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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 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
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|  | 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.ukN.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 |