



UNIVERSITY OF
LINCOLN

Lincoln Ethics Application System (LEAS)

Creating a project

Applicant Guidance - Getting Started

This guide explains how to access the Lincoln Ethics Application System (or LEAS for short).

This must be used for all staff/PGR applications to gain ethical approval before starting to collect evidence or work with participants.

Link to LEAS is available via <https://ethicsapply.lincoln.ac.uk>

Logging in

Please use the URL <https://ethicsapply.lincoln.ac.uk> and log in with your university log in

Applicant Dashboard (Work Area)

The screenshot displays the LEAS Applicant Dashboard (Work Area) interface. The top navigation bar includes 'LEAS', 'Home', 'Contacts', and 'Help'. The main content area is titled 'Work Area' and is divided into several sections:

- Work Area:** A sidebar on the left contains a 'Home' button and a 'Notifications' button with a green '0' indicator. A callout box labeled 'System generated notifications' points to the 'Notifications' button.
- Actions:** A section below the sidebar with a dropdown arrow, containing buttons for 'Create Folder', 'Delete Folder', 'Create Project', 'Delete Project', 'Duplicate Project', and 'Transfer'.
- General:** A central section with four cards: 'Notifications' (0), 'Signatures' (0), 'Transfers' (0), and 'Shared' (0). Callout boxes explain these: 'Signature requests will appear here' points to the 'Signatures' card; 'Shared projects will appear here' points to the 'Shared' card; 'Transferred projects will appear here' points to the 'Transfers' card.
- Projects:** A section with a search bar and a table header: 'Project Title', 'Project ID', 'Owner', and 'Date Created'. A yellow banner states 'There are currently no projects listed'. Below this, it says 'Showing 0 to 0 of 0 entries'. A callout box labeled 'All active projects will appear here' points to this text.

Creating a Project

In the **Work Area** (your homepage) of LEAS click the icon to **Create Project**

Or you can **'duplicate'** a previous project*

The screenshot displays the LEAS Work Area interface. At the top, there is a navigation bar with 'LEAS', 'Home', 'Contacts', and 'Help'. Below this is a 'Work Area' dropdown menu. The main content area is divided into two sections: 'General' and 'Projects'. The 'General' section contains four cards: 'Notifications' (0), 'Signatures' (0), 'Transfers' (0), and 'Shared' (0). The 'Projects' section has a search bar and a table with columns for 'Project Title', 'Project ID', 'Owner', and 'Date Created'. A yellow message box states 'There are currently no projects listed' and 'Showing 0 to 0 of 0 entries'. On the left side, there is a sidebar with 'Actions' including 'Create Folder', 'Delete Folder', 'Create Project', 'Delete Project', 'Duplicate Project', and 'Transfer'. The 'Create Project' and 'Duplicate Project' icons are circled in red and blue respectively, with arrows pointing to the corresponding text boxes on the right.

*If you duplicate a project, you must check to ensure that you update all questions for the new project

Once you have started a new project it will appear under **Projects** on your work area

