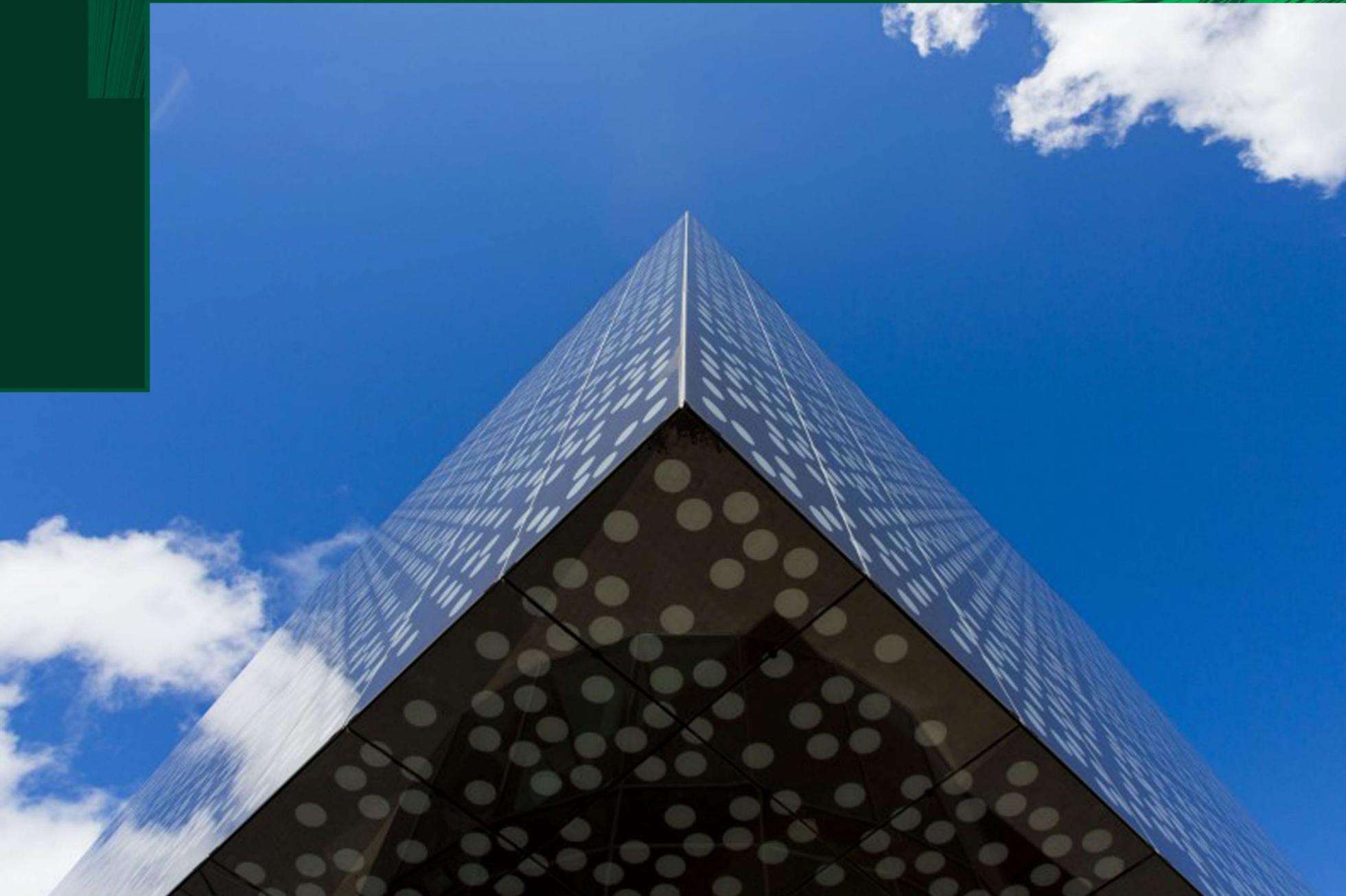


# Guidance - S&E automated Ethics Approval process

Mary Ferry

September 18<sup>th</sup> 2024



UNIVERSITY OF  
**LIMERICK**  
OLLSCOIL LUIMNIGH

Science and  
Engineering

## Automated S&E Research Ethics approval process. (effective for all applications post S&E Research Ethics Committee meeting)

**1. Digital Submission and Approval:** All applications for S&E Research Ethics approval will now be submitted and processed through our SharePoint platform. This change eliminates the need for physical paperwork, reducing processing time and improving tracking capabilities.

