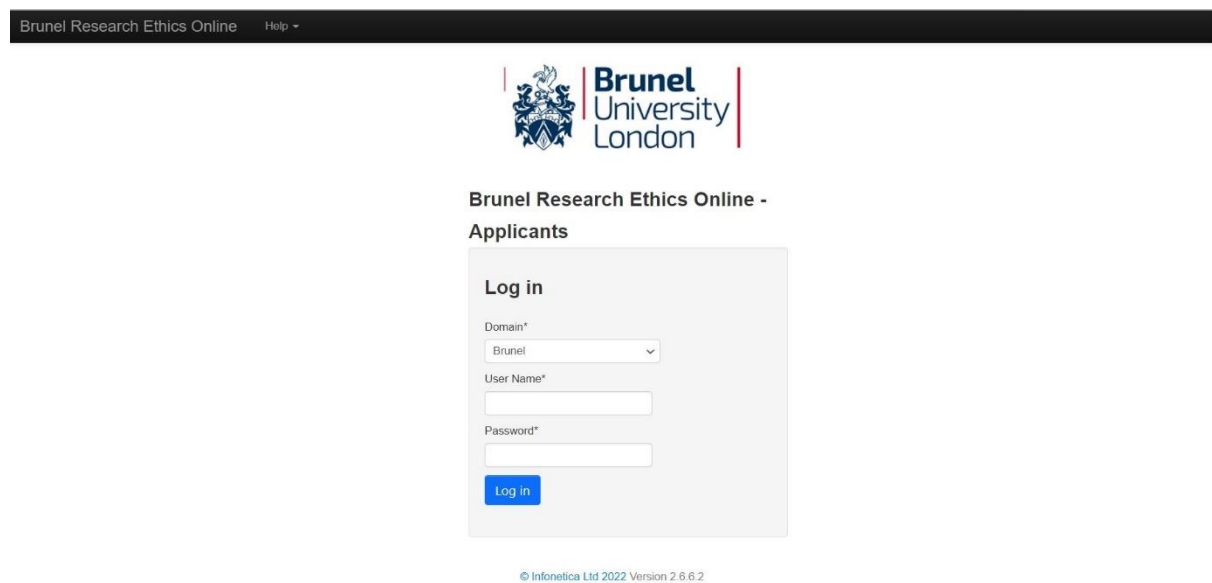


# **BREO Quick User Guide - APPLICANTS**

## **Logging in to BREO**



The screenshot shows the top navigation bar with 'Brunel Research Ethics Online' and a 'Help' dropdown. Below this is the Brunel University London logo. The main heading is 'Brunel Research Ethics Online - Applicants'. The central 'Log in' form includes a 'Domain\*' dropdown menu set to 'Brunel', a 'User Name\*' text input field, a 'Password\*' text input field, and a blue 'Log in' button. At the bottom of the page, a small copyright notice reads '© Infonetica Ltd 2022 Version 2.6.6.2'.

