

## 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 often updated.

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

Please submit your ethics application a minimum of 4 weeks ahead of your planned start date.

**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.

Scope question: **Does the research involve any of the following?**

Please tick Yes. Medium and High risk items have been listed together but medium risk items generally apply. We expect applications to be reviewed by our School ethics committee and to be Medium Risk. Don't worry if an application is categorised as Medium.

### **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

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 administrator 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 administrator. 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)