** – you will be prompted to contact technical support to apply the appropriate roles (Faculty Leader, Reviewer, Supervisor and/or Registry) to your account profile – send by email: Full Name, University ID (username you use for logging in to University systems), Faculty and Department to [technical@kaj-isis.co.uk](mailto:technical@kaj-isis.co.uk) – your account profile will then be enabled – THIS IS A ONE OFF PROCESS
5. Point 4. (above) is an interim process until system administration protocols are finalised
6. CU ETHICS was set to 'live' on 1 March 2011 and part of the pilot implementation requires all Post Graduate ethics submissions/approvals from that date. It is envisaged that all University Ethics applications/approvals for academic year 2011/2012 will be made using CU ETHICS
7. CU ETHICS is account driven and the available user functionality relates to the roles assigned in 4. (above) ie. Student, Lecturer, Faculty Leader, Supervisor, Reviewer, ...
8. All account holders can submit any number of ethics application
9. CU ETHICS process is modelled on current manual process (eg. Faculty Leader would decide whether application requires Review and selects appropriate Reviewer)
10. Relevant files (PIF, Leaflet, ...) are uploaded with application
11. Checklists, Reviewer Forms, Associated Comments are auto-generated by the system and are available to download anytime
12. High Risk applications are processed on the system but still require use of IRAS (Integrated Research Application System) to complete the Checklist. The IRAS Checklist is uploaded during the CU ETHICS application process and then maybe accessed by Faculty Leaders, Supervisors and Reviewers.
13. At the start of next academic year (2011/2012) all students registered on project modules will flagged in CU ETHICS. This data will be sourced from Universe.
14. For further information, demonstration, training and support contact: [technical@kaj-isis.co.uk](mailto:technical@kaj-isis.co.uk) (please make message subject: CU ETHICS)