

## Online ethics application system – TIPS

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Information, guidance and links is provided on the website: <https://www.anthro.ox.ac.uk/safety-fieldwork-and-ethics#collapse389446>

The user guide is regularly updated – some central links are in need of updating after the move to the Intranet.

Online applications: <https://ox.worktribe.com/>

### To note

**Principal Investigator (PI):** For student applications, the PI is the supervisor and not the student.

**The Worktribe applications are divided into several tabs, which are triggered by how questions are answered in Scope.**

Scope question: **Are you based in the Social Sciences or Humanities Divisions, or one of the Departments of Computer Science, Continuing Education or the Institute of Population Ageing?**

Please tick Social Sciences and don't leave this blank. Otherwise, your application will be triggered as a Medical Sciences project.

### **IMPORTANT – Applications must be Medium Risk**

Scope question: **Does the research involve INVOLVE ANY OF THE FOLLOWING??**

Please tick Yes. Medium and High risk items have been listed together but medium risk items generally apply. All research has the potential to reveal incidental findings. We expect applications to be reviewed by our School ethics committee and to be Medium Risk. This is the same level as the old CUREC 1A form.

All CUREC applications are required to be Medium Risk (the equivalent of the former CUREC 1A form), except if they are High Risk. This provides the SAME Ethics Committee with more information in tabs about participants and methodology.

If the application is submitted to the Supervisor as low risk then these necessary tabs aren't triggered. A new application must be created. Please check that the new form is Medium Risk with the Human Participants and Methodology tabs available **before** you submit it.

### **Scope question on Secondary data**

Your own research is not secondary data, unless it was gathered previously. Secondary data are generally datasets, not your own data and not published journals.

### **Human Participants tab**

Remember that Inclusion should include Over 18 year olds and Exclusion should include Under 18 year olds.

## Documents

You must upload, using the [templates provided](#):

Participant Information Sheet

Written Consent Form

The header should include the name and email address of the applicant and, if a student application, also those of the supervisor (who is the PI). Please don't add general phone numbers for the University.

It is useful if you can also upload your draft questions.

## After review

When you receive reviewer comments back to address, please don't mark the comments as 'Resolved'. This is done by the Ethics Officer on reviewing the updated form.

When you have completed any corrections at any stage, your application will be returned to your supervisor, who then needs to resubmit the application to the Ethics Officer. Please regularly check with your supervisor that this has been done.

## Risk assessments and travel insurance

This online system does not replace the School's risk assessment process. You can download the templates for Overseas and UK fieldwork here: <https://www.anthro.ox.ac.uk/safety-fieldwork-and-ethics#collapse389441>

You can't apply for University travel insurance until you have been sent your **approved** risk assessment to upload. It will be sent to you with full instructions.

Send all ethics emails to [ethics@anthro.ox.ac.uk](mailto:ethics@anthro.ox.ac.uk)

Send all risk emails to [risk@anthro.ox.ac.uk](mailto:risk@anthro.ox.ac.uk)