

CURES – User Guide For Applicants

1 INTRODUCTION

This quick start guide describes the basic steps of the application process using the new Cranfield University Research Ethics System (CURES).

This system replaces the three working committees that reviewed research ethics applications (MREC, SEREC and CUHREC). A decision was made to replace the three committees with a single unified structure and a new system adopting a risk-based approach to reviewing applications.

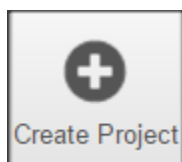
Prior to the commencement of any research in the University (carried out by staff or students) it is necessary to obtain approval by applying through CURES.

KEY STEPS

Step 1: Login to CURES at <https://cures-applicant.cranfield.ac.uk> If you are on the Cranfield network, this will take you straight in. If accessing remotely, you will be asked to enter your email address and network password.

Step 2: You will be directed to your own “account work area” where all your applications are stored. You can create a named folder for your applications if you wish.

Step 3: Create a new ethics application using Create Project action in the left hand bar.



Step 4: Enter the short title for your research project. It can be abbreviated for now, as the system will ask for the full title on the main form.

A screenshot of a web form titled "Create Project" in a dark grey box. Below the title is a text input field with the placeholder text "Project Title (maximum 200 characters):*". At the bottom right of the form are two buttons: a green "Create" button and a grey "Close" button.

Step 5: You will be directed to the home screen for the application.

The screenshot shows the CURES home screen. On the left is a sidebar with a 'Work Area' dropdown, a home icon, a notification count of 106, and various action buttons like 'Project', 'Create Form', 'Create Sub-form', 'Share', 'Submit', 'Print', and 'Correspond'. The main content area is titled 'energy conversion' and shows a table with columns for 'Form Status', 'Review Reference', and 'Date Modified'. The status is 'Not Submitted' and the review reference is 'N/A'. Below this is a navigation bar with tabs for 'Navigation', 'Documents', 'Signatures', 'Collaborators', 'Submissions', 'Correspondence', and 'History'. The main section is titled 'Cranfield University Research Ethics System (CURES)' and contains a 'Section' list (Application Form, Supporting Documents, Declarations and Signatures) and a 'Questions' list (Part 1, Part 2, Part 3, Part 4, Part 5, Part 6). The footer mentions '© Infonetica Ltd 2015 Version 1.9.0.0' and links to 'Terms and Conditions' and 'Privacy Policy'.

Step 6: Click on Part 1 alongside the Application Form section

This screenshot shows the 'Cranfield University Research Ethics System (CURES)' interface. It features a 'Section' list on the left with 'Application Form', 'Supporting Documents', and 'Declarations and Signatures'. On the right, under 'Questions', there are buttons for 'Part 1', 'Part 2', 'Part 3', 'Part 4', 'Part 5', and 'Part 6'. The 'Part 1' button is highlighted, indicating it is the selected option.

Step 7: Start filling in the details for your project. The Lead Researcher (applicant) details have been filled in automatically by the system.

The screenshot displays the 'Part 1: Summary Details' form in the CURES system. It includes a 'Lead Researcher (Applicant)' section with fields for 'Title' (pre-filled with 'Mr'), 'First Name' (pre-filled with 'Andrew'), and 'Surname' (pre-filled with 'Kirchner'). There are also fields for 'School' and 'Email' (pre-filled with 'andrew.kirchner@cranfield.ac.uk'). At the bottom, there is a 'Lead Researcher status' section with radio buttons for 'Student' and 'Staff'. The top right corner shows the version number '0014' and 'Version: v118'. A yellow box with the number '0' is visible in the top right corner of the form area.

You need to work through all sections of the form. **Students will need to obtain a signoff by their supervisor at the end, so we recommend close liaison prior to completion.** Most questions are mandatory. There are help buttons next to the questions that offer further guidance. You may save your form at any time using the Save action in the left hand bar and go back to it.

Part 1: Summary details

Lead Researcher status: Please check as appropriate. If you are a member of staff but undertaking a course of study (PhD, MSc, Diploma etc.) and this application is part of your studies, you need to check 'student'. Students are also asked to enter their course name and whether the application supports their thesis or group project.

Co-Researcher: for Cranfield co-researchers only; use the lookup function to add your colleague. There is no need to add an external researcher as they would need to receive ethics approval from their own institution.

Short title: the short title you input earlier is placed here.

Full title and abstract: Please supply a full title for your project and an abstract summarising your proposed work in under 250 words.

Intended start/end dates: If not known exactly, please approximate.

External Sponsors: this field is not mandatory. However if you do have an organisation that may fund your research, their contact details can be input here and stored by "Add to Contacts" for future reuse. You may add more than one.

Part 2: Ethical Risk

The answers you give here will determine the level of ethical risk that your project entails. Please answer carefully. The University has four risk levels as follows:

LEVEL	Description
1	Secondary or existing data or a project that does not involve animals or humans
2	Risks to the researcher/participant are no greater than those typically encountered in ordinary life
3	Some possibility of extra risk exposure; not involving serious harm
4	Exposure to possible serious harm; or regulated activities

Part 3: Methodology and Expertise

This section asks questions around your proposed methodology. Please answer as appropriate using the help buttons for further guidance on each question.

Part 4: Specialist Studies

These three questions relate to specialised areas of study.

Part 5: Supporting Documents

You may upload a research protocol if this is common practice in your area of study. In addition, please upload any supporting documents you may have that will help the reviewers understand your research design such as questionnaires, interview schedules, participant information sheets, consent forms, case for support etc. (dependent on study).

Part 6: Declarations and Signatures

Staff: You need to sign the application and then submit. *Please ignore the Request Signature button for the researcher declaration.*

Student: After signing (*please ignore the Request Signature button for the researcher declaration*), you need to request a signature from your supervisor using the 'Request Signature' button below the Supervisor's declaration. You will receive an email when this is done and then you will be able to submit.

Supervisors: After the student signs, you will receive an email asking you to confirm the application by way of signature. Login to CURES and click on the Signatures tile on your dashboard which will contain the number of signature requests pending. Action the signature and then the student will receive notification that this has been done and will be able to submit the application.

What Happens Next

Following submission, you will receive an email confirmation and your application will enter the review process. You will be notified of the outcome via email as to whether the application has been approved, approved with minor changes, refused or that changes are needed. If changes are needed, you will need to action those items that have been flagged in the email and resubmit the application. You will be able to track the progress of your application and where it is in the reviewer pool via your account work area. Expected decision times are based on the risk level of your application. Please note these are maximums and every effort will be made to respond earlier.

Risk Level	Decision Time
Level 1	Immediate
Level 2	10 working days
Level 3	30 days
Level 4	60 days

Withdrawing an Application

You may withdraw an application at any time prior to approval using the action button.

Action button summary

Action	Description
Delete project	Deletes your application. This can be performed prior to submission. After submission you will need to use the "Withdraw Application" action.
Duplicate Project	Creates a copy of your current application.
Previous	Goes back one page.
Next	Goes forward one page.
Navigate	Allows quick movement through the parts of the form (1-6)
Print	Generates a pdf version of the form to print or save.
Documents	Shows any attachments that have been uploaded (e.g. consent forms).
Save	Saves your current form / application so you can return to it at a later date.
Share	Allows sharing of your form with colleagues who may view/edit dependent on permissions set.
Collaborators	The names of colleagues who have access to the form.
Completeness Check	Shows which questions still need to be answered.
Submit	Submits the ethics application for review. After this happens, the form is locked.
Withdraw Application	You may withdraw you application after it has been submitted (prior to approval stage).

Support

For any queries or support, please contact cures-support@cranfield.ac.uk