

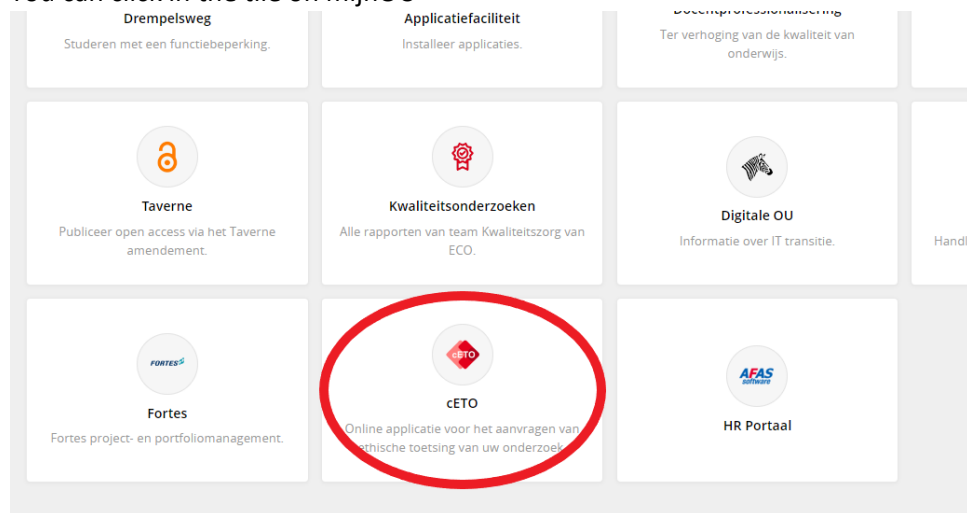
Instructions cETO app – users

- [Where to find the cETO app?](#)
- [How to start a new application?](#)
- [How to reply on a revision request?](#)
- [Where to find your ethical approval letter?](#)
- [How to apply an amendment?](#)
- [How to delete your application?](#)

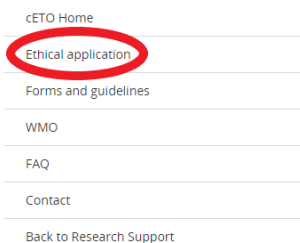
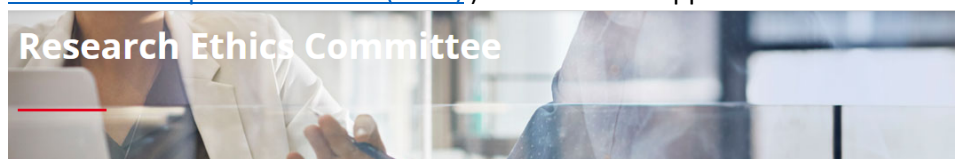
Where to find the cETO app?

You have access with you OU Microsoft account. There are two possibilities to access the cETO app:

1. You can click in the tile on mijnOU



2. You can click on the link on the cETO webpage ([Research Ethics Committee \(cETO\) - Open Universiteit - Open Universiteit \(ou.nl\)](#)). Go to 'Ethical application'



Research Ethics Committee (cETO)

Research involving human participants is a commonly used research method in scientific research. Being involved in a research study may bring participants in a risk situation. To minimise risks and protect participants' rights and interests, researchers must consider ethical and legal norms established by national and international levels. The Research Ethics Committee aims to support researchers throughout this process by providing ethical assessment and develop recommendations to ensure ethical and legal norms are properly addressed.

What are the main tasks of the cETO?

The Research Ethics Committee (cETO) was founded in 2012 and appointed by the Executive Board of the Open Universiteit (OU). The cETO is a university-wide advisory committee and it operates under the deans of the faculties. The cETO aims to support researchers and students of the OU in conducting scientific research involving human participants.

Click on the link 'new online cETO app'

Response by cETO

When the assessment period is finished (two or four weeks depending on the type of ethical assessment), the researcher will receive a response by the cETO, which is either a revision or a final decision:

[1] a revision. The researcher will be asked to respond and/or adjust the research application. The submitted response will be reviewed within two weeks.

[2] a final decision. The researcher will receive a written and binding decision of the ethical assessment by email. The decision is also sent to the Dean of the faculty (and to the supervisor, if applicable).

