## **Research Approval Process for HUB** STEP 1 STEP 7 STEP 8: Student and supervisor Send forms in step 6 to **HUB DRC will email signed** complete Memorandum divisional/course administrator forms back to the of Understanding between or supervisor who will arrange student/supervisor and the postgraduate student and signatures from supervisor, PEC (to be kept on record) supervisor via Peoplesoft reviewers and DRC chair. (Automated process to PGO) Step 2 Write research proposal. Once approved by supervisor, STEP 6 Step 9: Supervisor will arrange the Complete: Student/Researcher submit oral project proposal 1. HUB Research Proposal to ethics and appropriate with the Division Staff. Checklist sectors for approval. Once 2. FHS013 - New Protocol Appropriate approvals are **Application Form (if Human** provided the research Step 3 ethics required) OR FHS003 may begin! Circulate written project (if Animal ethics required) proposal (OR Executive 3. Letter from Supervisor Summary of Proposal) to confirming no Ethics approval **Division Staff1 week** needed 4. Executive Summary before proposal oral presentation. FINAL STEP: Supervisor or Divisional/Course administrator submit Ethics **Approval Letter of Student** Step 4 proposal (or letter of Supervisor to choose two Step 5 confirmation for no approval) reviewers of written Incorporate feedback & Executive Summary to be proposal/executive from oral presentation kept on record within the summary\* who are required and reviewers of the division. to approve the proposal. written proposal.

## Footnote:

<sup>\*</sup> Executive summary length and format – determined by Divisional Management (please confirm with your HODiv)