

Procedure for transfer of ethically approved studies into Queen Mary

Process and recording of low-risk studies transferred in from other universities

To reduce duplication, researchers are not required to complete a full form but do need to provide – the TOR for the originating REC, a copy of the application, a copy of the approval letter and any relevant supporting documents.

We reserve the right to ask for further information, a full application, revised documents if TOR are less rigorous than our own. These are usually handled as low risk because they already have approval.

Minor amendments could continue to be reviewed by facilitators. Amendments would require review of the original application documents.

In the event that an amendment changes the risk to participants, researchers or Queen Mary University a new application is required as QMERC was not involved in the scrutiny of the original ethical application and therefore has not fully considered the level of risk. The date of transfer and name of originating REC should be included in reports to QMERC.

Process and recording of moderate and high-risk risk studies transferred in from other universities

As per the process above, however these would be managed as moderate/ high risk studies and would require review by an ethics panel.