REAMS guidance for Supervisors and PIs

Contents

1. Log in:

Whilst REAMS "runs" on all browsers, we recommend the use of Chrome for the best user experience.

Use this link to access the applicant side of REAMS known as 'Forms': https://reams.lancaster-university.uk/ActivityForm/Index

Login name: your Lancaster e-mail address

Password: Lancaster1 (or your personal password in case you had changed it)

2. The General System of REAMS

a) **Application form**: In REAMS all the questions that used to be part of the ethics application form are now inbuilt into the system. The program leads you from one question to the next. REAMS is interactive and only those questions that follow your earlier answers will appear.

b) **Self review:** REAMS can determine if your project is low-risk that you can obtain approval without a review by the Faculty Research Ethics Committee (FREC). This is called a self-review and you may get an immediate authorization for your study. If your answers indicate a more complicated ethical situation, you will be guided though the full form.

c) **Attachments**: The parts that were additional files until now, such as a Participation Information Sheet (PIS), Consent Form, Questionnaires, Invitations etc. (all long documents) will still be separate and will be uploaded into the system either as word or pdf file.

d) **Finishing your application:** Once all documents are uploaded you can press "completeness check", the system will check if you have filled all the parts needed and will show you the missing parts. At the end of the application is the Research Ethics Committee (REC) declaration, similar to the last section in the current application form. You must confirm that you comply with all the points and then sign at the end. Once you sign, the application "closes" and is sent to the Research Ethics Officer (REO) or for additional signature to your supervisor.
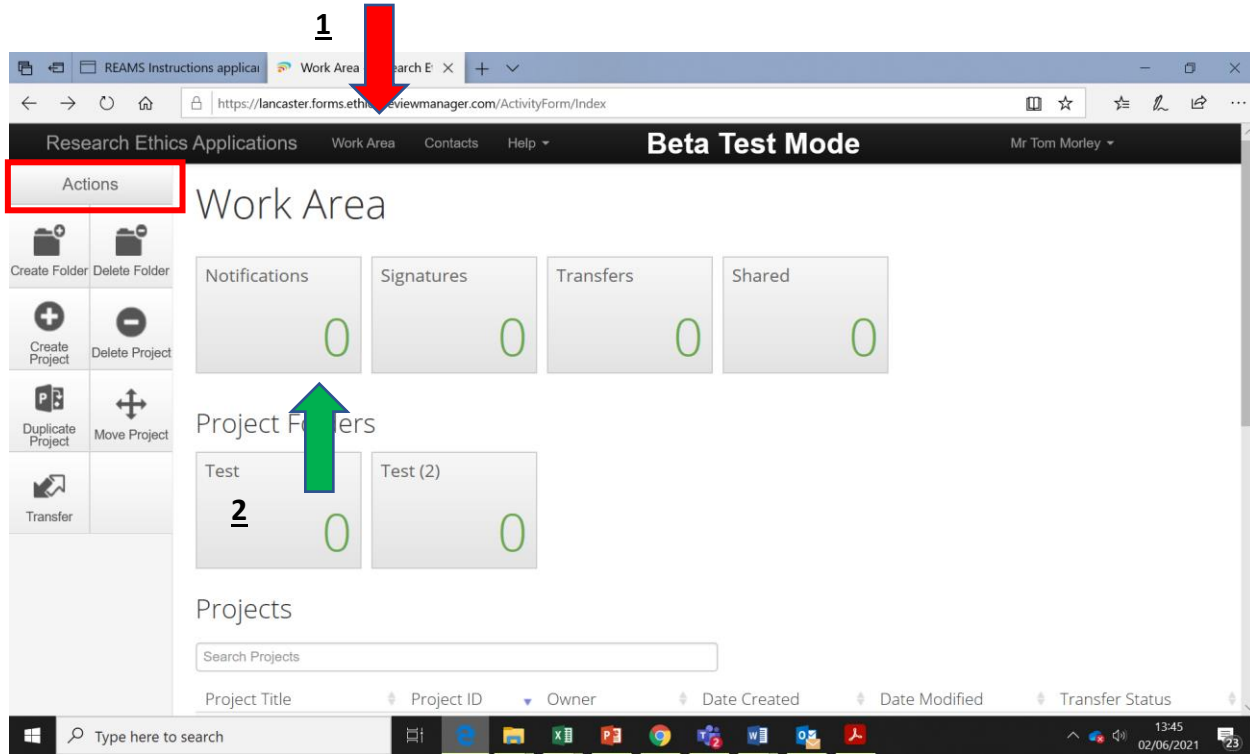
3. The Main Screen

3.1.The Work Area

Figure 1- The work area

After you log-in the starting screen is called the **Work Area** screen (Figure 1). On the left you see the **Actions** box (red box).

