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Wrexham University



# Wrexham Research Ethics System (WRES)

## User Guide for Students

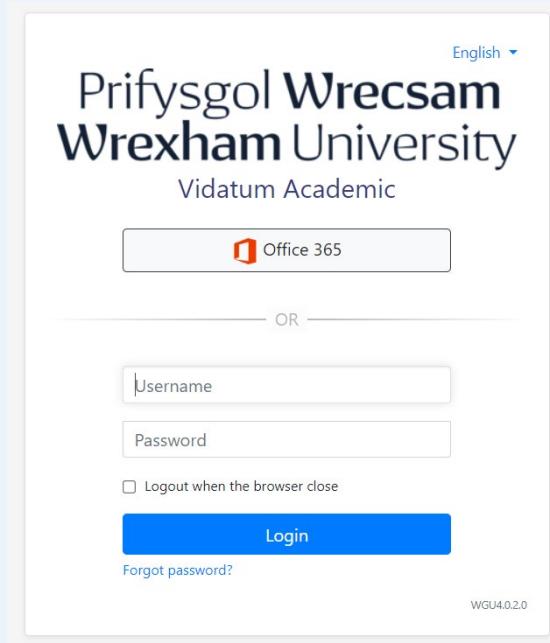
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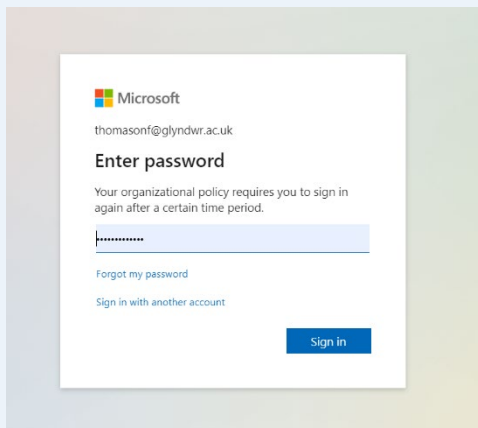
## 1. Logging In

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.

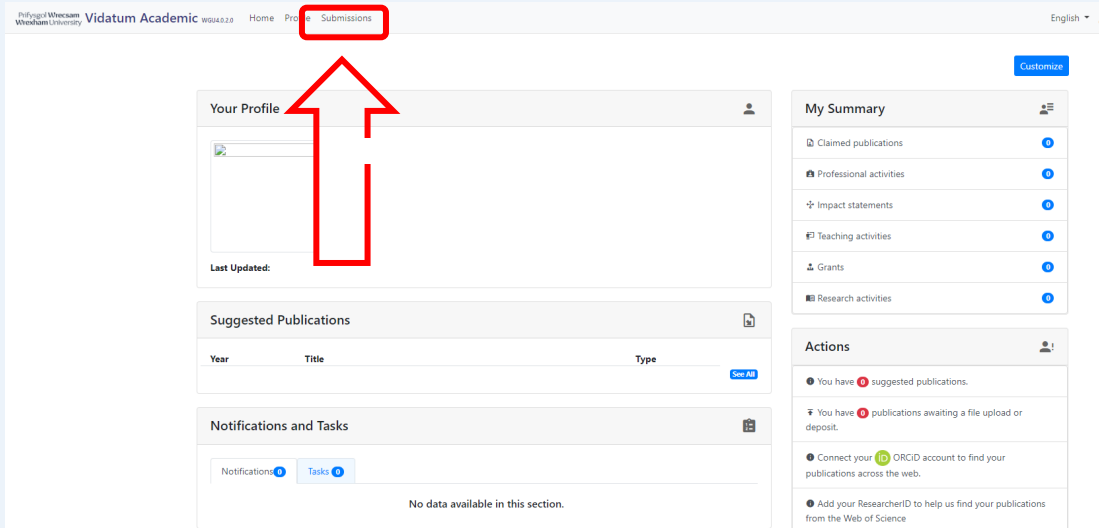


You might be asked to log in using your University credentials or to verify your identity as shown in the below screens.



