## School of Nursing and Midwifery Research Ethics Committee (SNMREC)

## Operating Procedures

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4. Criteria for submission to Faculty of Health Sciences Research Ethics Committee (FREC)
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## 1. Introduction

The School of Nursing and Midwifery Research Ethics Committee (SNMREC) is a granting ethics committee for “low risk projects” carried out by the School’s staff and students.

Researchers should be aware of TCD’s Policy on Good Research Practice ([https://www.tcd.ie/research/dean/assets/pdf/FINAL\_Good%20Research%20Practice%20policy COUNCIL%20APPROVEDandminutedgg.pdf](https://www.tcd.ie/research/dean/assets/pdf/FINAL_Good%20Research%20Practice%20policy%20COUNCIL%20APPROVEDandminutedgg.pdf))

**FIGURE 1**

No – Low risk

Students applying to other ethics committees must also apply for SNMREC Chair approval

**Other Ethics Committees**

**JREC**

Projects involving patients and their families attending St James or Tallaght Hospitals

**SNMREC Committee Approval**

*Examples of types of projects (list not exhaustive):*

1. Research involving non-vulnerable adults
2. Surveys, anonymous or otherwise, of a non-intrusive personal nature
3. Research (interviews/focus groups etc.) of a non-intrusive personal nature

**SNMREC Chair Approval**

*Examples of types of projects (list not exhaustive):*

- Audit material of standard practice

- Quality assurance studies

**Moderate – High Risk**

**FREC**

*Examples of types of projects (list not exhaustive):*

1. *Surveys, anonymous or otherwise, asking questions of a sensitive or private nature*
2. *Non anonymous questionnaires involving children or adults*
3. *Observational studies involving children or vulnerable adults*

It is the responsibility of the researcher to determine if the application to this Ethics Committee is appropriate.

The primary task of the SNMREC is to protect the welfare and rights of participants, and of the wider research team, in practice. In addition, the committee aims to facilitate and support the progress that the research community seeks to achieve (Irish Council of Bioethics 2004).

[[1]](#footnote-1)

### Common terms used in ethics applications and their interpretation for the School of Nursing and Midwifery research ethics committee:

For the purposes of all guidelines, applications and correspondence, the following interpretations will be used:

**“Anonymise”** the term anonymise is only used when all links to identifiable data has been erased, the term is usually reserved for post-analysis and publication purposes.

**“Anonymity”** is only achieved when there is **no** possible way the data can be linked back to the identity of the participant e.g. anonymous questionnaire.

**“Anonymous”** data from whom the personal identity of the person who gave the data is unknown and the data cannot be identified or linked to personal information.

**“Confidentiality”** is about protecting the identity of a participant whose identity is known or the site.

**“Deception”** means misinforming participants for the purposes of research. The School will not accept the submission of projects for ethical approval that involve a degree of deception.

**“External Publication”**, from a data protection point of view, this refers to data that is intended for publication outside the institution from which it was originally collected, this includes theses.

**“Gatekeeper”** from an ethics point of view, the primary role of a gatekeeper is to protect the study population in the most part and also to maintain the objectivity of the research.

In addition to this, a study gatekeeper acts as a medium for recruitment of the study population, e.g. hand out questionnaires, send out an e-mail inviting recruitment. This will help protect the identity of the study population and ensure that personal contact data is not released to a study without participants consent.

**FIGURE 2**

**GATEKEEPER ROLE:**

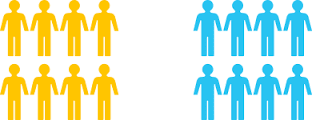
**RESEARCHER GATEKEEPER**

**(GIVES INFO PACKS TO GATEKEEPER) (PASSES INFO PACKS TO PARTICIPANTS)**

**PARTICIPANTS**

**(RETURN INFO PACKS TO RESEARCHER)**



**N.B.** While the gatekeeper distributes information about and/or invitations to participate in the study, s/he should not know who has expressed interest in or has agreed to participate.

Within ethics applications, it is important to state:

* the normal role of the study gatekeeper
* their role within the research
* the relationship of the study/gatekeeper/s to the researcher and the study participants

The study gatekeeper is:

* not involved in the study or the care of the potential participants
* not involved in the direct teaching of the student participants
* not a line manager of the potential participants

If a study is unable to utilise this type of neutral/non-involved study gatekeeper, they must be extra explicit as to who they will use, their current role and relationship with the potential participants, and develop a recruitment methodology so that coercion is prevented and freedom to participate/not participate, or to later withdraw from the study, is not seen as a threat to participants’ care or progress.

