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# Wrexham Research Ethics System (WRES)

## User Guide for Submitting Amendments

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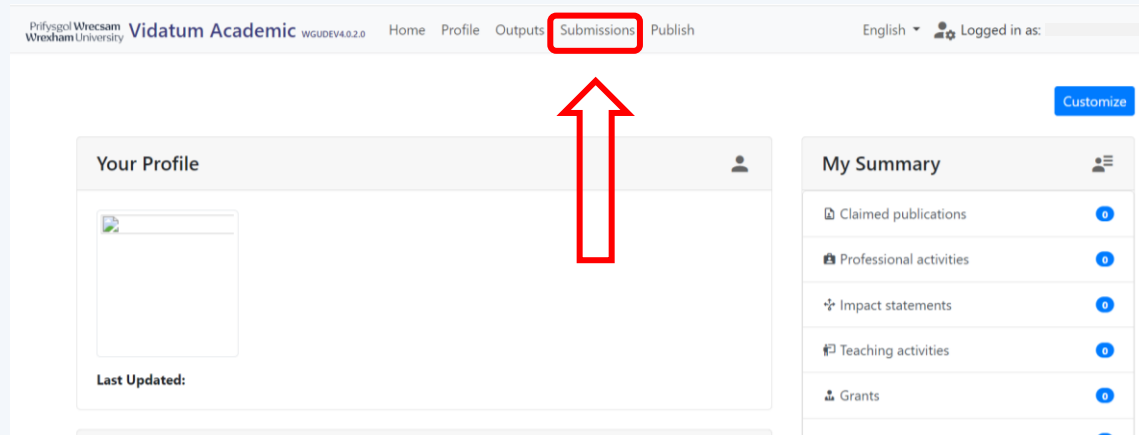
## 1. Amendments

Following ethics approval, the Principal Investigator or Supervisor is responsible for informing the committee of any changes made to the project, and therefore to the information provided in the original application for ethical approval or its supporting documentation.

Amendments to applications which were processed through the online system for research ethics must be submitted through the Wrexham Research Ethics System by the applicant.

## 2. Getting to the Ethics Module

Upon logging in, you will arrive at the homepage. From there, click on the “Submissions” button on the navigation bar as highlighted.



## 3. Creating an Amendment

To create an Ethics Amendment, 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. Type in the “Project Title”, select ‘Amendment’ from the ‘Application Type’ drop-down, and select the application the amendment is for from the ‘Existing Applications’ drop-down. When that is done, click the blue **“Submit”** button.

New Ethics Review

Does your study require NHS Research Ethics Committee approval? \*

No

For confirmation of whether or not your study requires an application to an NHS REC, you are advised to use the decision tool [Do I need NHS REC review?](#)

Project Title \*

Amendment

Application Type \*

Amendment

Existing Applications \*

-- Please Select --

-- Please Select --

Test

Your existing application has now been unlocked to make the necessary changes to the required sections of the application.

When you arrive at the attachments page, upload a word document detailing the changes that have been made and select 'Amendment Details' from 'Attachment Type' drop-down.

Project Details Aims & Objectives Human Participants Data Management Governance Attachments

Submit Save Exit

Ethics Review Attachments

Amendment form.docx Browse

Attachment Type \*

Amendment Details

-- Please Select --

Amendment Details

Advertisement (including wording of emails or social media)

Code of Conduct

Consent Form

DBS Certificate

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.

Previous Save Next

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

Every page of the application form has to be saved before the blue submit button appears.

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 amendment to go through the approval process in the workflow.

The screenshot displays a web application interface for a project submission. At the top, a navigation bar contains several tabs: 'Project Details' (highlighted in blue), 'Aims & Objectives', 'Personal Data', 'Data Management', 'Governance', and 'Attachments'. Below the navigation bar, on the right side, are three buttons: a blue 'Submit' button (circled in red with a red arrow pointing to it), a green 'Save' button, and a grey 'Exit' button. The main content area is divided into sections. The 'Project' section includes form fields for 'Project Title' (containing '1'), 'Name' (with a dropdown arrow), 'Are you' (with a dropdown menu showing 'Staff'), 'Faculty' (with a dropdown menu showing 'Faculty of Social and Life Sciences'), and 'Job Title' (containing 'Professor'). To the right of these fields is a light blue 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 a 'WU Collaborator' section, which currently displays 'No data available in this section.' To the right of this section is another light blue box titled 'WU Collaborators' with the text: 'Collaborators are members of the research team. Please note all'.