Please complete this form if you need an urgent decision on your application. You will need to make clear why your application cannot be processed within the standard timescale. The UREC/FREC reserves the right to delay processing urgent applications if the necessary administrative and scrutiny resources are not available to reach a decision with the urgency requested.

**NOTE**

* An urgent processing request should only be made in exceptional circumstances. Researchers should normally allow sufficient time (at least 6 to 8 weeks) for the approval process.
* This process does not support retrospective ethical approval
* This option is not available to students, including PGR students
* If a project has multiple methods of data collection that do not require fast approval, then the research should request urgent processing only for the relevant part
* The researcher must accept that there are no guarantees that an urgent decision can be made by their deadline. It is dependent on the capacity of others
* If the application is of poor quality, then it will cease to be treated as urgent
* If circumstances change and urgent processing is no longer needed, then the researcher must inform the Research Ethics Admin team ([researchethics@uwe.ac.uk](mailto:researchethics@uwe.ac.uk))
* Any urgent request using this process, which turns out not to be genuine or made in good faith after being accepted for urgent processing, will be cancelled and reported to the researcher’s Head of Department and Faculty Associate Dean for Research.

Please contact the Research Ethics Admin team [researchethics@uwe.ac.uk](mailto:researchethics@uwe.ac.uk)

Tel: 0117 32 81167 if you have any questions and to alert them to your request.

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| Section 1: Applicant Details  All pre-application requests for ethics approval should only be submitted by the UWE Project Lead. | |
| First Name | Click or tap here to enter text. |
| Last Name | Click or tap here to enter text. |
| Faculty | Choose an item. |
| Department | Click or tap here to enter text. |

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| **Section 2: Project Details** | |
| Full Project Title | |
| Click or tap here to enter text. | |
| **Justification for exceptional circumstances**  Please describe below the reason why the application cannot wait to be processed within the normal ethical review application process and provide supporting evidence. | |
| Click or tap here to enter text. | |
| Please specify a deadline by when a decision is required and full justification. | |
| Click or tap to enter a date. | |
| Please describe below the reason why the application cannot wait to be processed within the normal application process and provide supporting evidence. | |
| Click or tap here to enter text. | |
| **Project Dates**  These are the dates for the overall project, which may be different to the dates of the field work and/or empirical work involving human participants.  **Please note that this process may not be used to apply for retrospective ethical approval.** | |
| Project start date | Click or tap to enter a date. |
| Project end date | Click or tap to enter a date. |

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| **Section 3: Supporting evidence** |
| Additional comments to support your application not included in the above |
| Click or tap here to enter text. |

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| **Section 4: Declaration** |
| By ticking this box, I have read and accept the terms and conditions of the exceptional circumstances procedure.  Signed  Date: Click or tap to enter a date. |

For office use only

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| **Research Ethics team (reviewer capacity)** | |
| Click or tap here to enter text. | |
| Date received | Click or tap to enter a date. |
| Deadline date | Click or tap to enter a date. |

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| --- | --- |
| **Any other comments** Click or tap here to enter text. | |
| **Chairs recommendation** | |
| I do/I do not recommend this application to be processed in accordance with the guidelines.  Signed: | |
| Date: | Click or tap to enter a date. |