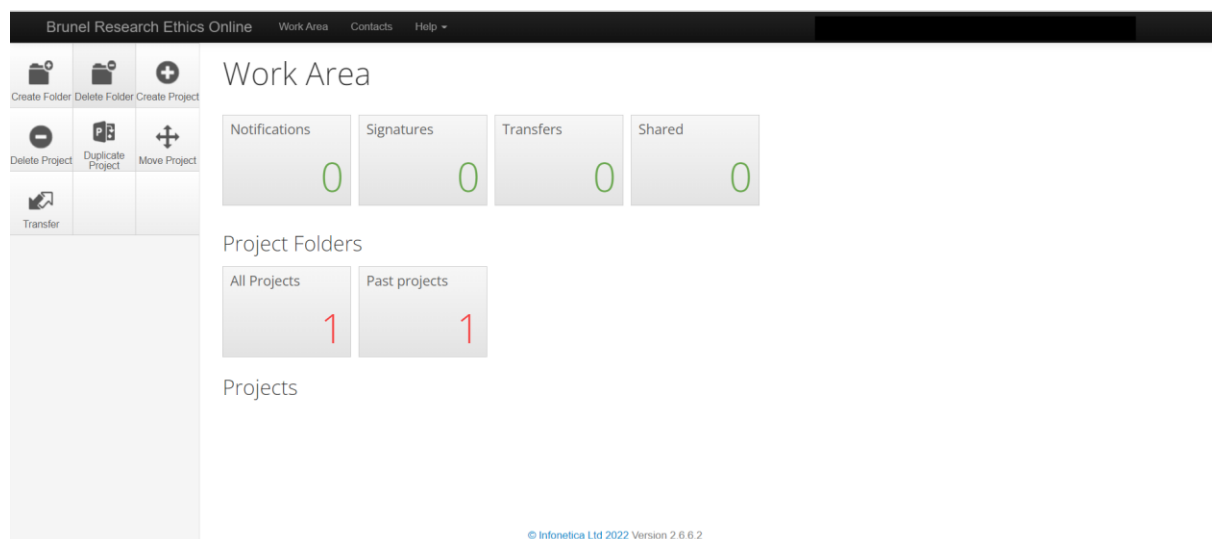
Use your Brunel network credentials to login to BREO.

**For students:** Your username is your student number, and you should use your normal network password.

**For staff:** Your username is your alphanumeric username (e.g. acstkdkd), and you should use your normal network password.

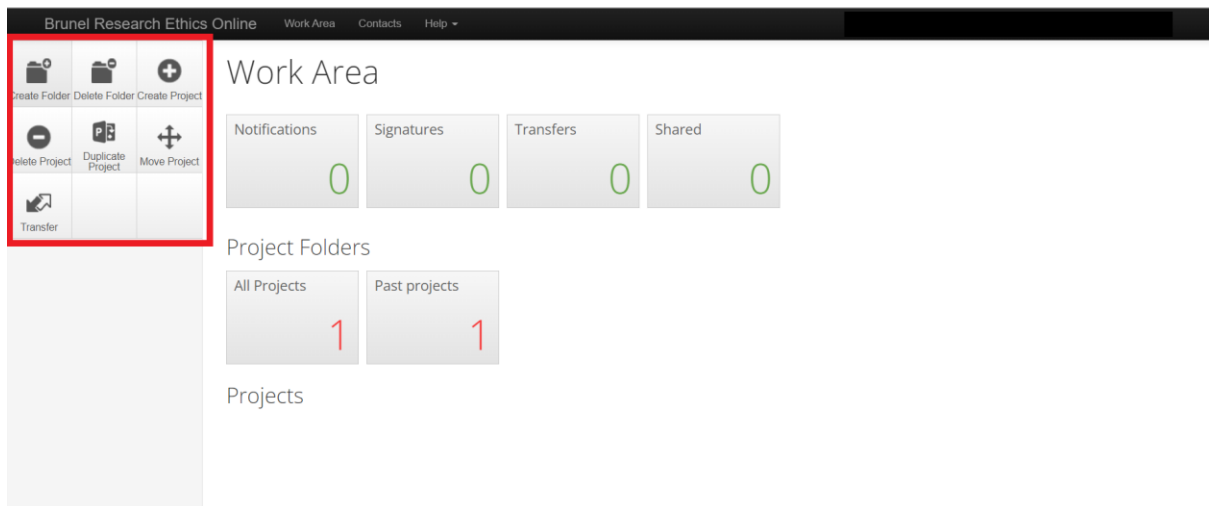
**Please note:** BREO does not have its own login credentials (username and password) – you must use your Brunel network credentials to access the system.