How to submit your research proposal?

As of January 9th, all research application can be submitted using the **new online cETO app**. With your OU Microsoft account you have access to the cETO app. If you don't have an OU Microsoft account, then you can request a **temporary guest account**. Important to know is that all research applications written by students and PhD candidates must be approved by the supervisor.

Note: submitting an amendment in the old online portal will be possible till 6th of February. From then on, amendments can be submitted by e-mail via ceto@ou.nl. Research application that are under review in the old online cETO portal, will be finished in the old portal. The cETO keeps notice that all applications are finished before the 'old' portal goes offline. You can access the [old portal](#).

Questions?

If you have any questions, please check the page FAQ or contact the cETO.

Once you opened the cETO app, a 5 step tutorial will start. You can click on [1] the arrows to read the tutorial explaining how to use the app or you click on [2] 'Skip' to go directly to the Home page.

Open Universiteit
www.ou.nl

5 step tutorial

1. To start a new research application, press the 'Add' button on top of the screen.

Name	Reference no.	Created	Status	Approval	App on team from the most pane
Ronde 1	TSB_RP18	23-04-21	Approval	Not set	
210933150700	TSB_RP19	03-05-21	Saved	Not set	

2. Skip >

How to start a new application?

At the Home page you find all your applications that are in progress of ethical assessment. To start a new application, click on the 'Add' button

Show tutorial **cETO app** **Add**

Search on Title or Reference no.

Only applications in progress are visible.

Recent cases

Title	Reference no.	Submitted on	Status		Days left
demo	Ceto_RP112		Saved	1	...
test fast track 24 nov	Ceto_RP92	24-11-22	Chair review	3	-16 days ...
Lorem Ipsum	Ceto_RP91	22-11-22	Submitted	2	-8 days ...
test 3 november	Ceto_RP83	10-11-22	Saved	3	-24 days ...
test aanvraag 13 okt fast track 2	Ceto_RP52	18-10-22	Saved	4	-58 days ...
Test aanvraag 13 okt fast track	Ceto_RP51		Saved	1	...
20221006A	Ceto_RP34	06-10-22	Assessed	2	-50 days ...
Geld terug garantie	Ceto_RP33	06-10-22	Assessed	4	-35 days ...
test aanvraag 13 okt	Ceto_RP30	13-10-22	Under review	1	✓ ...
20220929AB	Ceto_RP29	29-09-22	Under review	3	✓ ...

1.23

The first screen start at 'Personal Information'. Here you see the following buttons:

1. The progress bar: the application is divided in several pages. You can see on the progress bar where you are (blue circle) and what pages are following.
Note: pages 'data storage' and 'data sharing' are part of the data management check (not of the ethical assessment) and will be assessed by the data steward.
2. Save as draft: if you want to finish your application later, click on the 'save as draft' button to store the application. It will be saved on the Home page.
3. Co-applicants: as an author of the application you are the only one who can write and edit the application. You can add co-applicants, to share the writing and editing rights with colleague(s).
4. Close: to close the application and go back to the Home page.

Case: Ceto_RP112 **Personal information** 3. **Co-applicants** **Close** 4.

1. Personal information Type of application Full track Participant Recruitment Data collection Data storage Data sharing Submitting

2. **Save as draft** **Type of application >**

Which department are you affiliated to?

Please indicate the proposed start date and proposed end data of the project.

Information applicant
 Please select your title(s)
 Prof. Ir. Other
 Dr. Mr. Not applicable

Do not show co-authors

Each page contains open and/or (multiple) choice questions. When all questions are filled in, the page will be checked off.

Case: Ceto_RP112

Personal information

Co-applicants Close

Personal information Type of application Full track Participant Recruitment Data collection Checklist Submitting

Save as draft Type of application >

Information applicant
Please select your title(s)

Prof. Ir. Other
 Dr. Mr. Not applicable

Mr. ▼

Ceto Indieneer

alg029@awo.ou.nl

Do not show co-authors

Are you a Master student?
 Yes

① Which OU researcher holding a PhD is responsible for this research project?
Indieneer, Ceto ▼

Throughout the application you will find the ‘i-icon’. When you click on the ‘i’, a pop-up screen will appear containing important information, explanations and/or guidelines.

