

# CAMPUS RESEARCH ETHICS COMMITTEE

ST. AUGUSTINE

## ANNOUNCEMENTS

JUNE 28 2019



*To all Staff & Student Researchers at the UWI, St. Augustine*

*We are pleased to announce the Launch of an **Online Research Ethics Application System** for the St. Augustine Campus in collaboration with the Alma Jordan Library*

**Effective July 4 2019:** All **NEW** applications submitted after July 4 2019 must be submitted via the online **Research Ethics Module** on the UWIScholar platform.

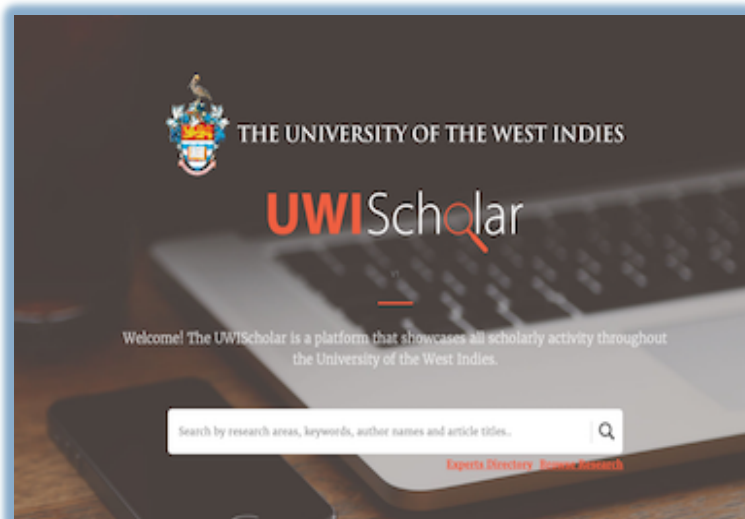
**Applications submitted before July 4 2019:** All applications submitted or still in process up to July 4 2019 will continue to be processed via the [campusethics@sta.uwi.edu](mailto:campusethics@sta.uwi.edu) email address.

The New Online Application System “Research Ethics Module” can be accessed via the UWI Scholar Platform:

<https://uwischolar.sta.uwi.edu/#home>

For instructions see overleaf and visit our website: **Campus Research Ethics Website**

**W:** <https://sta.uwi.edu/research/campus-ethics>  
**E:** [campusethics@sta.uwi.edu](mailto:campusethics@sta.uwi.edu)



## Who has to apply to the Research Ethics Committee?

All individuals who conduct research at UWI, and individuals at affiliated institutions who intend to conduct research at UWI. Conducting research at UWI means research work undertaken by UWI staff and students and by all persons who use UWI facilities for the creation, dissemination and publication of research work. The term 'research' here includes those efforts directed primarily towards the creation and dissemination of new knowledge, those efforts directed towards acquiring and representing existing knowledge (defined as 'scholarship' in UWI Ordinance 8), as well as other forms of creative work not traditionally considered research (e.g. theatre, cinema); the term applies whether the activities are funded or unfunded. This applies to all Staff and Graduate research work, in all disciplines and it may apply to Undergraduate research work.

## What if the research is exempt from review?

Researchers who are planning to pursue research that meets the criteria for exemption from review based on the *UWI Policy and Procedures on Research Ethics* are advised to apply for an official letter of Exemption from the Committee.

**REMINDER:** All researchers named on the research ethics application must complete the **CITI Online Ethics Course**. See website for more information

**UWIScholar**  
Research Ethics Module

# NEW RESEARCH ETHICS APPLICATION PROCESS

## NEW APPLICATIONS

1. Register for UWI Scholar Account
2. Logon to UWI Scholar Account
3. Select Research Ethics Module
4. Select and complete the type of form that is relevant to your research (Animal Study, Exemption from Review, Prospective or Invasive Medical Research or Retrospective and Survey Studies.
5. Upload relevant supporting documents
6. Select and complete Consent Forms (as necessary)
7. Submit Application

## REVISIONS/RESUBMISSIONS

1. Applicants will receive notification of revisions needed by email.
2. Logon to UWI Scholar Account and navigate to the Research Ethics Module
3. Select relevant application to view comments related to suggested changes/clarification to application
4. Make revisions to application as recommended and resubmit

## APPROVALS

1. Applicants will receive notification of approval by email.
2. Logon to UWI Scholar Account and navigate to the Research Ethics Module
3. Select relevant application to view approval letters and authorized Consent Forms

## TRACKING

Applicants can track the progress of their applications by logging onto the Research Ethics Module and viewing the 'Status' of the application.

Any researchers who have not received this communiqué and continue to submit via email will be redirected to the new application portal by the Campus Research Ethics Secretariat.

**Training Videos:** Via the Website click on "[Online System Training Videos](#)" on the right side menu

**Written Instructions:** Via the Website click on "[Instructions for Ethics Applications](#)" on the right side menu