**Once logged in, you will be able to see your Work Area. This acts as your dashboard for all your applications:**



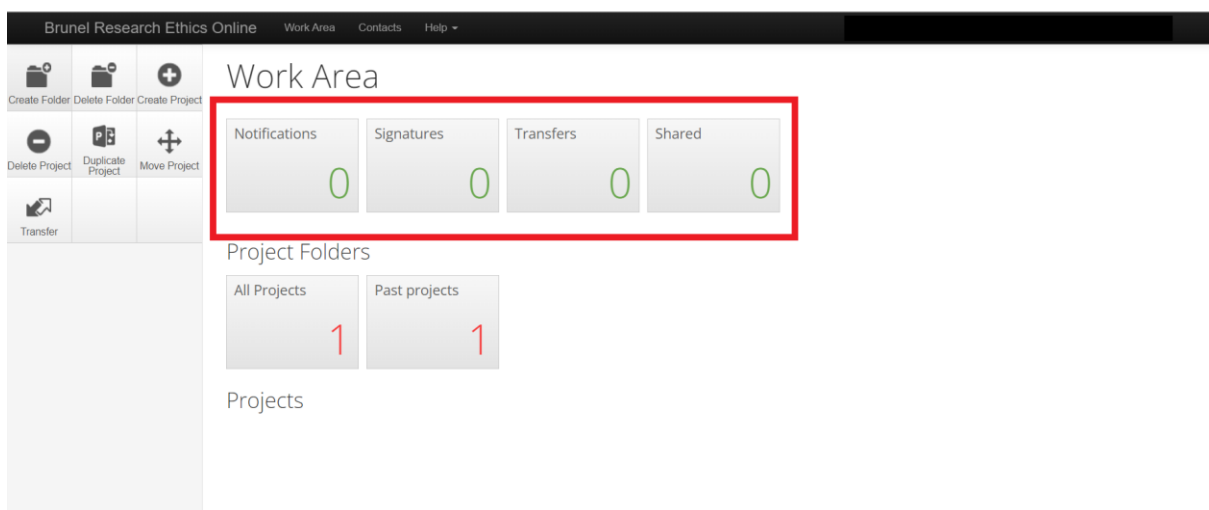
The screenshot displays the 'Work Area' dashboard. The top navigation bar includes 'Brunel Research Ethics Online', 'Work Area', 'Contacts', and a 'Help' dropdown. On the left is a sidebar with icons for 'Create Folder', 'Delete Folder', 'Create Project', 'Delete Project', 'Duplicate Project', 'Move Project', and 'Transfer'. The main content area is titled 'Work Area' and features four summary cards: 'Notifications' (0), 'Signatures' (0), 'Transfers' (0), and 'Shared' (0). Below these are 'Project Folders' with 'All Projects' (1) and 'Past projects' (1). A 'Projects' section is visible at the bottom. A small copyright notice '© Infonetica Ltd 2022 Version 2.6.6.2' is at the bottom right.

There are a number of buttons on the left-hand side of the Work Area screen:



- **Create Folder:** This enables you to keep all related applications within the same folder. You may wish to create a project folder if you have multiple applications or amendments.
- **Delete Folder:** This enables you to delete any folder you have created.
- **Create Project:** This creates your application – see below ‘Creating an Application’.
- **Delete Project:** This can be used to delete applications which are no longer actively needed. Please note applications cannot be deleted once they have been submitted.
- **Duplicate Project:** Use this function if you need to submit a similar application to one you have already submitted. The fields will already be filled out so you can easily make the changes you need.
- **Transfer:** This enables you to pass your application to a co-researcher to work on before submission, or if you are completing an application for someone else, you can transfer it to them to submit.

### The Work Area Tiles:



- **Notifications:** This shows you all notifications for your application, including alerts that your application has been submitted, reviewed or approved. You will also receive these notifications via email.
- **Signatures:** This shows any signatures which have been requested of you (if you are an academic supervisor, requests from your students will appear here), with a link to the form to sign.
- **Transfers:** This relates to the 'Transfer' button (see above), and shows applications which have been transferred to you (e.g. from a co-researcher sharing their application with you prior to submission).
- **Shared:** This shows you a list of forms that have been shared with you by other people.