Case: Ceto_RP112

Personal inform:

Personal information Type of application Full track Participant Recruitment

This application form can only be used for research projects executed under supervision of OU affiliated researchers. Please, note that applications of PhD candidates and students need to be submitted by the OU researcher holding a PhD (a supervisor) who is responsible for the research project.

Information applicant
Please select your title(s)

Prof. Ir. Other
 Dr. Mr. Not applicable

Mr. ▼

Ceto Indieneer

alg029@awo.ou.nl

Do not show co-authors

Are you a Master student?
 No

① Which OU researcher holding a PhD is responsible for this research project?
Indieneer, Ceto ▼

Your name and e-mail address will automatically be filled in on the page ‘Personal information’. This also applies to the question who is responsible for the research project. However, PhD students and Master students need to fill in the name of their supervisor. The supervisor will receive an e-mail with the request to submit the application for ethical assessment.

If you are a master student, you can see on the progress bar that the pages 'data storage' and 'data sharing' are replaced with 'checklist' (the data management checklist).

Note: if you collect secondary data which is strictly anonymous and/or the use/purpose falls within the scope of consent, then the 'checklist' will also appear.

To navigate to the next page there are two options:

1. You click on the circle on the progress bar. You can go to the any page.
2. You click on left or right buttons to go to the previous or next page.

By default the application is set on full track.

Case: Ceto_RP112

Type of application

Progress bar: Personal information (checked), Type of application (checked), **Full track** (circled in red), Participant, Recruitment, Data collection, Data storage, Data sharing, Submitting.

Buttons: < Personal information, Save as draft, Full track >

When you submit a fast track application, you select the fast track option. The progress bar will change to fast track.

Case: Ceto_RP112

Type of application

Progress bar: Personal information (checked), Type of application (checked), **Fast track** (circled in red), Participant, Recruitment, Data collection, Data storage, Data sharing, Submitting.

Buttons: < Personal information, Save as draft, Fast track >

Form content:

- What type of research will be submitted? Individual study
- What is the context of the research to be performed? PhD research
- Is there a funding organization?
 - There are no funding organizations
 - The funding organizations are:
- What type of ethical application are you applying? **Fast track** (circled in red)

Setting the application from full to fast track only changes the content of the full and fast track page.

Case: Ceto_RP112

Full track

Progress bar: Personal information (checked), Type of application (checked), **Full track** (checked), Participant.

Buttons: < Type of application

Form content:

- Does the WMO law apply?
 - No
 - I am not sure
- Provide a brief description of the study, preferably substantiated with references (max 1000 characters)
- Background
- Aim and/or research questions (if applicable, including hypotheses)

Case: Ceto_RP112

Fast track

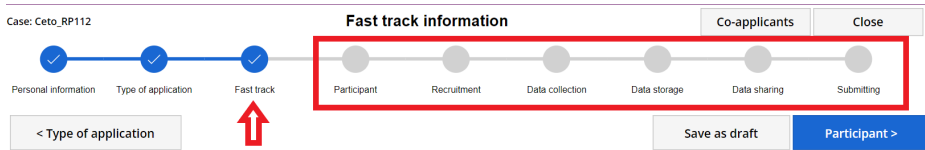
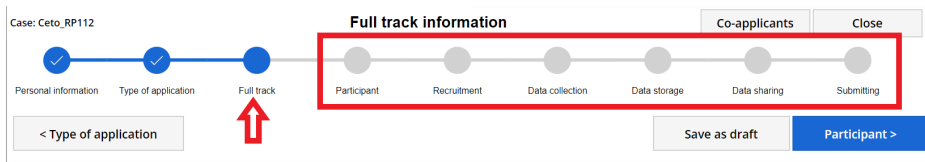
Progress bar: Personal information (checked), Type of application (checked), **Fast track** (checked), Participant.