**"Participant"** means human participant, interviewee, respondent, subject, client, or informant.

**"Personal information"** means information about an identifiable individual.

**"Research"** means any data gathering activity involving human participants, conducted by any student or staff member of the school while in the course of his or her study or employment with the University of Dublin Trinity College, including research carried out by students as part of course requirements (i.e. projects or assignments the assessment of which requires the student to undertake a research study) or thesis requirements.

**“Pseudonymisation”** It is recognised that the need to link episodes of care and prevent duplication of data in research, in some instances, requires that information may need to be capable of being matched or linked.  This can be achieved through appropriate pseudonymisation (e.g., use of initials, coding) methods without the need to retain all identifying characteristics with the data. Where pseudonymisation methods are used, it is recommended that extra efforts, beyond use of initials etc., be incorporated where a condition is particularly rare.

## 1. General introduction to processes

Researchers should review the whole selection of criteria below and the ethics application forms, including the section for the FREC, before selecting the appropriate committee or mode of application. **Researchers who select the incorrect pathway are at risk of experiencing significant delays in their ethical approval.**

Projects reviewed by the School of Nursing and Midwifery Research Ethics Committee are of a no - low risk status , indicating that little or no risk or discomfort is encountered by the participant greater than normal daily life.

The School will not usually accept submissions from staff/students from outside the School, e.g. other Schools in the College or other universities (except in the case where ethics is required to access staff and students within the school for research).

Currently the majority of hospitals, services and HSEs have their own ethics application route and, in cases that this does not exist, then approval can be sought through the relevant School or Faculty route with consent from the Director of the service.

In the case of hospitals, services and HSEs having their own ethics application:

* Research of any kind applying for ethical approval to the joint research ethics committee of St James’s and Tallaght **do not need** to apply to FREC or SNMREC
* Students who are applying to carry out research in hospitals must apply both to the relevant hospital ethics committee and in the case of projects that are eligible to be reviewed by the School, must also apply for Chair approval.
* Students and Staff who are applying to do research in hospitals that do not have a Research Ethics Committee can apply to the relevant Faculty or School Research Ethics Committee. *(see Figure 1)*

**Notes:**

* + 1. Unless otherwise noted, research involving adults assumes adults with a capacity to consent.
    2. Vulnerable groups/persons: Certain individuals who face excessive risk of being enrolled in research include those with limitations in their ability to provide informed consent to research because of factors such as immaturity or cognitive impairment. Vulnerability can also stem from individuals’ relationships with others, and it is imperative that coercive situations are avoided. Such cases may occur when an employee/student/dependent is asked to participate in research being conducted by a supervisor/mentor. Additional social factors, such as poverty and lack of access to health care, can also make individuals vulnerable to coercion, exploitation or other risks and need to be considered in reviewing applications.

## 2. Research not requiring ethics approval

* Quality assurance studies (e.g. assessment of teaching practice)
* Audits of standard practice (not involving identifiable records)
* Research on publically available information, documents or data
* Projects from external researchers (with ethics approval) utilising our own students or staff (these researchers will request access approval rather than ethics approval from the Director of Research)

## 3. Criteria for submission to the School of Nursing and Midwifery Research Ethics

## Committee (SNMREC)

**3.1 Research requiring SNMREC Chairperson approval**

* Quality assurance studies (e.g. assessment of teaching practice) (for external publication)
* Audit material of standard practice (for external publication) - material to which the researcher has access due to their position and that will involve data extraction, leading to non-identifiable records. These studies will be the only type of research to which retrospective research ethical approval will be given for the data collection.
* Staff or student projects that have received ethical approval from an approved ethics committee or projects that need college ethical approval for additional sites.
* Staff and students who seek an additional site in their study.

