ADH Ethics Overview Guide, sample application forms, supporting document templates and submission deadline dates can be located on the ADH Ethics Website

**Ethics Application Process Flow**

**POSTGRADUATE (PhD, MPhil) and RESEARCH STAFF**

(Excluding BA, BSc, MA, MsC applications)

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Researcher downloads the current PGR & Research Staff Application directly from the ADH Ethics Website and completes Section A to B in the first instance. This is a mandatory requirement for all applicants who are conducting research.

If there are **NO ethical issues** identified in Section B (indicated if the applicant answers **NO** to all questions), the Supervisor/Line Manager submits the form to adhethics@dmu.ac.uk copying in the applicant.

If **ethical issues ARE identified** in Section B, (indicated if the applicant answers **YES** to any of the questions) the applicant completes the rest of the form referring to the sample form for reference.

In the first instance the Supervisor (for student submissions) or Line Manager (for Research Staff submissions) checks the application form and supporting document templates, ensuring that ALL sections have been completed correctly. A sample application form is available to assist with internal assessment. Once agreed Section H of the form is completed by the Supervisor/Line Manager.

**It is a mandatory requirement for the Supervisor/Line Manager and applicant to complete Section H.** Applications which have not been authorised will be returned to the Supervisor/Line Manager and applicant.

Applicants must not conduct their research until they have received full approval from the relevant assessor as indicated in the instructions below.

**Low/Medium Risk Applications**

Supervisor/Line Manager authorised forms and supporting documents are submitted by the Supervisor/Line Manager (copying in the applicant) from a DMU e-mail account to ADHethics@dmu.ac.uk for final assessment by DMU Faculty Research Ethics Committee.

**High Risk Applications**

Supervisor/Line Manager authorised forms and supporting documents are submitted by the Supervisor/Line Manager (copying in the applicant) from a DMU e-mail account to ADHethics@dmu.ac.uk for final assessment by ADH Head of Research Ethics.

Applications of this type may require approval by the University Research Ethics Committee (UREC).

Faculty Committee Reviewers are allowed a maximum of 10 working days to complete and submit their review.

**Only when an application is approved by the relevant assessor can the applicant proceed with their research.**

If activity proposed in the application is **declined** by FREC the Supervisor/Line Manager and applicant is notified by e-mail and the study is withdrawn.

If application is **approved by FREC** the Supervisor/Line Manager and applicant is informed of result by e-mail. Fully approved form is logged and filed by the Research & Innovation Office and reported at Faculty Research Ethics Committee.

If it is agreed by FREC that **amendments are required** feedback is relayed to the Supervisor/Line Manager and applicant by e-mail and a request to revise the ethics form and resubmit to a resubmission deadline will be issued.