Buttons: < Type of application

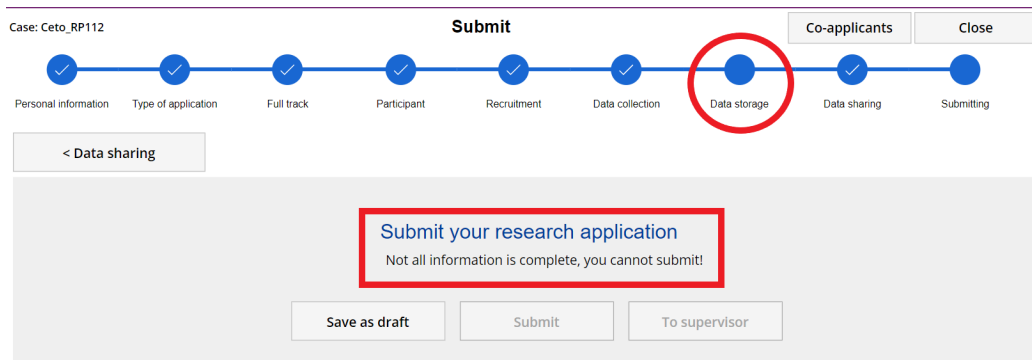
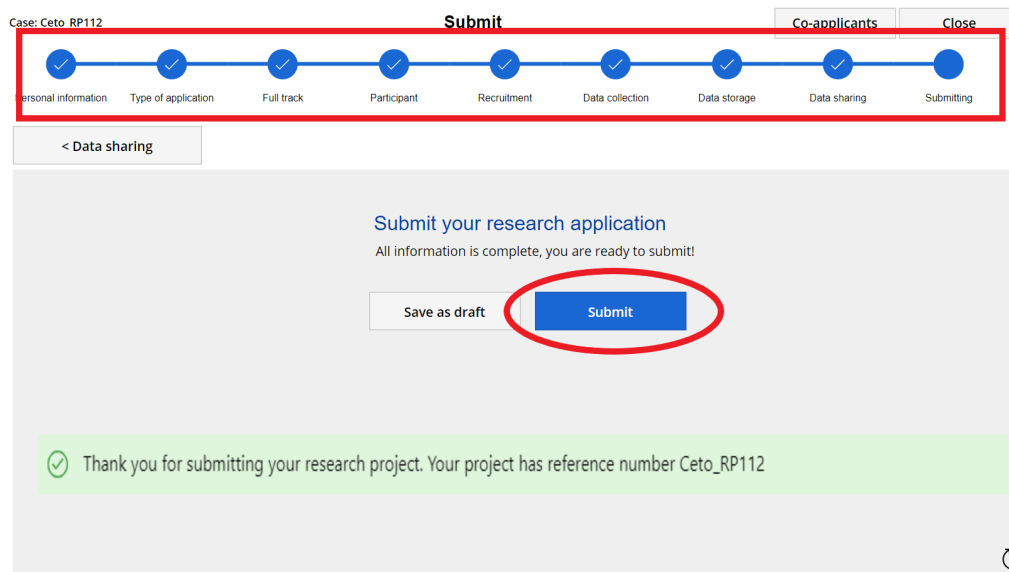
Form content:

- Provide a brief description of the study, preferably substantiated with references (max 1000 characters)
- Please upload the necessary approved documents (for student: approved assessment letter (e.g. NWO, NRO, ZonMW); only the approval letter)
- Please upload the document
- Attach file

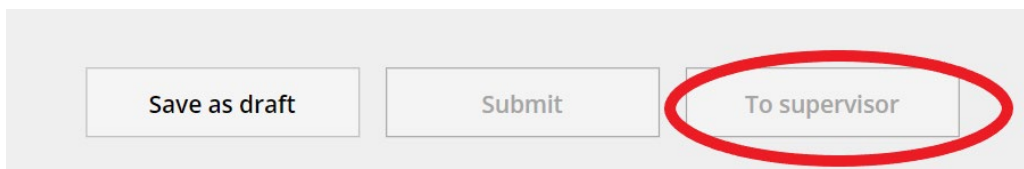
As shown on the progress bar, the other pages remain the same. This makes it easier to switch the application form fast to full and back, without losing the rest of the application or submitting a new one.



When all pages are checked off, you can submit your application and the green confirmation will appear.



PhD student and Master students sent their application to their supervisor.



Go back to the Home page, where you can find your application, status Submitted

Show tutorial cETO app [Add](#)

Search on Title or Reference no.

Only applications in progress are visible.

Recent cases

Title	Reference no.	Submitted on	Status	Days left
demo	Ceto_RP112	20-12-22	Submitted	1

How to reply on a revision request?

