

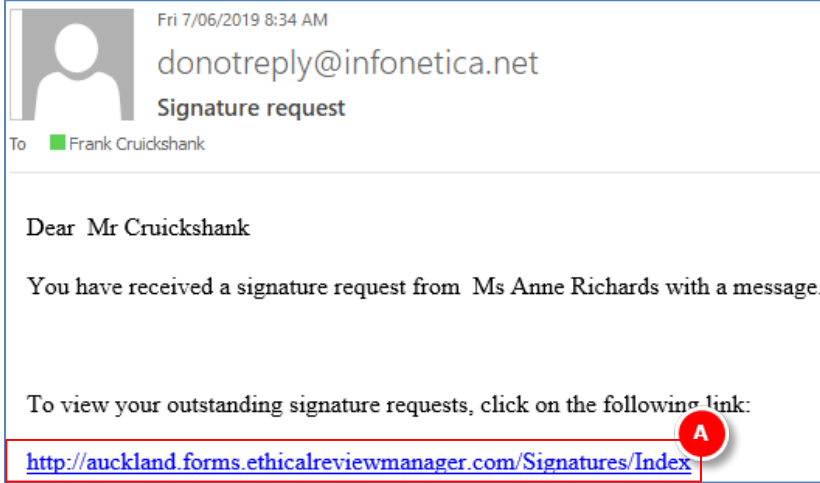
1. Introduction

v1.0
10 February 2020

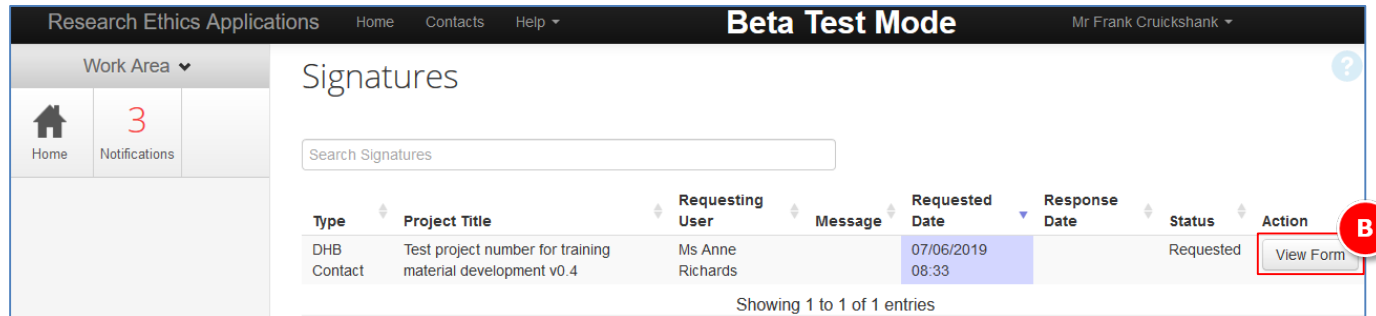
Prior to an Ethics application going to the relevant Ethics Committee for approval it must be signed off. All applications require Departmental sign off. This guide is for those who receive a sign-off request.

1. Receiving an application to sign-off

If an Ethics application has been sent to you for sign-off, you will receive an email with a link to the application form.



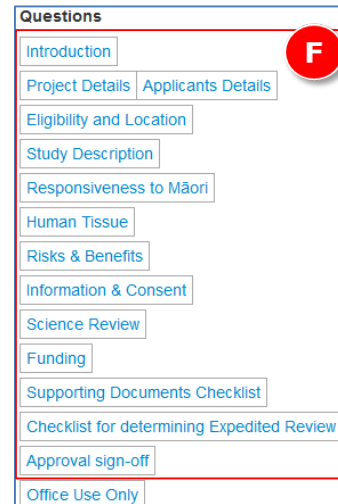
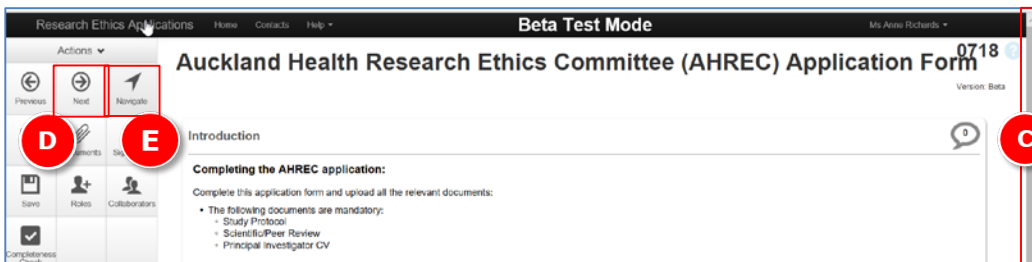
- A. Click on the link to access the application form
Access to Infonetica Ethics RM via the link will be automatic as part of the University SSO process
- B. Click on the **View Form** button