**3.2 Research requiring SNMREC committee approval (Level 1 committee)**

* Audit material of standard practice (for postgraduate qualifications) – material to which the researcher has access due to their position and that will involve data extraction, leading to non-identifiable records.
* Anonymous surveys of a non-intrusive personal nature of **non-vulnerable adults.**
* Surveys of a non-intrusive personal nature of **non-vulnerable adults**.
* Surveys of a non-intrusive personal nature where respondents can be identified as **non-vulnerable adults**.
* Unrecorded and anonymous observation of **non-vulnerable adults** in public areas.
* Analysis of irrevocably anonymised and appropriately collected data.
* Interviews (consensual) with **non-vulnerable adults.**
* Collection of non-invasive biological samples from **non-vulnerable adults** (e.g. hair, nails, saliva, semen, urine, buccal epithelial cells) for research studies that have no prospect of impacting on the healthcare of the participant (controls in particular). An example of an unacceptable protocol is interrogation of BRCA status or any genetic investigation that might have relevance for future treatment.
* Collection of specific biological samples using minimally invasive techniques (e.g. blood) from **non-vulnerable adults.** Sample collection must be performed by a suitably qualified and competent person and will typically involve the collection of a single vial of <10ml of blood.
* Action research (research initiated to solve an immediate problem, or a reflective process of progressive problem solving, conducted either by individuals on their own practice or by individuals working with others in teams, or as part of a “community practice”, to improve the way they address issues and solve problems (participatory action research) in settings where the individuals are **non-vulnerable adults.**
* Observational studies of **non-vulnerable adults.**

## 4. Criteria for submission to the Faculty of Health Sciences Research Ethics Committee

Moderate to high risk research – i.e. risk or discomfort is greater than that usually encountered during normal daily life).

Please note: Researchers must not apply for approval to FREC if their project falls under the remit of the SNMREC.

**Moderate risk**

## Surveys, anonymous or otherwise, asking questions of a sensitive or private nature (e.g. eliciting responses to a questionnaire about bullying, questioning abuse)

## Non anonymous questionnaires involving children or vulnerable adults

## Observational studies involving children or vulnerable adults

## Research where there is a risk of a participant feeling undue pressure to participate by virtue of his/her relationship with the researcher (e.g. student/supervisor; patient/clinician)

## Projects involving a justifiable degree of deception (Deception means misinforming participants for the purposes of research)

## Analysis of archival irrevocably anonymised human tissue samples for which consent for research was not originally given, and was not acquired in the course of clinical treatment. (Archived samples taken for a previous research study must always get new ethical approval)

**High risk**

* Research involving invasive procedures (other than those listed above)
* Research involving vulnerable persons (where assent is needed from another party)
* Research where identifiable information obtained may have legal, economic or social consequences for research subjects
* Research that is likely to identify illegal activity on the part of the participant
* Projects where each subject is paid (except for expenses and nominal gratuity)
* Research that may potentially endanger the subjects, and/or researchers, and/or 3rd parties, and/or the environment
* Research involving the collection of human tissue
* Research that may have a direct military role
* Potentially harmful research involving humans conducted outside Ireland
* Research involving psychological intervention
* Research where a potentially beneficial or harmful treatment, information or learning method may be withheld from some participants
* Research not included in this document should be reviewed by an appropriate Level 2 REC

## 5. General Points regarding an application for ethical approval to the School of Nursing and Midwifery Research Ethics Committee