If your research application needs a revision, you will receive an e-mail from cETO. Go to the cETO app and open the application by clicking on the arrow.

Show tutorial cETO app [Add](#)

Search on Title or Reference no.

Only applications in progress are visible.

Recent cases

Title	Reference no.	Submitted on	Status	Days left
demo	Ceto_RP112	20-12-22	Revision needed	20 days

The comment overview will appear. Here you can see what comments were made per question. There are two options to react on the comments.

1. You click on the arrow to read the comments. Here you can also apply
2. Click on 'submit' to go to the research application. You can navigate to the questions and reply there.

Case: Ceto_RP112 **Comments overview** [Submit >](#)

Who is the target population? Comments: 1

Please, describe in details how you collect the data. Comments: 1

Document comments Comments: 1

Comments of all iterations are visible You did not react to all comments yet.

When you click on the arrow, the following screen is shown

1. Here you select the version of question to be shown. By default, the latest iteration is selected. If there are more versions available, you can also select previous versions as well.
2. Here is the written answer in the application.
3. Here you alter the answer as reply to the comments if preferred
4. Here is the comments given by the cETO.
5. Here you can reply to the comments. Click on the arrow to add you comment.

Case: Ceto_RP112 Feedback ↶ Comments overview

Version 1 ✓ 1.

Who is the target population?

demo 2.

Opmaak - **B** / U | | | ...

demo 3.

Comments

20-12-2022 Secretary: test feedback 4.

test reply| 5.

Once you finished you reply, click on the 'comments overview' to go back to other comments in the Comment Overview.

Case: Ceto_RP112 Feedback ↶ Comments overview

Version 1 ✓

Who is the target population?

demo

Normaal - **B** / U | | | ...

demo

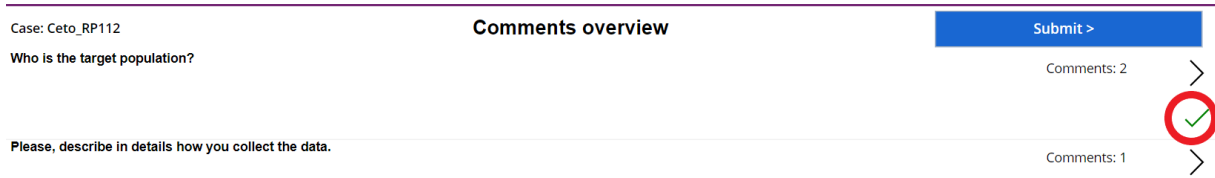
Comments

20-12-2022 Secretary: test feedback

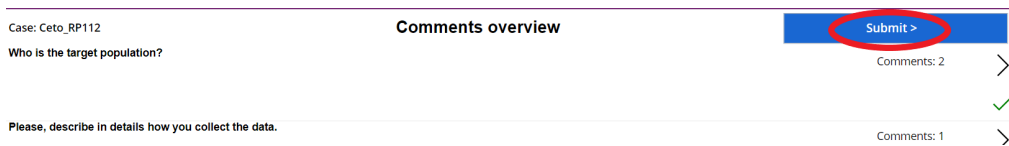
20-12-2022 Initiator: test reply

Add a comment

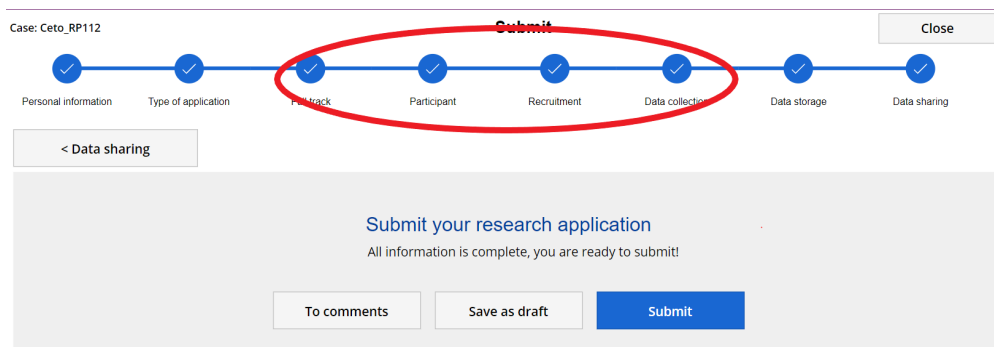
The comment you replied on is now check off



