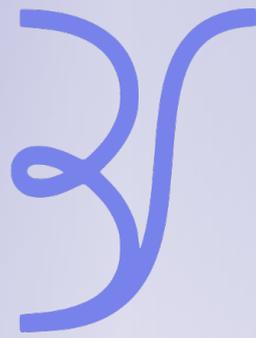


CARE



Bester Labs



Does your ethics system still run on time consuming and costly printouts, emails and spreadsheet based administration?

CARE is our Cloud Assisted Research Ethics system which

- **saves administration time,**
- **is secure,**
- **paperless,**
- **provides record keeping and**
- **improves traceability and accountability.**

The system is cloud based thereby saving a research institution the cost of developing their own system and each client gets a customised system which is continually improved for a moderate annual subscription.

CARE Dashboard

My Project Applications

Title	created	updated	revision	status	
test adminsupervisor	20-09-2016	10-07-2017	0	decision	+ ⋮
new project	07-08-2017	13-08-2017	0	new	⋮
My test project	12-08-2017	15-08-2017	0	reviewed	⋮

My Collaborations

Title	created	updated	revision	status	
new project	15-09-2016	17-10-2016	0	decision	⋮
test adminsupervisor	20-09-2016	10-07-2017	0	decision	⋮

My Reviewer Tasks

Title	revision	assigned	reviewed	status	
new project	2	17-10-2016	17-10-2016	decision	⋮
My test project	0	15-08-2017	15-08-2017	completed	⋮

Each user has a dashboard which shows their ethics project applications, their collaborations on other ethics applications managed by other principal investigators and reviews of ethics applications which have been assigned to them.

CARE Project Summary

Project Application

Title	created	updated	submitted	status	
demo project	09-08-2017	15-08-2017		new	⋮

Appendices

Title	uploaded	file		
test document	15-08-2017	ethicstest.pdf	+	⋮

Collaborators

Collaborator		
Lucille Valentine	+	⋮

Amendments

Title	revision	submitted	status
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Decisions

revision	date	decision
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Opening a project from the dashboard gives the user a summary of the project application. The user can open the application from here to edit it and also upload support documents which will be listed here as appendices. Collaborators can be added to the project as well and these will see the project listed in their collaboration panels on their dashboards. Amendments can also be added in response to reviews and the approval/decision history for the project can be viewed.

CARE Project Application

Initial Checklist
Save

Does the research involve animals?	<input type="radio"/> es <input checked="" type="radio"/> o
Does the research involve vulnerable groups (children, those with cognitive impairment, or those in unequal relationships e.g. your own students in class)?	<input type="radio"/> es <input checked="" type="radio"/> o
Will the study require the co-operation of a gatekeeper/subject panel for initial access to the groups or individuals to be recruited (e.g. students at school, members of self-help group, residents of Nursing home, prisoners)?	<input type="radio"/> es <input checked="" type="radio"/> o
Will it be necessary for participants to take part in the study without their knowledge and consent at the time (e.g. covert observation of people in non-public places)?	<input type="radio"/> es <input checked="" type="radio"/> o
Will deception be used?	<input type="radio"/> es <input checked="" type="radio"/> o
Will the study involve discussion of sensitive topics (e.g. sexual activity, drug use, ethnicity, political behaviour) or involve elite interviews?	<input type="radio"/> es <input checked="" type="radio"/> o
Will the research involve access to records of personal/ sensitive/ confidential information , or involve commercial confidentiality/national security?	<input type="radio"/> es <input checked="" type="radio"/> o
Are drugs, placebos or other substances (e.g. food substances, vitamins) to be administered to the study participants or will the study involve invasive, intrusive or potentially harmful procedures of any kind?	<input type="radio"/> es <input checked="" type="radio"/> o
Is pain or more than mild discomfort likely to result from the study?	<input type="radio"/> es <input checked="" type="radio"/> o
Could the study induce psychological stress or anxiety or cause harm or negative consequences beyond the risks encountered in normal life?	<input type="radio"/> es <input checked="" type="radio"/> o
Will the study involve prolonged or repetitive testing beyond a regular laboratory experiment?	<input type="radio"/> es <input checked="" type="radio"/> o
Will the research involve administrative or secure data that requires permission from the appropriate authorities before use?	<input type="radio"/> es <input checked="" type="radio"/> o
Is there a possibility that the safety of the researcher may be in question (e.g. in international research: locally employed research assistants)?	<input type="radio"/> es <input checked="" type="radio"/> o
Does the research involve members of the public in a research capacity (that is, the participants themselves will be carrying out research)?	<input type="radio"/> es <input checked="" type="radio"/> o

When the applicant opens an application, a series of check lists and questions are presented for completion. These are customized for each client. Only sections which are relevant are presented for completion, so that if for example a research project does not involve working with children, the detailed ethics section concerning child participants, is skipped.