Starting your Application

Work Area ▾

Home Notifications 47

Actions ▾

Project Create Form Share

Completeness Check Submit Refresh

Print Correspond

I love ethics (2) 0067

Project Tree ▶

Form Status	Review Reference	Date Modified
Not Submitted	N/A	

Navigation Documents Signatures Collaborators Submissions Correspondence History

Show Inactive Sections

Ethics Application

Section Questions

Filter Questions [Filter Questions](#) Click here to start

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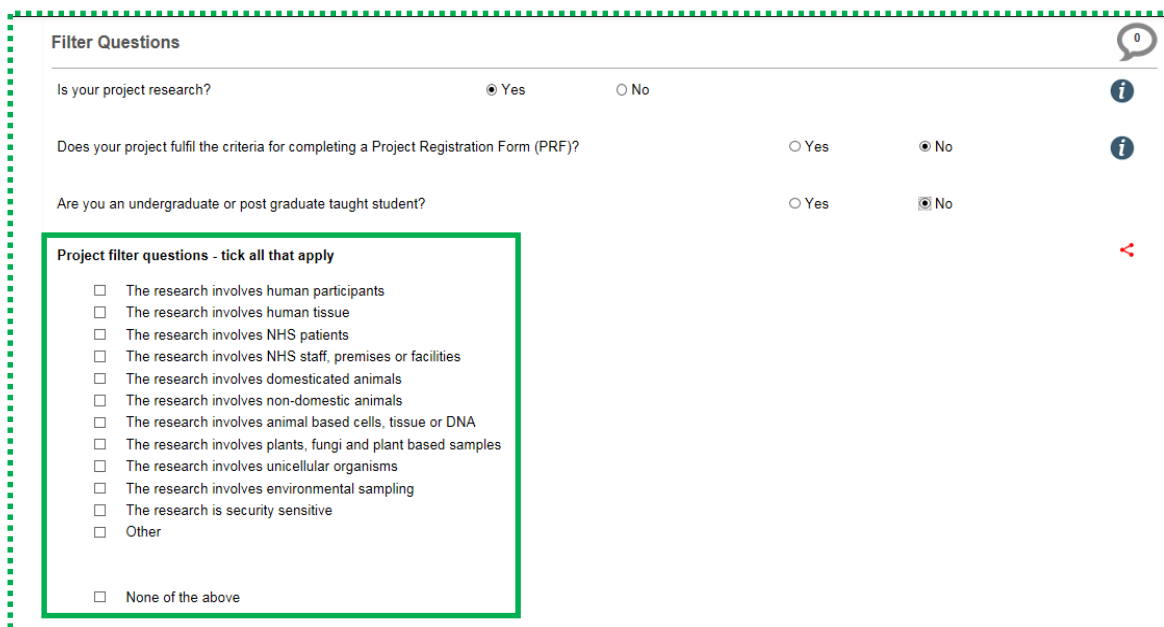
Completing your Application

Complete your application by carefully working through each set of questions

Ensure you select ALL relevant **filter questions**, to ensure the correct question set is populated for your study.

When you have finished a section click '**next**' or '**previous**' to work your way through your application

Click the '**save**' to save each section as you progress through the application – you can save and return as often as needed (clicking next/previous will also save your application) .

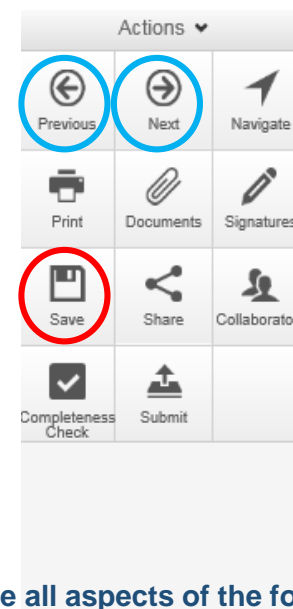


The screenshot shows a section titled "Filter Questions" with three questions and their respective radio button options:

- Is your project research? Yes No
- Does your project fulfil the criteria for completing a Project Registration Form (PRF)? Yes No
- Are you an undergraduate or post graduate taught student? Yes No

Below these is a section titled "Project filter questions - tick all that apply" with a list of checkboxes:

- The research involves human participants
- The research involves human tissue
- The research involves NHS patients
- The research involves NHS staff, premises or facilities
- The research involves domesticated animals
- The research involves non-domestic animals
- The research involves animal based cells, tissue or DNA
- The research involves plants, fungi and plant based samples
- The research involves unicellular organisms
- The research involves environmental sampling
- The research is security sensitive
- Other
- None of the above



The screenshot shows the "Actions" menu with the following options:

- Previous (circled in blue)
- Next (circled in blue)
- Navigate
- Print
- Documents
- Signatures
- Save (circled in red)
- Share
- Collaborators
- Completeness Check
- Submit

Does your project fulfil the cr

Are you an undergraduate or

Project filter questions - tic

- The research in
- The research in
- The research in
- The research in
- The research in
- The research in
- The research in
- The research in
- The research in
- The research in
- The research is
- Other

Please ensure all aspects of the form are completed accurately.

Any inaccuracies may delay your application

Information icon

Filter Questions

Is your project research?

Yes

No

Does your project fulfil the criteria for completing a Project Registration Form (PRF)?

Yes

No

Are you an undergraduate or post graduate taught student?

