

HLS FREC Electronic Submission Requirements**Staff and Postgraduate Research Students (PhD, DHSci, MRES)**

Taught students refer to specific guidelines

Ethics applications will now be accepted electronically. Providing these guidelines are followed there will be no requirement for signed hard copies; Failure to adhere may result in an application being rejected or hard copies being requested.

Email requirements and signatures

Completed application and all supporting documentation should be submitted electronically via email to hlsfro@dmu.ac.uk from an official DMU email account.

Research Students may either submit their application personally from their student email or via their DMU supervisor. If submitted personally, please attach supervisor confirmation they have reviewed and approved the application for submission – this can be done with an attached email or with an electronic signature on the FREC application form.

Please consider an appropriate accompanying email for both the initial application and the supervisor approval to include; project title, area of research, member of staff/PhD student, supervisor name etc.

Attachments and supporting documentation

This list is non-exhaustive but attachments may include;

- Ethics Application Form (compulsory)
- Consent form
- Data collection tools (e.g. draft interview schedule, survey questionnaire)
- Recruitment flyer or advertisement
- Participant response slip
- Research Proposal (compulsory)
- Participant information sheet (PIS)
- Permission from external organisation
- Human Tissue Information
- Email support from supervisor

Please consider naming and numbering documents appropriately to assist reviewers and the FREC.

Accepted file formats: word.doc / word.docx / adobe.pdf / windows.zip / outlook.msg

All documents, example tools and processes referred to can be found on the HLS FREC Website;

<http://www.dmu.ac.uk/research/ethics-and-governance/faculty-specific-procedures/health-and-life-sciences-ethics-procedures.aspx>

Faculty of Health and Life Sciences, Faculty Research Ethics Committee
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