The **Work Area (Home),** provides you with an overview of all applications, such as the list of your applications (known in the system as Projects), your folders, the stage of your applications and notifications. You can always get back to the work Area screen by pressing "**Work Area"** tab on the top row (red arrow (**1**)).

The "Notification" button is also present in your Work Area box (green arrow (**2**)). Notifications shows if you have received any message or your application back or your approval (see Section 7).

The **Actions** box shows you all the buttons you can press that allow you to work either "on the application" or "in the application" (Section 4). Depending on which level of the program you are working in only the appropriate buttons are presented. Therefore, if you do not find the button you are looking for you might be "on the wrong level" and thus looking in the "wrong" Actions box. Use navigate to get to the application overview (Section 4).
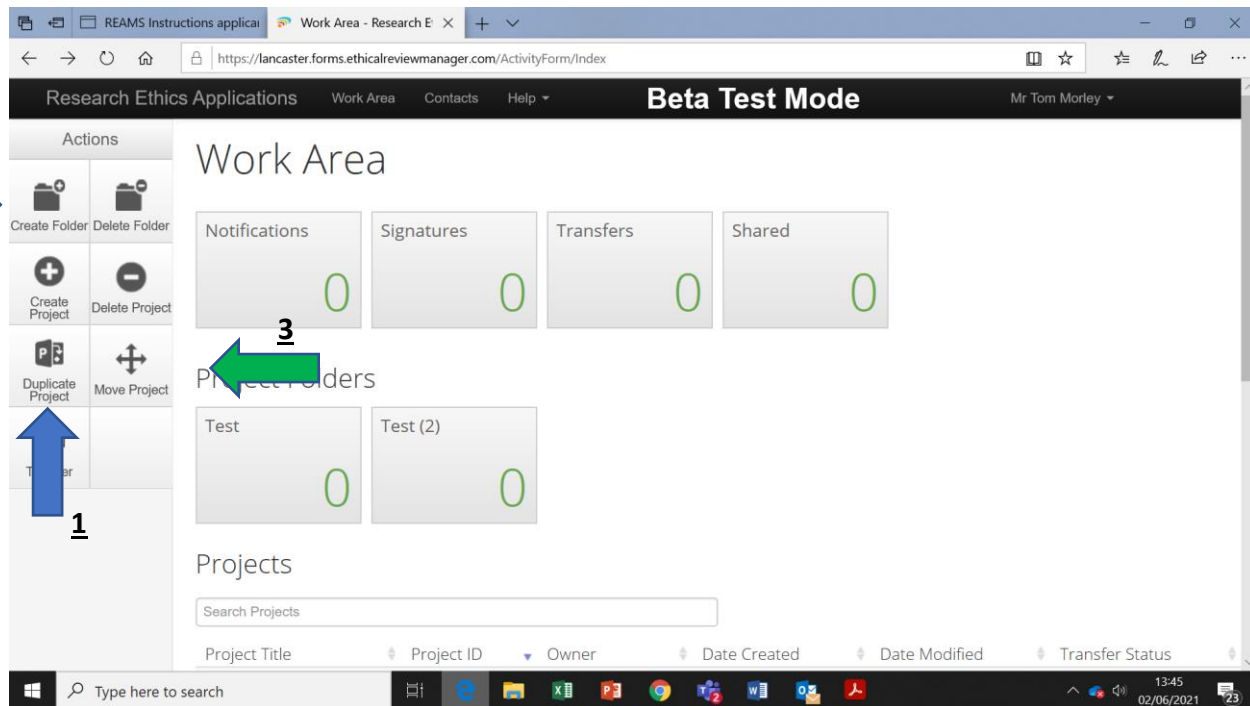
3.2. Folders:

Figure 2- Folders

The REAMS system allows you to sort your applications into folders. We recommend creating a folder only for applications that have been finished. Please note that once an application has been moved into a folder, it cannot be duplicated any more. Duplication is useful if many aspects of an application are the same and can be created by pressing the "Duplicate Project" (Blue arrow (**1**)) button in the **Actions** box.

