

Guide to submitting ethical application online (via Infohub or SISweb)

How to start your application

- Applications to the Human Research Ethics Committees (Humanities and Sciences) can be made both by students via sisweb, and staff via Infohub; therefore, valid UCD Connect login details are essential.
- Applications to the Animal Research Ethics Committee (AREC) can be made by UCD staff members only. **Students do not have permission to make applications to the AREC at present.**
- To apply you need to log in to **SISweb/Infohub** and select the **Research** tab (staff) or **Programme Services** tab (students).
- Please note that the system will treat you, the person making the application online, as the Applicant – your details will be automatically retrieved from UCD database.
- Next, select **My Research Submissions**, choose which Committee you wish to apply to for ethical review and **start your application**.
- Please note that you can always save your application before submitting and return to it at any time.

Filling out the short online form

■ STEP 1: Applicant & Project Details

Step 1 requires short details which will help identify your research, i.e. start and finish dates, research title, keywords and your school/unit etc. The system will also ask you to identify the Principal Investigator (PI), therefore please note the following:

- **Student** applicants should name their **supervisor** as the PI.
- **Staff members** can identify themselves as the PI by way of ticking the box provided.
- If you are applying to the AREC you must identify yourself as the PI.

The screenshot shows a web browser window displaying the SISweb application form. The browser's address bar shows the URL: https://sisweb.ucd.ie/usiz/W_HU_INPUT_P_CREATE_WORKFLOW?p_workflow=ET-HREC-HS&p_parameters=3414CB6EDB08E22E63CED7B36B2F2CA293AA1FC7CC5F0. The page title is "New Human Subjects (Humanities) Eth...". The navigation menu includes "InfoHub", "InfoHub Systems", "Students", "Human Resources", "Finance", "Research", "Identity Manager", and "My UCard". The main content area is titled "Start Application" and contains the following fields:

- Research Title ***: A text input field with a character count of 200 characters left.
- Keywords**: A text input field.
- Research Start Date ***: A date input field with an example of "e.g. 20-AUG-2013".
- Research End Date ***: A date input field with an example of "e.g. 20-AUG-2013".
- Hosting School/Institute ***: A dropdown menu.
- Applicant is PI**: A checkbox with the label "Indicates the applicant is Principal Investigator or Supervisor of this research".
- Principal Investigator**: A text input field with a "Check Name" button and the label "If not the applicant, the Principal Investigator/Supervisor must be identified".

Below the form, there is a note: "Click 'Next Step' to go to the next page where you will be able to prepare and attach the documentation required to support your application. The application remains 'In Preparation' at this time and is not visible to anyone other than you until it is submitted."

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■ STEP 2: Uploading your documents.

- The system allows you to download the **MS Word application form** template which you should fill out and upload when ready.
- **Supporting documents:** You are allowed a maximum of 2 supporting documents (up to 10MB in size), so if you have more than 2 documents, it is a good idea to combine them together as much as it is practicable. We advise you to combine information leaflets, consent forms, letters of permission and other ethical approvals together, and any research tools such as questionnaires, topic guides, protocols and surveys, as a separate document. Formats such as .doc, .docx and .pdf are acceptable.
- **NAMING OF DOCUMENTS:** You should name documents you upload as follows:

Application Form: [Your Surname-Application](#)
Supporting Document 1: [Your Surname-Supporting Doc 1](#)
Supporting Document 2: [Your Surname-Supporting Doc 2](#)

- **Insurance:** your insurance indemnity letter can be requested from UCD Safety Office and can be uploaded either before or after you have submitted your application.

The screenshot shows the SISweb interface for uploading documents. The 'Documents' table is as follows:

Document	Resources	Requirement	Uploaded	Document Number	Version	File
HREC (Humanities) Full Review Application Form <i>This questionnaire on the details of the research being undertaken must be completed in full for each application. Please ensure you use the latest version of the form and consult the relevant Guidelines.</i>	Template/Blank Form	Mandatory	No			Upload...
Supporting Document <i>Any additional document(s) required to support this application</i>	n/a	Mandatory Max. allowed: 2	No			Upload...
Insurance <i>Insurance Indemnity from UCD Safety Office</i>	n/a	Mandatory	No			Upload...

Below the table, there is a 'Submission' section with the following text: 'Below, you can save your changes to this application and return to complete and submit it later. Use the Cancel option to terminate this application without submitting it.' The buttons are 'Save', 'Submit for Review', and 'Cancel Application'.

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Confirming your submission

- **Email Confirmation:** Upon submitting your application you will receive an automatic email notification from infohub confirming that your submission was successful. Your application will be checked by one of our staff and if it is in order, the Office of Research Ethics will email you directly to confirm acceptance of your submission, issuing you with a reference number (see next point below) and confirming the date of your project's ethical review
- **Research Ethics Reference Number:** When you save or submit your application the infohub will issue you with a generic reference number, but please note that the Office of Research Ethics will assign you with a new reference number in an email confirming receipt of your submission and the review date. Only the number issued by our office should be used in all subsequent correspondence.