

SERB

Workflows and Timelines

Typical application timelines

Stage	Purpose / Description	Timeline
Application submission	<ul style="list-style-type: none"> 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: 1 st Wednesday of the month, 1200hrs.
Triage	<ul style="list-style-type: none"> Research governance documents check (Chief Investigator certificates, etc.) Application checked against university risk grading 	
Review	<ul style="list-style-type: none"> 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: 3 rd Wednesday of the month
SERB meeting	<ul style="list-style-type: none"> Average = 4 applications per meeting. But we can review up to 6. Feedback returned to applicants. SERB decisions: <ul style="list-style-type: none"> Resubmit with changes / clarifications, for Chair's approval (71% of all applications*) Or based on the quality or quantity of changes required: <ul style="list-style-type: none"> Resubmit with changes / clarifications, for full board re-review 	Target: Within 1wk of meeting
Applications returning for chair's approval	<ul style="list-style-type: none"> 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. <p style="text-align: right;">Median time from review meeting to approval = 26 days*</p>	Target: Within 1wk of receipt of revised application
Applications returning for chair's approval	<ul style="list-style-type: none"> 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. <p style="text-align: right;">Median time from initial review meeting to approval = 56 days*</p>	Deadline: 1 st Wednesday of the month, 1200hrs.

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

Submission

1. In Worktribe click 'Amend'.
2. Give brief rationale for amendment.
3. Review / edit mandatory answers in tabs (Scope, Methodology, etc.).
4. Add any new or updated documents in 'Documents' tab.
5. Click 'Submit application'.
(Student applications required to be re-approved by the supervisor.)

Triage

6. SERB chair / Vice-chair review amendment application.
7. Triage decision:
Option (A)
Can be dealt with by chair's action,
Option (B)
Requires review by full SERB.

Review

- Option (A)
Amendment reviewed at earliest opportunity.
- Option (B)
Amendment will be given next available slot at a future SERB meeting.

Response

8. You will hear, through Worktribe, as per a *de novo* application.
Applicants should assume that any such amendments are not approved, until they receive express written indication to the contrary.

Amendments – Applications from pre-2023

Submission

1. Submit entire application, unedited, into Worktribe.
2. Application should include all documentation, plus the initial letter confirming favourable opinion was given.
3. Application title should include the old application ID as a prefix: 'SERB/XXXX/N/ZZZZ'

Triage

4. SERB chair / vice-chair will check that all submitted documents are correct, and unedited from previously approved versions.
5. Documents with visible tracked changes, and/or version control dates after January 2023*, will be returned to the applicants.

* i.e., when Worktribe went live

Response

6. Applications will be given conditional favourable opinion.

This does not supersede the original approval given in SERB's previous (now decommissioned) online portal.

Rather, it is given to allow an amendment to be submitted through Worktribe.

Resubmit

7. Amendments to the application should be submitted through Worktribe, as per an application from 2023 or later.

Applicants should assume that any such amendments are not approved, until they receive express written indication to the contrary.