



I am not a robot!

Example of ethical clearance letter

Ethical declarations in research form an integral part during the submission process of a manuscript to a journal. During the process of submission, there are several questions and statements that you as the author need to respond to before submission. Let us look at all of these one-by-one. Pre-submission considerations related to authorship Before you submit your manuscript to the journal, you need to take into consideration some important aspects of authorship listed below. Ensure that all the authors mentioned in the manuscript have agreed for authorship, read and approved the manuscript, and given consent for submission and subsequent publication of the manuscript. (The authorship criteria should be based on the ICMJE guidelines.) The order of authorship must be agreed by all named authors prior to submission. 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Since patients have a right to privacy, identifying information (including patients' images, names, initials, or hospital numbers) should not be included in recordings, written descriptions, or photographs, unless the information is essential for scientific purposes. In any case, written informed consent from the patient must be obtained for publication of these graphics in print and electronic form. If such consent has not been obtained, personal details of patients in any part of the paper and in any supplementary materials (including illustrations) must be removed before submission. Declarations specific to article types We have looked at the declarations related to manuscript submission and when your study involves human or animal subjects.



2 September 2015

Mrs Julie Lindsay

Dear Julie

The USQ Human Research Ethics Committee has recently reviewed your responses to the conditions placed upon the ethical approval for the project outlined below. Your proposal is now deemed to meet the requirements of the National Statement on Ethical Conduct in Human Research (2007) and full ethical approval has been granted.

Approval No.	H15RE0156
Project Title	Online global collaborative educators and pedagogical change
Approval date	3 September 2015
Expiry date	3 September 2018
HREC Decision	Approved

The standard conditions of this approval are:

- (a) conduct the project strictly in accordance with the proposal submitted and granted ethics approval, including any amendments made to the proposal required by the HREC
- (b) advise the HREC (usq.edu.au) immediately of any complaints or other issues in relation to the project which may warrant review of the ethical approval of the project
- (c) make submissions for approval of amendments to the approved project before implementation of changes
- (d) provide a 'progress report' for every year of approval
- (e) provide a 'final report' when the project is complete
- (f) advise in writing if the project has been discontinued.

For (c) to (e) forms are available on the USQ ethics website:

<http://www.usq.edu.au/research/ethicbio/human>

Please note that failure to comply with the conditions of approval and the National Statement (2007) may result in withdrawal of approval for the project.

University of Southern Queensland
USQ Research Ethics Committee
USQ Research Ethics Committee
USQ Research Ethics Committee

(The authorship criteria should be based on the ICMJE guidelines.) The order of authorship must be agreed by all named authors prior to submission. Full names, institutional affiliations, highest degree obtained by the authors, e-mail address (in some cases, ORCID ID and social media handles - Facebook, Twitter, or LinkedIn) need to be clearly mentioned on the title page. The corresponding author, who takes full ownership for all the communication related to the manuscript, should be designated and his/her detailed institutional affiliation (including the postal address, telephone number, fax number, and e-mail address) should be provided. Some journals ask for guarantors who may be the same as the corresponding author or a different person (a senior researcher in the group who oversees the progress of the research work). Depending on what your target journal expects of a guarantor, he/she may be responsible for the integrity of the manuscript (including ethics, data handling, reporting of results, and study conduct). would communicate with the journal if any technical clarifications related to the manuscript are required, and would handle similar responsibilities. All the authors need to agree on the name(s) included in the Acknowledgement section. Manuscript submission related declarations: When submitting your manuscript to a journal, you need to follow the policies and guidelines of the journal. Most journals expect authors to declare the following: The manuscript in part or in full has not been submitted or published anywhere. In other words, the authors should ensure that the manuscript is not a duplicate publication. The manuscript will not be submitted elsewhere until the editorial process is completed. 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Since patients have a right to privacy, identifying information (including patients' images, names, initials, or hospital numbers) should not be included in recordings, written descriptions, or photographs, unless the information is essential for scientific purposes. In any case, written informed consent from the patient must be obtained for publication of these graphics in print and electronic form. If such consent has not been obtained, personal details of patients in any part of the paper and in any supplementary materials (including illustrations) must be removed before submission. Declarations specific to article types We have looked at the declarations related to manuscript submission and when your study involves human or animal subjects.