Yes

No

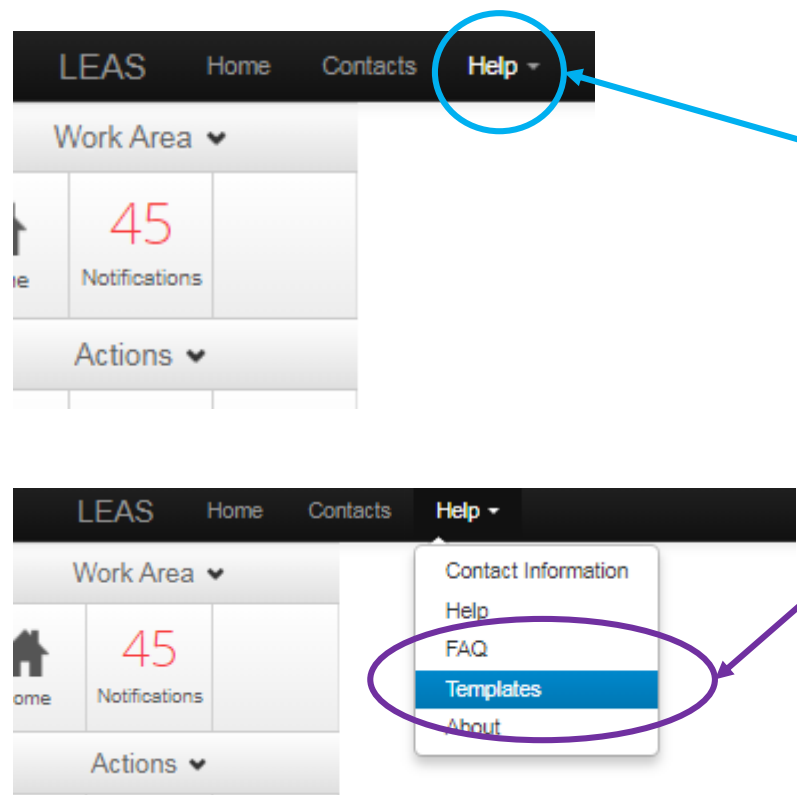
Project filter questions - tick all that apply

- The research involves human participants
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 - The research involves NHS patients
 - The research involves NHS staff, premises or facilities
 - The research involves domesticated animals
 - The research involves non-domestic animals
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 - The research involves plants, fungi and plant based samples
 - The research involves unicellular organisms
 - The research involves environmental sampling
 - The research is security sensitive
 - Other
- None of the above



The information icon will take you to additional guidance relating to the question.

Accessing Templates



Template documents (Participant Information Sheet, Consent Form, Demographic Questions) may be found by clicking on 'help'

Then selecting 'Templates'

You will then be able to **download** your selected template(s)

(Note: instruction text is in blue, suggested text in green and mandatory text (which should not be removed) is in black)

Templates

Document Name	Description	Date Added	Download
Consent form template	Consent form template	18/12/2017	Download

Navigating through your project

The **Navigate** icon, will take you to your project 'navigation' page. Here you can move directly to a question set

Show inactive sections—will show all sections which are not relevant to your study based on project filter questions selected

The screenshot displays the project navigation interface. On the left, an 'Actions' menu contains icons for Previous, Next, and **Navigate** (circled in blue). Below these are icons for Print, Documents, Signatures, Save, Share, Collaborators, Completeness Check, and Submit. The main content area is titled 'Ethics Application' and includes a 'Project filter questions' section with a list of questions, the first of which is checked. A blue arrow points from the 'Navigate' icon to the 'Ethics Application' title. On the right, a 'Questions' section lists various sections like 'Filter Questions', 'General Project Information', 'Recruitment and Consent', etc. A blue arrow points from the text 'Show inactive sections' to a checkbox labeled 'Show Inactive Sections' in the bottom right corner of the interface.

Collaborators

If you have added any collaborators to the project they may be viewed by clicking the collaborator icon

Collaborators are added on the contact details section of the application

The screenshot shows a web application interface. On the left is a sidebar with an 'Actions' dropdown menu containing icons for Previous, Next, Navigate, Print, Documents, Signatures, Save, Share, Collaborators (circled in purple), Completeness Check, and Submit. The main content area displays a form with sections for 'Does your project fulfil the cr', 'Are you an undergraduate or', and 'Project filter questions - tick'. The 'Project filter questions' section contains a list of 13 items, each with a checkbox and the text 'The research in...'. A purple arrow points from the 'Collaborators' icon in the sidebar to a modal window titled 'Collaborators'. The modal window contains the text 'A list of the current collaborators for this form:' and a table with three columns: 'Name', 'Access', and 'Edit Permissions'. The table lists one collaborator: 'Mrs Sam Lewis' with 'Project Owner and Form Owner' access. An 'Edit Permissions' button is next to the collaborator's name. A 'Close' button is located at the bottom right of the modal window.

