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

Does the activity falls within the scope of the University’s ethical framework?

- **Unsure**
  - Consult contact person for your departmental/subject level subcommittee
  - Yes
    - Ethical review is required
    - Do the ethical considerations include funding and/or conflicts of interest?
      - Yes
        - Discuss with HoD and appropriate member of departmental/subject level subcommittee
      - No
        - Is the activity research?
          - Yes
            - Submit any elements which have not already been resolved via the HoD for review by the relevant departmental/subject level ethics committee
          - No
            - Is the activity research?
              - Yes
                - Submit for formal approval by the departmental/subject level ethics committee. All approvals to be in place prior to the commencement of the activity to which they apply.
              - No
                - Is ethical approval required from an external body (e.g. NHS, partner organisation?)
                  - Yes
                    - Submit for external review and notify departmental/subject level ethics committee. Approval to be in place prior to the commencement of the activity to which it applies.
                  - No
                    - Is the external framework and process commensurate with that of the University?
                      - Yes
                        - Submit for external review and notify departmental/subject level ethics committee. Approval to be in place prior to the commencement of the activity to which it applies.
                      - No
                        - Internal ethical review also required

- **Yes**
  - Ethical review is required
  - Do the ethical considerations include funding and/or conflicts of interest?
    - Yes
      - Discuss with HoD and appropriate member of departmental/subject level subcommittee
    - No
      - Is the activity research?
        - Yes
          - Submit for formal approval by the departmental/subject level ethics committee. All approvals to be in place prior to the commencement of the activity to which they apply.
        - No
          - Is ethical approval required from an external body (e.g. NHS, partner organisation?)
            - Yes
              - Submit for external review and notify departmental/subject level ethics committee. Approval to be in place prior to the commencement of the activity to which it applies.
            - No
              - Is the external framework and process commensurate with that of the University?
                - Yes
                  - Submit for external review and notify departmental/subject level ethics committee. Approval to be in place prior to the commencement of the activity to which it applies.
                - No
                  - Internal ethical review also required