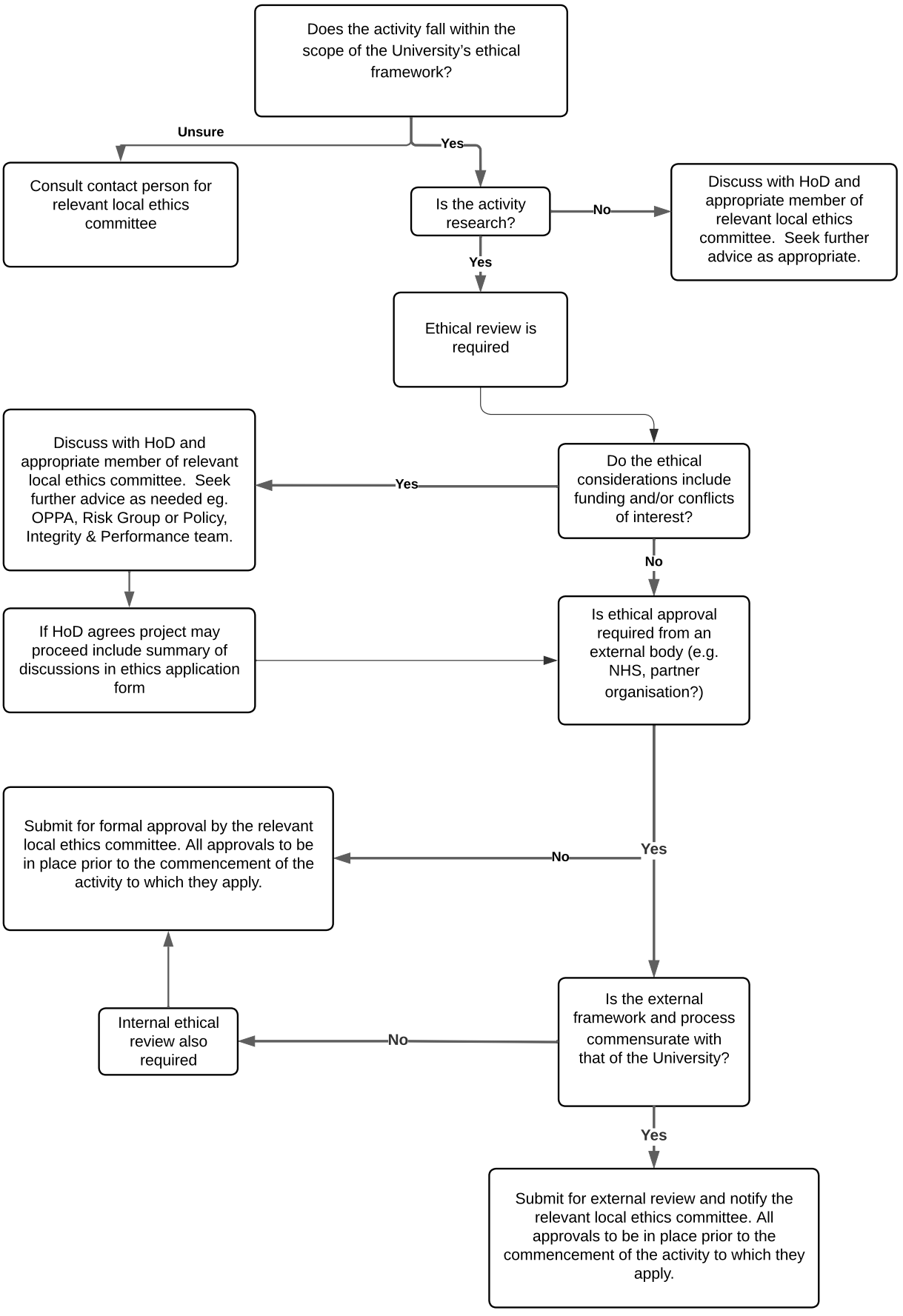Appendix C: Procedure for ethical review at subcommittee level