

**HLS FREC Electronic Submission Requirements****Undergraduate and Taught Masters Students**

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.

<b>Student</b>	<b>Step 1: Student</b> emails completed application with all supporting documentation to their <b>Supervisor/Programme Leader /Module Leader</b> as instructed. This <u>must</u> be sent from an official DMU student email account.
<b>Supervisor</b>	<b>Step 2: Supervisor</b> approval and confirmation they have reviewed and approved the application for submission should be provided as an attached email from an official DMU email account. <i>Please consider an appropriate accompanying email to include; project title, student name, supervisor name, programme/module, school, etc.</i>
<b>Programme Leader/Admin and Reviewers</b>	<b>Step 3: Supervisor/Programme Leader/Module Leader</b> should then coordinate <u>two</u> independent reviews in line with Taught Student FREC requirements (see FREC website).  <b>Step 4: Reviewers</b> email their completed FREC reviewer forms to whoever is coordinating the application review ( <b>Supervisor/Programme Leader/Module Leader</b> )  <b>Step 5:</b> Once approved, a 'Taught Student Proforma' should be completed electronically listing each student and the outcome of the reviews. Where multiple student applications are being submitted, each application including supporting documentation <u>and</u> the two reviewer forms <u>must</u> be compiled into a single zip file per student. Please rename zip files appropriately with student names and date e.g. 'Albert Einstein - 190617'.  <b>Step 6:</b> Batches of zipped applications should then be emailed by <b>Programme Leader/Module Leader/Admin</b> to <a href="mailto:hlsfro@dmu.ac.uk">hlsfro@dmu.ac.uk</a> with an accompanying 'Taught Student Proforma'. Please title your email appropriately so it is picked up by the right team e.g. 'Student Ethics – Module'

**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
- 2 x completed reviewer forms (compulsory) – *Programme Leader responsibility*
- 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

**To create a zip file** - Select the files or folder that you want to zip. Right-click and select 'Send to', and then select Compressed (zipped) folder. A new zipped folder with the same name is created in the same location.

**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  
Phone: 0116 207 8228/ 0116 257 7538/ 0116 257 7864 or email: [hlsfro@dmu.ac.uk](mailto:hlsfro@dmu.ac.uk)