FACULTY HEADER

**ETHICS REVIEW – FURTHER INFORMATION**

Study Title: Title

Reference Number: xxx

Date Submitted: Date

Thank you for submitting your application to the xxx Faculty Ethics Committee for review in accordance with current procedures.

Following the review there were a number of ethics questions raised by the Committee that require answering, and some additional advisory notes you may wish to consider, before a final ethical opinion can be given.

**Ethics Questions**

1.

2.

**Advisory Note(s)[[1]](#footnote-1)**

A.

 B.

If you would find it helpful to discuss any of the matters raised above or seek further clarification from a member of the Committee before you resubmit your amended application, you are welcome to contact xxx who will circulate your query to the FEC.

**Resubmission Instructions (Please read)**

A written response to each of the ethics questions/conditions should be produced in the form of a letter (or similar document) returned to xxx. Comments on any of the advisory notes are welcomed, but not necessary. It is acceptable to respond that “all proposed changes have been adopted as suggested” or similar wording, but where specific questions have been asked, please answer those in the resubmission letter. The Committee will assume that all conditions will be complied with unless these are challenged in the resubmission.

Along with the letter, if any of the responses have resulted in changes to the application document, then **please show those changes in MS Word *Track-Changes* (or similar)** and submit an updated application document(s) with the resubmission letter. Please remember to update application documents with an updated version number and resubmission date.

Your resubmission will be reviewed by the Committee within 15 full working days from submission. You can expect a response on the next working day following this review period.

FACULTY/CHAIRS SIGNATURE LINE

**Annex**

A - Documents reviewed

**Statement of compliance**

xxx is constituted in accordance with the University Ethics Policy.

**Feedback**

You are invited to give your view of the service that you have received from the Faculty Ethics Committee.  If you wish to make your views known please contact the administrator at xxx

**ANNEX A** **Documents reviewed**

The documents reviewed for this application

|  |  |  |
| --- | --- | --- |
| *Document*   | *Version*   | *Date*   |
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1. The comments are given in good faith and it is hoped they are accepted as such. The PI does not need to adhere to these, or respond to them, unless they wish to. [↑](#footnote-ref-1)