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Wrexham Research Ethics System (WRES)

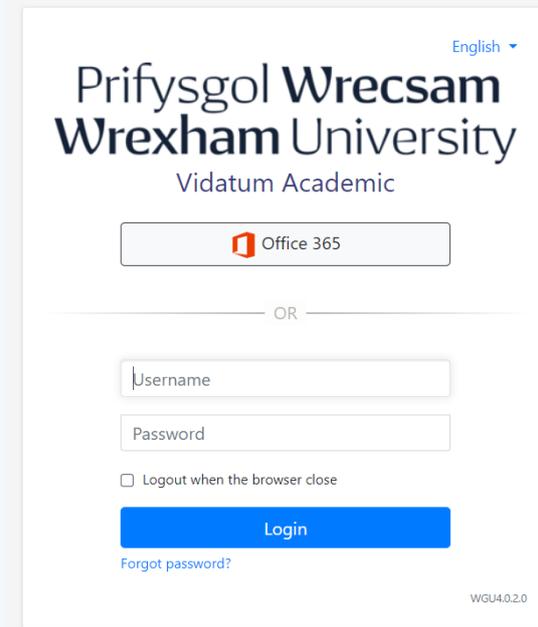
User Guide for Committee Reviewers

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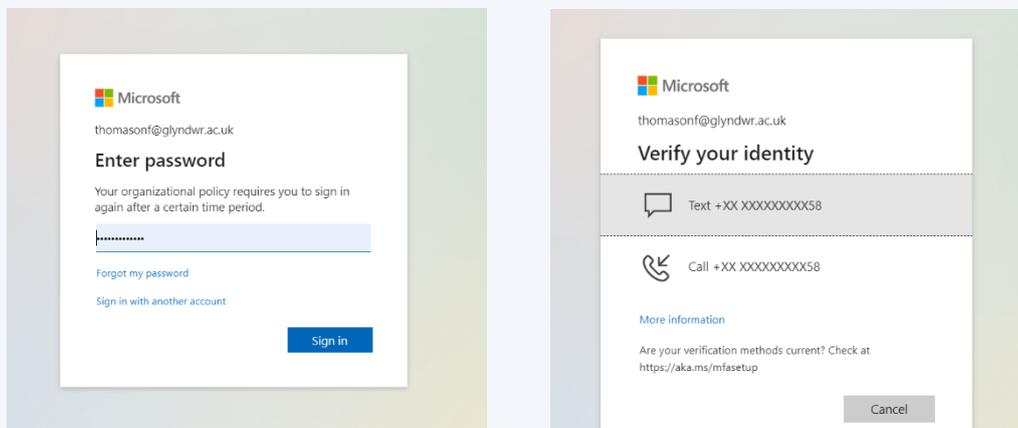
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1. Logging In

You can access the Wrexham Research Ethics System by going to wris.wrexham.ac.uk. To log in **always** select the 'Office 365' button. This is linked to your University 365 account