Name	Access	Edit Permissions
Mrs Sam Lewis	Project Owner and Form Owner	Edit Permissions

Sharing your application

If you are undertaking the research with other members of staff/students you may need to share your application with them.

Click **share** icon on the left under Actions and you will see the 'Share' pop-out

Tick the permissions you would like them to have, add their email address and click **share**.

The screenshot illustrates the steps to share an application. On the left, the 'Actions' menu is visible, with the 'Share' icon highlighted by a purple circle. A purple arrow points from this icon to the 'Share' pop-out window on the right. The pop-out window, titled 'Share', contains a text input field for 'Collaborator email', a list of permissions (Read, Write, Submit, Share, Create all new forms, Receive notifications) with checkboxes, and a green 'Share' button at the bottom. The 'Share' checkbox is circled in green, and a green arrow points from it to the 'Share' button.

Checking your application

You can carry out a **Completeness Check** on your form at any time.

The completeness check will show which sections of your application are incomplete.

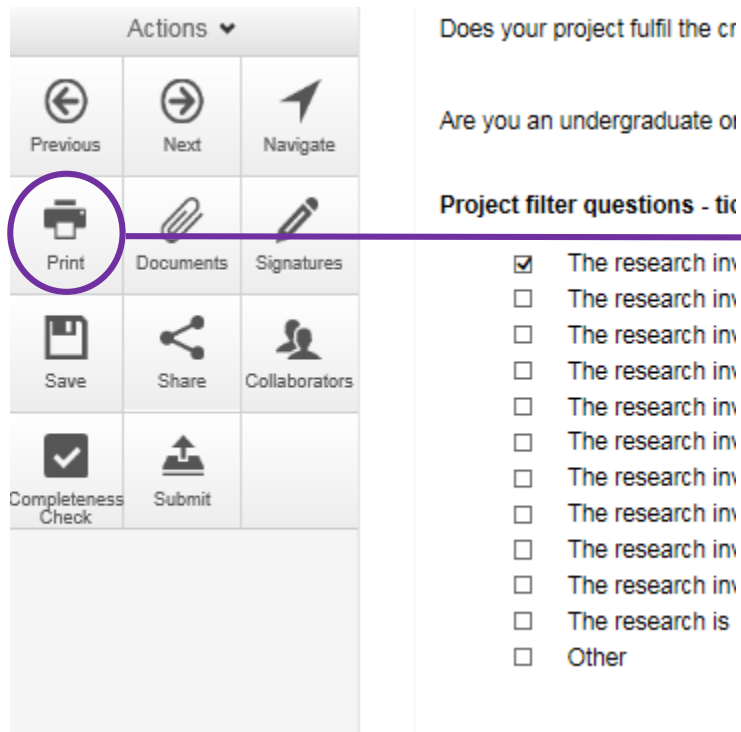
Any inconsistencies in your application may delay the review process.

The image shows two parts of a software interface. On the left is a vertical 'Actions' menu with a dropdown arrow. It contains several icons and labels: 'Previous', 'Next', 'Navigate', 'Print', 'Documents', 'Signatures', 'Save', 'Share', 'Collaborators', and 'Completeness Check' (which is circled in blue). A blue arrow points from the 'Completeness Check' button to a dialog box on the right. The dialog box is titled 'Completeness Check' and has a red header bar that says 'Incomplete: Please complete the following questions'. Below the header is a list of questions:

- Full Title
- Will your project be known by an acronym?
- Are you?
- Where are you based?
- Does this project need to be undertaken under a relevant professional code of conduct that requires ethical review of projects?
- Please provide a brief summary of the research (maximum 300 words) using language easily understood.
- Please summarise the main ethical, legal, or management issues arising from your project and how you have addressed them.
- Please indicate anticipated start and end dates for your project.
- What is the principal research question/objective?
- Are there any secondary questions/objectives?
- What is the justification for the research? Please use lay language.
- How many participants do you intend to recruit?
- How was the sample size decided on?
- Select at least one of the appropriate method(s) for this research (tick ALL that apply) (Human Research)
- Please list all inclusion (selection) criteria
- Please list all exclusion criteria
- How will potential participants, records or samples (human tissue) be identified and approached? Who will carry this out and what resources will be used?