Example of a covering letter

NHS Research Ethics Committee
NHS REC ADDRESS

[INSERT DATE]

Dear Sir or Madam

I wish to submit the above proposed project for ethical review by the Research Ethics Committee. I enclose the following documents:

- A signed copy of my application form and the proposal
- A letter from the Birmingham City University Faculty of Health Sponsorship and Indemnity Committee, which has reviewed the study. This letter includes a statement about indemnity insurance
- Appendix
 - Letters of invitation to participants, participant leaflets and consent forms – appendix number
 - Research tools (itemise) – appendix number
 - Letters of support and permission for access, subject to approval – appendix number
- A summary of the project
- A short version of my CV
- Other relevant documents (itemise)

Yours sincerely

NAME

Depending on what your target journal expects of a guarantor, he/she may be responsible for the integrity of the manuscript (including ethics, data handling, reporting of results, and study conduct), would communicate with the journal if any technical clarifications related to the manuscript are required, and would handle similar responsibilities.



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Request for Medical Clearance

opencare
DENTAL

DOCTOR BERKLEY HALL
631 WEST VALENCIA
TUCSON, AZ 85706
P: (520) 812-6736
F: (520) 207-5207

July 6, 2012

James Brett Boren

Patient Name

Dear DOCTOR BERKLEY HALL

The above name patient has indicated that you are his/her physician.

The patient has indicated a medical history of the following: indigestion
and is taking the following medications: tylenol

Our patient will require the following dental procedures:

- Root Planning & Scaling
- Extractions
- Periodontal treatment or Prophylaxis
- Endodontic Therapy
- Restorative work
- Oral Surgery
- Local anesthetic with epinephrine

Before beginning dental treatment of any kind, we will require your confirmation specifying any precautions or contraindications that will interfere with the dental treatment. Please list them here:

If pre-medication is required, please let us know your recommendation for the prescription.

Rx: Viagara 3 x daily

Doctor's Signature: _____

Please send your response via email at office@opencaredental.com or via fax at (520) 812-6736. Thank you for your time. If you have any questions or concerns, please feel free to contact our office.

Sincerely,

Berkley Hall, DMD

www.opencaredental.com

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TUCSON, AZ 85706
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F: (520) 207-5207

OFFICE@OPENCAREDENTAL.COM

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these graphics in print and electronic form. If such consent has not been obtained, personal details of patients in any part of the paper and in any supplementary materials (including illustrations) must be removed before submission. Declarations specific to article types We have looked at the declarations related to manuscript submission and when your study involves human or animal subjects. Let us now turn to specific article types and the declarations you need to prepare when submitting them.

confirmation that the guidelines have been followed, which should be submitted with their protocols. For randomized controlled trial, please state the International Standard Randomised Controlled Trial Number (ISRCTN) or the trial registry and trial registration number recognized by ICMJE or WHO ICTRP.

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several different types of studies, please ensure that your research work conforms to the specific guidelines as specified in EQUATOR Network. For example, case reports must follow CARE Guidelines and observational studies must follow STROBE Guidelines. The respective checklists must be submitted along with the manuscript during submission. 2. Reviews: Reviews do not need any ethical approvals or informed consent. However, many journals do ask the authors to explicitly state the reason as to why they are not required for the sake of transparency. Other important declarations related to funding, conflicts of interest, and more Apart from the declarations we have discussed, there are others that authors need to consider. Let us take a look at them:

- 1. Describing new taxa: Authors must provide relevant documents and unique digital identifier for manuscripts that describe new taxa or species. They should also declare that the relevant guidelines have been followed for algae, fungi and plants, zoological taxa, bacteria, and viruses. Registration numbers of the new species (from MycoBank for fungi or ZooBank for zoological species) should be stated in the manuscript. New virus names should be sent to the relevant study groups for consideration before publication in a journal.
- 2. Authors' contribution: The individual contributions of authors to the research work and writing of the manuscript should be specified in this section; for example, who conceived the study design, who did the data acquisition, who performed the experiments, who did the data analysis, who wrote the manuscript, etc. Authors should check journal-specific guidelines to declare the authors' contribution.
- 3. Acknowledgments: Anyone who does not meet the authorship criteria, such as people who provide technical help, institutional/department head who provided general support, or medical writers who assisted with the preparation of the manuscript content, should be acknowledged. Even if the authors have no one to acknowledge, usually journals expect authors to include this section in the manuscript and write "Not applicable."
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3.1. Establish your topic, research aims and methods