**2. Automated Notifications:** Applicants and reviewers will receive automated notifications at each stage of the process, ensuring timely actions and responses. This feature is designed to keep all stakeholders informed and engaged throughout the funding application lifecycle.

**3. Comprehensive Tracking:** The new system provides a centralised repository for all applications, facilitating better tracking, reporting, and auditing. This enhances our ability to manage resources effectively and ensures compliance.

**4. Sustainability:** This initiative is a big step towards a more sustainable and resource-efficient Faculty. Transitioning from paper-based to digital processes reduces our reliance on physical resources such as paper, ink, toner, and storage space. This move not only lowers operational costs and energy consumption but also promotes a more environmentally responsible and resource-efficient approach to our daily operations

# 1. Post S&E Research Committee notification to PI to make amendments.

- Automated email will be sent from Johanna Griffin notifying the PI of the link to access the application, that amendments need to be completed ahead of submission and how to submit for reviewer's attention

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Johanna.Griffin

[S&E Research Ethics: Amendments Required](#) Dear [REDACTED], This is a notification to inform you that S&E Re...

---

# 1. Notification email to PI to make amendments.

S&E Research Ethics: Amendments Required



Johanna.Griffin

To: [REDACTED]

Dear [REDACTED]

This is a notification to inform you that S&E Research Ethics application -321 Test- has been updated.

Please address the comments from the committee.

To submit your amendments, complete the following:

1. Double-click anywhere along your application row in SharePoint
2. Scroll down on the dialog box and open your application in word (*paperclip*)
3. Ensure **track changes** is enabled
4. Follow the instructions on the **cover sheet** of your application
5. Insert your amendments on the cover sheet and the **appropriate sections** of the ethics application. Your application will automatically save each amendment
6. Once completed, **close** the Word document(s)
7. When completed, in full, click the **PI submit** button and **Run flow** to submit your application for further review.

You will receive an update once your application is reviewed further.

Please click [here](#) to access SharePoint and amend your application.

For further information on this automated process please see this [tutorial](#) .

Kind regards,

Johanna Griffin,

S&E Research Ethics Committee Executive Administrator

# • “Click [here](#)” - PI to make amendments.

- Opens the SharePoint S&E Research Ethics with relevant application

S&E Research Ethics approval ☆

Reference...	Initiated	Status of Application	PI	PI Submit Button	Attachments
321 Test	16/9/2024	In-Progress with PI	Mary.Ferry	PI Submit	

- Highlight the relevant application

S&E Research Ethics approval ☆

Reference...	Initiated	Status of Application	PI	PI Submit Button	Attachments	Reviewer 1
321 Test	16/9/2024	In-Progress with PI	Mary.Ferry	PI Submit		

- Double click along this list item to open dialog box

 Edit all

## Item properties

 Reference no. \*

TEST

 Initiated \*

16/09/2024

 PI \*

Mary.Ferry

 Reviewer 1 \*

[REDACTED]

 Reviewer 2 \*

[REDACTED]

