Psychology worktribe ethics system – guidance for applicants

Version 1, March 2023

This guidance document is for applicants from the School of Psychology to the Worktribe ethics system. For generic university guidance to worktribe, please see this webpage:

<https://www.abdn.ac.uk/staffnet/research/ethics-system-worktribe-14748.php>

**The Self-Assessment Form** is a psychology-specific required additional document that must be uploaded under the documents tab. It is similar to the ethics PEC form used in our previous ethics system and serves three functions:

1. A self-assessment of risk by the applicant. This will be used by office staff in deciding how many reviewers to invite to review the application.
2. A description of the research project in enough detail that the co-applicants who sign the form and the reviewers can evaluate the ethical implications.
3. A mechanism to document the agreement of all researchers involved in the project to follow the ethical protocol.

Please save this and all documents as PDFs before attaching to the application. This saves the triage staff and reviewers from having to download them to view them.

The self-assessment form can be downloaded [from the school website](https://www.abdn.ac.uk/psychology/research/ethics.php).

PLEASE NOTE: your application will be immediately returned to you for resubmission unless you have attached the completed self-assessment form.

**FAQs: filling in the worktribe fields**

Note: Only compulsory fields need to be completed. Here we give suggestions about how to fill in the more frequently-queried compulsory fields.

Details tab

* Project dates. These are advisory and there is no change to the ethical approval after the end date of the project has passed, although you can update and revise it as needed (it will go through triage and be automatically approved).
* There are several different roles here that you can assign people to, but importantly, no signature or approval is needed from any of them. ”Visible to:” people are read-only (no editing capability). Anyone identified here are a researcher needs to sign the self-assessment form.

Scope tab

* Peer review -- If you indicate that the project has been peer reviewed, you will be prompted to “upload evidence”. Evidence here would be simple evidence of approval, like an email from the journal office (for accepted pre-registrations) or award email from the granting agency (for peer-reviewed grant projects). If you have a grant number for an awarded grant, this would suffice as evidence – there is no need to separately upload additional information.
* "Please describe how the research will be conducted in a way that ensures its quality and integrity": Options here are to point to research integrity training and the research governance of the university, note own relevant training/expertise for any ethical issues specific to the project, and justify the sample size/power.

Methodology tab

* For procedural aspects of research that do not fit very well into these “Research methodology” fields, just say “see self-assessment form” and provide details there.
* A common risk people may identify is "lone working". For what to say here, check university guidance: <https://www.abdn.ac.uk/staffnet/working-here/resources-5988.php#faq15>

Data Management tab

* "How long will the data be retained after the project is complete?" This end date is a required field but of course, when you put your data on a public repository (as we do routinely), it is retained indefinitely. We have been advised to just select the date that is farthest in the future (2150) and the matter will be raised with Worktribe.

Documents tab

* Please save all forms as PDFs wherever possible before uploading. This speeds the process because the triager and reviewers can view them within the system rather than having to download them to view them.
* A standard set of documents to be uploaded are listed on the Self-Assessment form. If any of the ones you say will be included are missing, your application will be returned to you without going out for review.

**General information**

Questions, comments and suggestions can be directed to [psych-ethics@abdn.ac.uk](mailto:psych@abdn.ac.uk). Please note though that **we cannot change the wortktribe system.** We are, however, open to suggestions from all staff as to how to improve and streamline *our use* of the system. If you have suggestions relating to the system itself, we can feed these back to the university to communicate to the worktribe developers, but this is largely outside our control.

**Students** will have access to the system starting in September 2023. Student applicants must designate a supervisor. Upon submission, the application automatically goes to the designated supervisor for approval before it goes to the first triage stage / review. When the student submits, the supervisor can no longer revise the application and must instead either “reject” to send it back to the student for revision, or “accept” to advance for review. Please ensure your student’s application is ready for review before accepting.

NOTE that when a student is the submitter, the supervisor will no longer be able to edit/amend the application after it is approved.