

MEDICAL SCHOOL ETHICS REVIEW PROCEDURE FLOW DIAGRAM



Applicant (i.e. Principal Investigator, or Supervisor in the case of student research) decides that ethics approval is required and records this on the Applicant's Ethics Checklist
The checklist helps an applicant to decide if ethics review is required.



Applicant decides that the School's ethics review procedure is appropriate rather than the NHS process and records this on the Applicant's Ethics Checklist.
The checklist helps an applicant to decide which ethics review procedure is appropriate.



Applicant electronically completes the School Research Ethics Application Form and, where required, an information sheet/covering letter/pre-written script and consent form.



Applicant electronically submits the form(s) to the School Ethics Administrator.



The School Ethics Administrator arranges for an appropriate number of ethics reviewers to review the form(s)



The School Ethics Administrator confirms the ethics review outcome in writing to the applicant

In the case of supervised-student research, the U-REC recommends that Supervisors encourage their students to complete the University's research ethics application form – as this is itself an educational experience.

Medical School's Research Ethics Administrator

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Staff-led & supervised postgraduate researcher applications:
A minimum of 3 ethics reviewers

Supervised postgraduate-taught level & undergraduate level student research applications:
A minimum of 2 ethics reviewers

These can also be deemed as low risk by the supervisor and would not need to be formally reviewed but a copy of the application must be logged with the Ethics Administrator.

Possible review outcomes:

- * Application is approved.
- * Application is approved with suggested amendments (which are optional).
- * Application is not approved and is subject to certain requirements (which are compulsory).
- * Face to face meeting between reviewers and applicant requested
- * Application is not approved (applicant can appeal or s/he can choose to change the project).
- * Application is referred to the School Research Ethics Review Panel, can be approved or not approved