 Status of Application

In-Progress with PI

## Attachments

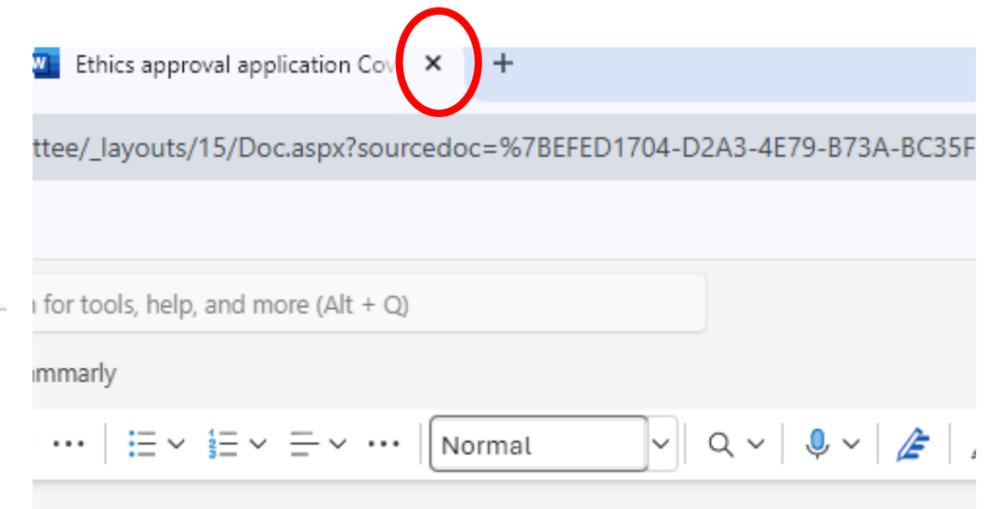
Ethics approval application Cover sheet 17092024.docx

- Double click on attachment to open

Attachments

Ethics approval application Cover sheet 17092024.docx

Autosave



Ethics Cover sheet

13) 2024_05_13_S&E	Designing technologies for menstrual health. Investigators: Lilian Motti Ader, Bhagyashri Arunrao Pawar Patil		
<b>Subject to Major Clarifications</b>			
Before you can proceed you must complete the below and submit via <a href="#">Sharepoint</a> with the below comments addressed. Please <b>track your changes</b> in the application document in the resubmission Please respond directly to these clarifications below (underneath each comment) as well as including the tracked changes in the main <a href="#">application</a> .			
Amendment	PI/Student Response	Reviewer 1 Comments	Reviewer 2 Comments
Section 5a: Explain PCOS/PCOD			
Section 5d: In section 5a you mention that the interview is first and then the survey to the broader			

Ethics Cover sheet

	Designing technologies for menstrual health. Investigators: Lilian Motti Ader, Bhagyashri Arunrao Pawar Patil		
<b>Subject to Major Clarifications</b>			
ust complete the below and submit via <a href="#">Sharepoint</a> with the below comments the application document in the resubmission se clarifications below (underneath each comment) as well as including the <a href="#">application</a> .			
ID	PI/Student Response	Reviewer 1 Comments	Reviewer 2 Comments
test		test	test
rst ader rie			

# • PI to makes amendments and submits for review

- PI makes edits on document (\* ensure track changes are on)
- Document automatically saves amends
- When PI complete, exit document
- PI submits



TEST 16/9/2024 In-Progress with PI Mary.Ferry **PI Submit**

**Run flow** ×

Live Notify Reviewer 1 to action  
Co-owners: Mary.Ferry, Johanna.Griffin

This flow uses SharePoint, and Office 365 Outlook.

[Review connections and actions](#)

**Run flow**

Cancel

When PI submits and Runs Flow, this automatically triggers a notification to Reviewer 1 to commence their review.

- Reviewer 1 receives email notification with instructions on next steps



S&E Research Ethics: PI complete, ready for you to review

Dear [redacted] S&E Research Ethics application -...

S&E Research Ethics: PI complete, ready for you to review



Reply Reply all Forward ...

Mon 16/09/2024 10:06

Dear [redacted]  
S&E Research Ethics application -"TEST" has been updated by the PI and is ready for you to review.

To review and submit your decision, complete the following:

1. Please include any comments on the cover sheet of the application on SharePoint
2. When you have completed your assessment, click the **Reviewer 1 Ready** button, select a **Reviewer's decision**, and then click **Run flow** to enable Reviewer 2 to conduct their assessment.

Click [here](#) to complete your review.

Please complete your review by: **23/09/2024**

Thank you.

Kind regards,  
Johanna Griffin,  
S&E Research Ethics Committee Executive Administrator



## S&E Research Ethics approval ☆



All Items ▾



Reference...

Initiated ▾

Status of Application ▾

PI ▾

PI Submit Button ▾

Attachments ▾

Reviewer 1 ▾

321 Test

16/9/2024

Reviewer 1

PI Submit



Mary.Ferry



## S&E Research Ethics approval ☆



All Items ▾



Reference...

