Using new project based on existing

When to use ‘based on existing’

There is now a means for you to create a new application based on existing protocols. This is intended to be a useful tool for a couple of situations, e.g.:

- a research project is planned with the same or similar research goals and objectives or methodologies as an already existing project; or
- a complex programme of research may have different ethics risks associated with different phases of the project (this could be due to diverse participant groups, or could occur when researchers are exposing participants to different tests or interventions, each of which generates a different risk profile. This would make a single ethics application for the programme unwieldy – hard to write, and hard to review. Splitting up such a programme of research into a series of separate applications can allow both researchers and reviewers greater clarity about acknowledging the ethics challenges and mitigating the risks of each phase of research.
- Researchers may wish to re-test or re-run an earlier project but keep the ethics protocols for each project separate.

The ‘based on existing’ form will copy all the relevant material from an originating application into the new one. The research team simply edits the application to reflect its new use. For example, often the Theoretical Rationale requires little editing, aside from updating a first or last paragraph to clarify where the current application sits within a larger programme of research.

How to access and complete a ‘based on existing’ eForm

1. Log onto the online ethics application system and
2. when you go to Ethics | Create Application, instead of choosing ‘BUHREC Ethics Application (v2)’, choose ‘New Project based on existing protocols’.
3. The system will use the projects in which the form creator is already listed as a researcher to generate a list of applications from which to choose (or, if the researcher has only one eligible project, a new form will be generated and may be found in the ‘Not Specified’ folder), and
4. the system will populate most of the answers from the originating eForm, but all listed researchers will be free to edit everything.

Researchers will be asked to re-enter

- responses on the Project Start and End dates,
- questions on the Level of Risk page, and
- you will need to get signatures from everyone on the application.

The application will go through the normal ethics application process. (That is, if it needs full review it will get full review, and it will go via the Faculty for approval etc.).

Issues to note

Each researcher using the ‘based on original’ form only has access to approved applications on which they appear as named co-researcher. This has two outcomes:

1) In order to initiate a new application, the original must have completed the review process, and
2) a researcher whose name was not on the original protocols of a project will not be able to initiate a ‘based on existing’ form for it. However, once a new form has been created, the list of researchers can be updated to reflect a new team, all of whom will have editing rights.
‘Based on original’ applications do not replace or overwrite existing applications, so two phases or parts of a research programme might run concurrently if that was the researchers’ intention.