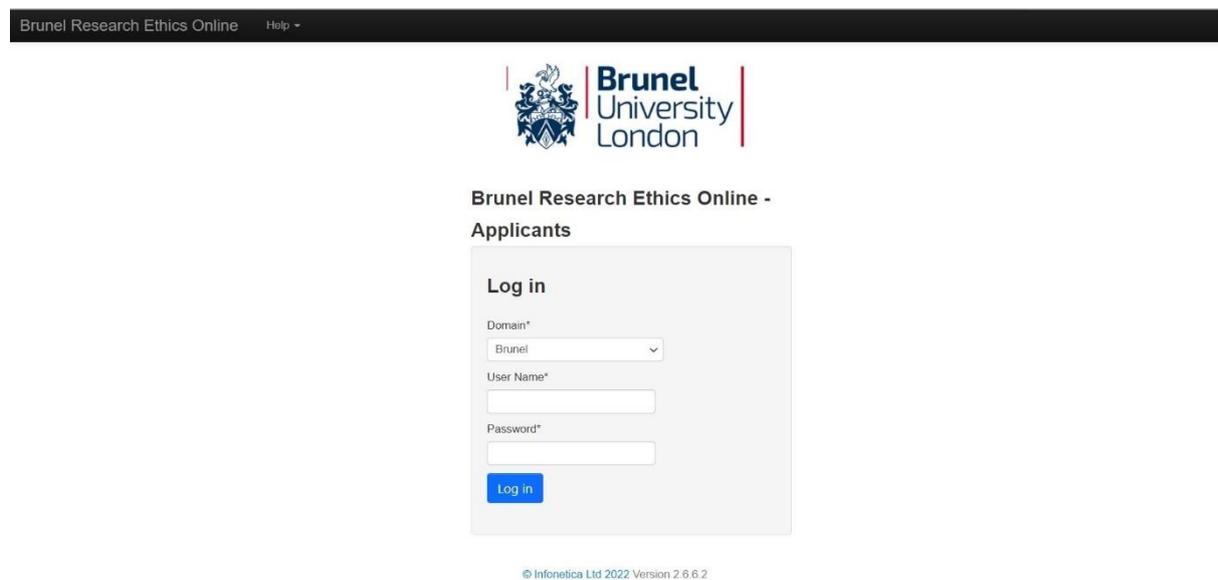


BREO Quick User Guide - APPLICANTS

Logging in to BREO



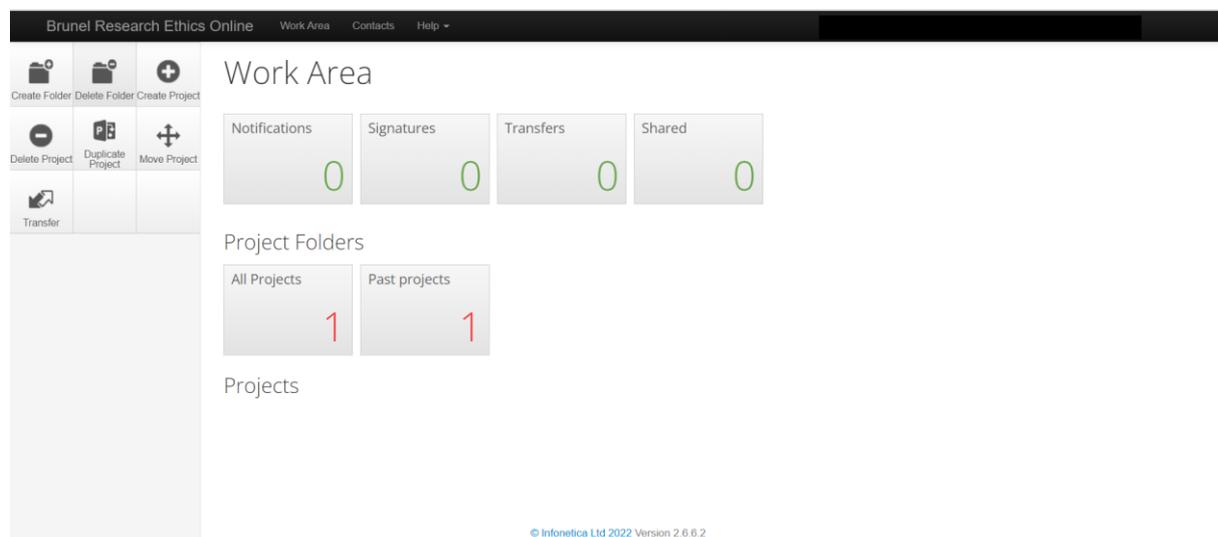
Use your Brunel network credentials to login to BREO.

