



## Procedure for ethical review of MSc projects

This procedure describes the process for the review and administration of MSc students' submission of their research projects for ethical review.

### 1. Correspondence

All correspondence concerning MSc applications is via the LSHTM Ethics Online system at: <http://leo-review.lshtm.ac.uk>. If required, additional correspondence may occur through [MScEthics@lshtm.ac.uk](mailto:MScEthics@lshtm.ac.uk). Any emails submitted to another inbox will be forwarded to this address.

### 2. Receipt of applications

The Research Governance Coordinator will be responsible for checking the online website for MSc applications received on a daily basis. All CARE forms will be submitted to the committee. New projects will be logged as follows:

- a. Applicant's details will be added to the excel spreadsheet located in: <U:\Committees\Ethics\MSc Ethics subcommittee>
- b. The RGC will ensure the following before circulating to reviewer:
  - if ethics approval is not required, letter in Appendix 1 will be sent out. *This applies to project types: a lab-based project using pathogens or other organisms that are not in human tissue / using data from secondary sources fully in the public domain / is a literature review only).*
  - all appropriate supporting documents are received with the application (eg information sheet and consent form)
  - all relevant signatories have signed off the form

### 3. Review process

- a. The RGC will assign the reviewer to say that there are applications to review.
- b. Applications will be assigned on the online website in batches of 10, with the RGC trying as much as possible to send studies to reviewers with relevant experience. Please see attached membership list completed by reviewers with topic area.
- c. Allocation will be in random order unless members indicate to the RGC that they are unable to review projects for a period of time.
- d. For staff working part-time, allocation will be commensurate with hours worked at LSHTM. For example, if half-time at LSHTM, batch size will be 5. Please ensure that the RGC is aware of working hours if not full-time.
- e. Where the project involves vulnerable groups (eg children) or a sensitive subject area (eg violence in women), the study will be circulated to 2 members of the MSc committee for review.
- f. Where the project involves an intervention it will not be reviewed by the MSc ethics committee, but sent to the interventional ethics committee for review.
- g. The batch should be reviewed within 2 weeks. The RGC will chase reviewers once this timeline lapses.
- h. For projects sent to the interventional ethics committee, projects submitted before the last day of the month will be reviewed on the 15<sup>th</sup> of the following month. The RGC will chase the committee once this date has passed.

- i. The reviewer will not email the student directly. Members of the committee are asked to approve or provide comments on the project which the RGC will forward to the student.
- j. Reviewers should not approve applications where there is a conflict of interest (e.g. the reviewer is the student's project supervisor). Concerns/issues should be discussed with the Chair.

#### **4. Deadlines**

Deadline for submission will be set by the TSO, although it is recognised that many students struggle to meet this and submit applications after this deadline. The final deadline for Applications will be 1 July, this includes re-submissions.

#### **5. Approvals**

Applications will receive either a favourable, unfavourable decision, or a request for clarification will be made. Those that receive an unfavourable decision will be required to submit a new application. This can be done easily through the Leo website as all the original information in their application will be saved. Those that receive a request for clarification will be able to respond to the committee by changing the answer to Q2f on their original application to 'responding to a request for clarification' at which point they will be able to upload a covering letter addressing the committees concerns. Any changes made to the application or supporting documentation must be re-submitted to the committee before approval can be given.

Approval letters will now be in a pdf format. Please see Appendix 2 for a template.

Appendix 1: Template 'ethics approval not required' letter

**London School of Hygiene & Tropical Medicine**

Keppel Street, London WC1E 7HT  
United Kingdom  
Switchboard: +44 (0)20 7636 8636

[www.lshtm.ac.uk](http://www.lshtm.ac.uk)

LONDON  
SCHOOL of  
HYGIENE  
& TROPICAL  
MEDICINE



**MSc Research Ethics Committee**

<student name>  
MSc Student  
<name of degree course>  
LSHTM

<date>

Dear Student,

**Study Title:**  
**LSHTM MSc ethics ref:**

Thank you for your application for the above MSc research project.

As your project < **select as appropriate:** is a lab-based project using pathogens or other organisms that are not in human tissue / uses data from secondary sources fully in the public domain / is a literature review only>, it was assessed by the Research Governance & Integrity Office as not requiring ethical approval from the MSc ethics committee. It is the student's responsibility to ensure that all other required approvals are in place before starting the research project.

Any subsequent changes to the application must be submitted to the Committee via an Amendment form on the ethics online applications website: <http://leo.lshtm.ac.uk>.

Best of luck with your project.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Rebecca', written in a cursive style.

**Miss Rebecca Carter**  
**Research Governance Coordinator**  
[MScEthics@lshtm.ac.uk](mailto:MScEthics@lshtm.ac.uk)  
<http://www.lshtm.ac.uk/ethics>

## Appendix 2: Template approval letter

### **London School of Hygiene & Tropical Medicine**

Keppel Street, London WC1E 7HT  
United Kingdom  
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MEDICINE



### **MSc Research Ethics Committee**

<student name>  
MSc Student  
<name of degree course>  
LSHTM

<date>

Dear <Student>,

**Study Title:**  
**LSHTM MSc ethics ref:**

Thank you for your application for the above MSc research project, which has now been considered by the MSc Research Ethics Committee.

### **Confirmation of ethical opinion**

On behalf of the Committee, I am pleased to confirm a favourable ethical opinion for the above research on the basis described in the application (CARE) form, and supporting documentation, subject to the conditions specified below.

### **Conditions of the favourable opinion**

Approval is contingent on local ethical approval having been received, where relevant. It is the responsibility of the student and their supervisor to ensure all appropriate approvals are in place before a study commences (ie if you confirmed this in question 40 of the online application form, local approval is required). Please forward confirmation of local ethics approval as soon as it is received.

### **After ethical review**

Any subsequent changes to the application must be submitted to the Committee via an Amendment form on the ethics online applications website. Website link: <http://leo.lshtm.ac.uk>

Yours sincerely,



**Dr Cicely Marston**  
**Chair**

[MScEthics@lshtm.ac.uk](mailto:MScEthics@lshtm.ac.uk)  
<http://www.lshtm.ac.uk/ethics/>

