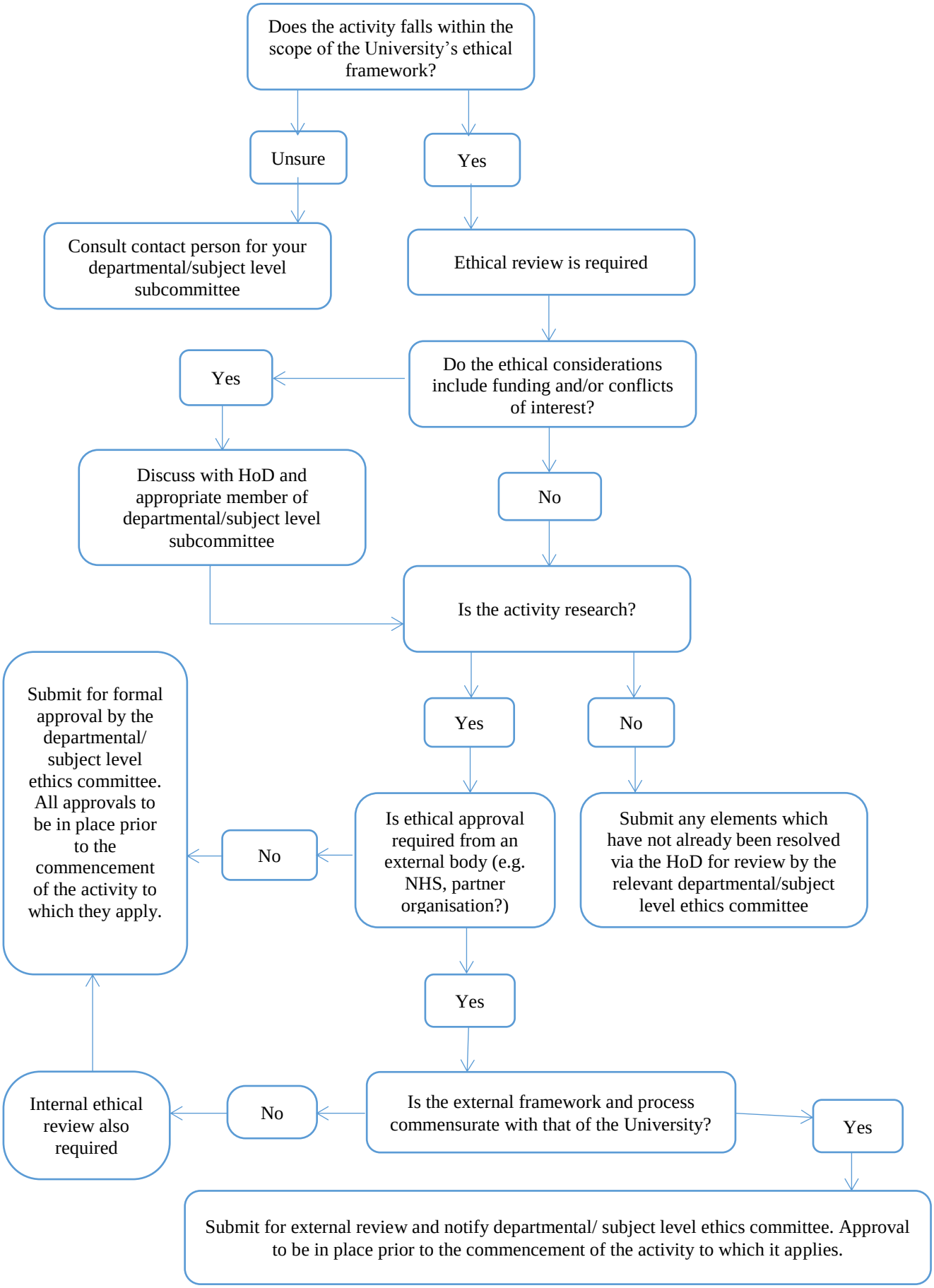Appendix C: Procedure for ethical review at departmental/subject level