

Ethics Reviewer Guidance

The review process and how to
review an ethics application

This guide has been created centrally,
local processes may differ.

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The Review Process – Purpose of Ethical Review

To ensure the **benefits** of the research outweigh any associated risks

To **protect** the dignity, rights, safety and well-being of the participant(s), the researcher(s) and the reputation of the university

To assist in developing **good quality research** at Coventry University

To offer expertise in subject area to applicants by providing positive and **encouraging feedback**

To ensure **rigour** and no conflict of interests

The Review Process – Online System

PROJECT P109693

TEST APPLICATION FOR USER GUIDE

Project **Medium risk** Checklist **10** Comments **2** **Approval Stages** **Reviewer**

AUTHORISE AS... ▾

- Supervisor
- Module Leader
- School Ethics Leader
- Faculty Leader
- Reviewer**
- Quality & Research Support

REVIEW PROJECT P109693

Evaluation of the ethics of the proposal (if necessary)

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Evaluation of the participant information sheet and consent form (if necessary)

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Your recommendation

- Approved
- Revise and Re-submit
- Decline

Conditions or reasons that support your recommendation: (if appropriate)

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The Review Process – Considerations

An ethics peer review should consider:

- applications on a case by case basis
- any local limitations, deadlines and module requirements/restrictions
- the level of risk involved
- who is submitting the application (e.g. UG, PGT, PGR, Staff)
- the detail in the application and justification provided for the research, ensuring all ethical issues are explored
- health, safety and wellbeing of researchers and any participants
- overall compliance to the university's policies and procedures relating to research ethics, integrity and governance

The Review Process – Recommendations

Approve

- To be used when the application and the attached documentation is of sound ethical standard, and governance is correct. Once an application is approved it will refer to the next stage of the process or allow the applicant to proceed with their research.

Revise & Re-Submit

- To be used when clarity or amendments are needed e.g. essential documentation are missing, research design is not clear, a section has not been answered correctly.

Decline

- Only to be selected when there are major concerns with the ethical standards of the application.
- When 'Decline' is used the application will be rejected and the applicant will not be able to edit or resubmit for ethical approval.

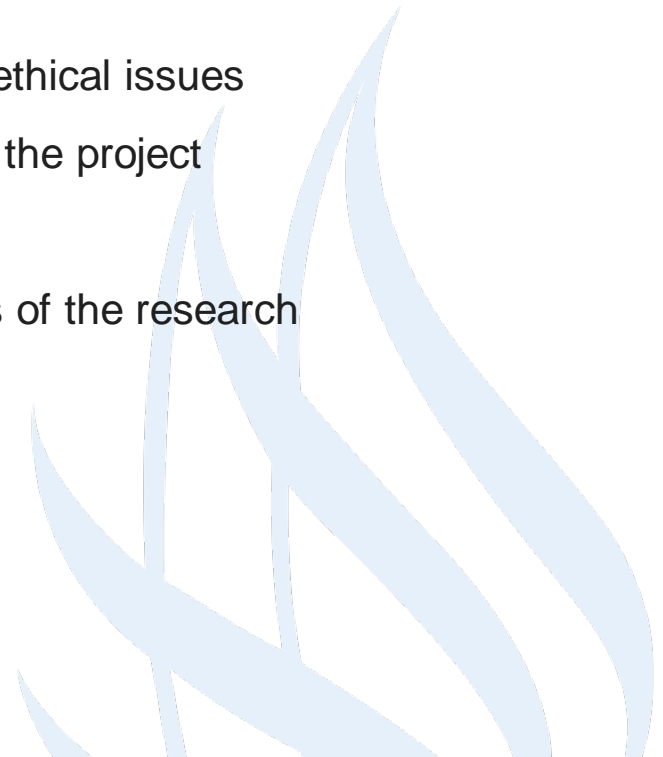
The Review Process – Feedback

A good ethics review should:

- ✓ be supportive and encourage good quality research
- ✓ focus on matters of research ethics and reflect on key ethical issues
- ✓ provide constructive feedback to improve the quality of the project
- ✓ be risk aware without being risk averse
- ✓ only comment on methodology if it raises ethical issues of the research

An ethics review should not:

- ✗ prevent sound research taking place
- ✗ be overly or inappropriately critical



Key Contacts

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If you have any questions,
please contact your
[local ethics administrator](#)

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