Obtaining Ethical Approval for Research Projects - Flowchart

1. Discuss your project with your line manager/supervisor and complete the 'Simple Form' on the research resources page.

2. If your line manager/supervisor feels that the work involved gives rise to ethical problems, he/she may recommend for the form to be referred to the Departmental or the College Ethics Committee.

3. If there is no referral necessary then the line manager/supervisor and the applicant should each keep a copy of the signed form.

4. Application sent to Departmental Ethics committee.

   - If no referral necessary the project will be approved.

   - Application involves only NHS participants
     - Complete Page 1 of the Full form and send with a copy of your initial NHS ethics application to your departmental ethics coordinator and the college ethics committee secretary.
     - Please also provide any interim communication about amendments required by the NHS
     - Send evidence of NHS approval to the college ethics committee secretary.

   - Application involves both NHS and non-NHS participants
     - Send to College REC for review by the full committee with consent form(s), information sheets and any other materials in support of your application. If relevant, please also append the appropriate department-specific annex.
     - Send evidence of NHS Approval to College REC

   - Application involves only external participants and no NHS participants
     - Send to College REC for review by the full committee with consent form(s) and information sheets and any other materials in support of your application. If relevant, please also append the appropriate department-specific annex.

5. Application sent to the College Ethics Committee.

6. Application received by committee secretary.

   - Application involves only NHS participants
   - Application involves both NHS and non-NHS participants
   - Application involves only external participants and no NHS participants

7. Feedback received and communicated to applicant.

8. Application circulated to the Ethics Committee by email and hard copy.

9. Decision

10. Applicant's response received and circulated to committee.

11. Approval from other i.e. international committees is being sought.