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

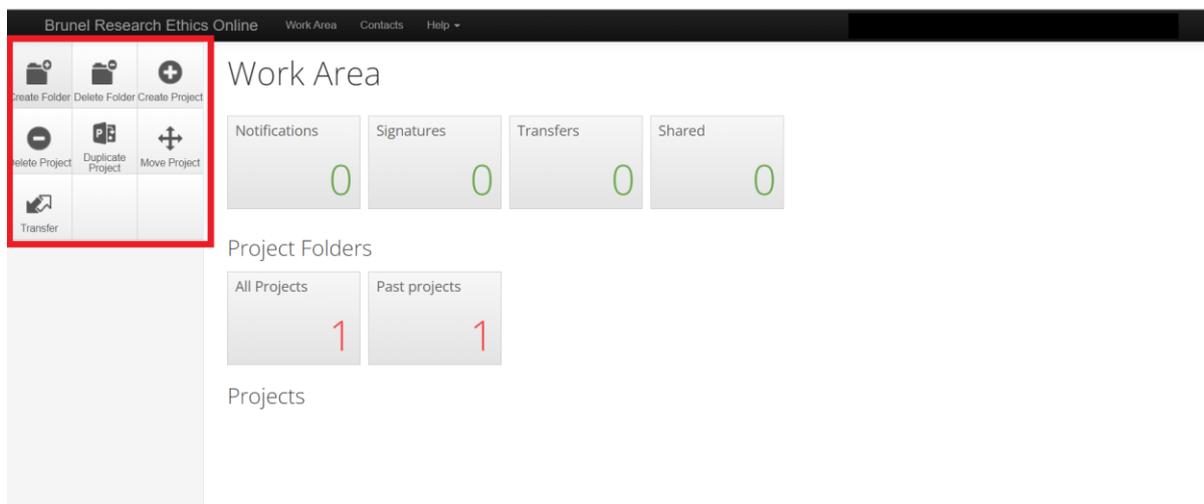
For staff: Your username is your alphanumeric username (e.g. acstkcd), and you should use your normal network password.

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:

