

Setting up DSRECs on QMEthics

[Training video](#)

Create the DSREC

A. Settings > Role

This step allows you to create the distinct roles required for the DSREC. In the first instance create the DSREC Chair and or administrator's role to allow for initial set-up of the DSREC. It may be easier to create one position for general use by each DSREC. Page permissions will list the roles.

1. + New Role
2. Name the role (Specify the DSREC by name and position) e.g. SEM DSREC Chair
3. Tick enabled.
4. Select appropriate permissions (like Facilitator role)
 - a. Make Comment Visible To Applicant
 - b. Manage Correspondence After Submission
 - c. Manage Correspondence Before Submission
 - d. Project Submissions
 - e. Track Changes

B. Settings > Committees

Each role requires a committee that it and the application belong. Create a specific committee for each DSREC.

1. + New Committee
2. Complete the fields:
 - a. Committee name (full DSREC name check TOR)
 - b. Reference code (short name e.g. SEM for Sports Exercise Medicine)
 - c. Tick enabled.
 - d. The remainder can be blank.

C. Settings > Forms > Design Form > Application Form > Edit Form

Question A4 allows an applicant to select the appropriate DSREC to which they will submit their application.

1. Add DSREC name to Beta > Application form > Edit form.
2. A4 Which DSREC are you submitting to?

- a. Inside edit pencil (rhs)
- b. Click in the Please select box (rhs)
- c. Click plus and enter the name of the DSREC (lhs)

Application Settings

The application form needs to be configured in terms of application priority and to populate the relevant questions.

D. Settings > Forms > Design Form > Application Form > Application Types

Prioritise the DSREC application type to sit with other application types that are triggered by question A4.

1. Select the DSREC in the list.
2. Type A4 in the box.
3. Tick the appropriate DSREC.
4. Drag and drop the DSREC application type to sit with other application types dependent on question
5. Click on the Committees tab.
6. Type DSREC in the box > update.
7. Drag and drop the DSREC to be grouped with the other DSRECs.
8. Check 4minute 55 second time stamp on the training video regarding whether any other questions need to be added to a specific DSREC. For example, question B1 – all these are related to moderate or high-risk applications. Should any of these mean they go to a DSERC (I think no)

E. Settings > Forms > Design Form > Application Form > Edit Form

A4 has 145 dependencies. Each question needs to be reviewed and question dependencies edited to allow the question to appear for the specific DSREC.

Important DSREC application questions should include questions relevant to low-risk applications. They should not include questions for block applications, moderate/high-risk and application to create a DSREC.

Sections to ignore, this is a non-exhaustive list:

A4.1	J1	C1.6	G1	Section N	
A4.2	F4	Section H	Section M		
Head of Department – plus sub sections		Important Please Read	Important Please Note x2	QM Ethics statements 1 and 2	HoD Signature

Other points – A note will need to be added to B1 – DSREC applicants: if your study involves any of the themes below, the study will not be able to be reviewed by a DSREC. Go back to A4 –

change to Central QMERC study outside of DSRECs remit.

Example of how to set the dependency for a question to appear in the DSREC application form

1. A5 Click on inside edit pencil (rhs)
2. Edit Dependencies (lhs)
3. Within the existing dependency, Value add 'A devolved school research ethics committee (DSREC)'
4. Apply to question > Save

Creating tiles and tile groups

Tiles display the applications in the review process. Replicate the 'All Submissions' tile group and tiles for the DSREC applications. No need to create a tile group and tiles for each DSREC as the applications visible in the tile will be dependent on the Committee they are assigned (this is dependent on the application type selected by the applicant in A4).

Settings > Tiles > Tile groups

Create the tile group. Including an a new tile for All New Submissions – specifically for new DSREC applications

1. Name the tile DSREC submissions (not to be confused with DSREC which is our DSREC application process to form a DSREC).

Settings > Tiles > Tiles

Create the tile.

1. + New tile
2. Name is New DSREC application
3. Select the tile group 'DSREC'
4. Tick duplicate from existing tile
5. Save

Settings > Tiles > Tiles

Specify what should be appearing in the tile. Time stamp ~10 minutes.

1. Select the appropriate role
2. Select the correct DSREC committee
3. Select the application type – DSREC specific
4. Select the status appropriate for the tile.

For example, all submissions would be a duplicate of our 'All submissions' but to be specific to a particular DSREC it would need to include their Role, Committee and Application Type.

*Note: Need to check tile names if these need to be specific to the DSREC. Or if we can duplicate the same tiles for all the DSRECs but they only differ in their Role, Committee and Application Type.

Note: Check the tile group and tile appears by updating your user details.

Duplicate low risk tiles for DSREC

New Action

- Query with QMERC to be used when DSRECs want QMERC to risk-level the application.
- Defer to QMERC – to be used when confirmed this is to be reviewed by QMERC.

Query with QMERC – Action button created – need to check permissions and status, roles, etc.

1. Add an action button.
2. Add an email notification with link to the application.
- 3.

Notify DSREC review complete

1. (Notify DSREC (with letter table))

Defer to QMERC

1. Action to notify QMERC and as a record in the system that the application will be reviewed by QMERC.
2. DSREC will need to notify applicant to update how they have answered question A4 and to resubmit. – this should appear in QMERC process as any other application.

Setting up actions

Status	Action	Letter	
Submitted	Submitted	i Submission email	XXX
Submitted by applicant	Assign DSREC REF	ii DSREC Assigned review email	xxx
Under REF review	Incomplete	Incomplete (DSREC) Letter Incomplete (DSREC) Email	xxxx
New Low	New Low (resub)		

Under REF review	Review not required	Review not required email and letter	xxxx
Approved, noted	Close study	Close study email and letter	xxxx
Several	Query with QMERC	DSREC query with QMERC	xxx
Several	Defer to QMERC	22 defer to QMERC letter and email	xxxx
Review complete	Reject	Rejection email and letter	xxxx
Review complete	Approved	Approval email and letter	xxxx
Review complete	Approved w/advice	Approval w/advice email and letter	xxxx
Revisions required revisions to review, full review required, REF changes received,	Revisions required	Revisions required email and letter	xxxx
Review complete	Approved w/conditions	Approval w/conditions email and letter	xxxx
Amendment			
Annual Progress Report			
End of study Notification			

Application