To create a folder, navigate to your Work Area and click "Create Folder" in the Actions box (Red arrow (**2**)). To move an application (known as projects in the REAMS system) into a folder, click "Move Project" (Green arrow (**3**)) in the actions box and then indicate in the new window which project you would like to move into which folder.
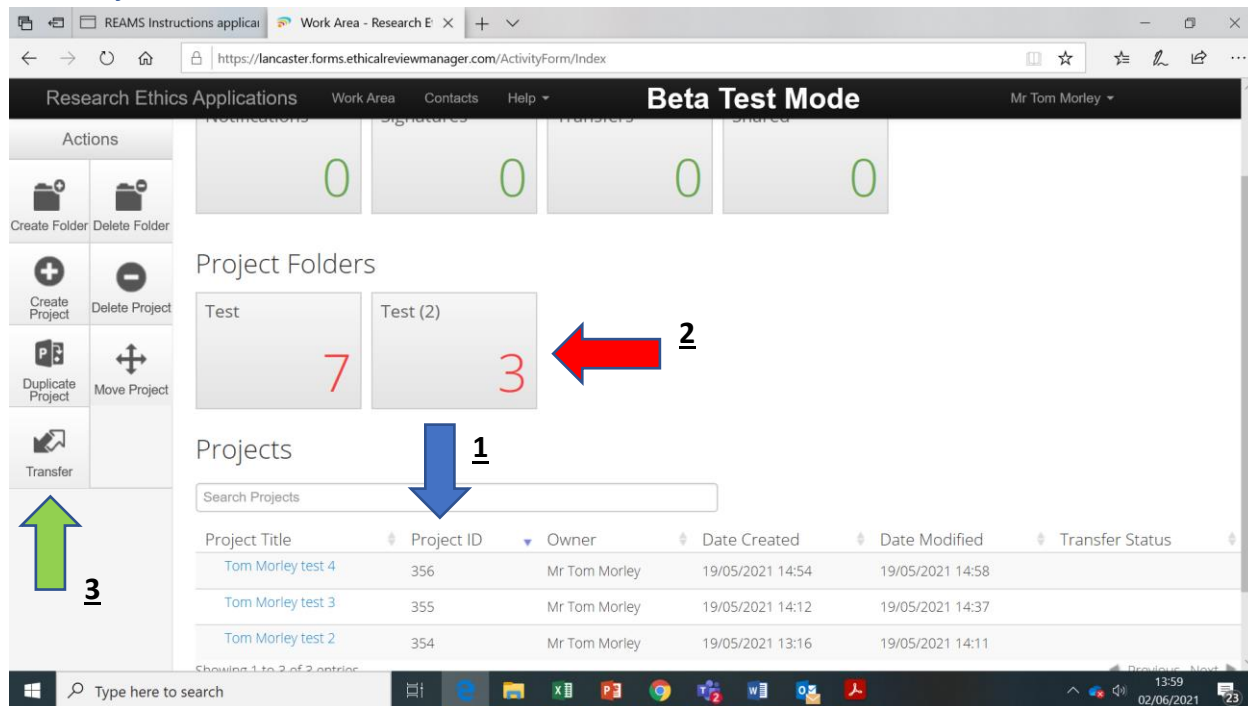
3.3. Projects:

Figure 3- Projects

The project list shows all projects that have not been stored in a folder. You can see the project title, the project ID (Blue arrow (**1**) figure 3) and owner, and dates created and modified. To see the projects in a folder you need to first click on the folder (Red arrow (**2**) figure 3), then you will see the projects of this folder. Projects are created or deleted from this Work Area window with the "Create Project", "Delete Project" buttons in the Actions box.

