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Wrexham University



# Wrexham Research Ethics System (WRES)

## User Guide for Postgraduate Research Students

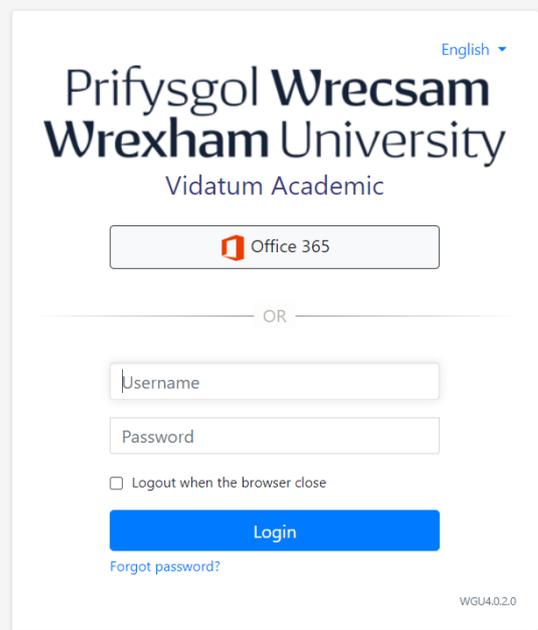
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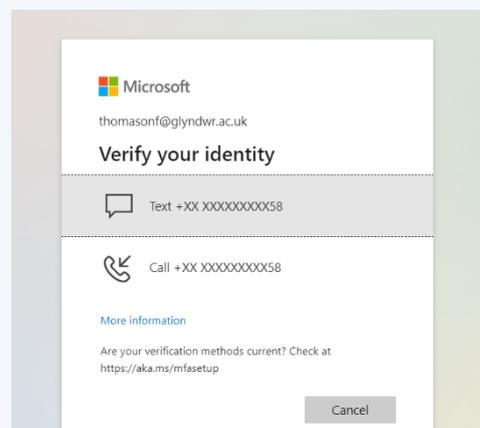
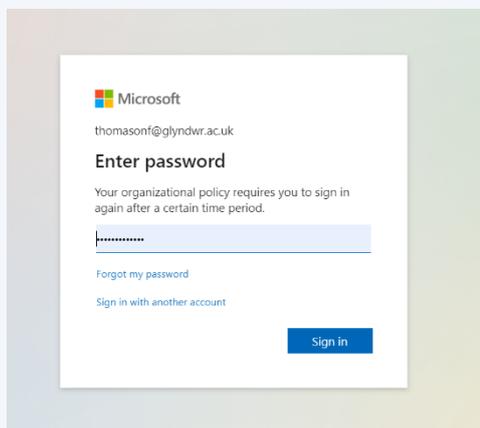
## 1. Logging In

You can access the Wrexham Research Ethics System by going to [wris.wrexham.ac.uk](http://wris.wrexham.ac.uk)

To log in **always** select the 'Office 365' button. This is linked to your University 365 account.