## Projects:

This is where all your applications will be listed:

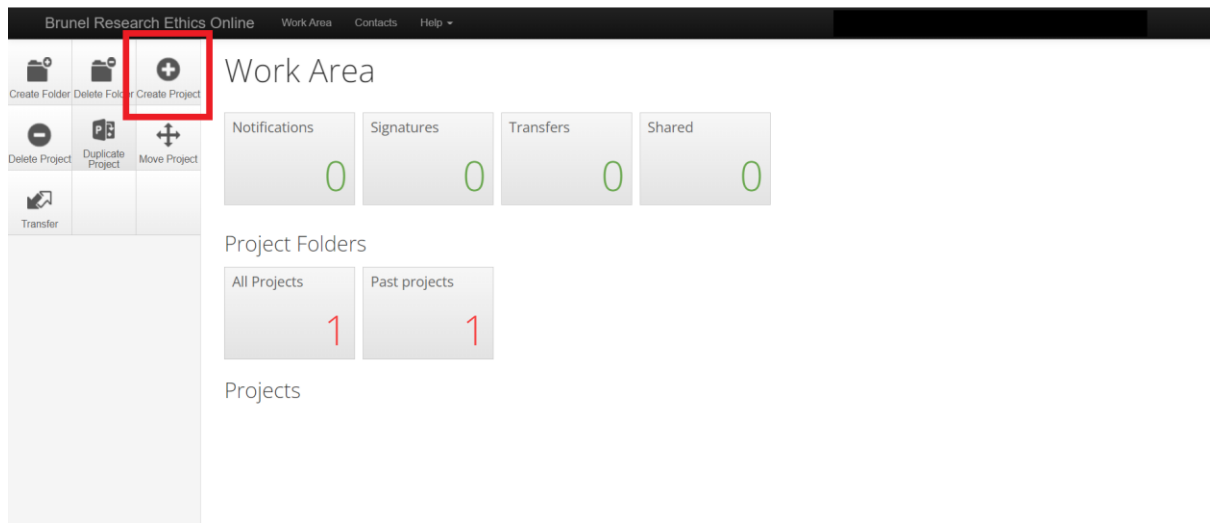
The screenshot shows the 'Work Area' of the Brunel Research Ethics Online system. It includes a sidebar with navigation options like 'Create Folder', 'Delete Folder', 'Create Project', 'Delete Project', 'Duplicate Project', 'Move Project', and 'Transfer'. The main content area displays four summary boxes for Notifications, Signatures, Transfers, and Shared, each with a count of 0. Below these are 'Project Folders' showing 'All Projects' (2) and 'Past projects' (1). The 'Projects' section is highlighted with a red box and contains a table with one entry: 'Demo project' with Project ID 39698, created on 05/09/2022 at 10:09.

| Project Title  | Project ID | Owner | Date Created     | Date Modified    | Transfer Status |
|----------------|------------|-------|------------------|------------------|-----------------|
| > Demo project | 39698      |       | 05/09/2022 10:09 | 05/09/2022 10:09 |                 |

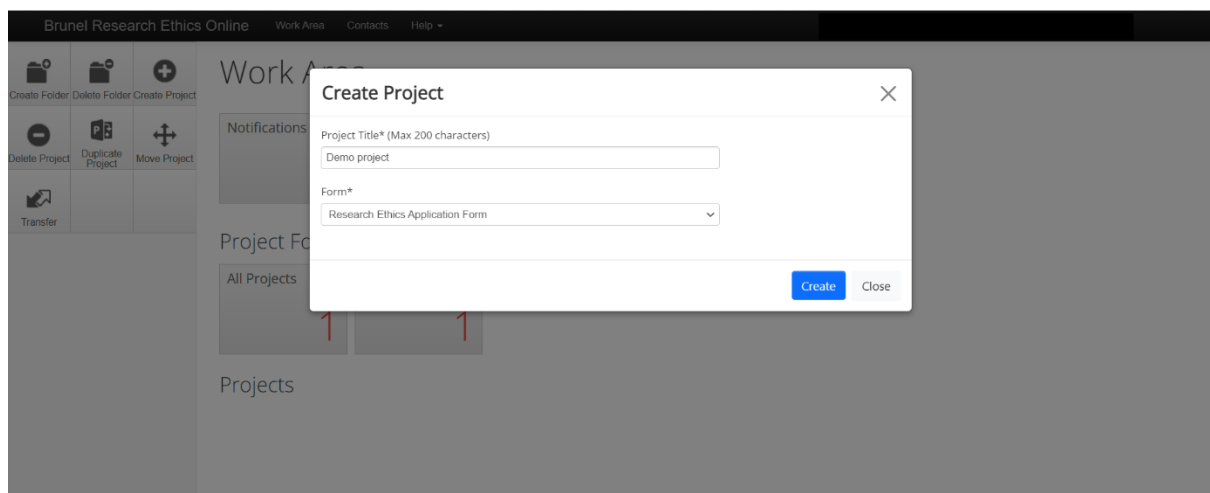
- **Project Title:** This shows the title you have given your research project
- **Project ID:** This shows the identification number automatically generated by the system once an application has been created. You can use this on all correspondence relating to the project
- **Owner:** This shows the application owner (this will be you unless the application has been transferred to you)
- **Date Created:** This shows the date the application was created
- **Date Modified:** This shows the last date the application was amended.