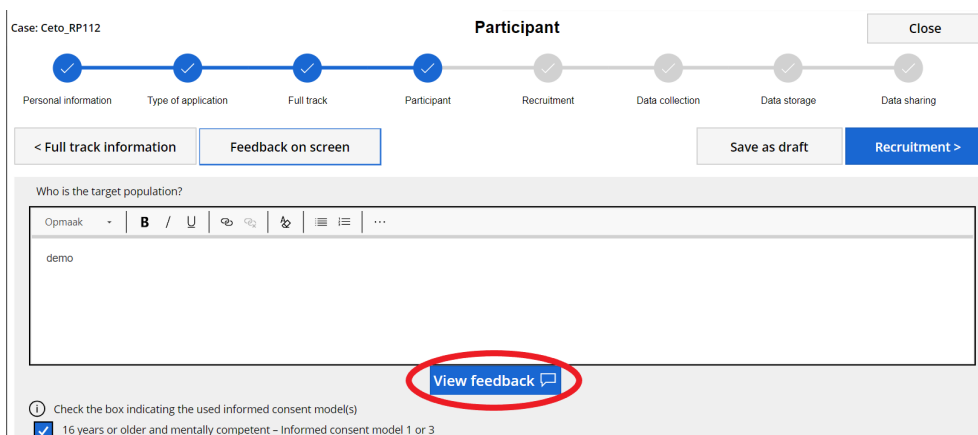
If you click on the 'submit' button, you will go to the research application.



You can navigate to the pages on the progress bar to revise the application if needed.



You can see on the 'view feedback' button that a comments was placed by the text balloon icon.



When you click on the button, the receive the same screen as via the comment overview

Case: Ceto_RP112 **Feedback** [Comments overview](#)

Version 1 ✓
Who is the target population?
demo

Normal | B | U | ...

demo

Comments
20-12-2022 Secretary: test feedback

20-12-2022 Initiator: test reply

Add a comment

Once you finished your reply by navigating on the progress bar, you need to return to the submission page. Click on the circle 'data sharing' and you find the 'submit' button

Case: Ceto_RP112 **Data sharing** [Close](#)

Personal information ✓ Type of application ✓ Full track ✓ Participant ✓ Recruitment ✓ Data collection ✓ Data storage ✓ Data sharing ✓

< Data storage Feedback on screen Save as draft **Submit >**

Now you can go back to the 'comments overview' or submit the research application.

Case: Ceto_RP112 **Submit** [Close](#)

Personal information ✓ Type of application ✓ Full track ✓ Participant ✓ Recruitment ✓ Data collection ✓ Data storage ✓ Data sharing ✓

< Data sharing

Submit your research application
All information is complete, you are ready to submit!

To comments Save as draft **Submit**

The green message will pop-up in your screen if the submission was successful. Click on 'close' or 'home' to back to the Home page.

Thank you for submitting your research project. Your project has reference number Ceto_RP112

Case: Ceto_RP112

Submit

Close

Personal information Type of application Full track Participant Recruitment Data collection Data storage Data sharing

< Data sharing


Submit your research application

Case submitted

To comments Home Submit

Thank you for submitting your research project. Your project has reference number Ceto_RP112


The status is once again on 'submitted'

Recent cases					
Title	Reference no.	Submitted on	Status		Days left
demo	Ceto_RP112	21-12-22	Submitted	 2	19 days ... >

Where to find your ethical approval letter?

Once your research application is approved, you will receive an e-mail from cETO. In the e-mail you find a link to the approval letter.

Assessment submitted research project Ceto_RP109

 Bericht vertalen naar het Nederlands | Engels nooit vertalen



app, ceto

Aan: Indiener, Ceto; app, ceto

Dear Indiener, Ceto,
Your application Ceto_RP109 has been approved by the cETO.

Please find your ethical clearance [this link](#).

Best regards, on behalf of the cETO
If you have questions, please contact cETO

[Click here to open the request](#) Advice datasteward:
No advise given by data steward.