Initiated ▾

Status of Application ▾

PI ▾

PI Submit Button ▾

Attachments ▾

Reviewer 1 ▾



321 Test

16/9/2024

Reviewer 1

PI Submit



Mary.Ferry

Edit all

### Item properties

Reference no. \*

TEST

Initiated \*

16/09/2024

PI \*

Mary.Ferry

Reviewer 1 \*

Mary.Ferry

Reviewer 2 \*

Mary.Ferry

Status of Application

Reviewer 1

Status of Application

Reviewer 1

Attachments

Ethics approval application Cover sheet 17092024.docx

- Double click on attachment to open

- Double click on attachment to open

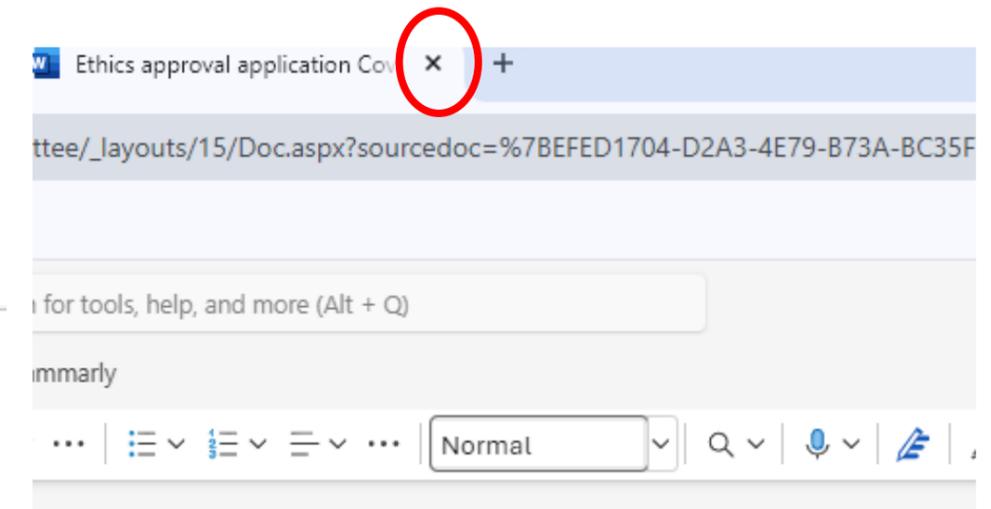
Attachments

Ethics approval application Cover sheet 17092024.docx

## Ethics Cover sheet

13) 2024_05_13_S&E	Designing technologies for menstrual health. Investigators: Lilian Motti Ader, Bhagyashri Arunrao Pawar Patil		
<b>Subject to Major Clarifications</b>			
Before you can proceed you must complete the below and submit via <a href="#">Sharepoint</a> with the below comments addressed. Please <b>track your changes</b> in the application document in the resubmission Please respond directly to these clarifications below (underneath each comment) as well as including the tracked changes in the main <a href="#">application</a> .			
Amendment	PI/Student Response	Reviewer 1 Comments	Reviewer 2 Comments
Section 5a: Explain PCOS/PCOD			
Section 5d: In section 5a you mention that the interview is first and then the survey to the broader			

Autosave



## Ethics Cover sheet

	Designing technologies for menstrual health. Investigators: Lilian Motti Ader, Bhagyashri Arunrao Pawar Patil		
<b>Subject to Major Clarifications</b>			
You must complete the below and submit via <a href="#">Sharepoint</a> with the below comments addressed. Please include the application document in the resubmission Please respond directly to these clarifications below (underneath each comment) as well as including the tracked changes in the main <a href="#">application</a> .			
ID	PI/Student Response	Reviewer 1 Comments	Reviewer 2 Comments
13)	test	test	test

- Reviewer 1 conducts their review, inserts comments on cover sheet. Exits from application (automatically saves)

- Reviewer 1 inserts decision then **Run's Flow**

S&E Research Ethics approval ☆

Reference...	PI	PI Submit Button	Attachments	Reviewer 1	Reviewer 1 Ready Button	Reviewer 2
TEST	[Redacted]	PI Submit		Mary.Ferry	Reviewer 1 Ready	[Redacted]

mittee/Committee/Forms/AllItems....