The dialog box also has a 'Close' button in the bottom right corner.

Printing your application



This will allow you to print all questions (based on the selections you have made so far*) as well as any uploaded documents

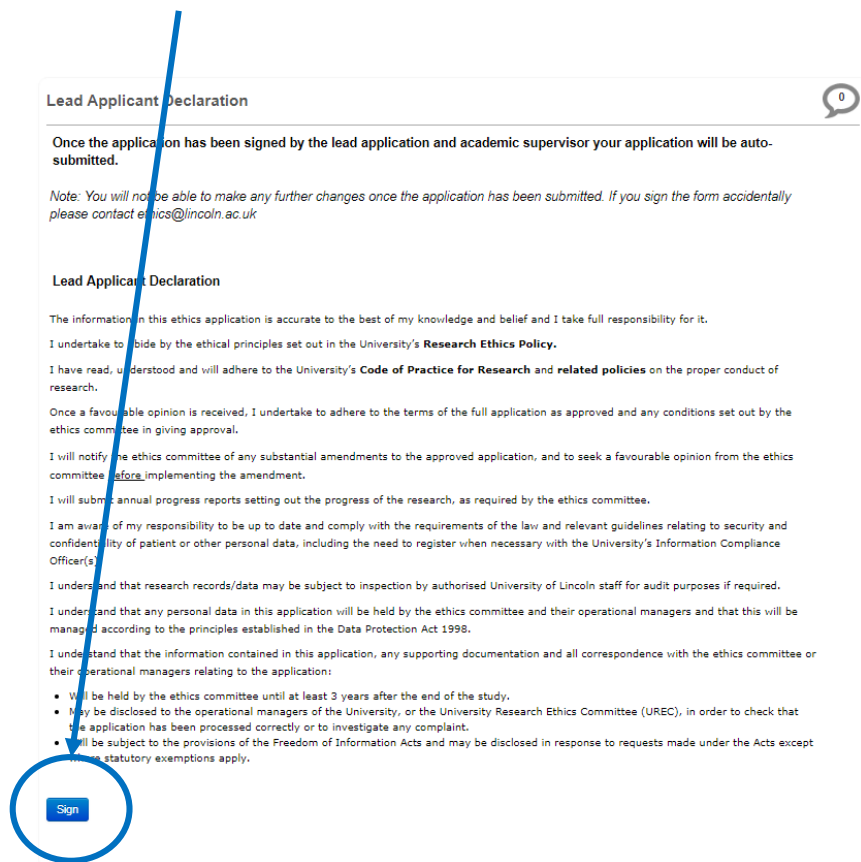
Your ethics application will be created in a new tab

You can then print or save as a pdf

*Please note that additional questions may subsequently appear if you change one of your responses.

Signing your application

Lead Applicant: When you are ready to submit you will need to 'sign' the 'Lead Applicant Declaration' by clicking the blue **Sign** icon.



Lead Applicant Declaration

Once the application has been signed by the lead applicant and academic supervisor your application will be auto-submitted.

Note: You will not be able to make any further changes once the application has been submitted. If you sign the form accidentally please contact ethics@lincoln.ac.uk

Lead Applicant Declaration

The information in this ethics application is accurate to the best of my knowledge and belief and I take full responsibility for it.

I undertake to abide by the ethical principles set out in the University's **Research Ethics Policy**.

I have read, understood and will adhere to the University's **Code of Practice for Research and related policies** on the proper conduct of research.

Once a favourable opinion is received, I undertake to adhere to the terms of the full application as approved and any conditions set out by the ethics committee in giving approval.

I will notify the ethics committee of any substantial amendments to the approved application, and to seek a favourable opinion from the ethics committee **before** implementing the amendment.

I will submit annual progress reports setting out the progress of the research, as required by the ethics committee.

I am aware of my responsibility to be up to date and comply with the requirements of the law and relevant guidelines relating to security and confidentiality of patient or other personal data, including the need to register when necessary with the University's Information Compliance Officer(s).

I understand that research records/data may be subject to inspection by authorised University of Lincoln staff for audit purposes if required.