[Beantwoorden](#) [Allen beantwoorden](#) [Doorsturen](#)



feedback of the data management check will be shown here.

Sharepoint will be opened, where all attachments of the application can be found, including the ethical approval letter and the data management advice.

cETO Research applications Zaken Sjablonen Settings

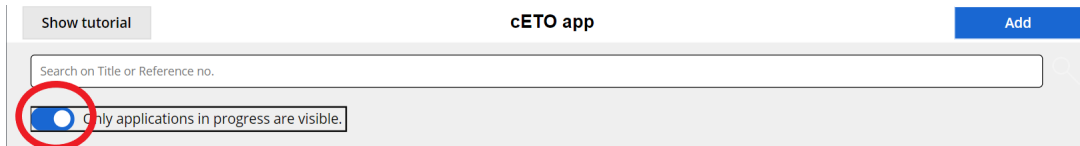
+ Nieuw Uploaden Delen Synchroniseren Downloaden

Zaken > 221207002848

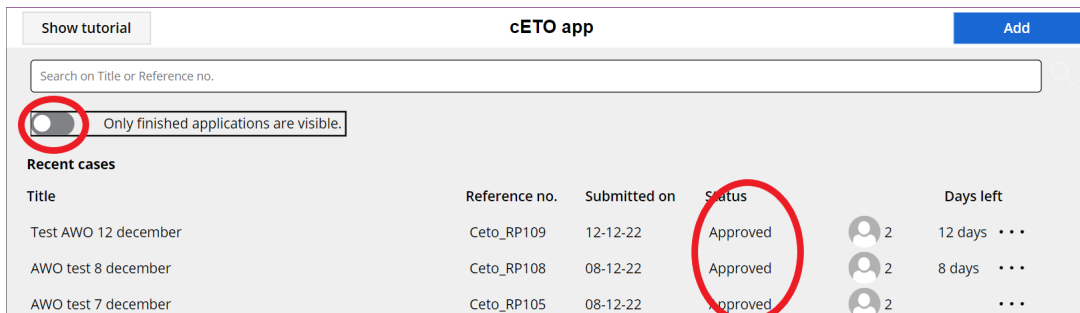
Naam	Zaaknummer	Beschrijving
709_Model consent modellen.docx		
755_Model informatiebrief deelnemers 202...		
509_Model_2_toestemmingsverklaring_cET...		
921_Instructies Reviewer.docx		
application.html		
931_Model informatiebrief deelnemers 202...		
586_Model informatiebrief deelnemers.docx		
242_Model_2_toestemmingsverklaring_cET...		
EC_Ceto_RP105_1008_287.pdf		
DMA_Ceto_RP105_2825_8180.pdf		

How to apply an amendment?

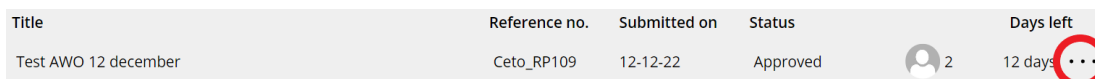
If you have a substantial change to your finished research application, you can apply an amendment by adjusting the original research application. On the Home page, only applications in progress are visible. Switch the button...



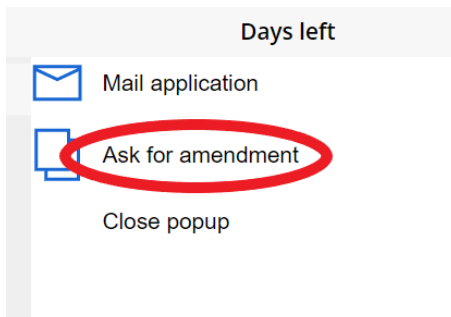
... and all approved research applications are shown