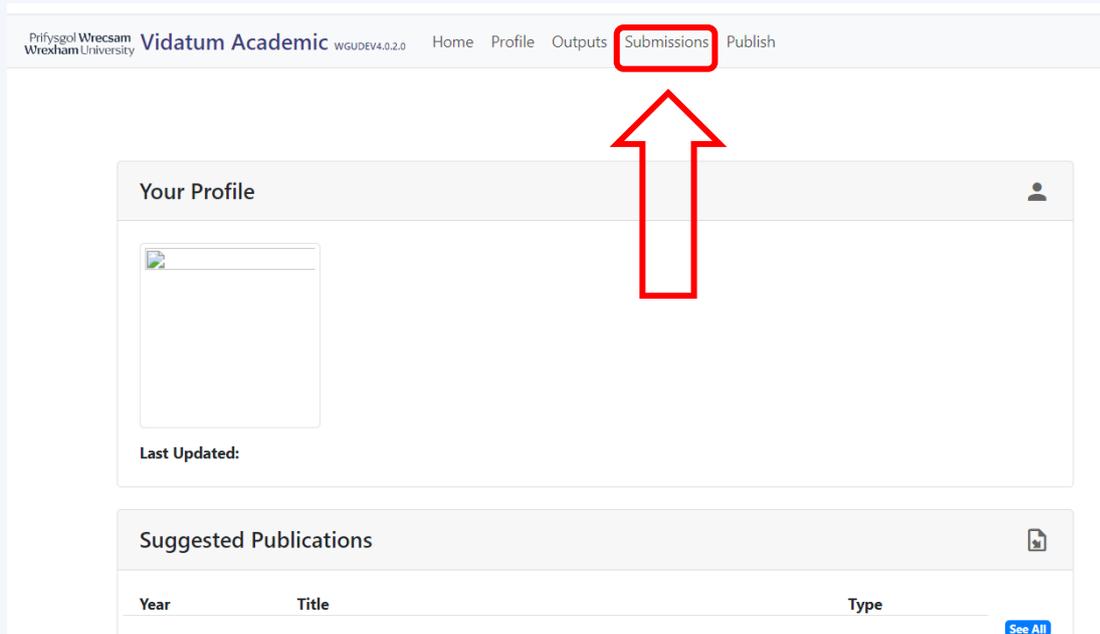


You might be asked to log in using your University credentials or to verify your identity as shown in the below screens.



## 2. Getting to the Ethics module

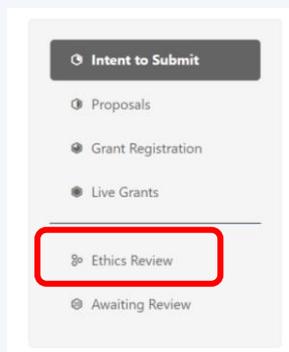
Upon logging in, you will arrive at the home page. From there, click on the "Submissions" button on the navigation bar as highlighted below.



### 3. Creating an Ethics Application

To create an Ethics submission, select 'Ethics Review' from the list of submission types on the left-hand side of the screen and click on the blue **"New Ethics Application"** button on the top right-hand side of the page. You will then need to specify whether NHS Research Ethics Committee (REC) Approval is required, if you are unsure please visit the, visit the [HRA Decision Tool](#) or contact your supervisor for further guidance. Type in the "Project Title" name, this should be the title of your research that will be used in any public facing documents, then specify the application type. When that is done, click the blue **"Submit"** button.

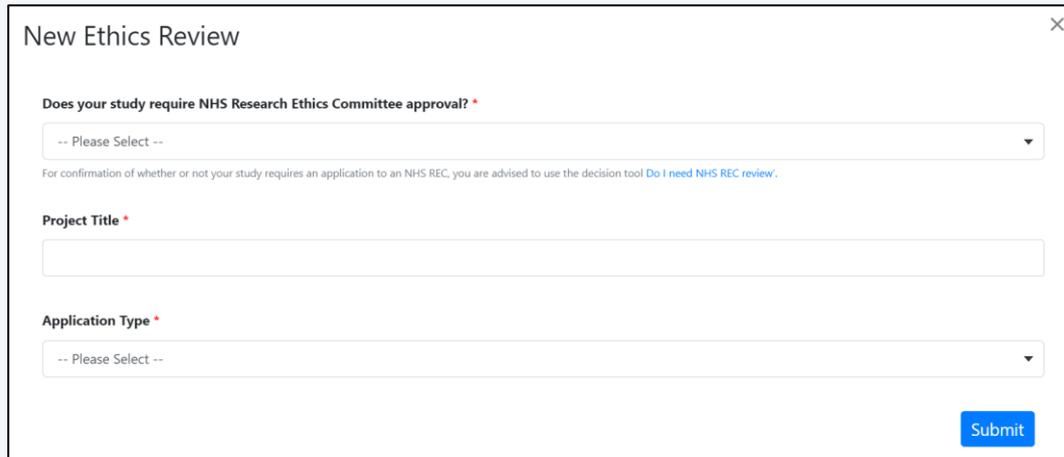
#### Stage 1:



