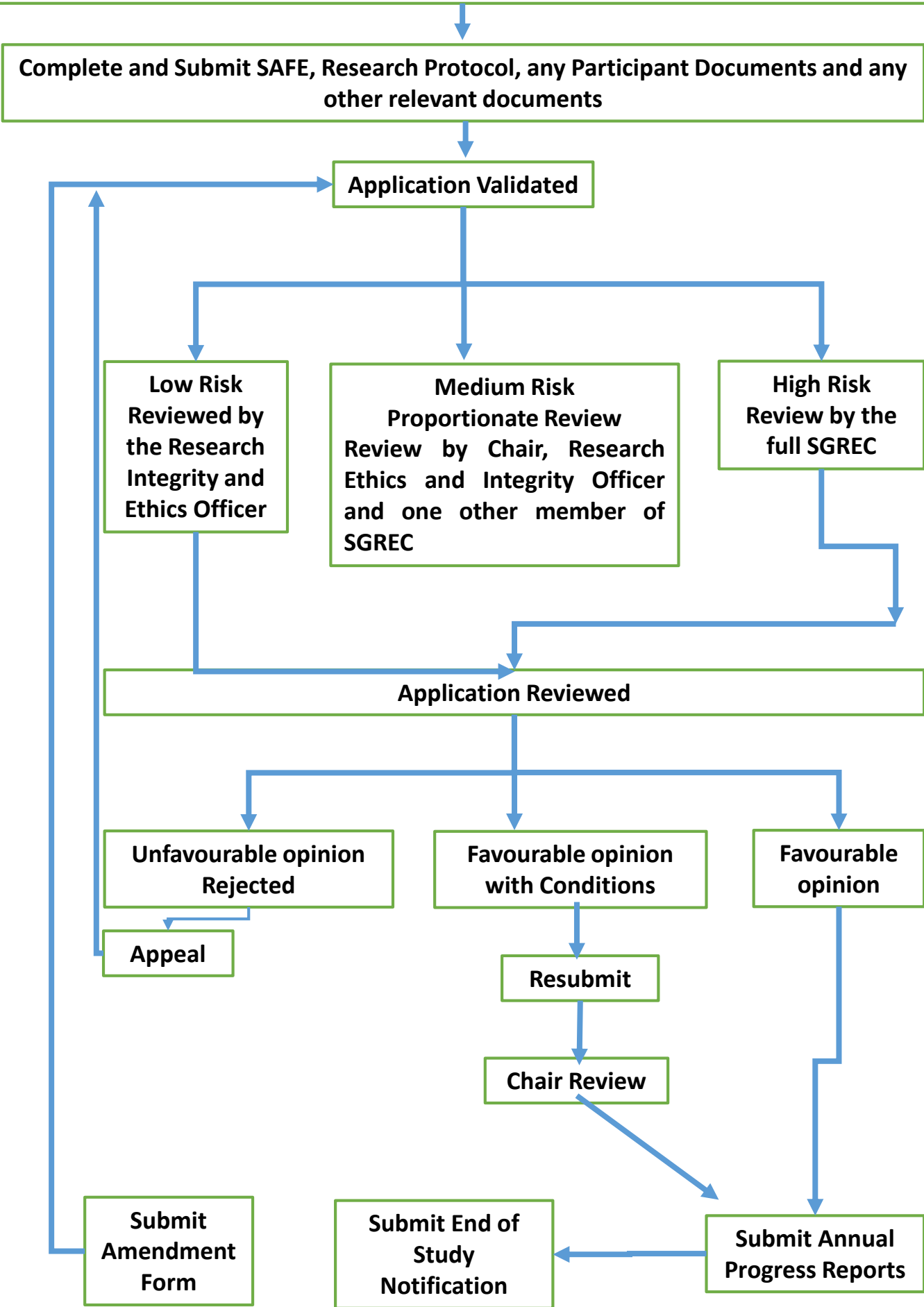


Check that St George's Research Ethics Committee (SGREC) Favourable Opinion is Required



- To **check that SGREC Favourable opinion is required** please use the table titled 'Which Committees to Apply to' on the webpage <https://www.sgul.ac.uk/research/research-ethics/ethical-review-process> or email sgulREC@sgul.ac.uk
- The **SAFE** (Self Assessment Form Ethics), **Research Protocol Template** and **Participant Documents Templates** are available on the webpage <https://www.sgul.ac.uk/research/research-ethics/ethical-review-process> When complete **submit** them by email them to sgulREC@sgul.ac.uk
- **Validation** means that the Research Ethics and Integrity Officer will check your application has been completed and determine which level of review it should receive. If the application is not complete you will be asked to provide the required parts.
- **Low Risk** Studies are studies which do not involve any of the high risk elements listed in the SAFE or non-substantial Amendments (namely change to research team and start/end dates). These are **reviewed by** the Research Ethics and Integrity Officer.
- **Proportionate Review** is for Medium Risk studies Q1 to Q5 on the Self-assessment form (SAFE). These are **reviewed by** the Research Ethics and Integrity Officer, Chair and one other member of SGREC
- **High Risk** Studies are studies which have been categorised as high risk at validation according to the SAFE risk categorisation checklist (Q6-Q12). It will be **reviewed by** the full SGREC at a meeting to which you will be invited.
- **Chair Review** is reserved for Resubmissions following Conditions and Amendments which are best served by this level of review. These are **reviewed by** the Chair.
- **Rejected** applications are rare but may include research which has already been conducted (as there is no retrospective ethics favourable opinion) or which has unresolvable fundamental problems. Rejections can be **appealed** at the Research Committee (to which SGREC reports) according to the SGREC Modus Operandi which can be found on webpage <https://www.sgul.ac.uk/research/research-ethics/st-georges-research-ethics-committee>
- **Conditions** is the term for changes that are requested to be made and resubmitted before an application can be accepted. Applications which receive conditions will need to **resubmit** their application.
- To **Resubmit** you will need to email sgulREC@sgul.ac.uk with your application (either SAFE or Ethics Application) and any other requested documents. You must use 'track changes' so the changes are easily identifiable (formatting changes do not need to be tracked). You may also wish to summarise the changes in your email.

- **Full Approval** means that you may begin your research as you have described it in your application.
- Following approval, if you wish to make any changes to your study you will need to **submit an Amendment Form**. The Amendment Form (titled “notice of study amendment”) can be found on the webpage <https://www.sgul.ac.uk/research/research-ethics/ethical-review-process> To submit this form, email it and any accompanying documents to sgulREC@sgul.ac.uk Amendments need to be approved before they are enacted.
- **Annual Progress Reports** need to be submitted every year that the study runs on/around the anniversary of ethics approval. To submit an annual progress report, complete the form which is available on webpage <https://www.sgul.ac.uk/research/research-ethics/ethical-review-process> and email it to sgulREC@sgul.ac.uk Studies which last a year or less will not need to complete this form as the End of Study Notification can be submitted instead.
- **End of Study Notifications** must be submitted at the end of every project. To submit an annual progress report, complete the form which is available on webpage <https://www.sgul.ac.uk/research/research-ethics/ethical-review-process> and email it to sgulREC@sgul.ac.uk