FACULTY REC APPROVAL PROCESS

Is my project low risk or high risk?

LOW RISK

Does my School have a Faculty REC Subcommittee?

NO

- Complete the Low Risk Research Checklist to confirm if the research is suitable for fast track review
- If suitable complete Fast Track application form
- Draft protocol and supporting documentation as applicable (eg consent form, participant information sheet, questionnaires, interview questions or topic guides)
- Seek peer review (as required)

Submit application and associated documents to the Faculty REC Administrator at facultyreceps@qub.ac.uk

Application assigned to 2 reviewers from Faculty REC

Decision communicated to applicant **within 10 working days of receipt** of application

YES

- If suitable complete Fast Track application form
- Draft protocol and supporting documentation as applicable (eg consent form, participant information sheet, questionnaires, interview questions or topic guides)
- Seek peer review (as required)

Submit application and associated documents to the Faculty REC Subcommittee

Application reviewed by Faculty REC Subcommittee

Decision communicated to applicant within **10 working days of meeting date**

HIGH RISK

- Complete Faculty REC application form
- Draft protocol and supporting documentation as applicable (eg consent form, participant information sheet, questionnaires, semi-structured interview questions or topic guides)
- Seek peer review (as required)

Submit application and associated documents to the Faculty REC Administrator at facultyreceps@qub.ac.uk before submission deadline

Application validated by Faculty REC Administrator

Application reviewed at Faculty REC meeting

Decision communicated to applicant within **10 working days of the meeting date**

- Approved
- Minor amendments required
- Deferred until expert advice obtained
- Not approved - major revisions required
- Rejected - the study is unethical