CoU Digital Ethics Approval Workflow (e-REC)

Step-by-step process for ethics applications and approvals.

- Step 1: Pre-check — determine review type (Exempt / Expedited / Full Review) using the Ethics Readiness Self-Check.
- Step 2: Prepare documents — protocol, consent/assent, recruitment scripts, data management plan, risk/mitigation notes, and COI disclosure.
- Step 3: Submit online — upload materials and select your program/school alignment for reporting and oversight.
- Step 4: Review & feedback — REC may request clarifications; respond within 7 days to keep the timeline on track.
- Step 5: Decision — Approved / Approved with conditions / Deferred / Not approved (with reasons).
- Step 6: After approval — amendments for changes, adverse event reporting, annual continuing review (if required), and study close-out.