

List of institutions/ethics committees that have been agreed for light touch approval process

Executive Summary

This report provides a list of institutions/ ethics committees where it has been determined that a 'light touch' ethical approval is suitable. The protocol for light touch approvals is also included.

Action Requested

The report is **for information**. The Sub-Committee is invited to note the list of institutions/ ethics committees that have been agreed for light touch ethical approval.

Appendices

Appendix 1: Protocol when ethical approval is required or has been gained from an institution or research ethics committee other than Leeds Beckett University.

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List of institutions/ethics committees that have been agreed for light touch approval process

The following is a list of institutions where it has been agreed that the University may take a light touch ethical approval process. This is due to our University being satisfied that the partner's own ethical approval processes are robust and are aligned with those of our University:

1. **NHS Research Ethics Committees**

<http://www.hra.nhs.uk/about-the-hra/our-committees/research-ethics-committees-recs/>

2. **Social Care Research Ethics Committee**

<http://www.scie.org.uk/research/ethics-committee/>

3. **National Offender Management Service – National Research Committee**

<https://www.gov.uk/government/organisations/national-offender-management-service/about/research>

4. **Ministry of Defence Research and Ethics Committees (MoDREC)**

for human research that is undertaken, funded or sponsored by MOD

<https://www.gov.uk/apply-for-ethical-approval-for-mod-research-involving-humans>

5. **All other UK universities research ethics approvals**

All other UK universities research ethics approvals, where their process meets our requirements (e.g., where School level approval would have been required for the project at Leeds Beckett University, then an equivalent or higher committee should have considered the project in another university)

6. **University of Zambia Biomedical Research Ethics Committee**

<http://www.ccghr.ca/resources/harmonization/zambia/zambia-research-ethics/>

(The Committee does not have a web presence)

7. **Curtin University (Australia)**

Curtin comply with the National Statement on Ethical Conduct in Research (<https://www.nhmrc.gov.au/book/national-statement-ethical-conduct-human-research>)

Further details can be found on: <http://research.curtin.edu.au/ethics-integrity/human/>

Also, here is a link to some of their guides and supporting materials:

<http://research.curtin.edu.au/ethics-integrity/human/guides-help/>

Here's an exemplar application: <http://17986-presscdn-0-31.pagely.netdna-cdn.com/wp-content/uploads/sites/5/2015/02/exemplar.pdf>

PROTOCOL WHEN ETHICAL APPROVAL IS REQUIRED OR HAS BEEN GAINED FROM AN INSTITUTION OR RESEARCH ETHICS COMMITTEE OTHER THAN LEEDS BECKETT UNIVERSITY

In some circumstances, students or staff researchers may seek or require ethical approval from external organisations. Examples include the NHS research ethics committee, other UK Universities, non-UK research ethics committees.

1. The principal of 'light touch approval' is desirable where a robust external research ethics approval process has taken place (as outlined in the ESRC Framework for Research Ethics 2010 (revised September 2012)).
2. A sufficiently robust process is one that helps protect the welfare, dignity and rights of the human participants in the research and reflects the University's Research Ethics Principles laid out in A2.4 of the Research Ethics Policy.
3. The University holds a list of institutions/ research ethics committees that have already been judged to be sufficiently robust.
4. Where approval is sought and received from an institution or committee on the list, 'light touch' Leeds Beckett Research Ethics Approval can be sought.
5. Where ethical approval will be sought from an institution or committee that is not included in the list, the researcher should provide the following information to the URESC Chair or nominee.
 - a) A copy, preferably electronic, of the institution's research ethics application form, in order that this can be compared with Leeds Beckett's research ethics application form, to clarify whether or not the institution's ethics reviewers are reviewing applications against the same criteria.
 - b) Information on the ethics reviewers, if known; in particular, the number of ethics reviewers and details of their employers. If the institution's ethics review procedure has a website in English then the details should be provided.
6. The URESC Chair or nominee will review the information within two weeks and confirm whether or not the institution's ethics review procedure is deemed to be sufficiently robust.
7. If the procedure is judged to be sufficiently robust, the researcher should seek ethical approval from the institution. Once this is received, 'light touch' Leeds Beckett Research Ethics Approval can be sought.
8. If the procedure is not judged to be sufficiently robust, then the researcher must seek ethics approval in accordance with full Leeds Beckett University's Research Ethics Procedure (although it may still be mandatory to seek approval via the procedure operating in the other institution as well).
9. Institutions whose research ethics review procedures have been judged to be sufficiently robust under point 6 above will be added to the list of institutions held by the University.
10. URESC will maintain oversight of the list. Schools will provide to URESC a list of organisations who provide a robust ethical approval process that is comparable to that of Leeds Beckett (see point 2 above). This information will be collated and reviewed as part of School Research Ethics Committee audit processes.

11. Ethical approvals received under the policy above will be monitored and audited as part of School Research Ethics Committee audit processes.

Suggested Process for Light Touch Approval

Online

- Complete Risk Checklist
- Complete the following sections of the questions section
 - Name and Project Title
 - Insert 'see attached' for each additional question
 - Complete applicant declaration
 - Submission Checklist. Check the following boxes:
 - Evidence of any other approvals or permissions
 - 'Other': in space provided for details, you should write 'Ethics Application and other documents submitted to (name of approving institution or committee)
- Include confirmation of approval from the relevant institution and the ethics application you submitted
- Submit to LREC for approval process, via research supervisor if a student

Hard Copy

- Complete Stage 1 Application Form
- Complete the following sections of the Stage 2 Form:
 - Page 1: Name & Project Title
 - Page 6: Complete and sign applicant declaration
 - Page 7: Submission Checklist. Check the following boxes:
 - Evidence of any other approvals or permissions
 - 'Other': in space provided for details, you should write 'Ethics Application and other documents submitted to (name of approving institution or committee)
- Include confirmation of approval from the relevant institution and the ethics application you submitted
- Submit to LREC for approval process, via research supervisor if a student.

Summary of protocol when ethical approval is required or has been gained from an institution or research ethics committee other than Leeds Beckett University