You can transfer your application to a colleague who will then become the owner of the application by pressing the "Transfer" button (Green arrow (**3**) figure 3).

3.4. Actions Box of the Work Area screen:

The following actions can be performed in the work area. a) Create Folder, b) Delete Folder, c) Create Project, d) Delete Project, and e) Transfer. Transfer can be used to transfer the application to a colleague who will then become the owner of the application.

4. Two different workspaces: "on the form" and "in the form"

In order to work in REAMS one needs to appreciate the two main concepts of working 'on the application form' and working 'in the application form'.

4.1. Working on the application form:

This means working on the outside of the form, like working on the envelope of a letter and the letterbox. The letterbox is the **Work Area**, described above where you create new applications or move them into folders. When you click onto one of the applications then the **applicant overview** (screenshot below) will open, here you work on "the envelope" of an application.
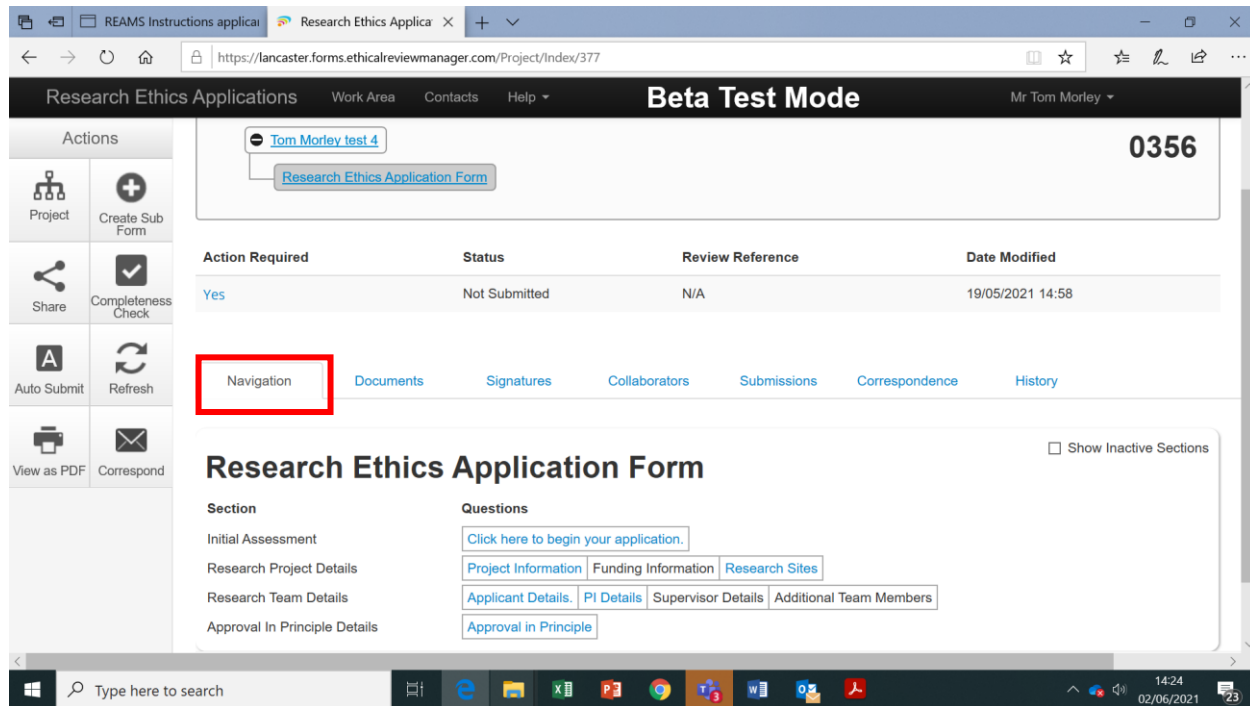
4.1.1. Applicant overview

Figure 4- Navigation

4.1.2 Navigation overview

The lower part of the screenshot in figure 4 shows the navigation overview (titled 'Research Ethics Application Form') page, since the "Navigation" button had been selected (red box). The application form is divided into many sections that appear depending on the needs of the application. This formatting also makes it easier to find each section when reviewing and revising the application.

