**Standard Operating Procedure for handling amendments**

|  |
| --- |
| **Colour Key:** |
| Action for researcher |
| Action for FEC administrator |
| Action for FEC members/officers |

|  |  |  |
| --- | --- | --- |
|  | **Action** | **Ideal Timeline**  |
| 1. | **RESEARCHER:** Determine that a substantial amendment is required and obtain appropriate management permissions. |  |
| 2. | **RESEARCHER:** Download and complete substantial amendment form. Email to relevant faculty email address along with supporting information **highlighting changes**. If the CI is a student, confirmation from the supervisor will be required by email. |  |
| 3. | **FEC Admin:** Locate original forum for the application from the archive and move to “Current Reviews” section of Moodle (create a new forum if one does not already exist). Within forum create new discussion (titled as amendment x). Upload relevant documentation to discussion (if a new forum is created it would be helpful to upload any relevant previous paperwork as well). | Clock Starts  |
| 4. | **FEC Admin:** notify chair/duty officer of amendment to determine whether it requires committee review. | 1 |
| 5. | **FEC Officer:** Chair/duty officer either deals with amendment through chair’s actions (if no material ethical issues are involved) or determines a further committee review is required. This step inevitably requires a judgement call. If in doubt send to committee review.  | 1 |
| 6a. | **FEC Admin:** If dealt with through chair’s actions skip to step 15 (below) | 15Clock Stops |
| 6b. | **FEC Admin:** If amendment requires committee review, assign and contact reviewers. This must include one committee officer, one departmental /school reviewer and one other reviewer at the minimum. Ideally reviewers of the original application should be used if still on the committee. | 1 |
| 7. | **FEC members:** Reviewers read application and discuss on Moodle forum | 1 to 10 |
| 8. | **FEC officer:** Committee officer confirms decision (Favourable, Further Information or Unfavourable) and drafts letter requirements. | 11 to 14 |
| 9. | **FEC Admin:** Appropriate letter constructed from templates, approved through local arrangements, sent to CI (cc’ed to supervisor if relevant) and recorded on Moodle forum. | Day 15Clock Stops |
| 10. | **RESEARCHER:** If relevant, response letter to committee and updated application/documentation created following instructions/advice provided on the response letter template(s). |  |
| 11. | **FEC Admin:** Response letter from CI along with updated documentation received and uploaded as new discussion within the Moodle forum relating to this project. Chair and/or original reviewers notified of response and asked to comment. | Day 16Clock re-starts |
| 12. | **FEC members:** Chair and/or original reviewers come to decision (Favourable, Unfavourable or Further Information) ideally within five days. | 17 to 27 |
| 13. | **FEC Admin:** Appropriate letter constructed from templates, approved through local arrangements, sent to CI (cc’ed to supervisor if relevant) and recorded on Moodle forum | 28 to 30Clock stops |
| 14. | Iterate steps 10 through 13 as required, adding 15 days for each iteration (although ideally less) |
| 15. | **FEC Admin:** Once final favourable or unfavourable decision is confirmed send decision letter to CI copied to head of school and supervisor, and move Moodle forum to archive section of site. |  |