1. All applicants must be aware of the current College Policy on Good Research Practice (<http://www.tcd.ie/about/policies/assets/pdf/TCDGoodResearchPractice.pdf>)
2. Midwives and nurses must be aware of the ‘The Code of Professional Conduct for each Nurse and Midwifery (An Board Altranais 2014), which states that in their work, nurses and midwives should conduct themselves in a professional manner; ‘In taking part in research, the principles of confidentiality and the provision of appropriate information, to enable an informed judgement to be made by the patient, must be safeguarded. The nurse or midwife has an obligation to ascertain that the research is sanctioned by the appropriate body and to ensure that the rights of the patient are protected at all times. The nurse or midwife should be aware of ethical policies and procedures in his/her area of practice’.
3. Researchers should be explicit about their role and position in the research (e.g. ‘Second year masters student…’. ‘Doctorate student working … on project funded by …’ principal investigator etc.)
4. In the case of students/researchers, the supervisor must sign the declaration in Section 7.
5. Researchers must be explicit as to their role and area in an organisation, hospital and unit that they work in order to identify any possible relationship between the researcher and the participants.
6. Applicants are responsible for informing the Committee if their project changes significantly during the period for which approval has been given. In such cases, the Committee will determine if a new application for approval is necessary, or if any changes to the conditions of the approval are required.
7. Researchers should not claim to have competencies that they do not have.
8. Researchers should be aware that they may not use data, access staff or other participants that they have access to routinely in their normal role for research without ethical permission.
9. Account should be taken of the organisation’s (study site/location) own procedures and guidelines for ethical approval of research and, in particular, for working with vulnerable groups. It should be the responsibility of the researcher to ascertain whether or not these exist.
10. It is the responsibility of the researcher to determine if application to this Ethics Committee is appropriate.
11. Submission to the SNMREC does not preclude the researcher form requiring ethical approval from the Ethics Committee ([Supplementary Documentation for Chair approval (for applications not using SNM standard application form)](http://nursing-midwifery.tcd.ie/research/assets/doc/Supplementary%20form%20for%20Chair%20Approval%20(for%20applications%20not%20using%20SNM%20standard%20application%20form).docx) of the study site site/location. Researchers, in most cases, must also submit for local (study site/location/organisation) ethical approval. Researchers can apply to get Chair approval from the SNMREC, rather than the full application process, in the event that they have submitted a full ethics application to the study site.
12. Where researchers have any doubts about any of the guidelines, they should contact the SNMREC [SNM.Ethics.com@tcd.ie](mailto:SNM.Ethics.com@tcd.ie).
13. Participants should be given as much information as possible prior to participation.
14. Researchers must offer transcripts or cumulative findings to all participants.
15. In the case of research in the community, hospitals, care centres, and other similar contexts, researchers not employed within the study location/site/organisation should be aware that participants may think they are staff or other similar people with authority. Researchers should take reasonable steps to assure participants that this is not the case.
16. There is a relationship and some dependency between ethics approval and access. Ethics approval does not confer access to research sites. Access to research sites may sometimes be dependent on obtaining ethics permission. Ethics approval is contingent on access being granted.
17. Minor changes required to the research project must be sent to the SNMREC for approval before these changes are instigated.
18. The project start date should not predate the timeframe spanning the approval process. This would normally imply a start date no earlier than 14 days following the relevant SNMREC meeting. Where amendments are required, the start date should be changed to no earlier than 10 days following submission of amendments. Projects may not extend beyond their nominated end date without SNMREC approval.
19. When completing an SNMREC application form, it is best to avoid using the passive voice, e.g. an email will be sent to potential participants. It is better to be specific and state who will email the potential participants.

## 6. General principles in considering applications for ethical approval

1. The following principles will guide the SNMREC in considering applications for ethical approval.

There must be:

1. informed consent free of coercion
2. respect for rights of privacy and confidentiality
3. minimization of risk of harm to the participant
4. social and cultural sensitivity
5. research and/or learning merit
6. avoidance of conflict of interest
7. respect for property rights

**B. Scientific merit**

Hospitals, care centres, etc. receive very many requests from students and other researchers who wish to carry out research. It is important that researchers consider whether the potential scientific outcome of the research justifies approaching the organisation and participants. Researchers should consider whether there are any realistic potential outcomes for the organisation, what use the research will be put to, and who will benefit from it. These concerns particularly apply to student projects.

#### C. Consent and withdrawal

1. Written informed consent should be obtained from all participants in all cases with the exception of anonymous questionnaires, where return of the questionnaires is taken as consent. In research that involves several points of data collection ongoing consent is the preferred ethical option.
2. Informed consent in the first instance must be in writing and signed.
3. All procedures that the participant is committing to should be explained clearly in the consent form and their informed consent obtained prior to their participation.
4. Consent should clearly indicate if the study intends to access other data regarding the participant i.e. exam results or clinical records.
5. Consent should indicate if quotations, pictures, drawings or any other recordings in any media taken during the data collection process will be used in publication.
6. Care should be taken to ensure that all participants are aware that they may withdraw from the research at any time or to the point where it is possible in terms of data extraction and analysis. At the point of withdrawal, participants can ask that all data pertaining to them can be destroyed.
7. All parties should have the opportunity to ask questions prior to participation and be given a contact address and number of the researcher to facilitate this.

### D. Confidentiality

1. Researchers should note that any data that can be traced back through any means is not anonymous but should be referred to as confidential.
2. Researchers should take reasonable steps to preserve the confidentiality of participants, their families, other associated individuals and personal information.
3. In the case of the identity of the research site, the identity of the site will not be revealed in any publication (including theses) unless prior informed consent is given.

