**Standard Operating Procedure for Projects Submissions to Faculty Ethics Committees**

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

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|  | **Action** | **Ideal Timeline (normal working days)** |
| 1. | **RESEARCHER:** Determine that project is suitable for FEC review and obtain appropriate management permissions. |  |
| 2. | **RESEARCHER:** Download and complete application form. Email to relevant faculty email address along with supporting information. If the CI is a student, confirmation from the supervisor will be required by email. |  |
| 3. | **FEC Admin:** Complete validation checklist, and assign reference number if appropriate. | Clock starts when reference number is assigned |
| 4. | **FEC Admin:** Create a new Moodle forum (use the newly assigned reference number as the title) in the “Current Reviews” section of the FEC Moodle site. Upload relevant documentation. | 1 |
| 5. | **FEC Admin:** Assign and contact reviewers. This must include one committee officer, one “expert” reviewer (ideally from department /school submitting the project) and one other reviewer at the minimum. *Local committee arrangements for assigning reviewers and managing reviews (especially if a member of the committee has a conflict of interest) are acceptable.* | 1 |
| 6. | **FEC members:** Reviewers read application and discuss on relevant Moodle forum | 1 to 10 |
| 7. | **FEC officer:** Committee officer confirms decision (Favourable, Further Information or Unfavourable) and drafts letter requirements. | 11 to 14 |
| 8. | **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 15  Clock stops |
| 9. | **RESEARCHER:** If relevant, response letter to committee and updated application/documentation created following instructions/advice provided on the response letter template(s). |  |
| 10. | **FEC Admin:** Response letter from CI along with updated documentation received and uploaded as new discussion within the original Moodle forum relating to the project. Chair and/or original reviewers notified of response and asked to comment. | Day 16  Clock re-starts |
| 11. | **FEC members:** Chair and if necessary original reviewers come to decision (Favourable, Unfavourable or Further Information) ideally within five days. | 17 to 27 |
| 12. | **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 30  Clock stops |
| 13. | Iterate steps 9 through 12 as required, adding 15 days for each iteration (although ideally less) | |
| 14. | **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. **CREATE PURE ENTRY FOR PROJECT.** |  |