Ethical review procedure

1. Does the research involve human participants or other possible ethical risk factors?
   - No: Complete stage 1 self-assessment form part A
   - Yes: Will the project be reviewed by an NHS ethics committee?
     - Yes: Complete stage 1 self-assessment form part A. Part B does NOT need to be completed
     - No: Does your proposal require review by an internal ethics committee?
       - Yes: Stage 2 form will be required
         - Complete stage 1 self-assessment form part A and B
         - Stage 1 self-assessment signed by applicant and HoD parts A and B submitted to RSO with relevant additional documents
         - Part B and supporting documents reviewed by UREC Chair with 3 possible outcomes
         - Referred to UREC for full review
         - Project reviewed by UREC
         - Amendments made as appropriate, in response to feedback from UREC
         - Liaise with RSO regarding submission to NHS ethics
         - Project approved
         - Project NOT approved
       - No/Don't know: Does your HoD (or representative) in agreement with your assessment?
         - Yes: Complete stage 1 self-assessment form part A and B
         - No: Do you consider the ethical risk to be low, can any issues be summarised easily within the space provided in Part B?
           - Yes: Complete stage 1 self-assessment form part A
           - No: Refer to UREC for full review

2. Complete stage 1 self-assessment form part A.
3. Stage 1 self-assessment form part A signed by applicant and HoD.
4. Signed original stage 1 self-assessment form part A submitted to RSO.
5. No further action required.

*Contact RSO if research will be reviewed by an external committee other than NHS*