I understand that any personal data in this application will be held by the ethics committee and their operational managers and that this will be managed according to the principles established in the Data Protection Act 1998.

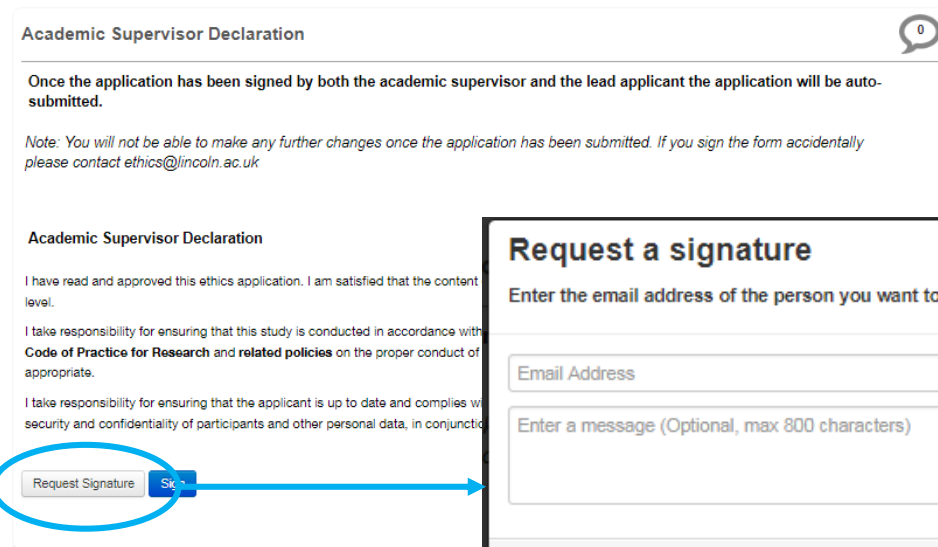
I understand that the information contained in this application, any supporting documentation and all correspondence with the ethics committee or their operational managers relating to the application:

- Will be held by the ethics committee until at least 3 years after the end of the study.
- May be disclosed to the operational managers of the University, or the University Research Ethics Committee (UREC), in order to check that the application has been processed correctly or to investigate any complaint.
- Will be subject to the provisions of the Freedom of Information Acts and may be disclosed in response to requests made under the Acts except where statutory exemptions apply.

Sign

Student Projects: Your academic supervisor will need to 'sign' the Academic Supervisor Declaration.

To request this click **Request Signature**



Academic Supervisor Declaration

Once the application has been signed by both the academic supervisor and the lead applicant the application will be auto-submitted.

Note: You will not be able to make any further changes once the application has been submitted. If you sign the form accidentally please contact ethics@lincoln.ac.uk

Academic Supervisor Declaration

I have read and approved this ethics application. I am satisfied that the content is appropriate.

I take responsibility for ensuring that this study is conducted in accordance with the University's **Code of Practice for Research and related policies** on the proper conduct of research.

I take responsibility for ensuring that the applicant is up to date and complies with the University's policies on the security and confidentiality of participants and other personal data, in conjunction with the University's Information Compliance Officer(s).

Request Signature **Sign**



Request a signature

Enter the email address of the person you want to sign this form

Email Address

Enter a message (Optional, max 800 characters)

Request **Close**

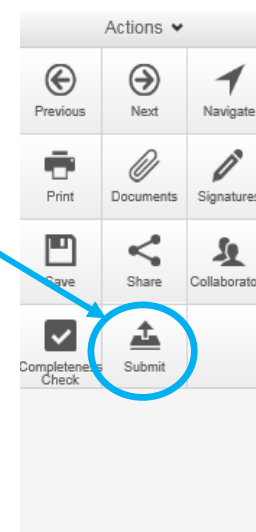
Submitting your application

After the application has been signed by the lead applicant (and academic supervisor, if applicable) you must press **Submit**.

Note: If you make any changes to the application after your application has been signed, this will remove the electronic signatures and your application will need to be signed again

Please note the committee will not be aware of your application until you press submit.

Once you have successfully submitted you will receive an automatic confirmation from LEAS.



Does your project fulfil the cr

Are you an undergraduate or

Project filter questions - tick

- The research in
- The research in
- The research in
- The research in
- The research in
- The research in
- The research in
- The research in
- The research in
- The research is
- Other