## 2. Getting to the Ethics module

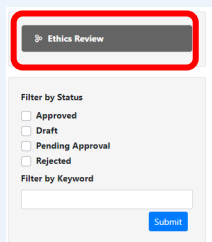
Upon logging in, you will arrive at the home page. From there, click on the "Submissions" button on the navigation bar as highlighted below.



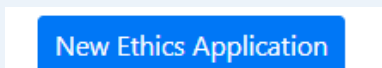
### 3. Creating an Ethics Application

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 and specify the application type. When that is done, click the blue **"Submit"** button.

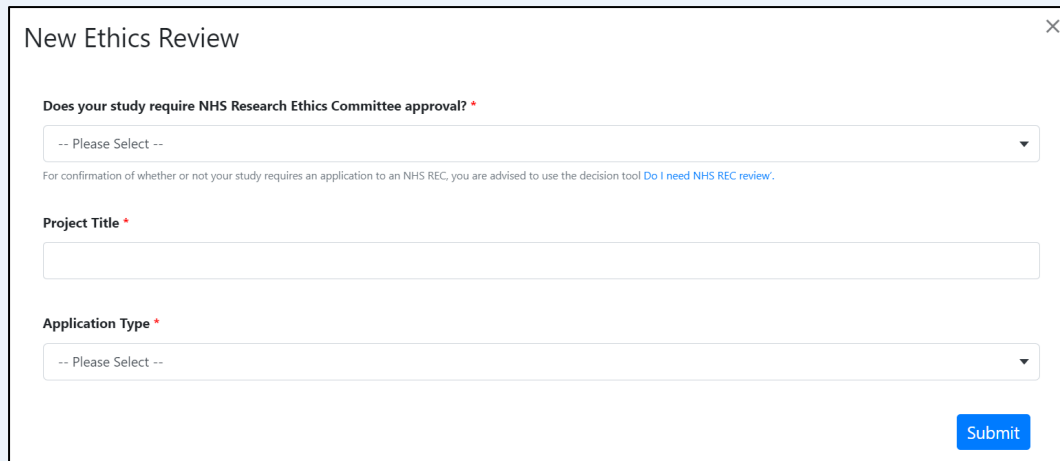
#### Stage 1:



#### Stage 2:

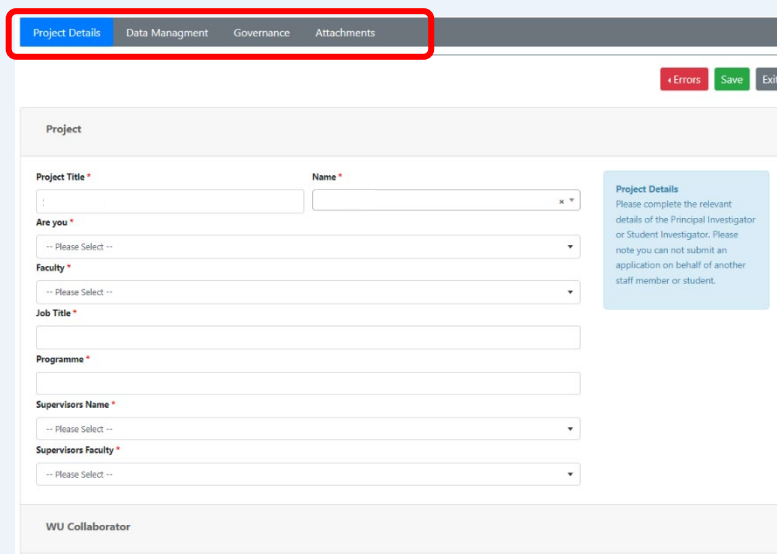


#### Stage 3:



### 3.1 Completing the application form

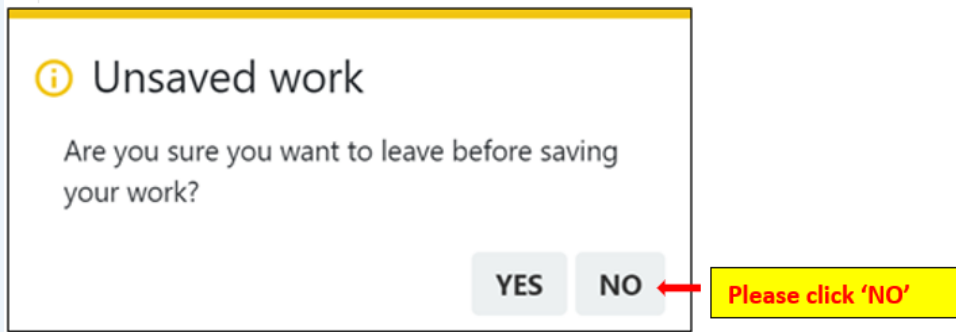
Your application has now been created. The navigation panel at the top of the page allows you to go through different sections of the ethics form. Once you start to complete the form, new sections might be added to the navigation panel.



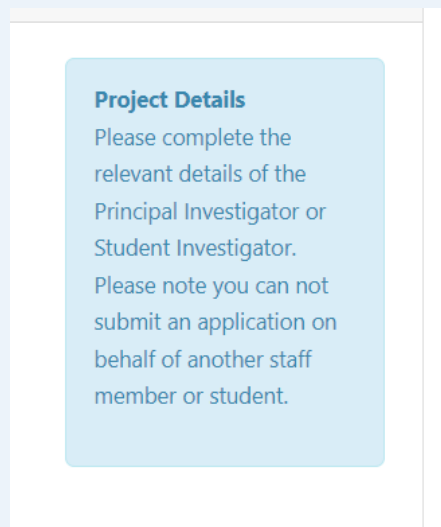
As a student, you will need to enter your supervisor's name and faculty, if your supervisors name does not appear please contact: [rescadmin@glyndwr.ac.uk](mailto:rescadmin@glyndwr.ac.uk)

**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, all questions which must be answered before moving to the next section.

### 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'.

Project Details Aims & Objectives Human Participants Data Management Governance Attachments

Submit Save Exit

### Ethics Review Attachments

File name

Attachment Type \*  
-- Please Select --

File name description

No data available in this section.

**Attachments**  
Please upload all relevant documentation before submitting your application. To upload a document please select the browse button and choose the type of document you are uploading from the Attachment Type drop down. In the file name description text box please add the document name and version number.

## 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.

Project Details Aims & Objectives Personal Data Data Management Governance Attachments

← Errors Save Exit

**Project**

Project Title \*  Name \*

Are you \*  
Staff

Faculty \*  
Faculty of Social and Life Sciences

Job Title \*  
Professor

**WU Collaborator**

No data available in this section.

**WU Collaborators**  
Collaborators are members of the

Please complete the Data Management tab

Please complete the Governance tab

Please complete the Objectives tab

Please complete the Personal Data tab

Please complete the Project details tab

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 contains several fields: 'Project Title \*' (text input), 'Name \*' (dropdown menu), 'Are you \*' (dropdown menu with 'Staff' selected), 'Faculty \*' (dropdown menu with 'Faculty of Social and Life Sciences' selected), and 'Job Title \*' (text input with 'Professor' entered). To the right of these fields is a light blue informational box titled 'Project Details' with the text: '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 another light blue informational 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.



### Confirm and Submit Ethics Application


Submission Checklist

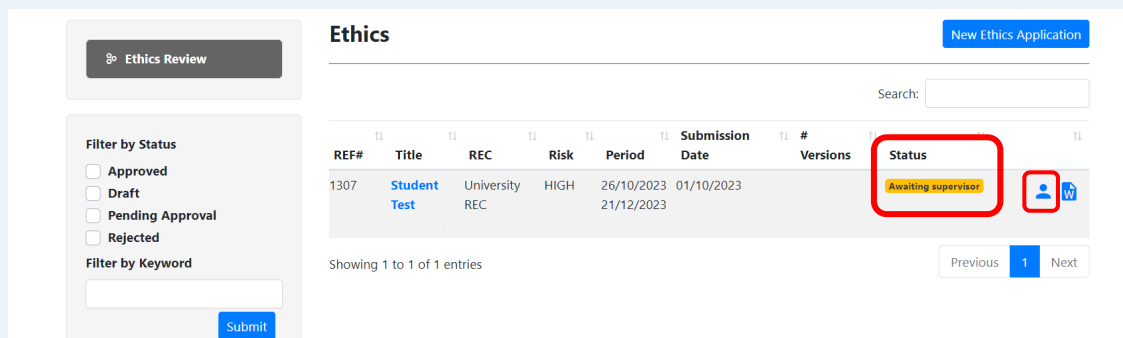
- By checking this box, I confirm that the information in this research ethics application, including any supporting documentation is, to the best of my knowledge, complete and correct.
- By checking this box, I confirm that I am responsible for notifying the University Research Ethics Committee of any 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 are filters for 'Filter by Status' (Approved, Draft, Pending Approval, Rejected) and 'Filter by Keyword'. The main area displays a table of ethics applications. The table has columns for REF#, Title, REC, Risk, Period, Submission Date, Versions, and Status. A red box highlights the 'Status' column for the first application, which is 'Awaiting supervisor'. To the right of the 'Awaiting supervisor' status, there is a person icon button.

