Student submits to supervisor the ethical application and supporting documents

Supervisor checks all the documents and emails them to the Ethics Research Centres Team (ERCT)

The ERCT allocates the application to 2 reviewers

Reviewers are given 2 weeks to send their reviews electronically back to the ERCT

When the 2 reviews are received, the ERCT forwards the application, supporting documents and reviews to the Reviewer/Chair

The Chair of Ethics emails his/her recommendation to the ERCT Team

The ERCT notifies the student and supervisor of the recommendation and the feedback from the Reviewer/Chair

The student (and supervisor) addresses the changes and sends the revised documents back to the ERCT

Depending on the recommendation, the application is either approved or sent back to the Reviewer/Chair

The Chair either approves the application or asks for further changes

There are 4 types of recommendation:
- Accept
- Accept subject to minor changes (approved by supervisor if PGR student)
- Accept subject to major changes (to be approved by Committee Chair)
- Reject

The ERCT updates the tracker

The reviewers must confirm they can review the application

The ERCT checks all the documentation and logs it on the tracker and creates a folder

The ERCT updates the tracker

Student reads the ethics guidance notes and completes the application form and supporting documents

The ERCT updates the tracker