Online research ethics submission system:

Guidance for programme managers and administrators

If you are new to the online ethics submission system please first take a look at the instructions for students, which contains an overview of the system as well as detailed instructions for how they complete an ethics review submission. These, along with instructions for staff and supervisors/ Departmental approvers can be found on the online ethics review submission system webpage. **We recommend that staff and students are always directed to this page, so that they access the most up-to-date instructions**.

Programme manager/administrator role

Programme managers can access the system (in Salesforce) to track the status of ethics review submissions of students in their Departments. They will be able to filter their view by programme, or researcher type (e.g. PGR, PGT, UG, staff).

Accessing the system

Programme managers access the system via the same URL as supervisors/approvers:
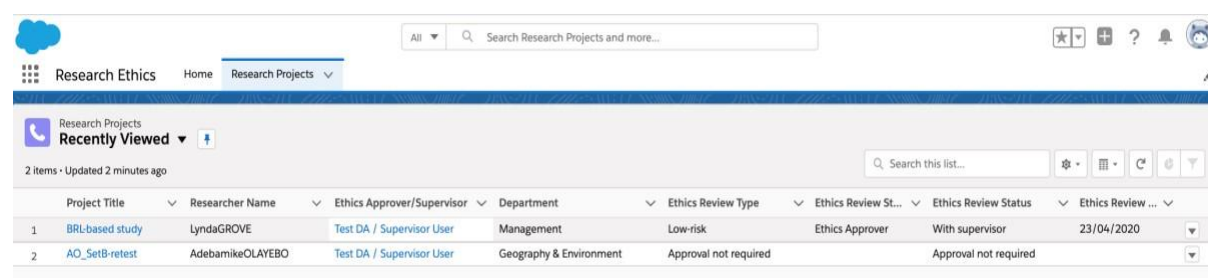
https://lse360.lightning.force.com/

We recommend using **Google Chrome** as the browser.

Log in using your usual LSE network credentials.[1]

Once you log in, click on the 'Research ethics' box.

If you click on the '**Research Projects' tab**, you will then be able to view applications submitted by students or staff in your Department. Your list view should look something like this, but displaying applications from only your own department:

Programme manager's list view

One of the key fields, in terms of tracking applications, is the '**Ethics review status'**.

This may state:

'With supervisor', 'With researcher', 'With REC', 'Approved', 'Approval not required'.

If you notice, for instance, that a student application is 'With supervisor' or 'With researcher' and the last action date is sometime ago, you may need to follow up with the relevant member of staff or student to rmeind them that action is required.

Programme managers will not be able to open/view applications, only track status.

If you have any questions, issues or feedback please email Lyn research.ethics@lse.ac.uk