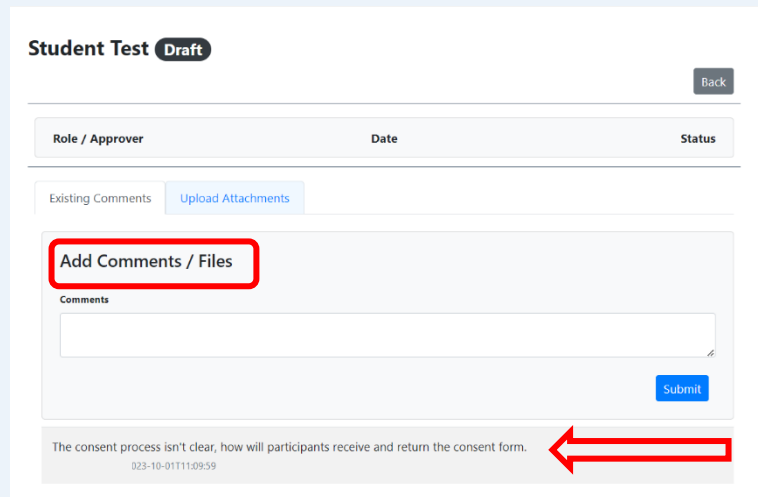
REF#	Title	REC	Risk	Period	Submission Date	Versions	Status
1307	Student Test	University REC	HIGH	26/10/2023 21/12/2023	01/10/2023		Awaiting supervisor

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

You will receive notifications through the system 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.



Student Test **Draft** Back

Role / Approver	Date	Status
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Existing Comments Upload Attachments

**Add Comments / Files**

Comments

Submit

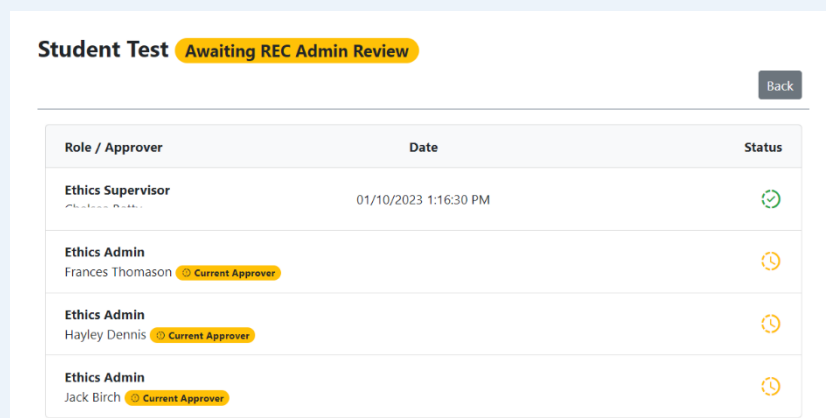
The consent process isn't clear, how will participants receive and return the consent form. ←  
023-10-0111:09:59

