Coventry University

Ethics Reviewer Guidance

The review process and how to review an ethics application

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

Ranked No.15 UK University
Guardian University Guide 2020

University of the Year for Student Experience
The Times and Sunday Times Good University Guide 2019

Queen's Award for Enterprise
International Trade 2015

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

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 of the application and justification provided

❖ Overall compliance with Coventry University Research Conduct and Ethics Policy

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.
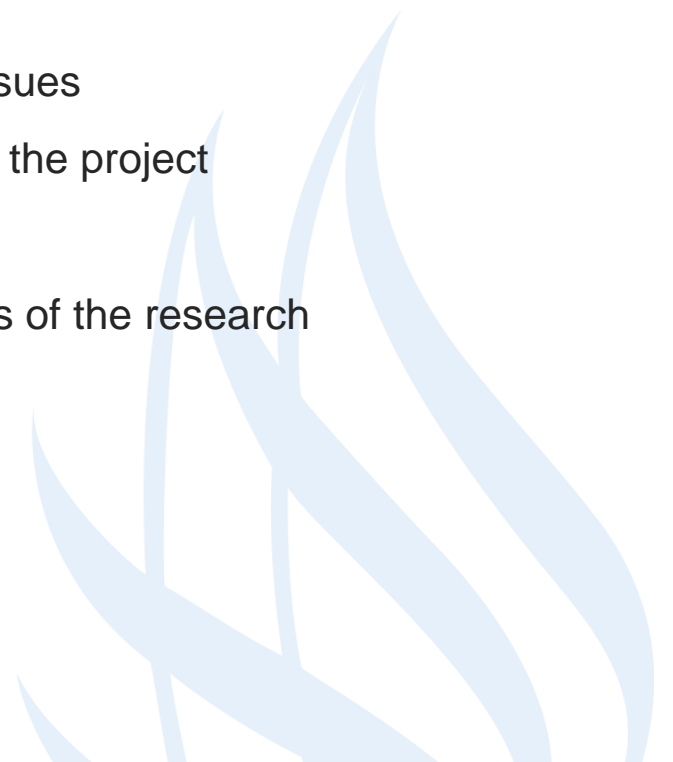
The Review Process – Feedback

A good ethics review should:

✓ Be supportive and encourage good quality research

✓ Focus on matters of 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:

✗ to 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