SERB
Workflows and Timelines

Typical application timelines

Stage	Purpose / Description	Timeline
Application submission	• If initial trial has not already taken place, it may be possible to consider applications submitted after this time. Failing that, , or they may need to wait until the following month.	**Deadline:** 1st Wednesday of the month, 1200hrs.
Triage	• Research governance documents check (Chief Investigator certificates, etc.) • Application checked against university risk grading	
Review	• Application sent to 1 primary reviewer, plus 1-4 secondary reviewers (depending on risk level). To be returned in time for SERB review meeting. • All reviews (including Research Governance review) occur concurrently	**Review meeting:** 3rd Wednesday of the month

SERB meeting	• Average = 4 applications per meeting. But we can review up to 6.
	• Feedback returned to applicants. SERB decisions:
	  • Resubmit with changes / clarifications, for Chair's approval (71% of all applications*)
	Or based on the quality or quantity of changes required:
	  • Resubmit with changes / clarifications, for full board re-review
		Target: Within 1wk of meeting

Applications returning for chair's approval	• Frequently, revised applications can be approved immediately. However, there may be some back and forth, if some issues are not thought to be dealt with satisfactorily on the initial resubmission. Median time from review meeting to approval = 26 days*	**Target:** Within 1wk of receipt of revised application
Applications returning for chair's approval	• Re-submitted applications are not expedited or prioritised and are reviewed in the next available SERB meeting. • Applications undergo full review again, and it is likely that further changes / clarifications may be required – normally for Chair's approval, although there have been occasions when applications have been returned for a third full review. Median time from initial review meeting to approval = 56 days*	**Deadline:** 1st Wednesday of the month, 1200hrs.

* Data from 2024/2025

PhD student applications

Student

1. Students cannot be chief investigator.
2. Student can prepare application and associated documents in Worktribe.
3. Indicate that this is a student project, and complete primary supervisor's details.
4. Submit application for approval. Please note, this does not submit the application to SERB. It submits to the named supervisor for approval of the submission.

