**Template: Response to Conditions/\*Request for more information/\*Conditions not met**

**How to Respond to the Research and Knowledge Exchange Ethics Committee (REC):**

A REC may provide provisional favourable ethical opinion subject to certain conditions which may involve updating sections of the ethics review application form and/or providing documentation to support your proposal’s ethics review. In either case, responses would be provided via the VRE Research Governance and Ethics System, by ‘editing’ the form and re-submitting.

Similarly, a Request for More Information/(including, Conditions not Met notification) would also need to be addressed via the VRE.

**Updating the form and updating existing documentation/adding new documentation:

Form:** Onlydelete sections you have been requested to reconsider or rephrase. Do not delete entire sections and re-enter the same text. Only add information that has been requested. Do not create any new changes. The VRE creates versions of the form per each submission.

**Documentation:** Documentation cannot be deleted from the VRE ethics form, it retains older versions. In order to assist the REC and the researchers, all documents submitted **must** contain a version number and date. You will need to provide a summary of documents attached following a review using the template table below.

**Please follow the template for your Response:**

This template acts as a cover sheet outlining your response to conditions/request for more information and will assist the reviewers in being able to assess whether you have addressed the need for further information:

**Summary table outlining changes per point requested:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Condition number** | **Response summary** | **Changes to form: Section** | **revised or additional documentation submitted (use Annexe below for further details)** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

***You may add further rows if you received further comments.***

**Annexe

Template of a summary table describing the documents you submit with your Response:**

|  |  |  |  |
| --- | --- | --- | --- |
| Document name and short description | Version number | Date  | Revised or new  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

***You may add further rows if you have more documents to attach.***