Students should first discuss their proposed research with their dissertation supervisor to develop a clear idea of their research aims and methods. You may wish to consult the ethics checklist below while working out your research strategy. Once you have determined your course of action,

research.3.1. Establish your topic, research aims and methodsStudents should first discuss their proposed research with their dissertation supervisor to develop a clear idea of their research aims and methods. You may wish to consult the ethics checklist below while working out your research strategyOnce you have determined your course of action, you should begin the application process. This should be done as soon as you are ready; do not leave it till the last moment. 3.2. Complete the ethics checklistThere are two routes to apply for ethical approval for your research at UCL, depending on the risks associated with your proposal. Use this 12-point checklist to find out which route is appropriate for your project. Go to risk checklistIf you identify your project as low risk, you should apply to your Local Research Ethics Committee (LREC) for review by the Institute of Archaeology Ethics Committee. If you identify your project as high risk, you will need to apply to the Research

Use this 12-point checklist to find out which route is appropriate for your project. Go to Risk checklist if you identify your project as low risk, you should apply to your Local Research Ethics Committee (LREC) for review by the Institute of Archaeology Ethics Committee. If you identify your project as high risk, you will need to apply to the Research Ethics Committee (REC). Before doing this, consult with your supervisor and Julia Shaw, Chair of the IoA Ethics Committee (ioa.ethics@ucl.ac.uk) to ensure your assessment is correct. We recommend you consult this checklist as early as possible, so you are aware of the potential risks of your proposed research and the amount of time needed to gain ethics approval.

These state that you should: Only collect the personal data needed for your research; Keep the data secure at all times; Delete the data when it is no longer required for the stated purpose; Personal data includes information such as names, addresses, phone numbers, email addresses, images that allow the subject to be identified, audio or video recordings. To download the Personal Data Protection Application, go to www.erau.edu/ethics and click on the Ethics Application. If the Ethics Checklist does not cover your application, go to the Institutional Review Board page.

recordings. To proceed: Training or Registration must be completed before you can apply for ethics approval. Data Protection Applications usually take around 10 working days to process. 3.5. Complete and submit your Ethics Application. If the Ethics Checklist shows that your application is considered low risk, you may apply to the Local Research Ethics Committee (LREC) for internal review by the Institute of Archaeology Ethics Committee. Begin IoA ethics application. Download a LREC Application Guide. Download the LREC Application Flowchart. If the checklist shows your application to be high risk, you should apply to the UCL Research Ethics Committee (RECG) website. Note that research involving NHS patients and carers must be approved by a national body. Please refer to the NHS Health Research Authority (HRA) checklist and the HRA's decision tool.

research involving NHS patients and carers must be approved by a national body; Please refer to the NHS Health Research Authority (HRA) checklist and the HRA's decision tool. We do not recommend this route for Undergraduate or Master student dissertations, because of the length of time required to get ethical approval in place. For research involving live animals, you should apply to the Animal Welfare Ethics Review Board (AWERB). Whatever route you take to gain ethics approval, you may need to attach supporting documents to your application, depending on the methods employed. These may include: Information Sheet, Consent form, Sample interview or survey questions, Evidence that you have, or will be applying for, any external permissions needed to conduct your research. 3.6. Obtain confirmation of ethics approval. You will be informed of the outcome of your application by the relevant body.

documents to your application, depending on the methods employed. These may include: Information Sheet, Consent form, Sample interview or survey questions, Evidence that you have, or will be applying for, any external permissions needed to conduct your research. 3.6. Obtain confirmation of ethics approval from the outcome of your ethics application by letter or email. Once approval has been granted, you may proceed to advertise your project, recruit participants, and collect your data. 3.7. Obtain external permissions and checks. You may also need to gain the permission from other organisations in order to recruit research subjects or collect data from them. For example, if you intend to observe visitors to a museum, you should formally request that museum's permission to do this. They may have their own requirements for how this research should be conducted. Similarly, you should get permission from the owners of discussion groups on social media before posting recruitment adverts or links to online.

intend to observe visitors to a museum, you should formally request that museum's permission to do this. They may have their own requirements for how this research should be conducted. Similarly, you should get permission from the owners of discussion groups on social media before posting recruitment adverts or links to online questionnaires. DBS checks may also be required if your research would place you in close, regular contact with children or vulnerable adults. Click here for further guidance. If you would like advice on whether you require this, student researchers should email srs-compliance@ucl.ac.uk. For enquiries from staff researchers, please email hr-services@ucl.ac.uk. You will also be expected to follow accepted procedures for gaining informed consent from participants, and if conducting research abroad, make sure you have the appropriate visas and travel insurance in place. Click here for more information on gaining informed consent.