### E. Protection from harm

1. Researchers have a fundamental responsibility to protect participants from physical and mental harm.
2. Inconvenience and discomfort to participants must be balanced against the benefit to the participant and/or society, and the importance of the knowledge to be gained.
3. Researchers must use their best endeavours to ensure that they are adequately aware of the participants’ ability to understand the purpose of the research.
4. Researchers within the field of education have a responsibility not to intervene in the teaching and learning process in a way that has the potential for disadvantaging participants.
5. Researchers should check whether participants who become distressed during an interview/experiment wish to postpone the interview/experiment or withdraw from the research. If in the course of a procedure a participant is uneasy about undertaking any tasks, etc., (s)he should be reassured, and if (s)he is still uneasy or upset the procedure should be stopped.
6. Participants must be made aware of how to contact the researcher within a reasonable time period following the procedure should stress, potential harm, or related questions of concern arise. In all cases the ethics application forms and consent forms must include appropriate contact numbers for participants to avail off in cases that this might occur.
7. **Researchers must make clear what steps will be taken in the event of disclosure of unsafe or criminal practice. In the case of anonymous questionnaires, researchers should state what actions will be taken arising from findings in relation to unsafe or criminal practice, such as informing the senior manager of the service.**
8. Researchers must take all necessary steps to ensure that they do nothing to introduce or reinforce any form of social prejudice.
9. Researchers must be mindful of cultural, religious, linguistic, gender, and other differences within participants in the reporting of their research process.
10. Participants and other involved parties should have information on how to contact the researcher. They should also be made aware that they are able to do this for a prescribed period after the research has been completed.
11. Researchers should detail support mechanisms available and these should be reiterated in the PIL.

**F. Storage, security and destruction of data**

1. Personal information should be handled in a way that protects the confidentiality of the participant and ensures the safe custody of data.
2. Researchers, supervisors and instructors must ensure that personal information is protected by reasonable security safeguards against loss, unauthorised access, use, modification or disclosure and other misuse. Where a project involves the collection of personal information, the researcher should set out clearly who is entitled to have access to that information and under what conditions, and whether personal information will be used in the writing up or other means of completion of the project.
3. Confidential research information needs to be kept and stored in line with the Data Protection Acts see these acts (link) or the Good research practice guidelines (link) for further detail. In general confidential data in paper format or other hard copy formats needs to be kept in a locked cupboard. Electronic confidential data including codes need to be stored on password protected computer, USB keys or other storage media. Codes relating anonymised data to confidential data should not be stored in the same place as the anonymised data.
4. Research information collected for one purpose shall not be used, without the written consent of any person who is the subject of that information, for another purpose unless it is in the public arena or is available in a non-identifying manner.
5. The written consent form presented to the participant should clearly indicate what will happen to collected data when the research has been completed.
6. Personal information should not be kept for longer than is necessary to complete the particular project. Data **must** be kept for 5 years after the completion date of the project (to be confirmed), subsequent to this date only anonymised data can be retained.

(Guidelines adapted from those of the University of Kent at Canterbury 2001 with permission)

## Researchers should be aware of TCD’s Policy on Good Research Practice ([https://www.tcd.ie/research/dean/assets/pdf/FINAL\_Good%20Research%20Practice%20policy COUNCIL%20APPROVEDandminutedgg.pdf](https://www.tcd.ie/research/dean/assets/pdf/FINAL_Good%20Research%20Practice%20policy%20COUNCIL%20APPROVEDandminutedgg.pdf))

## 7. Application procedures for Chair approval

It is the responsibility of the student/researcher to ensure that their application is forwarded in time to their supervisor, giving the supervisor enough time to read and recommend changes before submission. **Supervisors must not sign applications** **that they have not read in full.** Incomplete, unsigned or late submissions will not be reviewed.

* 1. Applicants to the School of Nursing and Midwifery without ethical approval from another organisation are required to complete the standard application form. Applicants submitting an ethics approval form used by another organisation should first confirm that the form is acceptable by the Chair by forwarding it as soon as possible uncompleted to [SNM.Ethics.com@tcd.ie](mailto:SNM.Ethics.com@tcd.ie)
  2. If suitable the following procedures occur:
* Along with the application form, applicants must complete and attach the Supplementary Form for Chair Approval that includes the cover and signature sheets of the standard SNMREC application form.
* Applicants must also submit the data collections tools, questionnaire, interview schedule etc. Applicants may then send the forms as a single document to [SNM.Ethics.com@tcd.ie](mailto:SNM.Ethics.com@tcd.ie)
  1. Application forms will be reviewed from the start of Michaelmas term each year until the end of the academic year.
  2. Application forms will be reviewed by the Chair of the committee and a response will be sent usually within 10 working days of receipt.
  3. The applicants will receive their feedback in one of the following formats.
     1. Approved
     2. Amendments to be made
     3. Submission not reviewed due to: not eligible for submission to this committee or in this format.
  4. Subsequent to receiving feedback or further queries researchers are requested to submit their amended ethics form within a month following receipt of the email. Review of this feedback by the chair will occur usually within 10 working days based on a first come first serve queuing system.
  5. Changes to the application form must be in red to facilitate review.
  6. Replies falling outside the above time frames are at risk of not being processed in the above stated time schedule.
  7. Replies/queries received after the 2nd week in June are at risk of not being processed in the above time schedule.
  8. Following the granting of ethical approval the researcher (and their supervisor if appropriate) will receive an email confirming approval at which time the researcher may start the research.

