Appendix C: Procedure for ethical review at subcommittee level

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

Unsure

Consult contact person for relevant local ethics committee

Yes

Is the activity research?

No

Discuss with HoD and appropriate member of relevant local ethics committee. Seek further advice as appropriate.

Ethical review is required

Discuss with HoD and appropriate member of relevant local ethics committee. Seek further advice as needed eg. OPPA, Risk Group or Policy, Integrity & Performance team.

If HoD agrees project may proceed include summary of discussions in ethics application form

Submit for formal approval by the relevant local ethics committee. All approvals to be in place prior to the commencement of the activity to which they apply.

Internal ethical review also required

Is the external framework and process commensurate with that of the University?

Yes

Submit for external review and notify the relevant local 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)?

No

Do the ethical considerations include funding and/or conflicts of interest?

Yes

Is the activity research?