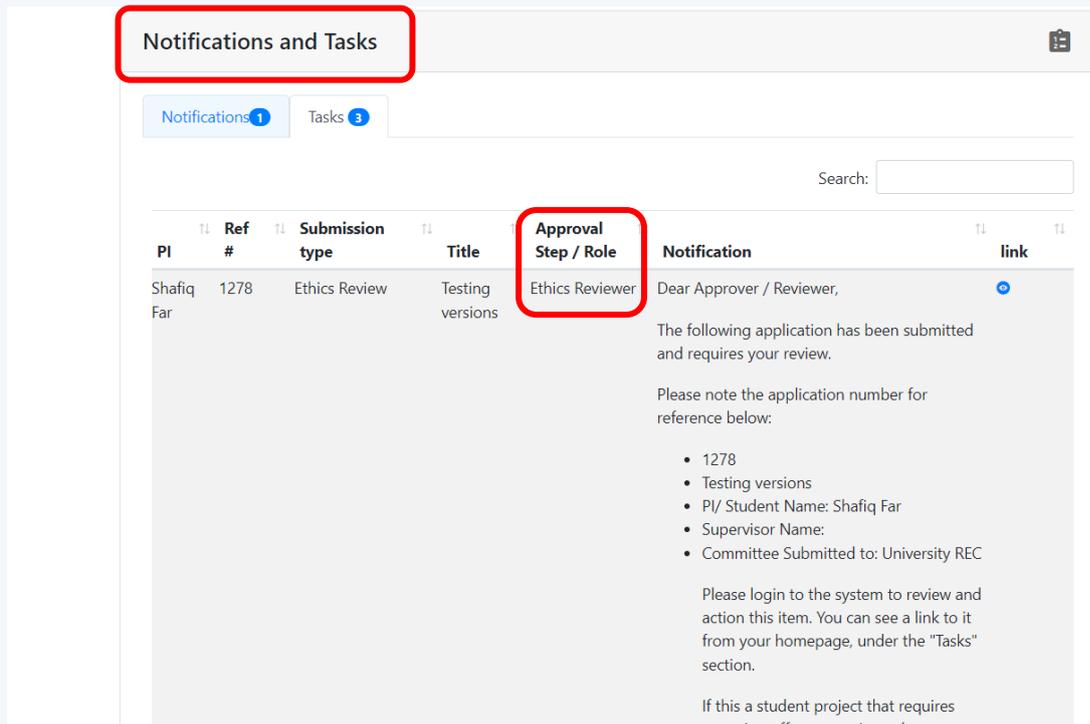


You might be asked to log in using your University credentials or to verify your identity as shown in the below screens.

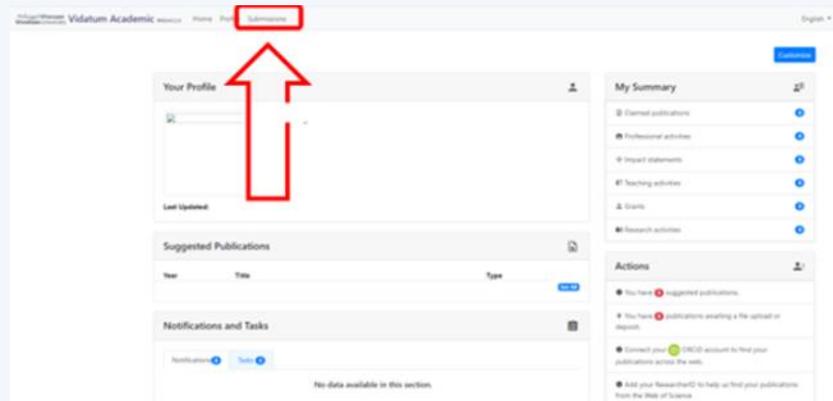


2. Notifications & Tasks

If your review is required, you will receive an email to your Wrexham University email address directing you to the system. Upon logging in, you will arrive at the homepage where you will find the 'Notifications and Tasks' section. This will provide details of the application, including what your approval role is, either 'Ethics Reviewer' or 'Ethics Supervisor'.

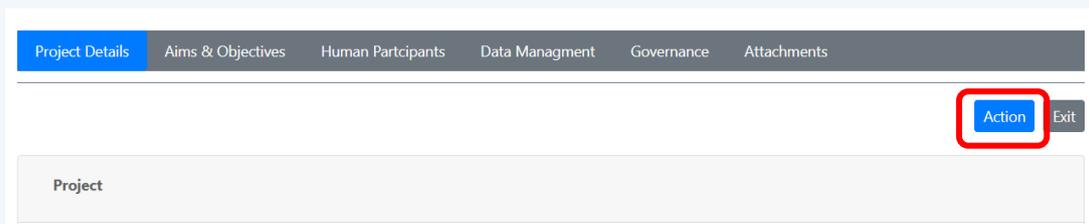


From there, click on the “Submissions” button on the navigation bar as highlighted below. Here you will see the application listed.



3. Accept or Decline Review

Before completing the ethical review of the application, you need to confirm if you can review the application in the requested time. Select the **Action** button.



If you can complete the review, select ‘Accept Review’ and ‘Save’.

All queries: rescadmin@wrexham.ac.uk

If you cannot complete the review within the expected time frame, please select 'Decline Review' and 'Save' this will notify the REC administrator that a new reviewer needs to be assigned. **Please do this within 2 days of receiving an application.**

Your Approval and Comments

Update Status To:

Accept review

Decline Review

Add Comment

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

Cancel Save

4. Navigating the Application

Once you have selected 'Save', you will be brought to the status page of the application. To access and start reviewing the application, select 'Ethics Review'.

Prifysgol Wrexham University Vidatum Academic wGUDEV4.0.2.0 Home Profile Outputs Submissions Publish

Ethics Approval and Comments

Submission Details

Title: Testing amendment 2

PI: Frances Thomason

Status: Awaiting reviewer recommendation

Current Ethics Approval Status

Role / Approver	Date	Status
Ethics Admin Frances Thomason	10/10/2023 8:49:37 AM	✔
Ethics Reviewer	10/10/2023 1:20:29 PM	✔
Ethics Reviewer TT		⌚

Current Approver

Then select the application you have been assigned to review.

REF#	Title	REC	Risk	Period	Submission Date	# Versions	Status	
1336	Testing amendment	Faculty of Arts, Science and Technology REC	MINIMAL	05/04/2023 19/04/2023	10/10/2023		Awaiting reviewer recommendation	👤 📄

Work your way through the full application by using the navigation panel to access each section.

