

UoG Staff Researcher Ethics Process

UoG Staff Researcher completes the UREB application form and sends to their FREC UREB Representative for feedback and guidance

Once the application form is signed off by the FREC UREB Representative, the Researcher submits the application along with any accompanying documentation to UREB

Submission & Validation:

The Research Ethics Officer checks the application to ensure all relevant documentation is present and assigns the risk level, classifying the application as Low Risk or Higher Risk.

Classification as Low Risk or Higher Risk is done using a risk category section completed by the researcher which is checked by the Research Ethics Officer against the remainder of the application.

If the application is classed as Higher Risk, the UREB Chair and Vice Chair will decide whether it should be dealt with by circulation or at a UREB meeting. Whether an application is dealt with at a meeting will be based on factors such as the complexity/difficulty of the application, whether it is contentious, precedent-setting etc. Higher Risk student applications referred to UREB are subject to the same process.

Low Risk

Expedited process via Chair's Action

Review & Approval:

The application is reviewed by the Research Ethics Officer and initial feedback is given to the applicant.

The final revised/amended application form version is received and sent to the UREB Chair or Vice Chair for the final review to take place.

Ethical approval is granted by the final review, or further amendments requested pending approval.

Low Risk

Approved

Higher Risk

Approval via Circulation

Review & Approval:

The application is assigned to the UREB Chair, Vice Chair and two FREC UREB Representatives (external to the applicant's faculty), to review. The collective feedback is collated and sent to the applicant. The application may be approved, approved subject to amendments or rejected.

Rejected
If the application is rejected, the researcher will need to resubmit to reflect UREB's feedback and re-enters the ethical approval cycle.

Approved subject to amendments
If the application is approved subject to amendments, the researcher must make all the necessary changes and the UREB Chair or Vice-Chair will complete the final review.

Approved
No further action is required, the researcher will receive the official approval letter.

Higher Risk

Approval via Board meeting

Review & Approval:

The application is added to the next scheduled UREB meeting and two UREB board members are assigned to complete the initial review ahead of the meeting.

The application is discussed during the UREB meeting which will decide whether the application is approved, approved subject to amendments or rejected. The feedback is collated by the Research Ethics Officer and sent to the applicant.

Rejected
If the application is rejected, the researcher will need to resubmit to reflect UREB's feedback and re-enters the ethical approval cycle.

Approved subject to amendments
If the application is approved subject to amendments, the researcher must make all the necessary changes and the UREB Chair or Vice-Chair will complete the final review.

Approved
No further action is required, the researcher will receive the official approval letter.