



GRANT AND INNOVATION OFFICE

## Ethical Review Process at Karlstad University

All research project proposals, including those undertaken by postgraduate students, must be reviewed to check whether there are ethical implications in the proposed research, and, if there are, whether these have been addressed in a robust way in the project's ethics plan. This applies to all research projects, externally funded or otherwise. The reviews should be documented and recorded in the diary. This will provide an easily-accessible record for any future ethics audit of research at Karlstad University.

- For projects that do not fall under the Act (2003: 460), Ethical Review of Research, the researcher must complete a questionnaire concerning research ethical considerations. Once a project has been reviewed and approved, the dean, or the dean-appointed representative, will sign the form and the researcher will submit the questionnaire to the KAU Registry.
  - The researcher should attach the following to the questionnaire: a project plan that includes research ethical considerations; as well as information letters and consent forms from research subjects (if applicable).
- Normally, the Faculty Ethics Review Groups will conduct the ethics checks in the first instance. These groups will be convened by the deans, who will decide on composition and scheduling. There will be one group for HS and one for HNT. These can decide:
  - that there are ethical implications, but that these have been dealt with appropriately in the project plan, and send the signed questionnaire to the Registry;
  - that the project ethics plan is insufficient, and instruct the researcher to revise and resubmit, with recommendations;
  - that they are unsure whether or not the project ethics plan is robust enough, and ask the researcher to complete a full application for ethics review and submit to the KAU Research Ethics Committee for audit;
  - that the project may be covered by the Act, (2003:460) and that it should be reviewed by the KAU Research Ethics Committee. The researcher will complete a full application<sup>1</sup> on ethics testing and send to the KAU Research Ethics Committee for review.

Decision No.	RB 43/18	Reg. no.	C2018/100	Substitutes decision	RB 16/18
Decision valid from	2018-03-28	Decision valid to	<i>until further notice</i>	Officer	James Lees

- Research projects that may be covered by the Act (2003:460) will be reviewed by the KAU Research Ethics Committee before the start of the project. When applying to the Research Ethics Committee, the current form for the application for ethical review must be used.

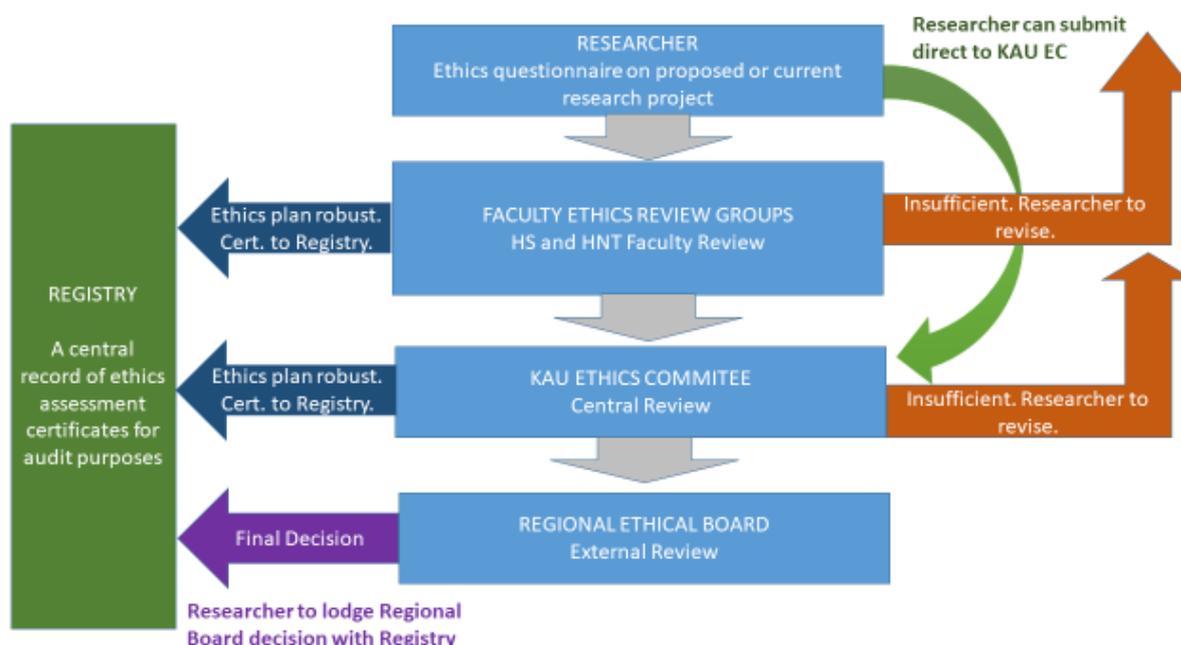
The KAU Ethics Committee can decide:

- that there are ethical implications, but that these have been dealt with appropriately in the project plan. The researcher then sends the decision to the Registry;
- that the project ethics plan is insufficient, and instruct the researcher to revise and resubmit to them, with recommendations;
- that the project falls within the remit of the Regional Ethical Review Board and that the researcher should send the application<sup>1</sup> for review. Once that decision is received, the researcher must lodge it with the relevant faculty for their records.

Since strong and secure data protection is an important part of an ethically-acceptable research application, Karlstad University's Data Protection Officer will assist KAU Research Ethics Committee with expertise.

At all points in the ethics review process the researcher retains responsibility for the proposal, and the researcher must ensure that the ethics review decision and supporting documents are properly recorded in the appropriate faculty registry.

Structure for ethical review at Karlstad University



<sup>1</sup> Application should be written in Swedish.