The example above depicts the navigation overview of an application form. Each box with blue text shows a section of the application form that has been completed. You can navigate directly to each of these sections by clicking on a box with the blue text.

4.1.3. Other parts of the applicant overview

The applicant overview also shows uploaded documents, signatures, collaborators, submission dates, correspondence and history. You do not need to use them to fill your application.

4.2 Working in the application form:
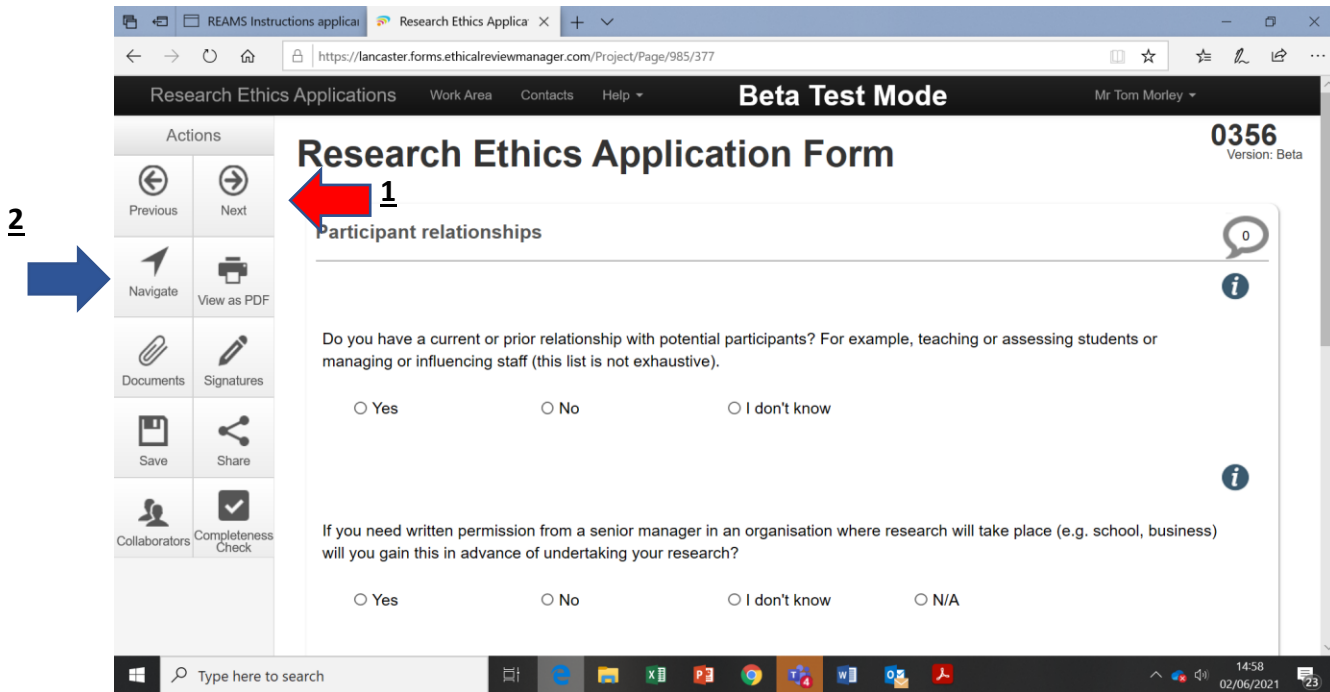
Figure 5- Working in the application form.

Your ethics application will be developed inside the application form. Once you have answered all of the questions on a page of the application form please click on the "Next" button located in the Actions section to continue (Red arrow (**1**) figure 5). If you "get lost" inside an application, click the "Navigate" button in the Actions box to return to the navigation overview page (Blue arrow (**2**) figure 5). More information about working inside the application form is provided in the next section.

5. Checking an application sent to you as a supervisor or PI

5.1. Accessing an application

When you are requested to check and sign an ethics application in REAMS you will receive an email from Infonetica containing a link to the application in REAMS (Figure 6).

