

HANDOUT PRIDE SYSTEM for Researchers Science-Geo Ethics Review Board

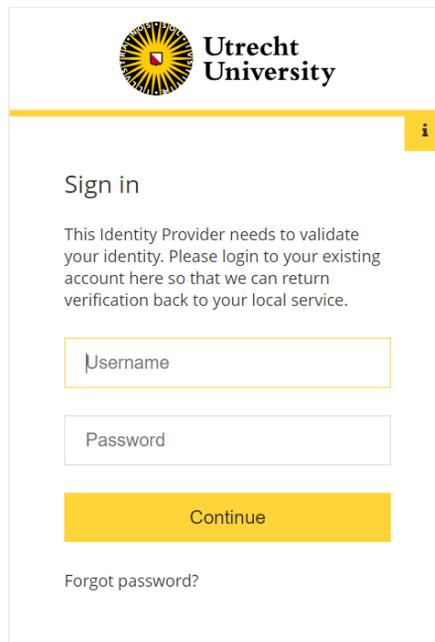
Version 2. Date document: Feb 09th, 2024

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How to start with PRIDE?

Go to <https://etcbg.science.uu.nl/>, log in using your Solis-ID.



The screenshot shows the Utrecht University login interface. At the top left is the Utrecht University logo and name. A yellow bar with an information icon 'i' is on the right. The main heading is 'Sign in'. Below it is a message: 'This Identity Provider needs to validate your identity. Please login to your existing account here so that we can return verification back to your local service.' There are two input fields: 'Username' and 'Password'. A yellow 'Continue' button is below the fields. At the bottom, there is a link for 'Forgot password?'.

Would you like to submit a project for a ERB review, but you do not have a Solis-ID? Contact the secretary of the board via etc-beta-geo@uu.nl.

How to complete and submit a new registration?

In the tab *My Registrations* you can find all your registered projects. In *Registrations in progress*, you can find the registrations that are being prepared or under review.

Follow steps 1 – 5 to submit your project for ERB review.

1. Go to the My Registrations tab



2. Open a new registration



3. Complete the basic project details and click on submit to initiate the registration

4. Complete all sections of the registration form and upload any needed attachments.

Mandatory attachments are

- Consent form
- Information letter
- Data Management Plan
- Privacy review (if processing personal data)

For more information see sciencege-erb.sites.uu.nl

5. Once you completed the registration, submit to the ERB.

This action will notify the ERB and your project status will change from *Incomplete* to *Waiting for Review*.

How to revise and re-submit a registration?

After the review process is complete, if a revision to the registration is needed, the status of the registration changes to Needs Revision!

You will be notified by email that you are required to make a revision to the form.

Follow steps 1 – 4 to make a revision of your project and re-submit to the ERB.

How to see the feedback of the ERB and adjust your registration form:

1. Click on the messaging icon on the right end of your registration [🗨] and revise the feedback. Here you can read the comments provided by the ERB.

Universiteit Utrecht | Signed in as [username] | logout

My registrations | My messages | My exports | Users | Mailtool

Search on author or title [🔍]

Registrations in progress | Registrations completed | Registrations removed

#	Author	Title	Study type	Submit date	Status	Actions
23-006	[username]	Test_Workflow-2_20231206	Research program	06 December 2023	Needs revision!	🗨 ✖

2. Open the registration form.

3. Adjust your answers in the form as needed

You can navigate the form make changes to any answer provided. Changes will be highlighted with red.

A 'History icon' [🕒] will also appear in any changed field. Click on this icon to find the previous version of your answer.

Basic study information | Study details (I) | Study details (II) | Study details (III) | Participants | Attachments | Thank you

Study details (II)

Will participants that are recruited be >16 years?

Will participants that are recruited be mentally competent (wilsbekwaam in Dutch)?

Will participants that are recruited provide active informed consent?

Will the probability and magnitude of possible harm or discomfort anticipated in the research be greater than ordinarily life or during the performance of routine logical examinations or tests?

Attachments

(1) Text (advert) for the recruitment of participants (optional)

(2) Information letter for participant (required)

(3) Consent form for participants (required)

(4) Written or oral feedback information (debriefing text) (optional)

In the attachment section: You can delete any file previously attached and upload new files.

