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

1. Does the activity falls within the scope of the University’s ethical framework?
   - Unsure
   - Yes

2. Consult contact person for your departmental/subject level subcommittee
   - Yes
   - No

3. Ethical review is required
   - Do the ethical considerations include funding and/or conflicts of interest?
     - Yes
     - No

4. Is the activity research?
   - Yes
   - No

5. Submit for formal approval by the departmental/subject level subcommittee. Approval to be in place prior to the commencement of the research
   - No

6. Is ethical approval required from an external body (e.g. NHS, EU, partner organisation)?
   - Yes
   - No

7. Review by departmental/subject level committee is required first
   - …then submission to the external body and outcome of its scrutiny reported back to the departmental/subject level committee

Consult contact person for your departmental/subject level subcommittee

Ethical review is required

Discuss with HoD and appropriate member of departmental/subject level subcommittee

Is the activity research?

Submit any elements which have not already been resolved via the HoD for review by the relevant departmental/subject level subcommittee

Submit for formal approval by the departmental/subject level subcommittee. Approval to be in place prior to the commencement of the research

Is ethical approval required from an external body (e.g. NHS, EU, partner organisation)?