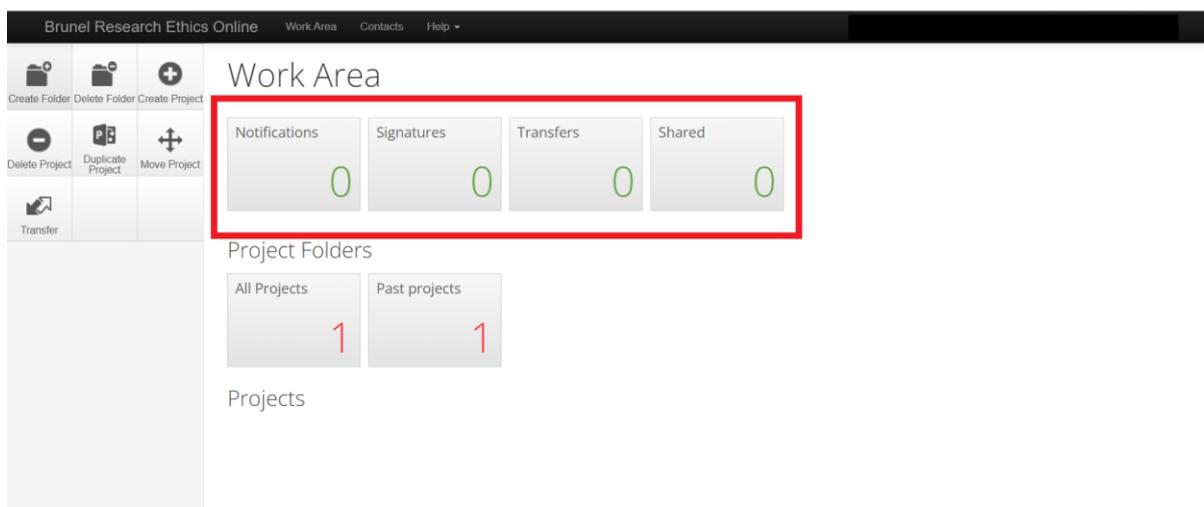


There are a number of buttons on the left-hand side of the Work Area screen:



- **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:

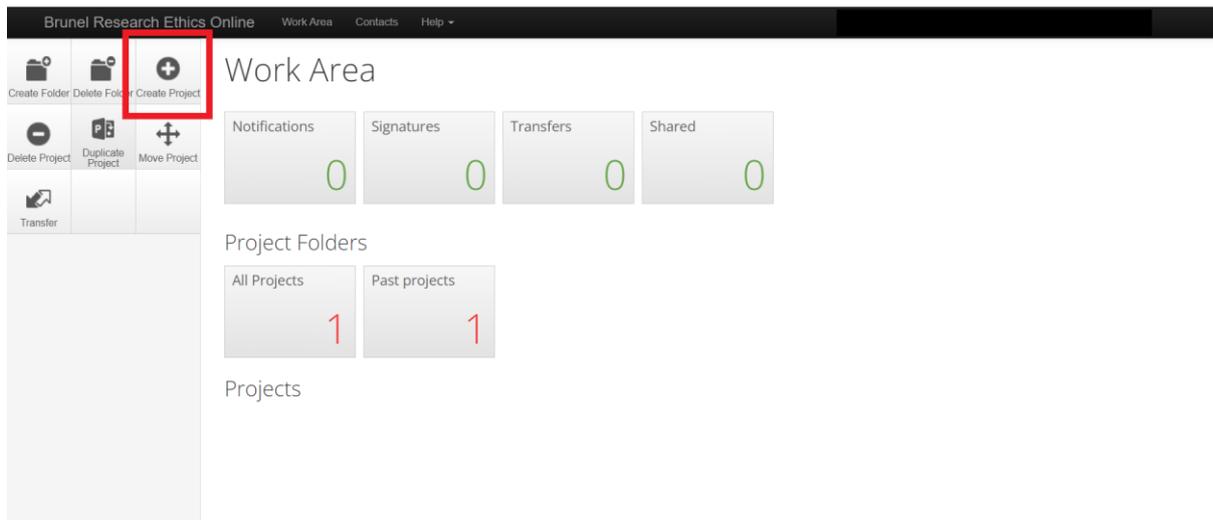
The screenshot shows the 'Work Area' dashboard for Brunel Research Ethics Online. It features a sidebar with navigation options like 'Create Folder', 'Delete Folder', 'Create Project', 'Delete Project', 'Duplicate Project', 'Move Project', and 'Transfer'. The main content area includes summary cards for Notifications, Signatures, Transfers, and Shared, all showing zero counts. Below these are 'Project Folders' for '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 and modified 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	