**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.




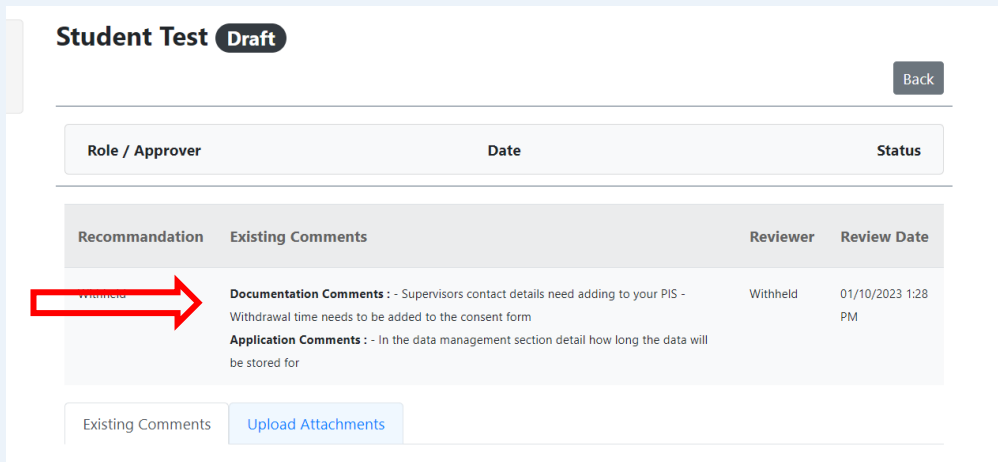
Student Test **Awaiting REC Admin Review** Back

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 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.

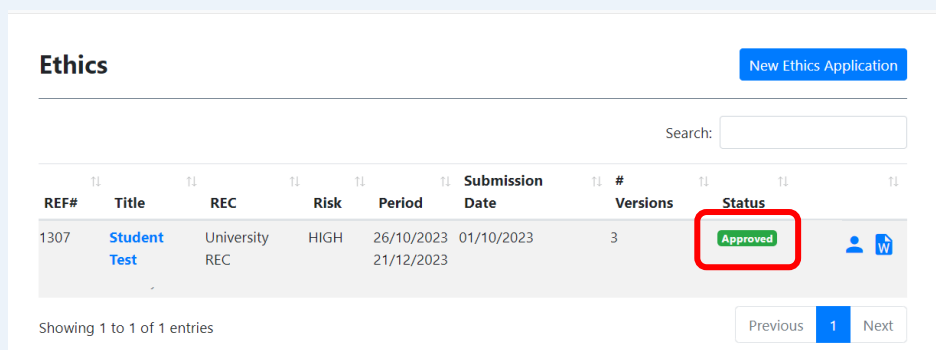


The screenshot shows the 'Student Test' application page in a 'Draft' state. At the top right is a 'Back' button. Below the title is a table with columns 'Role / Approver', 'Date', and 'Status'. The main content area has a table with columns 'Recommendation', 'Existing Comments', 'Reviewer', and 'Review Date'. A red arrow points to the 'Existing Comments' column, which contains two entries: 'Documentation Comments : - Supervisors contact details need adding to your PIS - Withdrawal time needs to be added to the consent form' and 'Application Comments : - In the data management section detail how long the data will be stored for'. The 'Reviewer' is 'Withheld' and the 'Review Date' is '01/10/2023 1:28 PM'. At the bottom, there are buttons for 'Existing Comments' and '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.



The screenshot shows the 'Ethics' application page. At the top right is a 'New Ethics Application' button. Below the title is a search bar. The main content area is a table with columns: REF#, Title, REC, Risk, Period, Submission Date, # Versions, and Status. The first row shows REF# 1307, Title 'Student Test', REC 'University REC', Risk 'HIGH', Period '26/10/2023 21/12/2023', Submission Date '01/10/2023', # Versions '3', and Status 'Approved'. The 'Approved' status is highlighted with a red box. At the bottom, there are buttons for 'Previous', '1', and 'Next'.

By selecting the person icon “” button you will see the approval process of your application and can download a copy of your ethical approval.

Existing Comments [Upload Attachments](#)

### Add Comments / Files

**Comments**

Comments posted here and names of reviewers will be visible to all.

[Submit](#)

[NEW Template Approval Letter.docx](#)

Frances Thomason on 2023-10-05T21:38:49

**You have now received confirmation of ethical approval and can start your research project. As detailed in the approval letter, 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'.**