

SERB

Workflows + Typical timelines

Typical application timelines

Stage	Purpose / Description	Timeline
Application submission	<ul style="list-style-type: none"> Deadline = 1st Wednesday of the month, at noon. It <u>may</u> be possible to consider applications submitted after this time, or they may need to wait until the following month. 	
Triage	<ul style="list-style-type: none"> Research governance documents check (chief investigator GCP certificate, etc.) Application checked against university risk grading High risk applications with a student chief investigator will be unsubmitted 	Aim: within 2-3 days of submission deadline
Review	<ul style="list-style-type: none"> Applications sent to 1 primary reviewer, plus 1-4 secondary reviewers Reviewed conducted independently and simultaneously 	2wks
SERB meeting	<ul style="list-style-type: none"> Meeting = 3rd Wednesday of the month Up to 6 applications are discussed, each lead by primary / secondary reviewers, but all SERB members invited to comment 	Aim: to provide feedback within 1wk of meeting
Revision	<ul style="list-style-type: none"> Meeting decisions = Approve; Return to applicant; or Reject Most commonly, applications are returned to applicants for changes / clarifications 	Variable, and outside SERB's control
Resubmission	<ul style="list-style-type: none"> Applications (A) coming back for full committee review need to adhere to meeting dates and deadlines, as above. Whereas (B) those coming back for chair / vice chair approval can be resubmitted any time. 	Aim (re B): to provide feedback within 1wk of submission

PhD student applications

Student

1. Student can prepare application and associated documents in Worktribe*.
2. Indicate that this is a student project, and complete primary supervisor's details.
3. Submit application for approval. Please note, this does *not* submit the application to SERB.

* If there are problems accessing Worktribe, please contact serb@abdn.ac.uk in the first instance.

Supervisor

Supervisor is required to approve the application for submission to SERB.

Supervisor should check (thoroughly) that he/she is content with the standard of the application, and all associated documents, before approving it.

Once approved, the application is now submitted to SERB.

Students cannot be chief investigator on projects triaged as high-risk. These will be unsubmitted for amendment.

SERB

The application will be given the next available slot at a future SERB meeting*.

It will be reviewed as per any other application. A formal response will be issued via Worktribe.

* See guidance on SERB meetings

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'.

Triage

SERB sub-committee reviews amendment application*.

Triage decision options:

1. Requires review by full SERB; or
2. Can be dealt with by chair's action.

* Panel normally meets weekly

Review

Option 1

Amendment will be given next available slot at a future SERB meeting*.

Option 2

Amendment will be reviewed at earliest opportunity.

* See guidance on SERB meetings

Response

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 before 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

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

* When Worktribe went live

Response

Applications will be given conditional favourable opinion.

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

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

Resubmit

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.