

University Research Ethics Appeal Procedure

Introduction

Wrexham University is committed to maintaining the highest standards of ethics, rigour, and integrity in all its research and seeks to protect the dignity, rights, and welfare of all those involved in the research it produces. To fulfil this commitment, the University requires that all research conducted under the auspices of the University which involves human participants, human material, personal data, animals, or research which may have an adverse impact on the environment, must receive research ethics approval before it commences. As part of this commitment, the University has established a procedure to allow an appeal against the decisions of a Faculty or University level Research Ethics Committee.

This procedure applies to all University staff and students engaged in a research project to which the University's Policy on Research Ethics and procedure for applying for research ethics approval applies.

Grounds for appeal

A researcher may appeal against a decision of a Faculty or University Research Ethics Committee concerning their application on any of the following conditions:

- If an application is rejected
- the conditions required are unacceptable to the applicant for justified research reasons

How to submit an appeal

An appeal against a decision of a Faculty or University Research Ethics Committee needs to be made in writing through the Research Office (rescadmin@glyndwr.ac.uk) within 20 days of receiving the decision of the Research Ethics Committee.

The letter of appeal should include the following.

- Application reference number
- Name, the title of the research project, and all researchers/supervisors named on the application
- Details of the decision you received from the reviewing committee and how you addressed the points raised
- Justification for requesting the appeal
- Copy of the application form and supporting document (with any further amendments made)
- A letter of endorsement from the Dean or Associate Dean supporting your appeal

The receipt of an appeal will be acknowledged within 5 working days.

Review Process

The appeal will be sent to the Chair of the University Research Ethics Committee. Upon review of the documentation submitted, the Chair can request further documentation from the researcher to support the appeal process; the researcher will have 30 days to provide the further information.

With appeals that require a legal opinion, the University Research Ethics Committee will review any legal advice received.

The Chair of the committee will call upon the expertise of the research ethics committee members and may request specific knowledge or expertise outside the current membership of the research ethics committee both internally and externally if required.

The Chair will determine if the appeal process can be dealt with via electronic communication or if a formal panel should be held, whereby the appellant may be asked to attend.

Outcome

The outcome will be sent to the researcher detailing whether the appeal has been successful or not providing details of the decision.

The review panel can recommend or agree to the required changes outlined in the appeal letter.

If the appeal is unsuccessful, there is no provision for any further appeal relating to the application.

The outcome will be sent to the appellant within 20 days of receiving all the requested information to support the appeal process.

Contacts

All queries relating to this procedure should be directed to the Research Office - rescadmin@glyndwr.ac.uk