If your research is continuing beyond this point, you must apply for an extension before your current approval expires. This is done using the same online application portal, selecting the 'previously approved' option in the form. Apply for an LREC Ethics Approval Extension. You should allow a minimum of 4-6 weeks for your ethics application to be granted for up to one year at a time.

If your research is continuing beyond this point, you must apply for an extension before your current approval expires. This is done using the same online application portal, selecting the 'previously approved' option in the form. You should allow a minimum of 4-6 weeks for your ethics application to be processed. The earlier you apply, the better. This is to ensure you have sufficient time for data collection, analysis and writing up - or for amending your research plans should your application be declined and/or require resubmission.

submit a LREC application for consideration at any time. You are advised to submit your application as soon as you are able to do so. Please note that there is a cut-off point for LREC applications from students doing Undergraduate and Masters dissertations in the 2023-24 academic session, after which it will not be possible to apply. B.A.B.S students should apply for Data Protection (if needed) by 22 January 2024, and submit their LREC application by 5 February 2024 at the latest. MA/MSc students should apply for Data Protection (if needed) by 24 May 2024 and submit their LREC application by 10 June 2024 at the latest. PhD, staff or postdoctoral ethics applications may be made at any time. LREC Applications to the Institute of Archaeology Ethics Committee usually take up to 20 working days to process. This depends on you replying promptly to any queries we send you; incomplete or problematic applications may take longer. 4.2. UCL Research Ethics Committee (REC) Applications can be made at any time.

time. REC Applications to the Institute of Archaeology Ethics Committee usually take up to 20 working days to process. This depends on you replying promptly to any queries we send you; incomplete or problematic applications may take longer. 4.2. UCL Research Ethics Committee (REC) Applications REC applications can be made at any time. You are advised to submit your application as soon as you are able to do so. Following the criteria in our 12-point ethics checklist above, all REC applications are automatically categorised as 'High Risk' and will require full committee review. Deadlines and meeting dates for REC applications are listed below. The application process will take one month or more to complete. Data Protection registration deadline (if required) Ethics approval application deadline UCL REC Meeting date Wednesday 13 September 2023 Wednesday 27 September 2023 Monday 30 October 2023 Wednesday 25 October 2023 Monday 7 November 2023 Wednesday 15 November 2023

month or more to complete. Data Protection Registration deadline (if required) 27th August 2023. Approval application deadline (REC Meeting date) Wednesday 13 September 2023, Wednesday 27 September 2023, Friday 13 October 2023, Saturday 28 October 2023, Monday 27 November 2023, Wednesday 29 November 2023, Monday 15 January 2024, Wednesday 13 December 2023, Wednesday 10 January 2024, Wednesday 24 January 2024, Wednesday 25 March 2024, Wednesday 28 February 2024, Wednesday 13 March 2024, Monday 29 April 2024, Wednesday 10 April 2024, Wednesday 27 April 2024, Wednesday 03 June 2024, Wednesday 15 May 2024, Wednesday 29 May 2024, Monday 01 July 2024, Wednesday 12 June 2024, Wednesday 26 June 2024, Monday 29 July 2024. Please note that there is a cut-off point for REC applications from students doing Undergraduate and Masters Dissertations in the 2023-24 academic session, after which it will NOT be possible to make a REC application. If you have any questions, please contact the REC Co-ordinator, Dr. Linda 12, Room 2023, or the REC Co-ordinator, Dr. Linda 15, Room 2024, in the Department of Psychology, School of Psychology, University of Manchester, M13 9PL, UK.

NOT be possible to apply.BA/BSc students should apply for Data Protection (if needed) by 13 December 2023, and submit their REC application by 10 January 2024 at the latest.MA/MSc students should apply for Data Protection (if needed) by 15 May 2024 and submit their REC application by 29 May 2024 at the latest.PHD students and staff may apply at any time. However note that the REC does not meet in August or September.Applicants are usually notified of the Committee decision within 1-2 weeks after the scheduled REC meeting. As with LREC approval, REC ethics approval will be granted for a period of up to one year. If your research continues past this point, you must apply to