#### Stage 2:

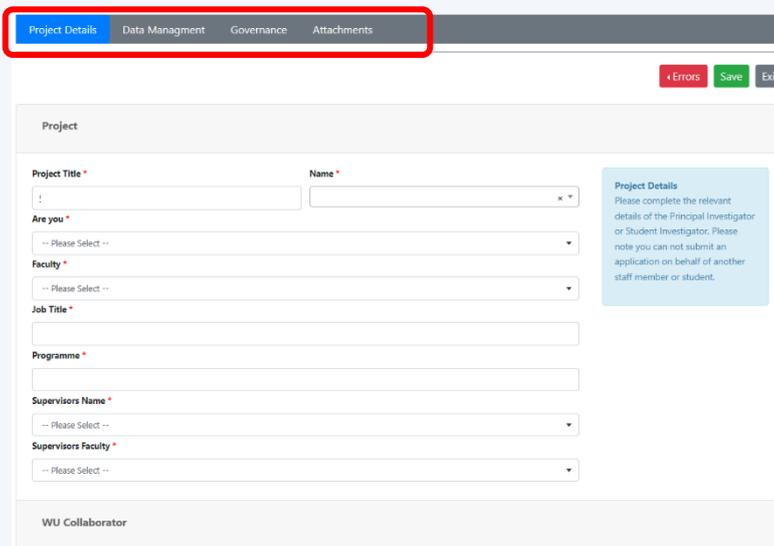
## New Ethics Application

### Stage 3:



### 3.1 Completing the application form

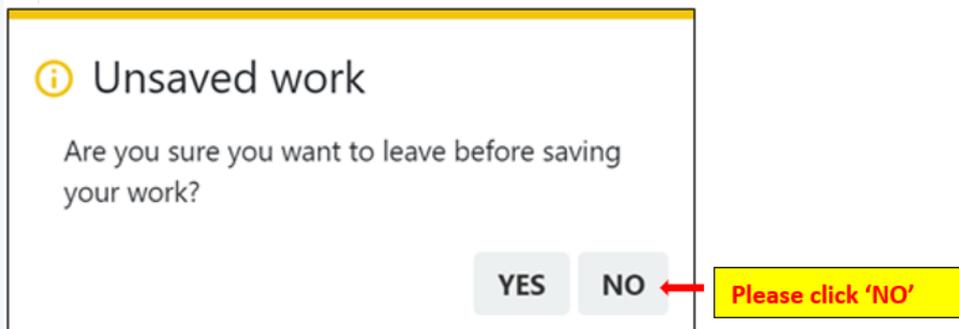
Your application has now been created. The navigation panel at the top of the page allows you to go through different sections of the ethics form. Once you start to complete the form, new sections might be added to the navigation panel.



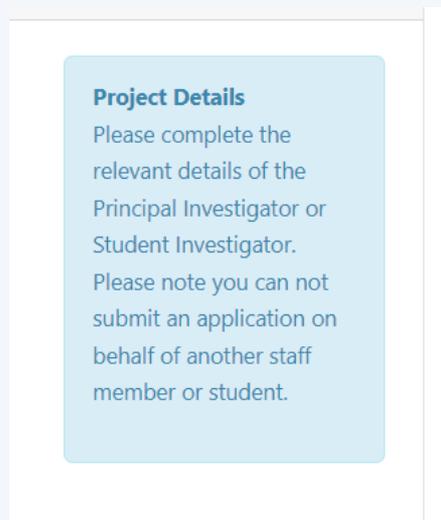
As a student, you will need to enter your supervisor's name and faculty, if your supervisors name does not appear please contact: [rescadmin@wrexham.ac.uk](mailto:rescadmin@wrexham.ac.uk). Add your supervisor as a Co-Investigator under 'WU Collaborators' this means they have access to your application throughout the review and approval process.

