

FABSS Ethics Process Map

	Under Graduate (U/G)	Post Graduate Taught (PGT)	Post Graduate Research (PGR)	Staff (Research and Consultancy)
Awareness	Taught Research Methods Modules or Dissertation Modules	Taught Research Methods Modules or Dissertation Modules	Taught Research Methods Modules or Dissertation Modules	1. FABSS Guide to Ethics 2. Staff Ethics Handbook 3. An Email reminder sent around to all staff at the beginning of each academic year about the importance of ethics and where to go.
FABSS Ethics Forms to be used	Ethics Form (FABSS EF) Interview Consent Forms (FABSS ICF) Assent Forms (FABSS AF)	Ethics Form (FABSS EF) Interview Consent Forms (FABSS ICF) Assent Forms (FABSS AF)	Ethics Form (FABSS EF) Interview Consent Forms (FABSS ICF) Assent Forms (FABSS AF)	Ethics Form (FABSS EF) Interview Consent Forms (FABSS ICF) Assent Forms (FABSS AF)
Review Process	Reviewed by Tutor plus one other	Reviewed by Tutor plus one other	1. Reviewed by Lead Subject Ethics Panel Rep. 2. If problematic reviewed by two Faculty Ethics Cttee members 3. If problematic – goes to Ethics Committee for Review.	1. Reviewed by lead Subject Ethics Panel Rep. 2. If problematic reviewed by three others in the Subject area 3. If problematic – goes to Ethics Committee for Review.
Approval Process	Approved by Student Dissertation Supervisor	Approved by Tutor plus one other	Approved by lead Subject Ethics Panel Rep and others if required	Approved by lead Subject Ethics Panel Rep and others if required
Reporting	FABSS Annual Ethics Report	FABSS Annual Ethics Report	FABSS Annual Ethics Report	FABSS Annual Ethics Report
Storage and Access	FABSS Public Folders/Shared Drive	FABSS Public Folders/Shared Drive	FABSS Public Folders/Shared Drive	FABSS Public Folders/Shared Drive

Form Number	Form Name	Internal or External
1	Ethical Approval Application /Postgraduate Research Degrees, Staff Research including Consultancy	E
2	Ethical Approval Application/ Taught Masters (Level 7) and Undergraduate IS/Dissertations (Level 6)	E
3	Application Response Letter Template	I
4	Interview Consent Form	E
5	Research Assent Form	E
6	Participant Information Sheet	E
7	Handbook for Ethical Approval, Practice and Procedures	E
8	UG & Masters Guide to Ethics	E
9	Concordat to Support Research Integrity	E
10	Using Data Sets of Illicit Origin	E
11	Organisational Consent Form	E