

How to submit an ethics application on [eResearch](#)

The application must be started by the PI or researcher leading the project, to whom the approval letter will be addressed. For Bachelor or Master thesis projects, students can start and submit an application themselves or their supervisors can submit it for them. Access and editor rights can be delegated once the application is opened via the “Applicants’ Information” page → “Access Authorisation / Delegate”. Persons who have editor rights can access the application via their own “My Co-Applications” list. Access rights can be revoked at any time. The final submission must be made by the same person who started the application.

The application can be saved and resumed at any time before the end of the submission deadline of that year.

Important note:

Applications can be opened in the system and submitted from 3 January until 15 December, 17.00 CET, or - if the deadline falls on a weekend – until the next working day.

For **technical support**, please contact eresearch-support@ethz.ch. For questions on the process reach out to ethics@sl.ethz.ch.

How to submit an application:

1. Download and fill out the current application form ([English](#) / [German](#)).
2. Register on [eResearch](#) (<https://eresearch.ethz.ch>) with your ETH email address (username@ethz.ch) and set a password to create an account. You only need to register on *eResearch* once.
3. Click on “My Applications” in the navigation bar on the left to start a new application. (Alternatively, you can open a new application under “New Grant Application” on the homepage).
4. Then click on “New Application”. You will be directed to a page where all open calls are available for selection. New ethics applications can usually be opened in the system between January 3rd and December 15th. Select “ETH Zurich Ethics Commission” and click on “Apply”. You will now be in the edit mode of the newly opened application. Please note the reference number of the application in the upper left corner.
5. Fill in all mandatory fields and upload the required attachments (marked with a red dot) by navigating from page to page using the “Next” and “Previous” buttons. Be sure you save the information you entered by clicking “Save”. As soon as all mandatory fields of a page are filled in, the icon in the sidebar on the left will turn green.

6. Add persons involved in the application (e.g. co-applicant, delegate) on the “Applicants’ Information” page. This triggers an automatic e-mail to the respective person.
7. Please leave the “Revision” page empty if you submit a new application. This page will be used if a revision of your application is requested by the Ethics Commission (see instructions below).
8. Once you have completed the application online, click on “Validation Summary” on the left. The “Validation Summary” page will then list all mandatory fields that have not yet been filled in.
9. Fill in the missing fields and validate again. After successful validation, exit the edit mode by clicking “Save And Close”.
10. Submit the application form by clicking the “Submit” button at the bottom right of the application summary page. Please scroll down if you cannot see the button. Changes to the form are no longer possible after the application has been submitted. If you have submitted an application in error, please contact eresearch-support@ethz.ch.
11. Create a PDF file of your application for your personal records. To do this, click on “View/print” in the “PDF the application” box on the right side of the same page.

To pause the processing of the application:

1. Exit the edit mode of the application by clicking “Save And Close”.
2. To continue working on an existing application, log in to the platform with your *eResearch* login details, go to “My Applications” on the left side of the page, and then select the respective application by clicking on the title or on the “View details” icon on the right.
3. Click “Edit” on the right side of the application summary page to enter the edit mode. Now proceed to edit your application.

To process an application that has been returned for revision (“revise and reply” or “approval with reservation”):

1. You will get an e-mail by the Office of the ETH Zurich Ethics Commission with the decision letter attached.
2. Log in to the platform with your *eResearch* login details, go to “My Applications” on the left side of the page, and then select the respective application by clicking on the title or on the “View details” icon on the right. The application displays the status “Returned”. If you are not able to access the returned application, please contact the Office of the ETH Zurich Ethics Commission (ethics@sl.ethz.ch).

3. To answer the commission's reservations, click "Edit" on the right side of the application summary page. This will take you to the specific pages of the original application that were returned and need to be revised, if applicable.
4. On the "Revision" page, upload your response letter and your revised proposal and add additional information if necessary.
5. Click "Save And Close" to exit the edit mode.
6. Submit the revised application by clicking on "Submit" at the bottom right of the application summary page. Please scroll down if you cannot see the button. Changes to the application form are no longer possible after the revised application has been submitted.
7. Create a PDF file of the revised application for your personal records. To do this, click on "View/print" in the "PDF the application" box on the right side of the same page.

How to submit a change request (amendment)

1. Log in to [eResearch](#). Go to "My Grants" in the navigation bar on the left and then click on the title of the project for which you would like to submit a change request. You can submit requests to projects having the status "Approved", "Active" and "Complete", but not for those with status "Closed".
2. On the project summary page, you can download a PDF file of the original application via the grey "PDF the application" box on the right.
3. For projects migrated from etappo to *eResearch* in August 2024, the PDF file contains all documents from the previous application system (Etappo), including documents relating to earlier changes submitted in Etappo.
4. Click on "Requests" in the navigation bar on the left, then select "ETHICS Change Request" from the drop-down menu and click "Create Request".
5. Fill in the fields and upload the revised proposal with changes marked in yellow. Note that uploading the revised proposal and providing a summary of changes is mandatory (fields marked with a red dot). Be sure you save the information you entered by clicking "Next" at the bottom of the form. Click "Save And Close" to leave the form and continue editing it later.
6. Go to the "Submit" page via the navigation on the left or by clicking "Next" at the bottom of the form.
7. If all mandatory fields have been filled in, click the "Submit" button in the main section of the form to hand in the change request.
8. All requests related to a project are listed on the "Requests" page at "My Grants". If the submission was successful, the status of the request is "Submitted".
9. Requests that have not yet been submitted will display the status "In Progress". Click on "Edit" to continue working on the request form and submit it.
10. You will be notified by e-mail of the approval or rejection of your change request. Please note, that only one change request can be submitted at a time. A new submission is only possible after the approval/rejection of the previous one.