The screenshot shows the 'Project Details' tab selected in a navigation bar. The main content area contains a form with the following fields: 'Project Title' (text input with 'Testing amendment 2'), 'Name' (dropdown menu with '-- Please Select --'), 'Are you' (dropdown menu with 'Staff'), and 'Faculty' (dropdown menu). A blue callout box on the right contains the text: 'Project Details Please complete the relevant details of the Principal Investigator or Student Investigator. Please note you can not submit an application on behalf of another'. 'Action' and 'Exit' buttons are visible in the top right corner.

If the applicant has uploaded any documents to support their application, you can download them from the attachment tab.

The screenshot shows the 'Attachments' tab selected in the navigation bar. The main content area is titled 'Ethics Review Attachments' and contains a form with fields for 'File name', 'Attachment Type' (dropdown), and 'File name description'. An 'upload' button is located below the 'File name description' field. Below the form is a table with the following data:

File name	Type	Actions
Amendment form.docx Amendment 2	AMENDMENT_DETAILS	

Below the table, it says 'Showing 1 to 1 of 1 entries'. A blue callout box on the right contains the text: '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.' 'Action' and 'Exit' buttons are visible in the top right corner.

When you have read all sections of the application select the **Action** button again.

This screenshot is similar to the previous one, showing the 'Attachments' tab. The 'Action' button in the top right corner is highlighted with a red box.

5. Adding your recommendation and comments

1. Always select your **Recommendation** from the drop-down.

- Approve
- Minor Modifications Required
- Major Modifications Required

- Reject - if you feel an application should be rejected, please contact recadmin@wrexham.ac.uk first

2. Leave your **Overall Review**. This is any comments or queries you would like to leave with the REC Administrator, the applicant will not see these comments.

3. Add in your **Reviewer Comments on application required to Applicant**. Comments added here will be seen by the applicant, but your name will be withheld. Please ensure your comments reflect what changes should be made and which part of the application your comment refers to.

4. Add in your **Reviewer Comments on documentation required to Applicant**. Comments added here will be seen by the applicant, but your name will be withheld. You can add comments here which refer to any documents which have been attached to the application.

5. **Complete Review** or **Save for Later**. If you have completed your review you can select Complete Review here, or if you want to come back to it later, select, Save for Later.

6. Please note the **Add Comment** section is designed for communication between the research team or student and supervisor. You can leave any other comments here but it is not advised as your name will be visible to the applicants and supervisors when using this feature.

7. Select **Save**.

The screenshot shows a web form titled "Your Approval and Comments". It contains several sections, each with a red arrow pointing to it:

- Recommendation**: A dropdown menu with "-- Please Select --" and a red arrow pointing to the dropdown.
- Overall Review**: A text area with "Only visible to REC Admin" below it and a red arrow pointing to the text area.
- Reviewer Comments on application required to Applicant**: A text area with "Visible to Applicant" below it and a red arrow pointing to the text area.
- Reviewer Comments on documentation required to Applicant**: A text area with "Visible to Applicant" below it and a red arrow pointing to the text area.
- Update Status To:**: Two radio buttons labeled "Complete review" and "Save for later", with a red arrow pointing to the "Complete review" option.
- Add Comment**: A text area with "Comments posted here and names of reviewers will be visible to all." below it and a red arrow pointing to the text area.

At the bottom right, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted with a red square.

The REC administrator will receive a notification that you have completed the and return the comments to the applicant.

6. Reviewing Changes

If you have requested changes to an application, you will be notified through email when the application has been resubmitted.

You should follow the same process as detailed in the above steps. Where possible the REC admin will submit a report detailing the changes that have been made to the application.

The Recommendations and Comments you previously entered will have saved as shown below. This is so you can see what was asked of the applicants.

You can change the Recommendation and delete/ write over the Comments previously entered and select save.

The screenshot shows a web form titled "Your Approval and Comments". It contains several sections:

- Recommendation:** A dropdown menu with "Minor Modifications Required" selected. Below it, the text "Only visible to REC Admin" is displayed.
- Overall Review:** A large text input field. Below it, the text "Only visible to REC Admin" is displayed.
- Reviewer Comments on application required to Applicant:** A text input field containing "Explain how participants will be approached". Below it, the text "Visible to Applicant" is displayed.
- Reviewer Comments on documentation required to Applicant:** A text input field containing "Add Supervisor contact details to the PIS". Below it, the text "Visible to Applicant" is displayed.
- Update Status To:** Two radio button options: "Complete review" and "Save for later".
- Add Comment:** A large text input field. Below it, the text "Comments posted here and names of reviewers will be visible to all." is displayed.

At the bottom right of the form, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted with a red rectangular box.

You should go through this process until you are happy to provide ethical approval to the project.

Approval should only be selected from the Recommendations drop-down when there are no further comments or requested changes to be made.