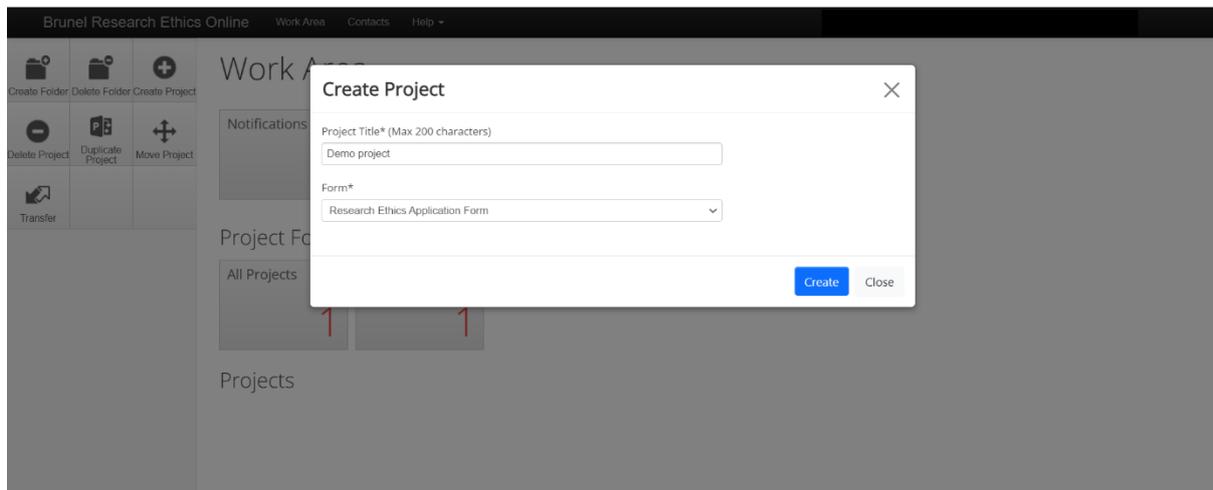
- **Project Title:** This shows the title you have given your research project
- **Project ID:** This shows the identification number automatically generated by the system once an application has been created. You can use this on all correspondence relating to the project
- **Owner:** This shows the 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:

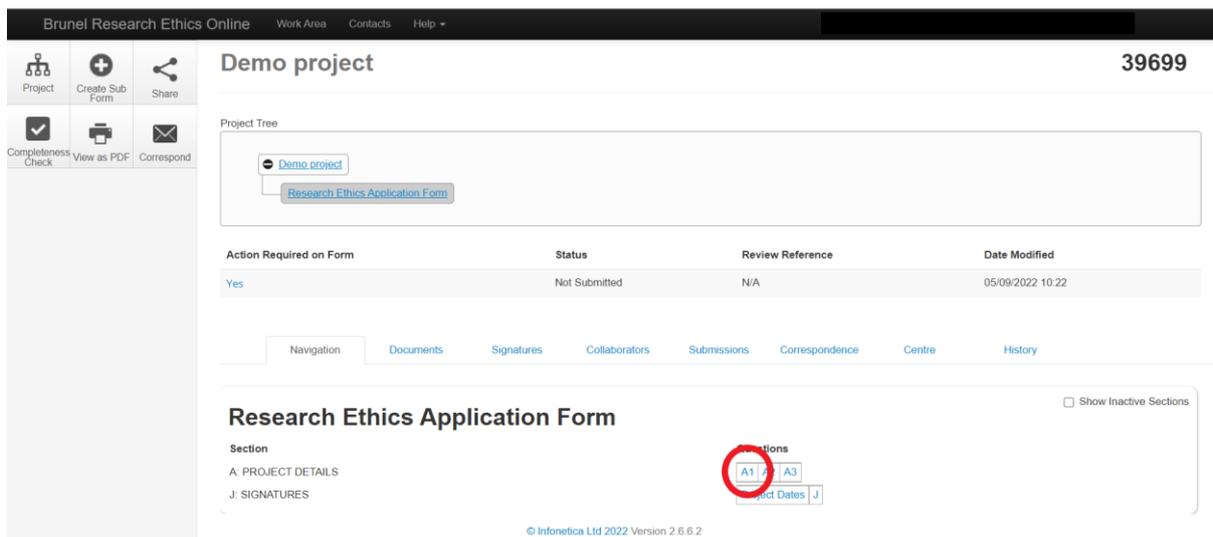


A box will appear asking you to enter a project title. Select 'Research Ethics Application Form' from the dropdown list, and then click 'Create'.



