

ETHICAL REVIEW PROCESS: OUTLINE

1. Signed Application forms plus supporting documentation are submitted to the School office (either electronically or via hard copy);
2. Applications are allocated a reference number (HBREC.yyyy.***) and then circulated to Committee members for review, normally within 5 days of receipt. The applicant will be informed, via email, that the application has been received and circulated to the Committee for review;
3. Committee members email comments/concerns (within an agreed deadline) to the Administrator who will then consolidate and forward back to the applicant to address;
4. Once the applicant has addressed concerns /submitted amended forms, as appropriate, these will be passed back to the Committee for approval;
5. The Administrator will contact the applicant notifying him/her that approval has been granted and a formal letter (signed by the Secretary of the Ethics Committee) will be sent to all named applicants.

NB. The timeframe is dependent upon volume of work; for example, in the run up to the summer or Christmas vacation when the number of applications increases significantly, processing can take up to 12 weeks; however, in general, the aim is to complete the process within a 6-8 week timeframe.