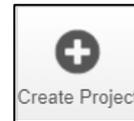


LEON – Loughborough Ethics ONline

QUICK START GUIDANCE

→ GO TO: <https://leon.lboro.ac.uk>

→ ON THE LEFT (OR FROM THE DROP DOWN LIST ) SELECT:



→ ENTER YOUR 'PROJECT TITLE' AND SELECT 'ETHICS REVIEW FORM'. THEN CLICK 'CREATE' TO OPEN THE FORM.

→ SELECT 'START HERE'

→ COMPLETE THE OPTIONS FOR YOUR STUDY – BE CAREFUL TO SELECT THE CORRECT OPTIONS AS THIS DETERMINES WHICH QUESTIONS APPEAR!

→ TO PROGRESS THROUGH THE FORM, SELECT NEXT



→ COMPLETE EACH SECTION OF THE FORM

- FOR STUDENT PROJECTS THE RESPONSIBLE INVESTIGATOR WILL BE YOUR PROJECT SUPERVISOR.
- UPLOAD YOUR SUPPORTING DOCUMENTS. TEMPLATES ARE AVAILABLE IN THE HELP TAB AT THE TOP OF THE LEON HOMEPAGE.
- GUIDANCE IS AVAILABLE IN THE HELP TAB, FAQs OR BY SELECTING 

→ CHECK THE FORM IS COMPLETE BY SELECTING



→ ONCE THE FORM IS COMPLETED, SIGN YOUR APPLICATION BY CLICKING 'SIGN'.

→ REQUEST THE RELEVANT SIGNATURES AS LISTED.

→ ONCE ALL SIGNATURES ARE RECEIVED THE FORM WILL BE SUBMITTED.

→ YOU WILL RECEIVE AN EMAIL CONFIRMING WHETHER THE STUDY IS APPROVED OR REQUIRES FURTHER REVIEW BY THE SCHOOL OR SUB-COMMITTEE.