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

Project Details

A1 Proposed Project Title

Demo project

Applicant Details

A2 Applicant Details

Title First Name Surname

Mr/Ms/Mx/Dr

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

Project Details

A1 Proposed Project Title

Demo project

Applicant Details

A2 Applicant Details

Title First Name Surname

Mr/Ms/Mx/Dr

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 interface. At the top, there is a navigation bar with 'Brunel Research Ethics Online', 'Work Area', 'Contacts', and 'Help'. The main title is 'Research Ethics Application Form' with a version number '39699 Version 2.4.4'. The project title is 'Demo project'. The form is divided into sections: 'Project Details' and 'Applicant Details'. The 'Project Details' section has a field for 'A1 Proposed Project Title' with the value 'Demo project'. The 'Applicant Details' section has a field for 'A2 Applicant Details' with sub-fields for 'Title', 'First Name', and 'Surname'. The 'Title' field has a dropdown menu with 'Mr/Ms/Mx/Dr'. There are 'Load' and 'Add to contacts' buttons. A red box highlights the left-hand side toolbar containing buttons for 'Previous', 'Next', 'Navigate', 'View as PDF', 'Documents', 'Signatures', 'Save', 'Share', 'Collaborators', and 'Completeness Check'. 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):

Brunei Research Ethics Online Home Contacts Help - Mr New Applicant

0061
Version: 1.3

Actions

- Previous
- Next
- Navigate
- Print
- Documents
- Signatures
- Save
- Share
- Collaborators
- Completeness Check
- Submit

Research Ethics Application Form

Risk Factors

A12 Are you submitting an application which will involve recruitment of NHS patients?

Yes
 No

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.

Brunei Research Ethics Online Work Area Contacts Help -

39699
Version: 2.4.4

Previous Next Navigate

View as PDF Documents Signatures

Save Share Collaborators

Completeness Check

Research Ethics Application Form

Project Title: Demo project

Researcher/Applicant

Researcher/Applicant Declaration

- I understand that I cannot commence my research until full and final approval has been granted by the relevant Research Ethics Committee.
- I understand that it can take up to 15 working days to receive feedback on my application.
- I understand that once approval has been granted, I may conduct my study only as set out in my approved application, and in accordance with any conditions set out in the approval letter.
- I confirm that the research will be undertaken in accordance with the following:
[Brunel University London Ethical Framework](#), [Brunel University London Code of Research Ethics](#), and [Brunel University London Research Integrity Code](#).
- I shall ensure that any changes in approved research protocols are reported promptly for approval by the relevant Research Ethics Committee.
- I shall ensure that the research study complies with the law and Brunel University London policies on the use of human material (if applicable) and health and safety.
- I am satisfied that the research study is compliant with the Data Protection Act 2018, and that necessary arrangements will be made with regard to the storage and processing of participants' personal information and generally, to ensure confidentiality of such data supplied and generated in the

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:

Brunei Research Ethics Online Work Area Contacts Help -

Previous Next Navigate

View as PDF Documents Signatures

Save Share Collaborators

Completeness Check

Researcher/Applicant Signature:

[Sign](#)

Supervisor

Signature of Supervisor

- I confirm that I have advised the student on the ethical aspects of the study design and his/her responsibilities in relation to the submission of this application and the research.
- I confirm that the student has been advised to read the University's Code of Research Ethics and other relevant documentation.
- I confirm that the student has the skills to carry out the research.
- I confirm that if the research involves human participants, a Participant Information Sheet (PIS) is included and has been completed appropriately.
- I confirm that if the research involves human participants, the procedures for recruitment and obtaining informed consent are appropriate.
- I confirm that if there are issues of risk in the research, a full risk assessment has been undertaken and is attached.
- I confirm that a DBS check has been obtained (where appropriate).