## Run flow



Live Notify Reviewer 2 to action

Co-owners: Mary.Ferry, Johanna.Griffin

Reviewer 1 decision \*

Please enter your input



## Run flow



Live Notify Reviewer 2 to action

Co-owners: Mary.Ferry, Johanna.Griffin

Reviewer 1 decision \*

Please enter your input



MINOR amends

MAJOR amends

APPROVED

NOT approved

Reviewer 1 makes their decision then Run Flow.

This flow uses SharePoint, and Office 365 Outlook.

[Review connections and actions](#)

Run flow

Cancel

This flow uses SharePoint, and Office 365 Outlook.

[Review connections and actions](#)

Run flow

Cancel

Reviewer 1 Runs Flow which triggers Automatic notification to Reviewer 2 to action

- Reviewer 2 receives notification to conduct their review with instructions for next steps



S&E Research Ethics: Reviewer 1 complete, ready for you to review

Dear [REDACTED], S&E Research Ethics app...

S&E Research Ethics: Reviewer 1 complete, ready for you to review



[REDACTED]  
To: [REDACTED]

☺ Reply Reply all Forward [Icons] ...

Mon 16/09/2024 11:23

Dear [REDACTED]

S&E Research Ethics application -"TEST"- has been reviewed by [REDACTED] with MINOR amends decision and is now ready for you to review.  
To review and submit your decision, complete the following;

1. When completed in full, click on **Reviewer 2 Ready** button, insert your **Reviewer's decision** (If your decision differs from Reviewer's 1 decision MINOR amends **do not proceed further**. Instead, please contact the S&E Research Ethics Committee Chair).
2. If your decision matches Reviewer 1's decision, click the Reviewer 2 Ready button, select your Reviewer's Decision, and then click, **Run flow**
3. Click [here](#) to complete your review.

Please complete your review by: **23/Sep/2024**

Thank you.

Kind regards,  
Johanna Griffin,  
S&E Research Ethics Committee Executive Administrator



# S&E Research Ethics approval ☆



All Items ▾

+ Add view



Reference...

Initiated ▾

Status of Application ▾

PI ▾

PI Submit Button ▾

Attachments ▾

Reviewer 1 ▾

Rev



321 Test

16/9/2024

Reviewer 2



PI Submit



Review

Edit all

Reference no. \*

321 Test

Initiated \*

16/09/2024

PI \*

Mary.Ferry

Reviewer 1 \*

Mary.Ferry

Reviewer 2 \*

Mary.Ferry

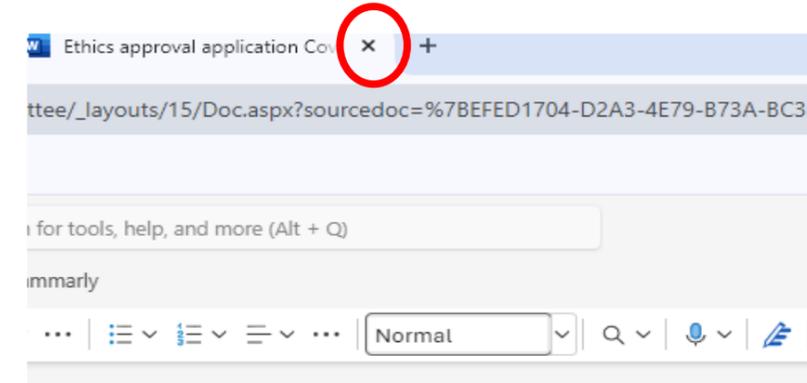
Status of Application

Reviewer 2

Attachments

Ethics approval application Cover sheet 17092024.docx

## Autosave



### Ethics Cover sheet

Designing technologies for menstrual health.  
Investigators: Lilian Motti Ader, Bhagyashri Arunrao Pawar Patil