# Creating an Application

Begin by clicking the 'Create Project' button:

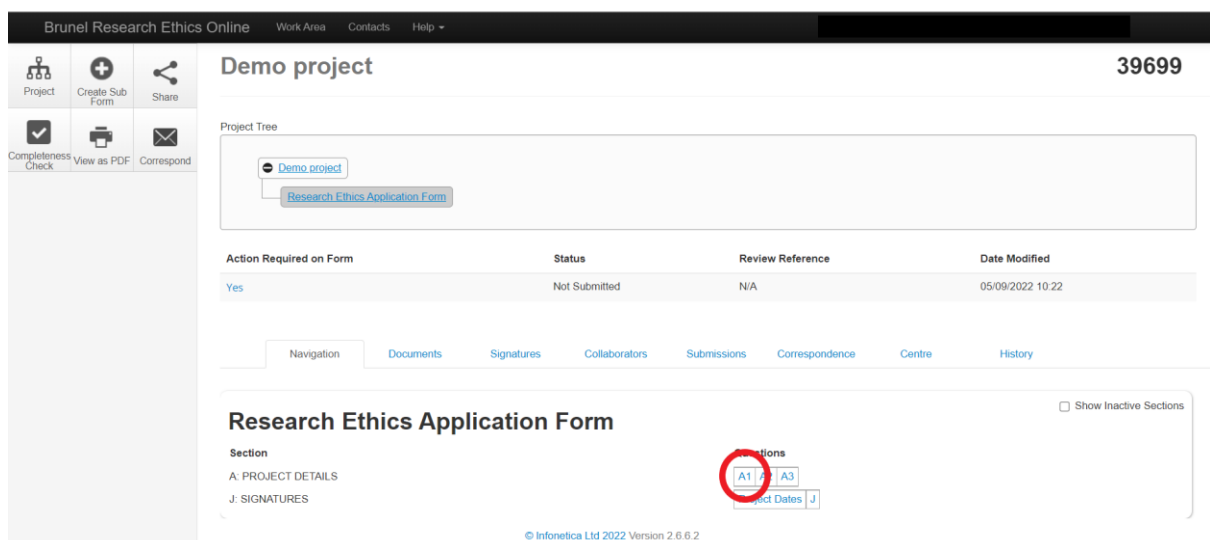


A box will appear asking you to enter a project title. Select 'Research Ethics Application Form' from the dropdown list, and then click 'Create'.



You will now be able to see the application cover page.