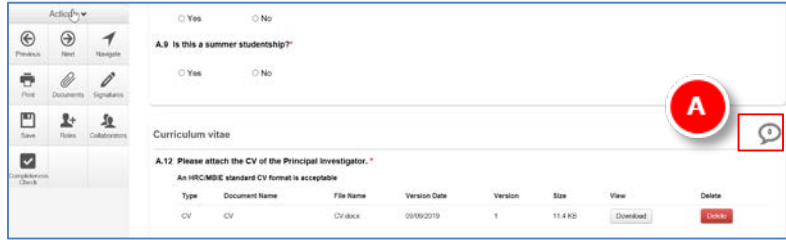
2. Checking the application

- C. Scroll down to view each page
- D. Click **Next** to go to the next page
- E. Or click the **Navigate** action button to bring up a list of questions
- F. Click on the question to go directly to that page

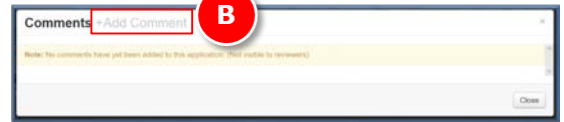
NB If you would rather print a hard copy of the application, refer to [Print an application guide](#)



3. Adding comments



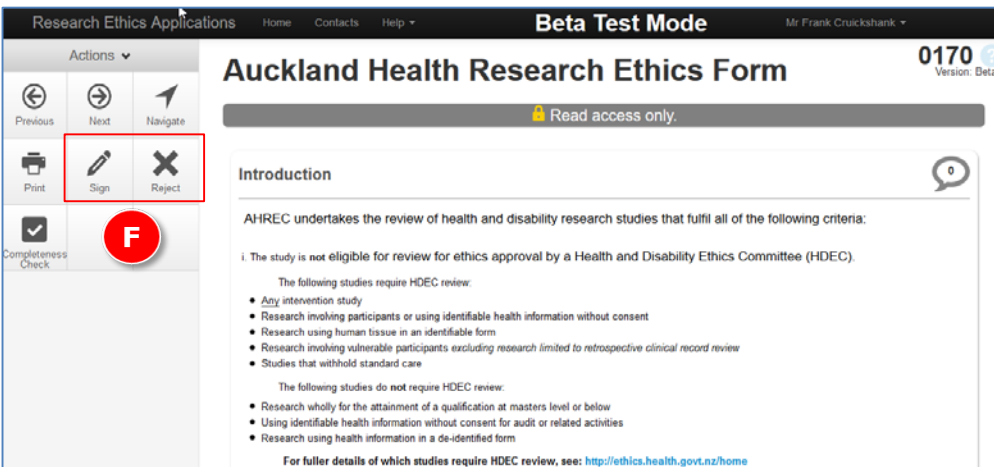
- A. Click on the speech bubble on each page to open the comments window
- B. Click on **+Add Comment**



- C. Type a comment
- D. Click **Save**
- E. Click **Close**



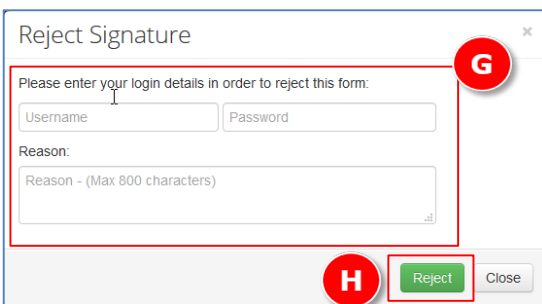
4. Signing off



- F. Click either **Reject** if you don't wish to sign-off or **Sign** if you do

Reject

- G. Type in your user name, password and reason for the rejection
- H. Click **Reject**



Sign

- I. Click **Accept**
- J. Click **Sign**