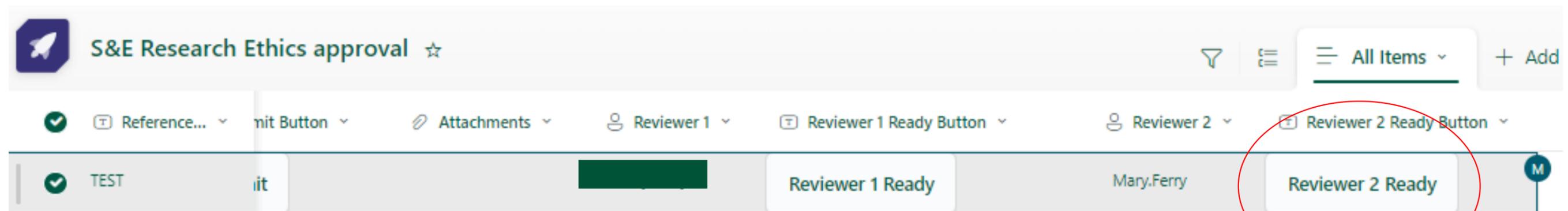
**Subject to Major Clarifications**  
You must complete the below and submit via [Sharepoint](#) with the below comments

the application document in the resubmission  
use clarifications below (underneath each comment) as well as including the  
[application](#).

	PI/Student Response	Reviewer 1 Comments	Reviewer 2 Comments
ID	test	test	test
rst			
ader			
rie			

- Double click on attachment to open, insert comments

- Reviewer 2 conducts their review, inserts comments on cover sheet. Exits from application (automatically saves)
- Reviewer 2 inserts decision then **Run's Flow**



## Run flow

Live Reviewer 2 decision

Co-owners: Mary.Ferry, Johanna.Griffin

Reviewer's Decision \*

This flow uses SharePoint, and Office 365 Outlook.

[Review connections and actions](#)

Run flow

Cancel

## Run flow

Live Reviewer 2 decision

Co-owners: Mary.Ferry, Johanna.Griffin

Reviewer's Decision \*

- MINOR amends
- MAJOR amends
- APPROVED
- NOT approved

This flow uses SharePoint, and Office 365 Outlook.

[Review connections and actions](#)

Run flow

Cancel

Reviewer 2 makes their decision then Run Flow.

Reviewer Runs Flow which triggers Automatic notification to PI

# • Minor Amends



MINOR amends S&E Research Ethics: Application AMENDS required

Dear [REDACTED] Your S&E Research Ethics applicati...

MINOR amends S&E Research Ethics: Application AMENDS required



To: [REDACTED]

Cc: [REDACTED]

Dear [REDACTED]

Your S&E Research Ethics application-" TEST"- has been reviewed with this decision MINOR amends and requires amends on your behalf.

The link to your application is [here](#)

When completed in full, please click on **PI Submit** button and **Run flow**, for your application to be reviewed again by the reviewers.

Kind regards,

Johanna Griffin,

S&E Research Ethics Committee Executive Administrator

# • Major Amends

MAJOR amends S&E Research Ethics: Application AMENDS required Dear [REDACTED] Your S&E Research Ethics applicati...

MAJOR amends S&E Research Ethics: Application AMENDS required



To: [REDACTED]

Cc: [REDACTED]

Dear [REDACTED],

Your S&E Research Ethics application-" TEST"- has been reviewed with this decision MAJOR amends and requires amends on your behalf.

The link to your application is [here](#)

When completed in full, please click on **PI Submit** button and **Run flow**, for your application to be reviewed again by the reviewers.

Kind regards,

Johanna Griffin,

S&E Research Ethics Committee Executive Administrator

# Approved



S&E Research Ethics: application APPROVED Dear [Redacted] Thank you for your engagement with the S&E ... 1

S&E Research Ethics: application APPROVED

 [Redacted]  
To: [Redacted]  
Cc: [Redacted]

☺ Reply Reply all Forward | [Icons] Mon 16/09/2024

Dear [Redacted]  
Thank you for your engagement with the S&E Research Ethics Committee application process. I wish to inform you that your application-"TEST"- has been APPROVED.

No further action is required.  
This application is now closed for editing.  
You can download your fully approved application [here](#)

Kind regards,  
Johanna Griffin,  
S&E Research Ethics Committee Executive Administrator

Reference...	Initiated	Status of Application	PI	PI Submit Button	Attachments
TEST	16/9/2024	Approved	Mary.Ferry	PI Submit	

# • Not Approved



S&E Research Ethics: Application NOT approved Dear [REDACTED], this email is to notify you that S&E Researc...