To begin filling out the application form, click the first section of questions, 'A1':



You will then see the first page of the application form:

Brunel Research Ethics Online Work Area Contacts Help

39699 Version: 2.4.4

Research Ethics Application Form  
Project Title: Demo project

Previous Next Navigate

View as PDF Documents Signatures

Save Share Collaborators

Completeness Check

Project Details

A1 Proposed Project Title

Demo project

Applicant Details

A2 Applicant Details

Title First Name Surname

Mr/Ms/Mo/Dot

Load Add to contacts

<https://breo.brunel.ac.uk/ActivityForm/Index>

Fill out the application form with the details of your project. **Please note, there is question-specific guidance next to most questions under the information icon:**

Brunel Research Ethics Online Work Area Contacts Help

39699 Version: 2.4.4

Research Ethics Application Form  
Project Title: Demo project

Previous Next Navigate

View as PDF Documents Signatures

Save Share Collaborators

Completeness Check

Project Details

A1 Proposed Project Title

Demo project

Applicant Details

A2 Applicant Details

Title First Name Surname

Mr/Ms/Mo/Dot

Load Add to contacts

<https://breo.brunel.ac.uk/ActivityForm/Index>

The form will change depending on the options you select, so you may notice new sections appear for you to complete. For low risk projects, you will only need to complete sections A and J. For other application types, there will be additional sections to complete.

There are buttons on the left-hand side of the page as follows:

The screenshot shows the Brunel Research Ethics Online (BREO) interface. On the left, a sidebar contains buttons for navigation and actions: Previous, Next, Navigate, View as PDF, Documents, Signatures, Save, Share, Collaborators, and Completeness Check. The main content area is titled 'Research Ethics Application Form' and displays 'Project Title: Demo project'. It includes sections for 'Project Details' (A1 Proposed Project Title) and 'Applicant Details' (A2 Applicant Details). The URL at the bottom is <https://breo.brunel.ac.uk/ActivityForm/Index>.

- **Previous, Next and Navigate:** These take you forward or backwards through the application form. Use 'Navigate' to take you straight back to the application form cover page, where you can access each section easily.
- **View as PDF:** This enables you to download a copy of the application and print it if needed.
- **Documents:** This shows you the documents you have attached to the application (e.g. consent form, participant information sheet etc.).
- **Signatures:** This shows you whether the form has been signed or a signature requested (for example, from a supervisor).
- **Save:** This saves your progress. The system will automatically save your progress at the end of each page BUT you should use this function if you are leaving your desk as **the system will time out after 20 minutes of inactivity**. You can save your project and come back to it as often as you like.
- **Share:** Sharing a form enables others to view or edit the form depending upon the level of access you give them (e.g. you may wish to share your application with your supervisor).
- **Collaborators:** This shows any other users the application has been shared with.
- **Completeness Check:** This allows you to see all the mandatory fields of the form which you have not yet completed. This feature will pop up if you try to sign your application without having completed a mandatory question, and will link straight to the section(s) you still need to complete.
- **Submit:** If you have a Supervisor, please ignore this button as once your Supervisor signs the application, your form will be submitted automatically. For academic staff, this button allows you to submit your application when you have completed it and all relevant signatures are in place.

Please note, if you are sharing your form, for example with your Supervisor, you may wish to make comments to one another within the form. This can be done using the yellow post-it notes attached to each question. Please note these will not be visible to the review team and will not affect your submission in any way (see next page):

Once you have completed the form, use the ‘Completeness Check’ button to make sure all mandatory questions have been answered.

You will then see the declaration you need to sign in order to submit your application. **Please read and agree to each statement within the declaration, and make sure you understand each point.** Follow the links to the policies as needed.

For Academic Staff, once you sign this declaration, your form will be automatically submitted for review.

Students: Once you have signed the declaration, you will see a new button appear which will enable you to request your supervisor’s signature:

Click this button then fill in your Supervisor's details. Your supervisor will be sent a request to sign your form. They may decide you need to do some additional work on the form, in which case you will receive a notification by email. If your supervisor is happy that the application is ready for submission, they will sign it and it will be automatically submitted to the relevant Research Ethics Committee. **Please note: Your application will only be submitted when BOTH your signature and your supervisor's signature have been provided.**

You will receive an email confirmation to let you know that your form has been submitted. A notification will also appear under the 'Notifications' tile in your Work Area, and you should check that the submission status in your Work Area has changed to 'Submitted'.

## Making changes to your application

Once you have signed and requested your Supervisor's signature, your form will be locked for review, and you will be unable to make any changes.