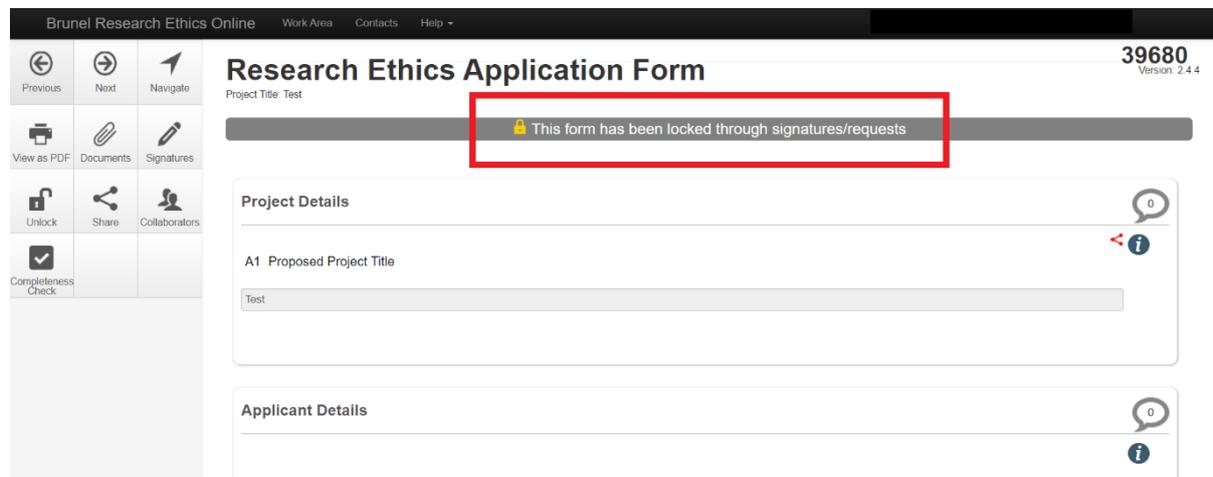
[Request Signature](#)

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'.

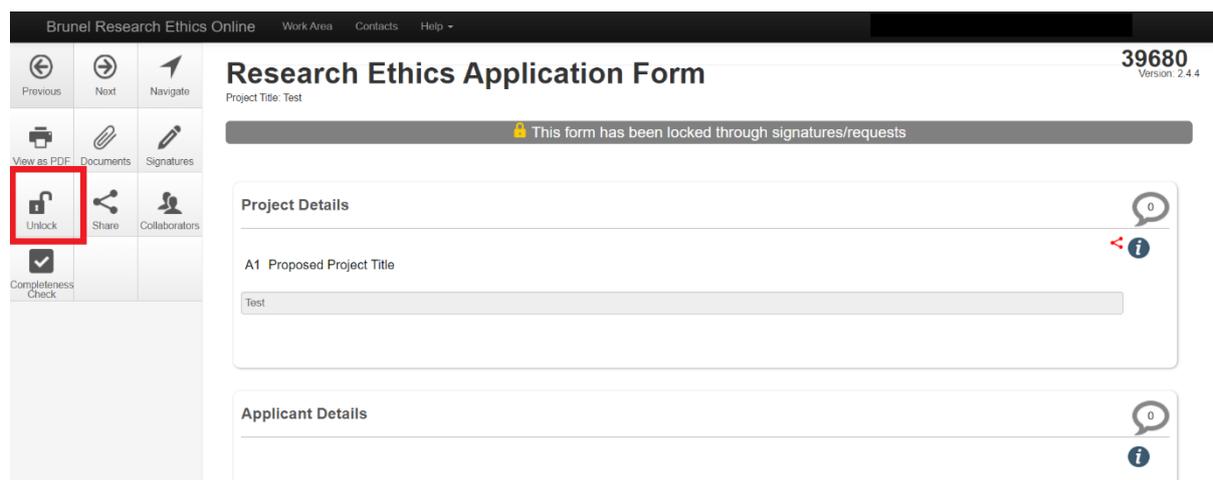
Making changes to your application

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 is a navigation bar with 'Previous', 'Next', and 'Navigate' buttons. Below this, there are icons for 'View as PDF', 'Documents', 'Signatures', 'Unlock', 'Share', 'Collaborators', and 'Completeness Check'. The main content area is titled 'Research Ethics Application Form' and includes a project title 'Test'. A red box highlights a message: 'This form has been locked through signatures/requests'. Below this, there are sections for 'Project Details' and 'Applicant Details', each with a '0' notification icon and an information icon.

