Ethical Review Procedure for Staff and PG Research Students

Faculty of Health and Medicine

Does the research involve human participants or other possible ethical risk factors?

No

Complete stage 1 self-assessment form part A.

Stage 1 self-assessment form part A signed by applicant and HoD

Signed original stage 1 self-assessment form part A submitted to RSO

No further action required

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)

Form signed by applicant and HoD

Complete FHMREC form and submit, along with stage 1 part A, to Chair of FHMREC

FHMREC

Chair of FHMREC assesses whether project should be reviewed by FHMREC or UREC

Project reviewed by FHMREC

Amendments made as appropriate in response to feedback from FHMREC

Stage 1 and FHMREC forms submitted to RSO by FHMREC

Project approved.

Applicant will receive formal notification via RSO

Yes

Complete stage 1 self-assessment form part A. Part B does NOT need to be completed

Stage 1 self-assessment form part A signed by applicant and HoD

Signed original stage 1 self-assessment form part A submitted to RSO

Stage 1 and FHMREC forms submitted to RSO by FHMREC

Amendments made as appropriate, in response to feedback from UREC

Project reviewed by UREC

Liaise with RSO regarding submission to NHS ethics

Project not approved.

Applicant will receive formal notification via RSO

No

Complete FHMREC form and submit, along with stage 1 part A, to Chair of FHMREC

Complete stage 1 self-assessment form part A.

Stage 1 self-assessment form part A signed by applicant and HoD

Signed original stage 1 self-assessment form part A submitted to RSO

No further action required

UREC = University Research Ethics Committee

FHMREC = Faculty of Health & Medicine Research Ethics Committee

RSO = Research Support Office

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