**IMPORTANT NOTICE: Please ensure you read all instructions below on 'Saving'.**

When moving between sections, please make sure you select the “SAVE” button, found at the top righthand side of the page and the bottom righthand side of the page, so that your progress when filling out a form is not lost. The system will warn you when trying to move between sections without saving, in this case as per below example, please ensure to choose ‘NO’ or you will lose the work.



Every question in the ethics form has help text on the right-hand side of the screen, in a blue box, as shown below. Please ensure you have read this help text before moving to the next question.



Make your way through the application, answering all questions which must be answered before moving to the next section. All sections must be completed to a high standard, providing detailed responses and ethical consideration throughout your application.

### 3.2 Attaching documents

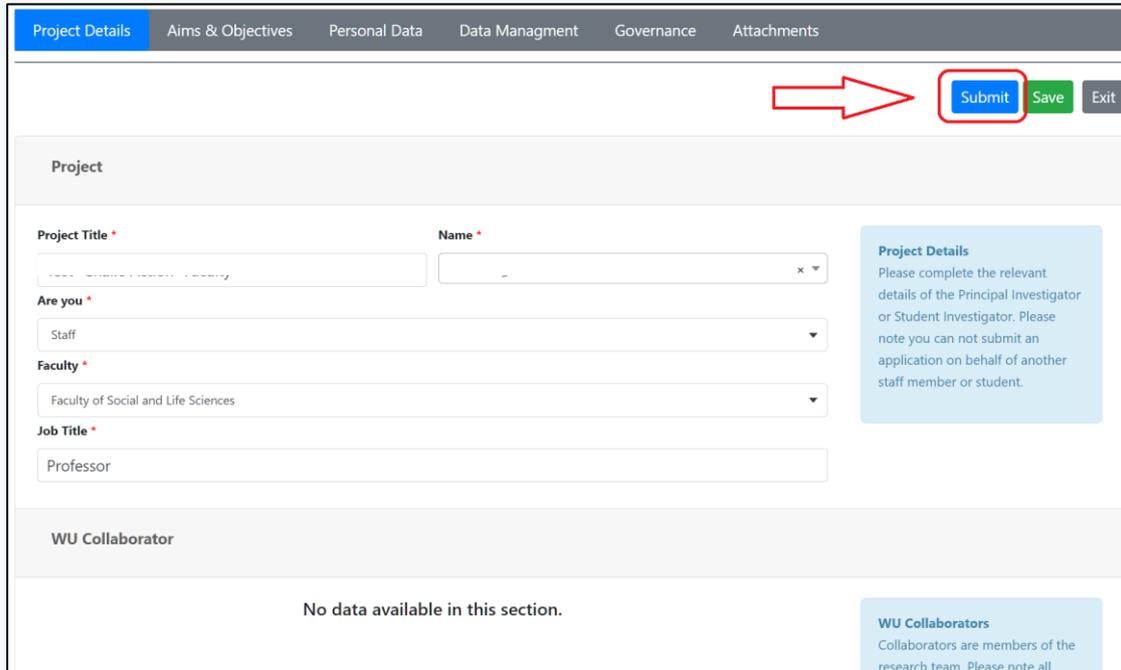
All documents relevant to your project must be uploaded before submitting your application. **Your application will be returned if you have not uploaded the required documents.** To upload a document, select the browse button, choose the type of document you are uploading from the 'Attachment Type' drop-down, provide the document name and version number, and select 'Upload'. Wrexham University templates should be used for any public facing documentation and any research tools

being used (i.e survey, interview schedule, experimental tools, have to be uploaded to your application).

## 4. Submitting your application

The red “Errors” button on the top righthand side of the page, will act as a guide and show outstanding fields or documents needed to complete the submission.

When all mandatory fields and sections have been completed, the red “Errors” button will turn into a blue “Submit” button. This has now noted that you have completed the application and it is ready for you to press the blue “Submit” button. As shown with the red arrow on the screenshot.