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 identical to the previous one, but the 'Unlock' button in the left-hand navigation menu is highlighted with a red box. The message 'This form has been locked through signatures/requests' is still visible at the top of the form area.

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

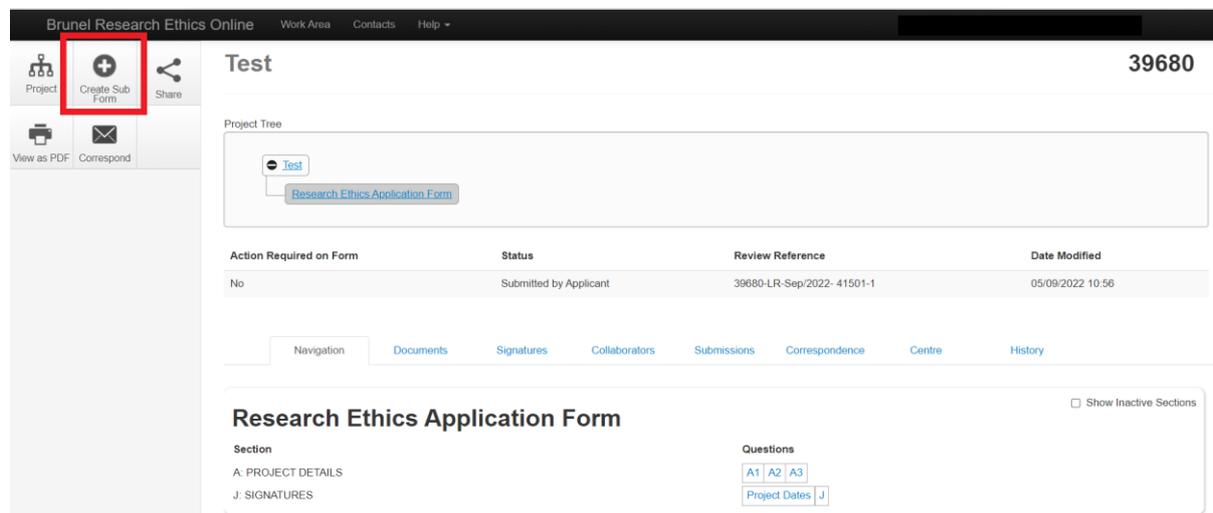
Once your application has been submitted, you should normally expect to receive feedback from the Research Ethics Committee within **15 working days** (three weeks). You will then receive a letter from the Committee, either asking you to make changes, or granting approval. Speak to your supervisor or 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 main header displays 'Test' and the application ID '39680'. On the left sidebar, the 'Create Sub-Form' button is highlighted with a red box. Below the sidebar, the 'Project Tree' shows a tree structure with 'Test' and 'Research Ethics Application Form'. A table below the tree lists the application details:

Action Required on Form	Status	Review Reference	Date Modified
No	Submitted by Applicant	39680-LR-Sep/2022-41501-1	05/09/2022 10:56

Below the table, there are navigation tabs: 'Navigation', 'Documents', 'Signatures', 'Collaborators', 'Submissions', 'Correspondence', 'Centre', and 'History'. The main content area shows the 'Research Ethics Application Form' with sections 'A: PROJECT DETAILS' and 'J: SIGNATURES'. There are also 'Questions' listed as 'A1', 'A2', 'A3', and 'Project Dates'.

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. For advice on your application after submission, please email your College Research Office:

CBASS: cbass-ethics@brunel.ac.uk

CEDPS: CEDPS-Research@brunel.ac.uk

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

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

Good luck with your research!