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| **Glasgow Caledonian University**  **School of Health & Life Sciences**  **Research Ethics NHS Guidance** | | | |
| **Step-by-step guide for research ethics involving the NHS** | | | |
| Review the ethics guidance provided online [www.gcu.ac.uk/hls/ethics/](http://www.gcu.ac.uk/hls/ethics/) | | | |
| Develop study protocol using the online template forms [www.gcu.ac.uk/hls/ethics/ethicalapplicationformsandusefullinks/](http://www.gcu.ac.uk/hls/ethics/ethicalapplicationformsandusefullinks/) | | | |
| Supervisor approves study protocol (supervisors should use peer-review if necessary) | | | |
| Does the project involve the NHS (e.g. patients, premises, resources, or staff)? | | | |
| **Project does NOT involve NHS** | **Project DOES involve the NHS** | | |
| Submit completed EC1 (or EC3) and accompanying documents via email to GCU ethics committee | Complete ‘*is my study research*?’ tool to decide if project is research  [www.hra-decisiontools.org.uk/research/](http://www.hra-decisiontools.org.uk/research/)  N.B. ‘service evaluation’ involving NHS staff may use qualitative data collection methods, but may not be categorised as qualitative research*.* | | |
| Wait for GCU ethical approval | **Project is NOT research** | **Project IS research** | |
| Commence study | Submit completed EC1 (or EC3) and accompanying documents via email to GCU ethics committee | Complete ‘*do I need NHS REC approval*?’  [www.hra-decisiontools.org.uk/ethics/](http://www.hra-decisiontools.org.uk/ethics/) | |
|  | Wait for GCU ethical approval | Submit completed EC1 (or EC3) and accompanying documents via email to GCU ethics committee | |
|  | Speak to NHS ethics and explain:   * Study is NOT research; all documents should use term ‘project’, not ‘research’ * Study is for education purposes * Study has GCU ethical approval * Request NHS ethics waiver (email confirmation) * If NHS Ethics waiver is granted, speak to R&D, outline project and request R&D approval | Wait for GCU ethical approval | |
| **NHS REC approval may NOT be needed** | **NHS REC approval needed** |
|  | Email waiver and management approval to the ethics committee | Email NHS research ethics co-ordinator to explain:   * The study is for educational purposes * The study is research * The study may not need NHS REC approval (request REC waiver) * Request R&D approval   (email confirmation)   * Some studies may require IRAS form to be completed. Complete IRAS form with supervisor   [www.myresearchproject.org.uk/](http://www.myresearchproject.org.uk/) Use ‘Request Authorisation’ tab to request sponsor approval from: [k.currie@gcu.ac.uk](mailto:k.currie@gcu.ac.uk) N.B. Do not ‘transfer form’ to Kay Currie, as this prevents sign off | If needed, speak to NHS Ethics and R&D to explain:   * The study is for educational purposes * The study is research * The study is likely to need NHS REC approval * Seek advice on whether an IRAS application is required |
|  | Commence study | Forward approval to the ethics committee | Supervisor to email Kay Currie (SHLS IRAS sponsor) with brief summary of study |
|  | Commence study | Complete IRAS form with supervisor  [www.myresearchproject.org.uk/](http://www.myresearchproject.org.uk/) |
|  |  |  | Use ‘Request Authorisation’ tab to request sponsor approval from: [k.currie@gcu.ac.uk](mailto:k.currie@gcu.ac.uk)  N.B. Do not ‘transfer form’ to Kay Currie, as this prevents sign off |
|  |  |  | Submit to NHS REC and await outcome |
|  |  |  | Forward approval ethics committee |
|  |  |  | Commence study |