The screenshot shows a web application interface with a navigation bar at the top containing tabs for 'Project Details', 'Aims & Objectives', 'Personal Data', 'Data Management', 'Governance', and 'Attachments'. The 'Project Details' tab is active. In the top right corner, there are three buttons: 'Submit' (blue), 'Save' (green), and 'Exit' (grey). A red arrow points to the 'Submit' button, which is also enclosed in a red rectangular box. Below the navigation bar, the form is divided into sections. The 'Project' section includes fields for 'Project Title', 'Name', 'Are you' (with a dropdown menu showing 'Staff'), 'Faculty' (with a dropdown menu showing 'Faculty of Social and Life Sciences'), and 'Job Title' (with the text 'Professor'). To the right of these fields is a light blue box titled 'Project Details' containing instructions: 'Please complete the relevant details of the Principal Investigator or Student Investigator. Please note you can not submit an application on behalf of another staff member or student.' Below the 'Project' section is the 'WU Collaborator' section, which displays 'No data available in this section.' and a light blue box titled 'WU Collaborators' with the text: 'Collaborators are members of the research team. Please note all'.

Once you press the blue “Submit” button you will be directed to the last stage of the application, which is to confirm you have understood all terms and information in this process. Once completed, you can now press the blue “Submit” button for the application to go through the approval process. You will receive a notification confirming that your application has been submitted. If you do not receive a confirmation notification to your student email address, your application has not been submitted.

### Confirm and Submit Ethics Application

Submission Checklist

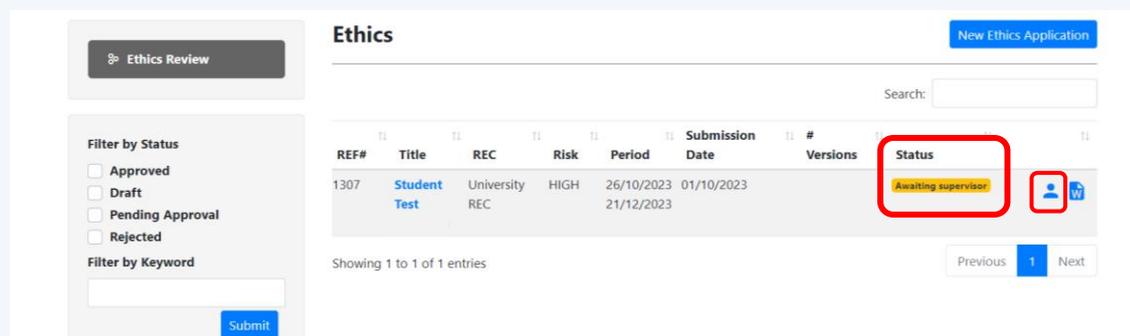
- By checking this box, I confirm that the information in this research ethics application, including any supporting documentation is, to the best of my knowledge, complete and correct.
- By checking this box, I confirm that I am responsible for notifying the University Research Ethics Committee of any amendments, minor or major, to the study and therefore the terms of the ethical approval through the amendments procedure.
- By checking this box, I confirm that I have read and understood the University's procedure for reporting any adverse events relating to the project to the University's Research Ethics Committee
- By checking this box, I confirm that I have read and understood the University policy on Research Ethics and Regulations on Research Practice

**IMPORTANT: Please note no research can commence until you have received confirmation of research ethics approval.**

## 5. Supervisor Sign off

Student applications must be reviewed by their supervisor before being submitted to a relevant research ethics committee. Once submitted, you will be directed to the below screen which will detail your application reference number, title of application, which committee your application will be submitted to, the submission date, the version of your application and the application status.

Clicking on the person icon “” button will allow you to view which stage of approval your ethics review is on.



The screenshot shows the 'Ethics Review' interface. On the left, there is a sidebar with 'Filter by Status' options: Approved, Draft, Pending Approval, and Rejected. Below that is a 'Filter by Keyword' field with a 'Submit' button. The main area is titled 'Ethics' and contains a table of applications. The table has columns for REF#, Title, REC, Risk, Period, Submission Date, Versions, and Status. A single application is listed with REF# 1307, Title 'Student Test', REC 'University REC', Risk 'HIGH', Period '26/10/2023 21/12/2023', and Submission Date '01/10/2023'. The Status column for this application is highlighted in yellow and contains the text 'Awaiting supervisor'. To the right of the application row, there is a person icon button. The interface also includes a search bar, a 'New Ethics Application' button, and pagination controls showing 'Showing 1 to 1 of 1 entries'.