Figure 6- Email from Infonetica

5.2. Reading an application

Below (Figure 7) is a screenshot of the "navigation overview" page of the application in REAMS. To return to this page when inside an application click the navigation button in the actions box (Red arrow (1) in Figure 8). The blue titles under the heading "**Research Ethics Application Form**" indicate in which 'blocks' of the application the student has filled in information. Click on any of these blue titles to access this section of the application. To access the application from the beginning click on the "Click here to begin your application" block.

Figure 7 Navigation overview page

Once you enter an application, you can navigate between pages by clicking the "**Next**" button in the Actions box (Red arrow (1) Figure 8). Alternatively, you can move back into the navigation overview page shown in Figure 7 and click on the blue titles to go directly to a certain section.

5.3 Reading uploaded documents

An "*" next to the blue blocks of text under the **'Research Ethics Application Form**' heading in the navigation overview section indicates sections were an documents have been uploaded (see the red arrow in figure 8).

Figure 8- Read and comment on uploaded documents

When you click on a section heading of the application with blue text (shown in figure 8), REAMS will "jump" to this section. You can also reach those uploaded documents by working page by page through the application form or by pressing the "Documents" button in the Actions box (see the red arrow (1) in figure 9).

Figure 9- Rec review details with uploaded documents

To view documents uploaded as part of the application (such as the PIS, Consent Form etc.) either click the "Download" button displayed next to the document information (Blue arrow (**2**) in figure 9) within a section of the application form, or click the "**Documents**" button in the action box (red arrow (**1**)). This will open the Documents download overview page (Figure 10).

The documents overview page (Figure 10) allows you to download each of the application documents you select without having to navigate through the document. Be careful to check that you download the latest version of each document by looking at the version column and date. Another way of collating the application and documents is via the "Print" Button in the Actions box (shown by the green arrow (**3**) in figure 9). In this context "Print" means collating the sections of the REAMS form and the attached documents into one file (like a pdf); this file can then be either displayed on the computer or downloaded and printed on paper (see Section 6.3).
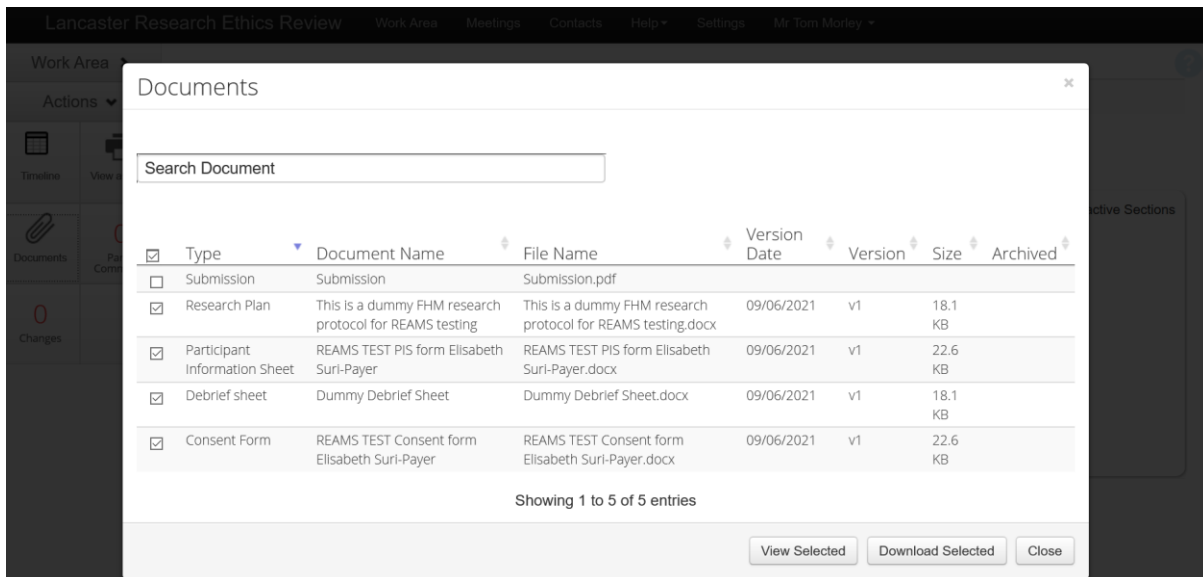
Figure 10- Documents download overview