The screenshot shows the 'Research Ethics Application Form' interface. At the top, there's a navigation bar with 'Brunel Research Ethics Online', 'Work Area', 'Contacts', and 'Help'. On the right, the form number '39680' and 'Version 2.4.4' are displayed. The main title is 'Research Ethics Application Form' with 'Project Title: Test' below it. A red box highlights a message: 'This form has been locked through signatures/requests'. On the left sidebar, there are buttons for 'Previous', 'Next', 'Navigate', 'View as PDF', 'Documents', 'Signatures', 'Unlock', 'Share', 'Collaborators', and 'Completeness Check'. The main content area has two sections: 'Project Details' and 'Applicant Details'. The 'Project Details' section shows 'A1 Proposed Project Title' and a text input field with 'Test'. The 'Applicant Details' section is empty. There are also icons for notifications and information in the top right of each section.

If you need to edit your form after it has been locked, you can only do so before your Supervisor signs it. To do this, click 'Unlock' on the left-hand side of the page:

This screenshot is similar to the previous one, showing the 'Research Ethics Application Form' interface. The 'Unlock' button in the left sidebar is now highlighted with a red box. The message 'This form has been locked through signatures/requests' is still present. The rest of the interface, including the navigation bar, form title, and content sections, remains the same.

Please note, if you unlock your form, you will need to sign it again as the signatures will be invalidated. If your supervisor has signed the form, this will need to be requested again.

## After submission

Once your application has been submitted, you should normally expect to receive feedback from the Research Ethics Committee within **15 working days** (three weeks). You will then receive a letter from the Committee, either asking you to make changes, or granting approval. Speak to your supervisor or ask your College Research Office if you have questions about the feedback.

If you are asked to make changes to your application, please repeat the steps above and make changes to your existing application (you do not need to start a new one).

## Submitting an Amendment

If you wish to make changes to your research protocol after approval has been granted, you will need to seek permission from the Research Ethics Committee before implementing any changes. Changes may include additional research methods, recruitment methods, participant groups etc.

If you wish to seek REC approval for an amendment, access your approved application from your BREO Work Area and click 'Create Sub-Form':

The screenshot shows the Brunel Research Ethics Online (BREO) interface. The top navigation bar includes 'Brunel Research Ethics Online', 'Work Area', 'Contacts', and 'Help'. The left sidebar contains icons for 'Project', 'Create Sub-Form' (highlighted with a red box), 'Share', 'View as PDF', and 'Correspond'. The main content area displays a 'Test' application with ID '39680'. Below the 'Project Tree', there is a table with columns: 'Action Required on Form', 'Status', 'Review Reference', and 'Date Modified'. The table shows one entry with 'No' action required, 'Submitted by Applicant' status, and review reference '39680-LR-Sep/2022- 41501-1'. Below the table is a navigation bar with tabs: 'Navigation', 'Documents', 'Signatures', 'Collaborators', 'Submissions', 'Correspondence', 'Centre', and 'History'. The 'Research Ethics Application Form' section is visible, showing 'Section A: PROJECT DETAILS' and 'J: SIGNATURES'. There are also 'Questions' A1, A2, A3, and 'Project Dates' J.

Select the Amendment Form from the dropdown list, and click 'Create'. Fill out the short form, and then repeat the steps above to submit your Amendment application.

## Help and support

For technical assistance please email [BREO-Tech@brunel.ac.uk](mailto:BREO-Tech@brunel.ac.uk). For advice on your application after submission, please email your College Research Office:

CBASS: [cbass-ethics@brunel.ac.uk](mailto:cbass-ethics@brunel.ac.uk)

CEDPS: [CEDPS-Research@brunel.ac.uk](mailto:CEDPS-Research@brunel.ac.uk)

CHMLS (Life Sciences): [DLS-ethics@brunel.ac.uk](mailto:DLS-ethics@brunel.ac.uk)

CHMLS (Health Sciences/Medical School): [DHS-ethics@brunel.ac.uk](mailto:DHS-ethics@brunel.ac.uk)

**Good luck with your research!**