4. Once your revision is complete, you can submit the form again to the ERB from the 'Thank You' tab (# 7).

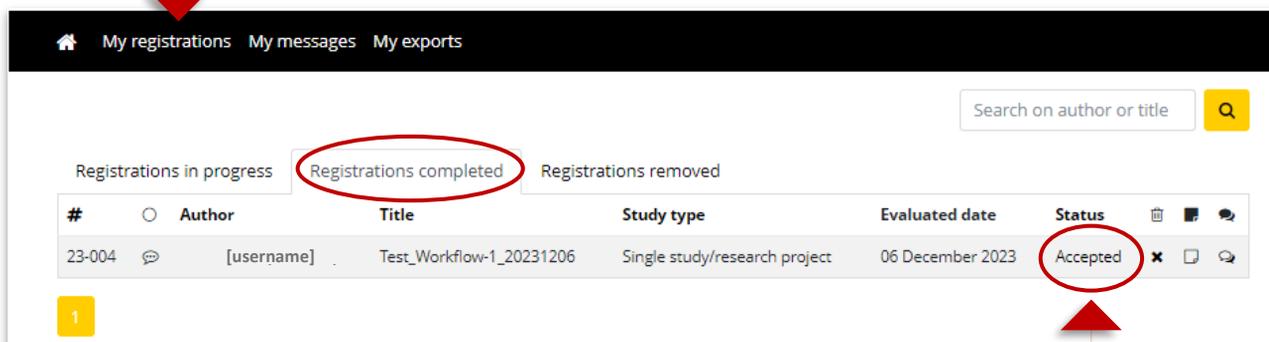
The status of your registration will change from Needs revision to In review.

Approved registrations

Once your submission is approved, you will receive the notification of approval and the approval letter via email.

You can also always find your completed registrations and the approval letter in PRIDE.

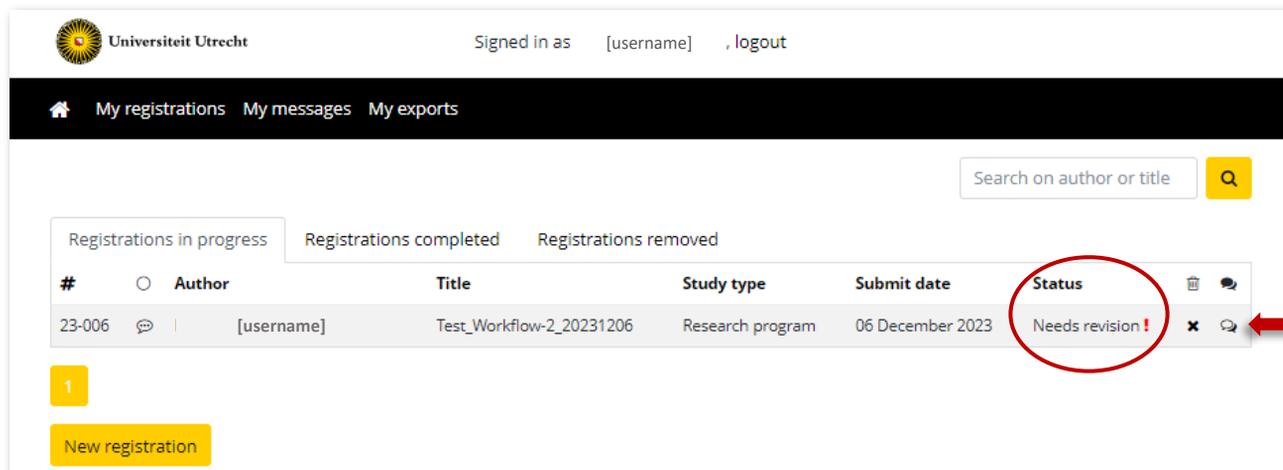
Once approved the registration can be found in the tab my registrations/ *Registrations completed*.



By clicking on the status of your registration, when this is *Accepted*, you can download the approval letter.

Communication with the ERB via PRIDE

You can communicate directly with the secretary of the board using PRIDE messaging tool. Every time you receive a message in Pride, you will be notified via email.



Open the messaging icon on the right end of your registration [] to read your messages or send messages to the secretary of the board.