Ethics Applications and Process

Applicant completes & submits Ethics Submission Form

Chair of Ethics Committee reviews submission

Chair allocates reviewers

[Chair acts as gatekeeper. Enters those with permission to access form (read only) and submit comments]

[Submissions and any changes stored as part of formal record]

Applicant uploads additional info / new version of submission

Reviewer(s) submit comments on submission

[Committee's discussion and individual comments not saved as part of formal record]

Ethics Committee's Determination: application approved?

[Record of Committee's determination stored as part of formal record in resulting letter(s) to applicant]

Clarification or changes needed

Unresolved

Yes

No

Application Rejected

Final sign off

Letter to applicant requesting changes / information

Letter to applicant setting out approval and terms

Letter to applicant setting out determination

[Letters to applicant stored as part of formal record.

Letters could be based on pro forma texts, adapted by Chair with particular details. Response letter then stored in system with copies to University and applicant. Letter format allows it to be used for funders etc]