S&E Research Ethics: Application NOT approved



[REDACTED]

To: [REDACTED]

Cc: [REDACTED]

Dear [REDACTED]

this email is to notify you that S&E Research Ethics application-" TEST"- has not been approved. This application is now closed.

Kind regards,  
Johanna Griffin  
S&E Research Ethics Committee Executive Administrator



S&E Research Ethics approval ☆

Reference... Initiated Status of Application

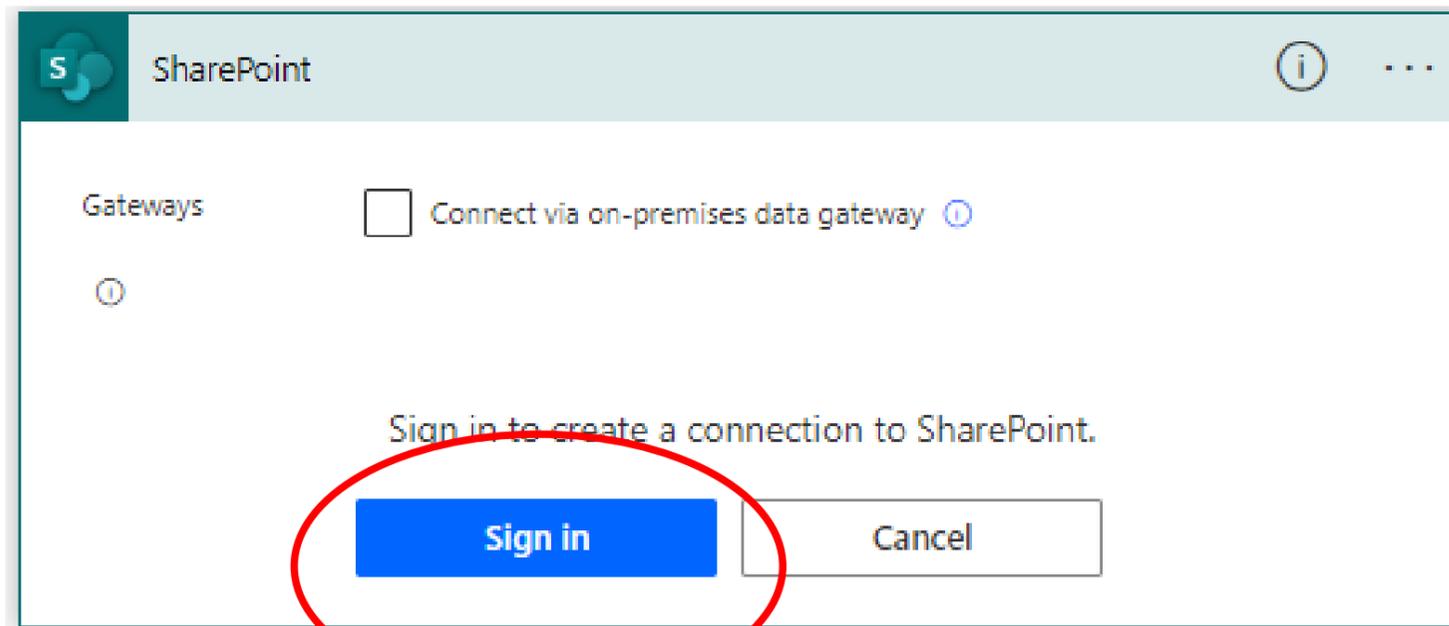
TEST

16/9/2024

Not Approved

- If this is your first time to use a workflow, you may be requested to sign in / or approve connections.  
You will need to click sign in & approve to get started.

This will only be required the first time you access this process.



**Thank you**



**UNIVERSITY OF  
LIMERICK**  
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**Science and  
Engineering**

University of Limerick,  
Limerick, V94 T9PX,  
Ireland.

Ollscoil Luimnigh,  
Luimneach,  
V94 T9PX, Éire.

+353 (0) 61 202020

[www.ul.ie/scieng](http://www.ul.ie/scieng)