

Ethics Committee Decision Procedure

Review by the School of Technology Ethics Committee will normally be the third stage in an ethical review process. Prior to this, Individual self-assessment and departmental review should be undertaken. Departments are, in most cases, able to provide the necessary level of review; projects for which this is not possible are referred to the School.

	•Application forms are completed by the senior primary applicant and accompanied by mandatory
	supporting documents.
	 The School Ethics Committee will only accept applications signed off by the Chair of the departmental (or the University) Ethics Committee. Applications are to be sent to
Application	ethics@tech.cam.ac.uk by the relevant committee, not directly by the applicant.
	•School Office acknowledges receipt (providing reference number) by e-mail.
	 Office considers whether full enough information has been provided in order to determine who should conduct ethical review.
Application	•Office makes decision as to whether research requires ethical review and if School of Technology
submitted	Ethics Committee is appropriate assessor.
	• Convertant to Ethics Committee shacks that all desumentation is included and complete
	 Secretary to Ethics Committee checks that all documentation is included and complete. Any advice - legal, HR, specialist - is sought and a report written as appropriate.
	•Any correspondence with the applicant to ensure full understanding of the research and
School	completeness of application takes place.
Office	•Appropriate panel selected by the Chair of the Ethics Committee and approved by the committee
accepts	by circulation.
	•Application, and any accompanying advice, is circulated to Panel.
	•Applicant or expert may be invited to attend meeting to present to Panel as required.
	Discussion of, and decision on, application takes place at a meeting of Panel members (minimum
Committe	of three) only, without interested parties present.
e Review	•A review, and decision, by circulation may be possible at the discretion of the Chair.
	•In most cases, a decision is made on the application within two months of receipt of full
	information.
	• Applicant is informed of the Committee's decision by letter (sent electronically)
	• This decision may ask the applicant to address particular concerns of the Committee - these
Decision	may require minor amendment or major revisions.
	 The applicant is required to address any concerns in a letter, outlining any changes to information previously submitted.
	Committee sends further letter of decision where revisions are made.
	•Any approval from the Committee is valid for research to commence within one year of decision
	letter date.
	• Applicants are required to inform the Committee, in writing, of any changes made to research
After	after approval, or any ethical concerns which arise during the project.
approval	• A new application for ethical review would be required as a result of any substantial, non- administrative, changes.