All queries with regard to any aspect of a submission or feedback should be sent to [SNM.Ethics.com@tcd.ie](mailto:SNM.Ethics.com@tcd.ie)

* 1. There is no facility for queries in person or by phone. Queries that are appealing the outcome or details of the outcome should be forwarded in the same way.

## 8. Application procedures for committee approval

It is the responsibility of the student researcher to ensure that their application is forwarded in time to their supervisor, giving the supervisor enough time to read and recommend changes before submission. Supervisors must not sign applications that they have not read in full. Incomplete, unsigned or late submissions will not be reviewed.

The procedure for submission to the SNMREC is as follows:

1. **Submission**

Applicants are required to complete the application form and develop the consent form, participant information leaflet, questionnaires, interview schedule etc. All of these documents are to be compiled into a single document for electronic submission to [snm.ethics.com@tcd.ie](mailto:snm.ethics.com@tcd.ie) **by 5.00pm** on the published deadline dates.

Applicants are also required to submit one signed paper copy of the entire application (application form, consent form, participant information leaflet, questionnaires etc.) **by 5.00pm** on the published deadline **marked for the attention of:**

**The Ethics Committee**

School of Nursing and Midwifery

Trinity College Dublin  
24 D’Olier St

Dublin 2

1. **Review** 
   1. Application forms will be reviewed by the Chair and two other members of the committee.
   2. Within 10 working days of the date of the meeting the applicants will receive their feedback in one of the following formats.
      1. Approved
      2. Amendments required
      3. Resubmission required
      4. Submission not reviewed due to late/ incomplete/ incorrect form/ not eligible for submission to this committee.
   3. Amendments required responses must show the changes in their application form by using red lettering to facilitate review, must have all documents in the one file. If a second or further round of amendments is required the same guidelines apply and different colour lettering must be used for each resubmission.
   4. Subsequent to receiving feedback on minor amendments researchers are requested to submit these amendments within a month of the receipt of the email. Review of these amendments will occur usually within 10 working days based on a first come first serve queuing system.
   5. Amendments/Replies/ queries received after the 2nd week in June are at risk on not being processed in the above time schedule.
   6. Researchers receiving notification to resubmit should do so by the next submission deadline.
   7. Resubmissions outside the outside the above timeframes are at risk of not being processed in the about stated time schedule.
   8. Following successful approval the researcher (and their supervisor if appropriate) will receive an email of confirming approval at which time the researcher may start the research.
2. **Queries**

All queries with regard to any aspect of a submission or feedback should be sent to [snm.ethics.com@tcd.ie](mailto:snm.ethics.com@tcd.ie)

In the unlikely event of the applicant not agreeing with the outcome of the process their submission will be forwarded to the FREC to undergo review within their processes and timeframes.

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**4. Submission amendments**

1. Students should submit an electronic copy only of their amended application form with amendments highlighted in red.
2. Proposed amendments will be reviewed by the Chair of the Committee, during term time only, from the start of Michaelmas term each year until the end of the first week in June.
3. Amendments will be reviewed within 10 working days of receipt.
4. The applicants will receive their feedback in one of the following formats: Approved, further queries/amendments or resubmission.
5. Subsequent to receiving feedback, researchers are requested to respond within a month of the receipt of the email. Review of this feedback will occur within 10 working days.
6. Once all amendments have been approved by the Chair, a formal letter confirming ethical approval of the study will be issued to the student and the supervisor.

1. We recognise that the terms service user, clients/residents are preferred in some services. For the sake of brevity, the term ‘patient’ is used in this document. This is not intended to ignore the important principles that underpin different terms by some services. [↑](#footnote-ref-1)