

2.1 Process for Ethical Approval for non NHS projects

- Three hard copies of the University Ethical Application forms with self addressed envelope and one electronic copy should be submitted to the Faculty of Health/Faculty of Sciences Ethics Panel. This should occur two weeks before the date of the Faculty Ethics Panel (refer to dates as scheduled on the Independent Peer Review and Ethics Panel Timetable. Please make sure that all appropriate signatures (Researcher Signature and Supervisor Signature) are included on the Ethics Form.
- Applicants are invited to attend the Ethics Panel meeting. Please telephone the Faculty Office to confirm your time of attendance.
- If projects are approved subject to amendments the applicants and supervisor[s] will receive a letter from the Chair of the Health/Sciences Research Ethics Panel to this effect indicating the minor points that require clarification. The project should be amended and two copies of the Ethics form with self addressed envelope re-submitted to the Health/Sciences Research Ethics Committee for approval. Please include a detailed commentary explaining how you have dealt with each point raised.
- If projects are not approved because they contain major flaws the applicant and supervisor[s]/mentors will receive a letter from the Chair of the Health/Sciences Research Ethics Panel detailing the issues to be addressed. The project must be substantially revised and three copies of the Ethics form with self addressed envelope re-submitted to this committee for approval. Please include a detailed commentary explaining how you have dealt with each point raised.
- When projects are approved the applicant will receive a letter from the Chair of the Health/Sciences Research Ethics Panel and the implementation phase of the study can commence.

2.1.1 Possible Ethics Decisions

- Approval - Proceed without any revision.
- Approval Subject to Amendments - Amendments required. Revise project and resubmit for Chair's action.
- Not approved - Major amendments required and further review following changes by the Ethics Panel.