

SCHOOL ETHICS APPLICATION PROCESS

New Application Process

Normally the first 6 new applications received will be considered at each monthly ethics meeting, with any additional applications carried forward to the next meeting. It is very important to submit applications as soon as possible to ensure that they will be reviewed in time for research to commence. Please note that currently our peak time for applications is from November to March.

Applications for ethical approval should be submitted by email as both a pdf AND a word document to the School Ethics Committee (SEC) Secretary: Julie Anderson, medethic@st-andrews.ac.uk. Please also submit a signed hard copy to Julie Anderson in the third floor admin office (room 337).

School of Medicine Application checklist:

Note: Incomplete forms will be returned for revision and will have to be resubmitted.

1. Check that if the application is funded, the funders/sponsors are on the automatically approved list (this list is found under the 'Ethical Funders' tab on the UTREC website)
2. In the 'Rationale' and 'Ethical considerations' boxes (page 1 of ethical application form) please make sure you do not exceed 75 words for each section otherwise the application will be returned which will cause delays.
3. Check that each section that is appropriate is completed, in particular Q10 – 'Have you obtained permission to access the site of research?' If this applies to you, please provide permission documentation in the application, a copy of an e-mail will suffice.
4. Although it is not stated on the UTREC guidelines, the School of Medicine requires that you include a **research protocol** along with the ethical application and other supporting documentation. Failure to do so will result in the application not being granted full approval.
5. The application will be circulated for approval by the School Ethics Committee; allow at least 10 days for the outcome letter. If the application is given **provisional approval**, a resubmission of the application is required by both e-mail (pdf and word file) and a signed hard copy; please reference and highlight any additions/amendments in yellow block. Following approval by the SEC/Chair's action the project may proceed. However, in certain cases where substantial ethical issues are involved, the School Ethics Committee may refer the application to UTREC.

Amendment Application Process

Amendment Applications for ethical approval can be submitted anytime and should be submitted by e-mail as a pdf AND a word document to the School Ethics Committee Secretary: medethic@st-andrews.ac.uk. Please also submit a signed hard copy to Julie Anderson in the third floor admin office (room 337). In most cases Amendments can be reviewed under Chair's action, but in certain cases the application may be referred to the School Ethics Committee. Please allow at least 10 days for the outcome letter.

Renewal Application Process

When ethics applications have expired, and the project is still ongoing, a new application must be submitted under the same conditions as the new application process.

Ethical Funders applications

Funders applications are dealt with by UTREC not the School of Medicine Ethics Committee, and must be fully completed before sending to UTREC. If anyone requires advice on the funders application process please contact the School Ethics Committee secretary at medethic@st-andrews.ac.uk.

Contact Details

The School Ethics Committee secretary is based in the third floor admin office (room 337) and works Thursdays and Fridays; telephone number 01334 463585.

Morven Shearer (SEC Convenor) & Julie Anderson (SEC Secretary), July 2014