

FLOW CHART OF R.E.C. REVIEW PROCEDURES

SOP 7. MANAGING THE INITIAL SUBMISSION

The student obtains ethics review forms /documents from REC

Submit initial review requirements to R.E.C. clerk EVERY 2ND WEDNESDAY OF THE MONTH

1. 2 hard & 1 soft copy of Chapters 1, 2, & 3 of the proposal using the latest Research Department format.
2. Form 4.2 Informed Consent Form (incorporated into the Proposal)
3. Certificate of Validity of the Questionnaire (if applicable)
4. Form 1.5 Conflict of Interest Declaration Form
5. Form 1.6 Data Privacy
6. Curriculum vitae of the main author or group leader (incorporated into the Proposal)
7. Form 4.8 Proposal Summary Sheet
8. Form 4.10 Waiver of Informed Consent (if applicable)

Step 1: Receipt of submitted research documents for initial review and determination of completeness by staff.