5.4 Completeness checks

Once you are finished reading an application form you can also see if all the relevant sections have been completed by performing a "completeness check". This will identify any sections of the application that are still incomplete. To conduct a completeness check, press the "Completeness Check" button in the actions box when 'inside' an application form (shown by the red arrow in Figure 11).
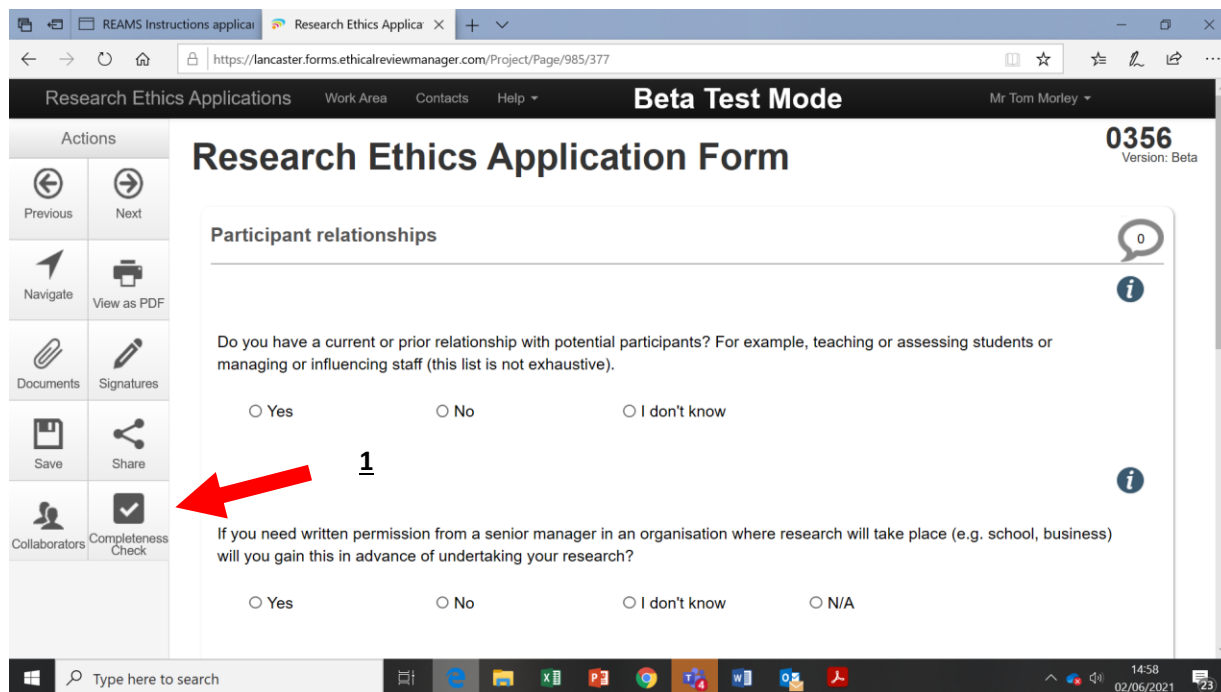