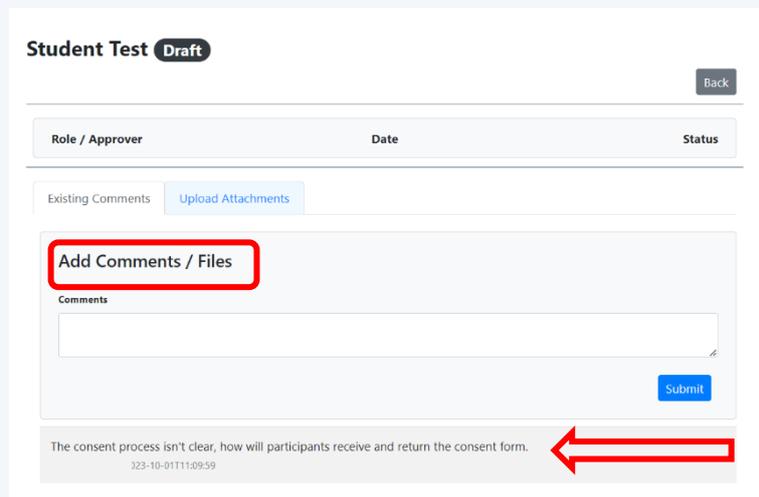
REF#	Title	REC	Risk	Period	Submission Date	Versions	Status
1307	Student Test	University REC	HIGH	26/10/2023 21/12/2023	01/10/2023		Awaiting supervisor

You can log back into the system at any time to check the status of your application.

You will receive notifications through the system and via email when actions are required to your application.

### 5.1 Reviewing comments from your supervisor

Your supervisor may request changes to your application before being submitted to the relevant research ethics committee. If changes are required, you will receive a notification that your application has been returned to draft so that you can make the relevant changes. By selecting the person icon “”, as described in the above step, you can view any comments added by your supervisor.



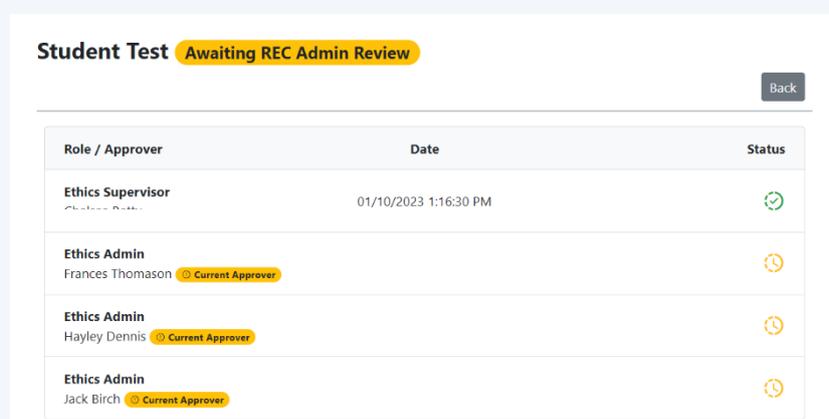
Role / Approver	Date	Status
Existing Comments <span>Upload Attachments</span>		
<b>Add Comments / Files</b>		
Comments		
<input type="text"/>		
<span>Submit</span>		
The consent process isn't clear, how will participants receive and return the consent form. 323-10-01111:09:59		

**IMPORTANT: Please note no research can commence until you have received confirmation of research ethics approval.**

You should make the relevant changes to your application as requested by your supervisor, you can add your own comments or message to your supervisor using the comments box as shown above.