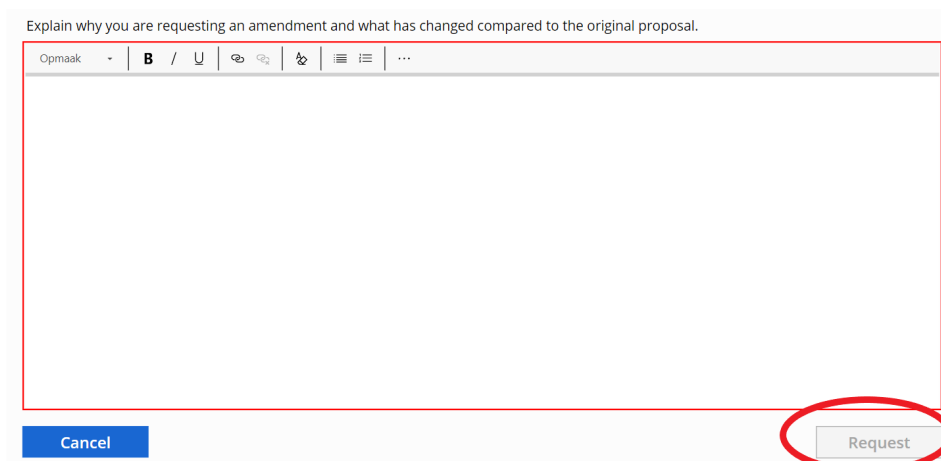
Click on the three dots of the selected research application



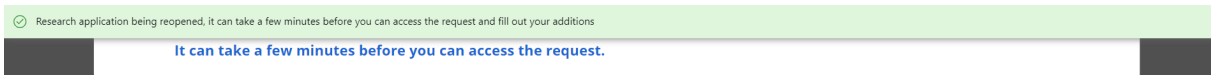
A pop-up will appear. Click on 'Ask for amendment'



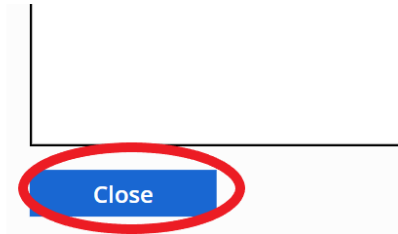
Describe in the window, why you request an amendment and click on 'Request'.



The application will be reopened, which will take a few minutes.



You can close the window.



The research application is now visible on the Home Page with applications in progress with the status 'Saved'. Click on the arrow to open the application and change the application where needed.

cETO app

Search on Title or Reference no.

Only applications in progress are visible.

Recent cases

Title	Reference no.	Submitted on	Status		Days left
demo	Ceto_RP112	20-12-22	Submitted	1	... >
Test AWO 12 december	Ceto_RP109	12-12-22	Saved	3	12 days >

The application will open on the page 'comment overview'. Click on 'submit' to continue to the application

Retrieving changes, this might take some time

Case: Ceto_RP109 **Comments overview**

Screen: Personal information	Comments: 1	>
Screen: Full track	Comments: 2	>
Screen: Participant	Comments: 2	>
Scientific and societal relevance	Comments: 2	>
Screen: Recruitment	Comments: 2	>

You can change the application where needed by adding attachments, changing (multiple) choice questions, or altering the open questions. When you are finished you submit the application.

Case: Ceto_RP109

Submit

Close



< Checklist

Submit your research application

All information is complete, you are ready to submit!

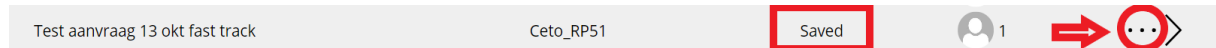
To comments

Save as draft

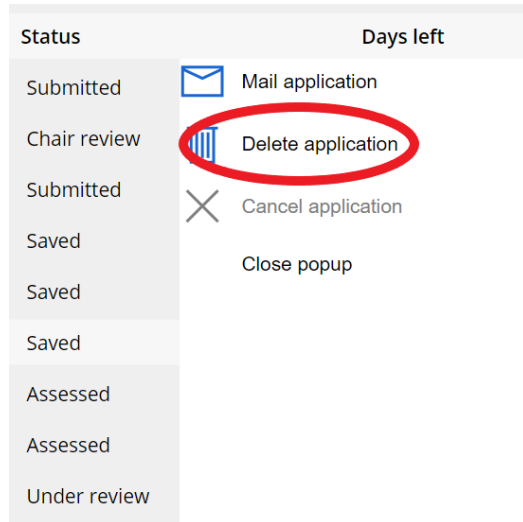
Submit

How to delete your application?

You can delete a research application with the status 'Saved'. You click on the three dots



A pop-up will appear. Click on 'delete application'



Click on 'yes' and the application is deleted