Figure 11- Completeness check

The completeness check will prompt you if the application is missing some information by listing each of these sections. Simply click on the blue text to navigate to these sections.
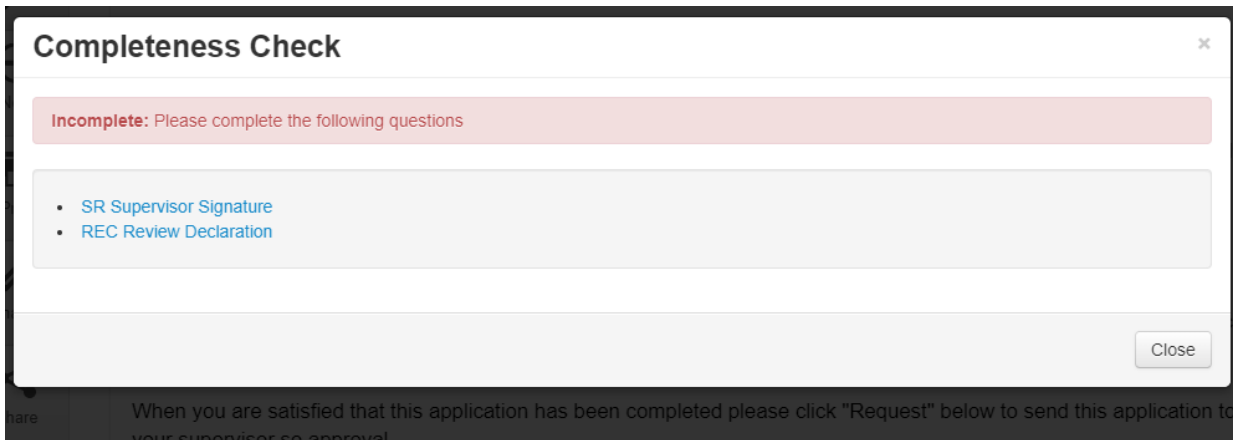

Figure 12- Completeness check

5.5. Signing an application

To sign an application click on the "Declaration and Sign off" text in the application navigation overview screen (Shown by the blue box (1) in Figure 13). You can also navigate to this section by pressing the "Completeness Check" button in the Actions box when inside the application and then clicking "SR Supervisor Signature" (Figure 12). Once inside this section of the application form simply click the "Sign" button (you may be asked to enter your login details after pressing this button before you can sign the form). The form will then be submitted for review and "locked".
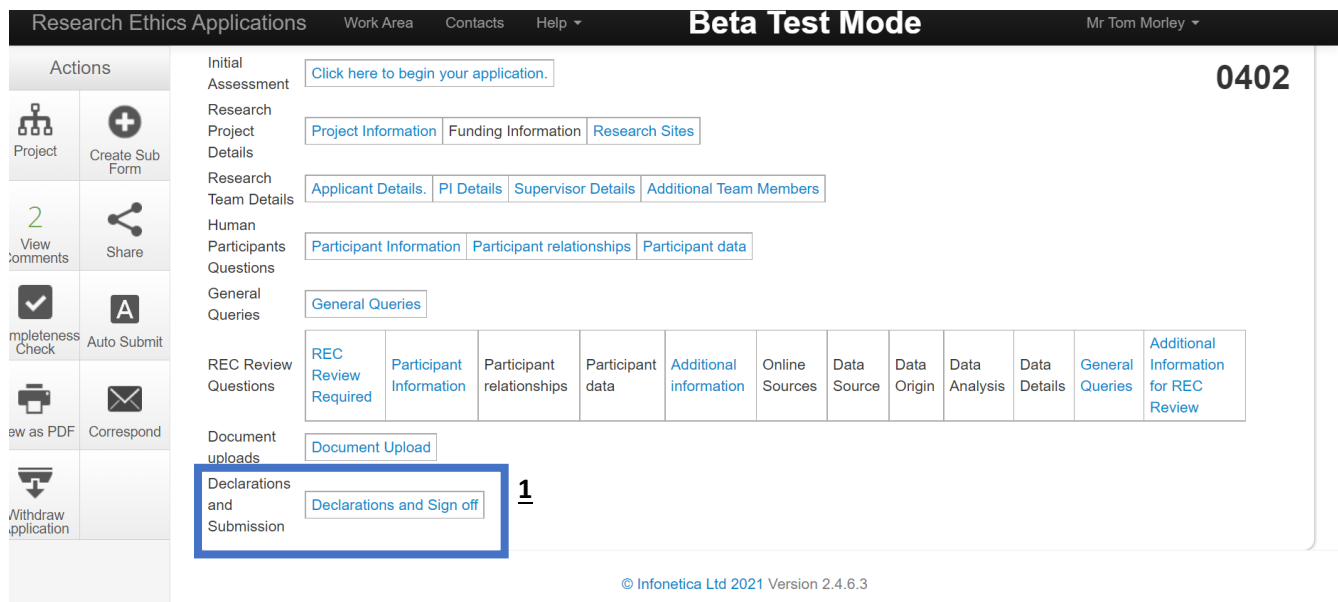

Figure 13- Signing an application