You should follow the same ‘submit application’ process as detailed in Step 4 of this document. **Please note you must save every page of the form before resubmitting your application.**

Once submitted, you can check back on the status of your application. As shown below, the application has been approved by your supervisor and is now with the Research Ethics Administrator.



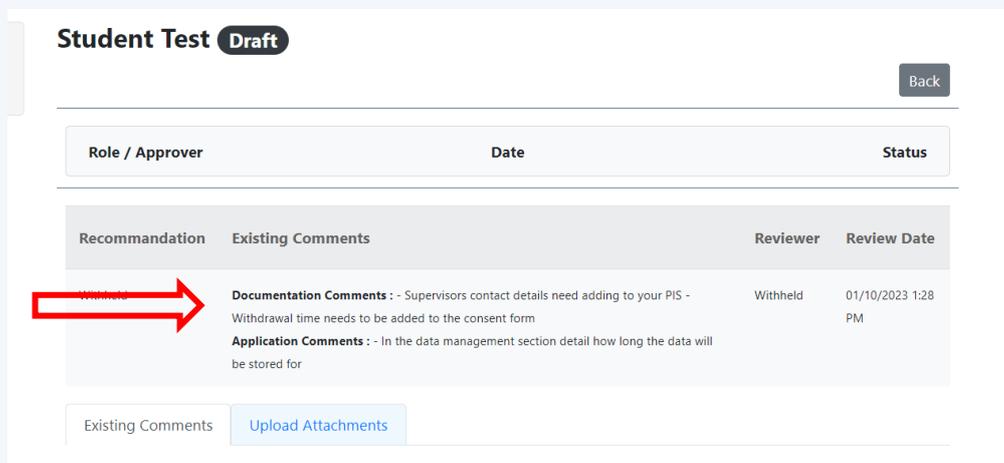
Role / Approver	Date	Status
Ethics Supervisor	01/10/2023 1:16:30 PM	
Ethics Admin Frances Thomason <span>Current Approver</span>		
Ethics Admin Hayley Dennis <span>Current Approver</span>		
Ethics Admin Jack Birch <span>Current Approver</span>		

## 6. Reviewing comments from the reviewer

You will receive a notification if your application requires changes before research ethics approval can be granted. Please read the instructions received in the email notification carefully.

Log into the system and select the person icon “” button, this will show the reviewers comments and requested changes to your application. Go back into your application and make the relevant changes to your application as requested by the reviewer and resubmit your application following the process as previously detailed in Step 4.

You should submit a document in the attachments section of your application responding to each of the comments left by the reviewing, detailing the changes that have been made to your application.



**Student Test** Draft Back

Role / Approver	Date	Status
<b>Recommendation</b> <b>Existing Comments</b> <b>Reviewer</b> <b>Review Date</b>		
<b>Documentation Comments</b> : - Supervisors contact details need adding to your PIS - Withdrawal time needs to be added to the consent form		Withheld
<b>Application Comments</b> : - In the data management section detail how long the data will be stored for		01/10/2023 1:28 PM

Existing Comments    Upload Attachments

## 7. Receiving approval

Once your supervisor and the research ethics reviewer are happy with the ethical consideration of your application, you will receive notification of ethical approval.

You can log into the system and see the approval status of your application.



**Ethics** New Ethics Application

Search:

REF#	Title	REC	Risk	Period	Submission Date	# Versions	Status	
1307	<a href="#">Student Test</a>	University REC	HIGH	26/10/2023 21/12/2023	01/10/2023	3	Approved	 

Showing 1 to 1 of 1 entries Previous 1 Next

By selecting the person icon “” button you will see the approval process of your application. On approval, you will receive a notification that your application has been approved. On the homepage, under Notifications and Tasks, you can view your

All queries: [rescadmin@wrexham.ac.uk](mailto:rescadmin@wrexham.ac.uk)

approval notification. By selecting the eye “” button you will see the approval process.

**You have now received confirmation of ethical approval and can start your research project. As detailed in the approval notification, if you wish to make any changes to your plan of work during the course of your study, you must submit an amendment to your approval. Please see ‘Submitting an amendment User Guide’.**