Ethics form testing instructions (Feb 2023)

Purpose

The purpose of this test is to:

1) confirm that the design and logic of the ethics form works and allows for successful submission and routing of applications
2) confirm that the language used is appropriate and suitable for all disciplines, levels of experience etc
3) identify what further guidance is needed

Task

To log into the system, create, complete and submit an ethics form for a project, and provide feedback by 3 March 2023.

Instructions

Information to note:
You will need to respond to the questions in order to submit the form.

The lookup of people's details is not yet fully populated so only minimal details about a person will be added. You will not be able to add the extra details (such as job title or course) manually. This will be in place once we go live.

For forms requiring a supervisor or second reader sign off, please add either Dace Rozenberga (dr573@bath.ac.uk) or Fran Baber (fb594@bath.ac.uk).

1. Access the system via https://ethics.bath.ac.uk/ and use the University's email (ab123@bath.ac.uk) and password to log on if asked.

2. Create a project by clicking on the '**+** Create project' button.
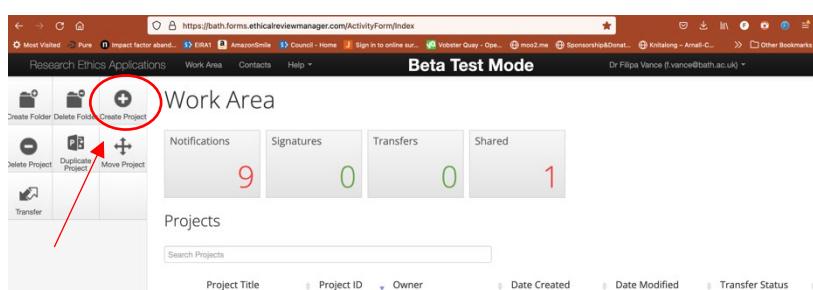
3. Give the project a short title that includes your surname.

4. Under 'Form', select the option 'Main ethics form [for testing]' and click 'Create'.

5. Start the form by selecting the 'Introduction' and then click on 'Next' to follow the form through.

6. Different questions will open depending on how you answer the questions in Part A of the form.

7. If at any point you wish to navigate to a different part of the form, click on the 'Navigate' button (on the left side menu) which will take you back to the landing screen (image above).
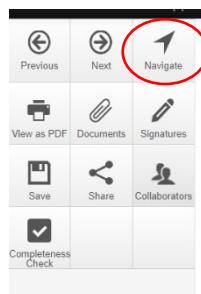
8. You will be asked to provide an answer to all mandatory questions, this can be as brief as you wish. You may also be asked to upload files in which case uploading a blank page is sufficient for the test.

9. Once all questions have been answered, you will be asked to sign the form (using your standard University's email address and password). Once signed, the form will be auto submitted.

10. If you are asked to request a supervisor or second reader signature, please use the details of Dace Rozenberga (dr573@bath.ac.uk) or Fran Baber (fb594@bath.ac.uk).

11. Once the test is complete, please use this feedback form https://forms.office.com/e/mt9WU4ApKx to provide the feedback.

Other things to note

1. If you would like to test a couple of scenarios you can duplicate your existing form by going to the 'Work area' and then selecting 'Duplicate' as shown in Figure 4.
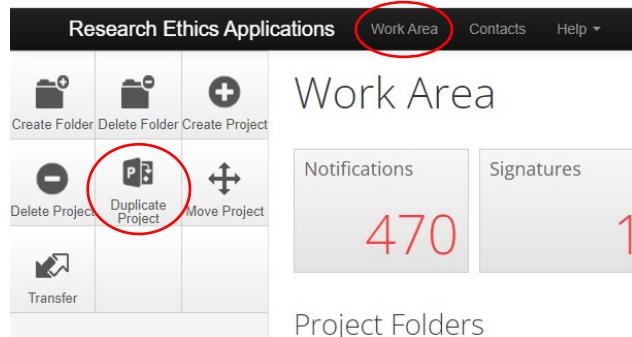
2. Once you have duplicated your form you can then go through the form and revise the information to test a different project.

3. We would be grateful if you could provide comments using this form https://forms.office.com/e/mt9WU4ApKx but the system also allows for comments to be included against each question.

4. You can add comments with feedback against specific questions by clicking on the speech bubble 🗩. A pop up window will be shown – click on 'Add new comment' and then save. Existing comments can be edited and more than one comment per question can be added by clicking on the same speech bubble.

5. For the research ethics team to be able to see these comments, please share your form with us (Dace Rozenberga (dr573@bath.ac.uk) and Fran Baber (fb594@bath.ac.uk)). This can be done by clicking on the 'Share' button on the left side menu, adding Dace and Fran as collaborators and giving us access to read, write, submit, share, create all sub forms and receive notifications.

6. Even if you add comments on the form in the system, please still complete the brief feedback form at https://forms.office.com/e/mt9WU4ApKx

7. Once your form has been submitted, we may use it for further testing of the system. This means you may receive additional system-generated test emails in March. There is no action required from your part once you receive these e-mails.

Thank you very much!
If you have any questions please e-mail research-ethics@bath.ac.uk
If you have any comments on these instructions we would be grateful for the feedback.