Once the applicant has signed and submitted the application, the administrator or ethics chair can open the application for review.

dashboard applications-overview supervised-projects users reports documents help my details logout

CARE Projects Overview

Projects

from: 17-05-2017 to: 15-08-2017 owner: status: all

Title	applicant	created	updated	status	decision	revision	note
demo project	Andre Bester	09-08-2017	15-08-2017	submitted	none	0	N
test adminsupervisor	Andr Best	20-09-2016	10-07-2017	submitted	none	1	N
new project	Andr Best	07-08-2017	13-08-2017	new	none	0	N
My test project	Andr Best	12-08-2017	12-08-2017	submitted	none	0	N

- admin
- review
- remove

The overview page gives administrators and ethics chairs access to all projects on the system. Projects can be administered and opened for review.

Administrators can reset project status and change the ownership of projects if needed and notes can be attached to projects for management purposes.

Some institutions will typically generate several hundred applications per year and filtering and sort tools are provided to manage these lists.

dashboard applications-overview supervised-projects users reports documents help my details logout

CARE Project Review

Project Application

Title	created	updated	submitted	status	
My test project	12-08-2017	12-08-2017	12-08-2017	submitted	⋮

Appendices

Title	uploaded	file	
Consent form	12-08-2017	ethicstest.pdf	⋮

Reviews

Reviewer	revision	assigned	reviewed	status	
Andr Best	0			new	+ ⋮ remove assign

Amendments

Title	revision	submitted	status

Decisions

revision	date	decision	
0	12-08-2017	none	⋮

Once a project is opened for review, the application and its appendices and amendments can be opened for inspection. The chair can also add reviewers and assign the application or amendment to reviewers for review. When a project is assigned to a reviewer, the reviewer receives an automated notification email and the project appears in the review panel on the reviewer's dashboard.

When a reviewer completes a review, it can be viewed from this page. The chair can also open and edit a decision page to inspect the reviewer comments and to compose a decision letter to the applicant. Once a decision letter is ready, the chair can notify the applicant and an automated notification is emailed to the applicant and their supervisor if needed.

CARE Ethics Reviewer Form

Application

Title My test project

view

Reference no. 00000047

Revision 0

Recommendation and Comments

Save

Recommendation

- Accept as is
- Accept with minor revisions (no resubmission required)
- Revise and resubmit, with major revisions
- Reject
- Refer to ethics committee

Your comments will be sent directly to the applicant and should be polite and objective. The ethics process allows reviewer anonymity but reviewers may choose to waive this if they wish. Please don't include any statement as to the acceptability of the paper in this section.

Comments to the applicant:

comments to the applicant

Please include any confidential comments for the chair to consider.

Comments to the chair:

private comments to the chair

The reviewer can inspect the project under review and completes a check list, makes a recommendation with comments and submits the review to the chair.

CARE Project Decision

Application	
Title	My test project
Reference no.	00000047
Revision	0

Reviews
Reviewer: 0
Recommendation: Accept as is
Comments: comments to the applicant
Comments to the chair: private comments to the chair

Decision
<input type="radio"/> none <input type="radio"/> referred <input type="radio"/> rejected <input type="radio"/> major revision <input type="radio"/> minor revision <input checked="" type="radio"/> accepted

Feedback
decision comments here that will go into email to the applicant and supervisor
can also copy and paste from the reviews above: Reviewer: 0
Recommendation: Accept as is
Comments: comments to the applicant

The chair composes the decision letter in the feedback section of the decision page with a decision of whether the application has been accepted, rejected or whether it needs amendments. Once the applicant is notified from the project review page, the decision appears in the project summary page of the applicant.

At Bester Labs we believe in continual improvement and we are already working on the next version of CARE which our existing clients will upgrade to automatically.

Logos, page headings, section headings, column headings, questionnaires and access right are all customized for each client.

We will be happy to arrange a demonstration of CARE.

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