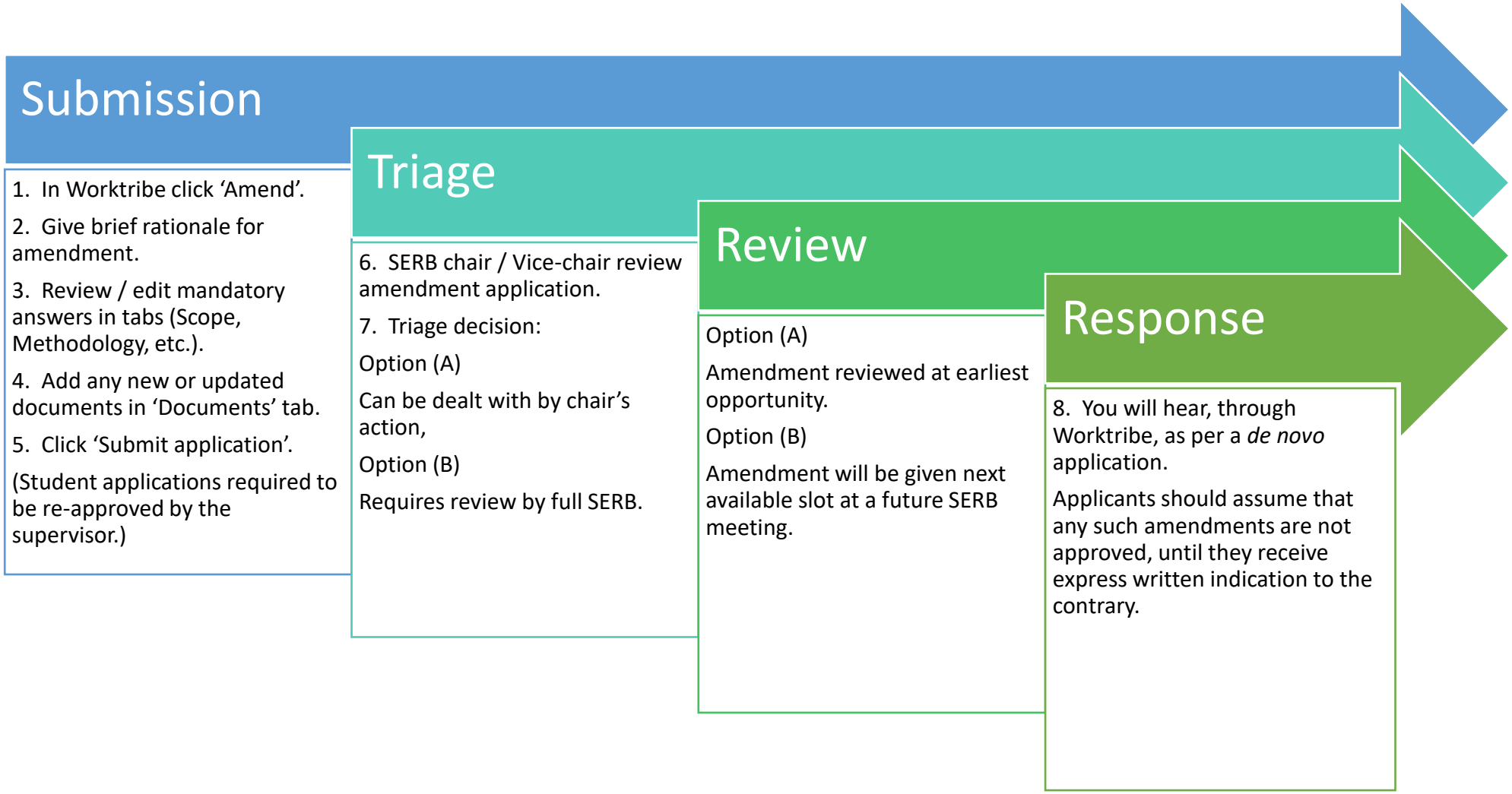
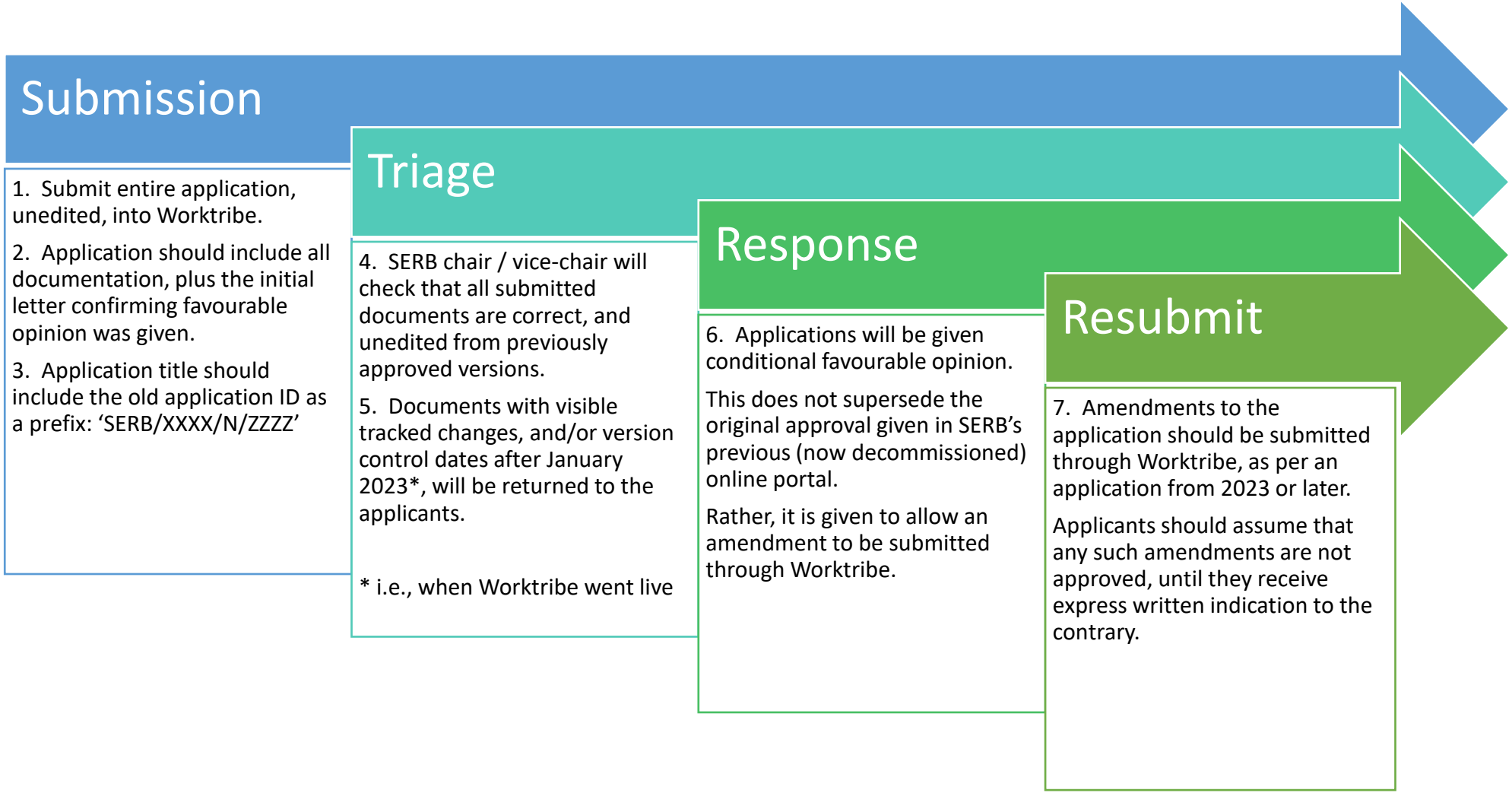
Supervisor

5. Supervisor should check (thoroughly) that he/she is content with the standard of the application, and all associated documents, before approving it.
6. Once approved, the application is now submitted to SERB.

SERB

7. The application will be given the next available slot at a future SERB meeting.
8. It will be reviewed as per any other application. A formal response will be issued via Worktribe.

Amendments – Applications from 2023 or later



Amendments – Applications from pre-2023