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Wrexham Research Ethics System (WRES)

User Guide for Supervisors

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1. Logging In

You can access 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.

| Prifysgol Wrecsam Wrexham University Vidatum Academic | |
|---|--|
| Office 365 | |
| OR | |
| Username | |
| Password | |
| Logout when the browser close | |
| Login | |
| Forgot password? | |
| WGU4.0.2.0 | |

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

| Microsoft thomasonf@glyndwr.ac.uk | thomasonf@glyndwr.ac.uk |
|--|--|
| Enter password | |
| Your organizational policy requires you to sign in again after a certain time period. | Text +XX XXXXXXXX58 |
| | |
| Forgot my password | Call +XX XXXXXXXX58 |
| Sign in with another account | |
| Sign in | More information |
| | Are your verification methods current? Check at https://aka.ms/mfasetup |

2. Your Role as a Supervisor

For undergraduate, taught postgraduate and research postgraduate projects, the supervisor is responsible for.

 ensuring that the research is subject to the appropriate consideration of all ethical issues which involve human participants, human tissue, animals, adverse impact on the environment or personal data

- that ethical approval is obtained from a University Research Ethics Committee before commencement
- that students understand and follow the principles of the University Research Ethics Policy
- ensuring that students are not exposed to undue risk when carrying out research
- responsible for the management of the data produced during the research activities

Supervisors should work with their students to address the ethical considerations of the research project and ensure the quality of the application is sufficient before submission. The form must be checked and signed by the supervisor before being submitted to the appropriate research ethics committee.

In general, undergraduate, and taught postgraduate students should not undertake projects, which involve more than minimal risk that require University Research Ethics Committee approval. If the online system indicates that the research is more than minimal risk, then the supervisor should discuss with their student what approaches can be made to modify the project's experimental design to lower the risk. Please review the University Guidance Note on Research Ethics Committee Structure and Levels of Risk

3. Reviewing and signing your student application

When a student has completed a research ethics application in the system you will receive a notification by email that your review and sign-off is required. Under the 'Notifications' and 'Tasks' section of the homepage, you will find information related to the application, including; student name, application reference number, title of application, your role as a supervisor and the committee the application will be submitted to. Selecting the 'eye' link icon will take you directly to the application.

| lotif | ications | and Tasks | | | | |
|-------|---------------|--------------------|-------------------|----------------------------|---|---------------|
| Notil | fications (2) | Tasks 🚺 | | | Search: | |
| PI | Ref | Submission type | 11 Title | Approval Step / Role | Notification | n link |
| | 1329 P | Ethics Review | Amendment test | Ethics Supervisor | Dear Approver / Reviewer, The following application has been submitted and requires your review. Please note the application number for- reference below: 1329 Amendment test PJ Student Name: Rob Kinnstone Committee Submitted to: Faculty of Arts, Science and Technology REC Please login to the system to revier and action this item. You can see a link to it from your homepage, und the Tudent Setter | т w der |

Using the navigation panel go through the sections of the application ensuring all sections and questions have been completed correctly, to a high standard and all ethical considerations have been addressed. Ensure your student has selected the correct faculty, they have added you as a co-investigator under 'WU Collaborators' and have attached all relevant documentation using the correct University templates.

| Project Details | Aims & Objectives | Personal Data | Data Managment | Governance | Attachments | Actio |
|---------------------------------|-------------------|---------------|----------------|------------|-------------|---|
| Project | | | | | | |
| Project Title * Amendment te | st | | Please Select | | | Project Details Please complete the relevant |
| Are you * | | | | | | details of the Principal Investig |
| Postgraduate Rese | arch Student | | | | • | or Student Investigator. Please note you can not submit an |
| Programme * | | | | | | application on behalf of anoth |
| PhD | | | | | | stan member of student. |

Once you have read the application, select 'Action'.

You have two options.

- Approve- if you are happy with all the information provided and documentation uploaded select 'Approve' and then 'Save'. The application will then be sent to the relevant Research Ethics Committee administrator and be prepared for review by a committee member.
- Send back for amendments- If changes are required, select 'Send back for amendments' and use the 'Add comments' box to detail the changes and recommended modifications your student should make before the application can be reviewed by a Research Ethics Committee. Then select 'Save'. Please note comments added here will be visible to the student, administrator and reviewer once assigned.

| Approval Itatus | Role / Approver Date | Status | Current Ethics Approval Status |
|-------------------------------|---|--------|---|
| Status | Ethics Supervisor | | each of the required approvals for this timesheet. |
| | O Current Approver | | |
| | Ethics Admin Frances Thomason | 0 | |
| | Ethics Admin Niveen El Far | 0 | |
| Your Approval and Comments | Update Status To: | | Approval and Comments |
| | Approve Send back for amendments | | If you are the approver, you can use this form to post a comment, query, |
| | Add Comment | | approve, or reject the entry. |
| \ | | | |
| / | | | |

If you return an application to the student for changes, the application will be sent back to the student in draft mode so they can make the necessary modifications and resubmitted to you for approval.

As a supervisor, you can log back into the system at any time to see the status of your student's applications. Selecting the 'person' icon will give you a full breakdown of where the application is up to in the approval process and what comments have been added to the application.

| (9) Intent to Submit | Ethics | Ethics | | | | | | | New Ethics Application | |
|----------------------|--------|----------------|--|---------|--------------------------|--------------------|---------------|-------------------|------------------------|----------|
| Proposals | | | | | | | | Search: | | |
| Grant Registration | REF# | Title | REC | Risk | Period | Submission Date | # Versions | Status | | |
| Live Grants | 1329 | Amendment test | Faculty of Arts, Science and Technology REC | MINIMAL | 26/10/2023 06/12/2023 | 09/10/2023 | 1 | Awaiting REC Admi | n Review | 2 |
| Ethics Review | 1327 | Test Welsh | University REC | HIGH | 26/10/2023 06/12/2023 | 07/10/2023 | 3 | Approved | | 2 🖬 |

When the application has been reviewed by a committee and returned to your student for modifications you will need to repeat the process and sign off the application again. Please ensure all committee comments have been addressed before signing the application for resubmission and that a document has been uploaded to the application under 'attachments' detailing the changes that have been made.