

Ethics Review Process for LCRN network members requesting support for a new research project



STAGE 1

Engagement and checklist

1. Initial conversation between the network member and LCRN Network Lead to review the **LCRN Community Research Checklist**. This checklist covers: project aims, funding arrangements, plans for community involvement, potential for impact, and anticipated ethical concerns. After the conversation, the network member will be asked to complete the checklist and return it.
2. LCRN Network Lead reviews the submitted Checklist against key community research and ethical principles (agreed by LCRN Steering Group). Projects that fail to meet principles are returned for revision, with feedback provided. Projects that meet principles are presented to the LCRN Steering Group.

STAGE 2

Project approval

3. LCRN Steering Group considers whether to support the project. On approval:
 - I. If the project has already gained or plans to gain ethical approval from another institution, LCRN can offer ad-hoc support (e.g. capacity-building, brokering relationships, sharing promotional materials).
 - II. Projects that do not have ethical approval from another institution are invited to complete the **LCRN Ethics Application Form**. This form covers: team members and funding arrangements; the research question and aims; methodology and plans to involve community members; the anticipated benefits and impact, including plans for action and influencing; accessibility and inclusion considerations; processes to ensure community members, participants and researchers are protected from harm.

STAGE 3

Ethical approval

4. LCRN Network Lead reviews the submitted **LCRN Ethics Application Form** and presents recommendations to LCRN Steering Group. The LCRN Steering Group may seek additional feedback from community members if required.
5. LCRN Steering Group considers whether to provide ethical approval. If approved:
 - I. LCRN can offer ongoing support (e.g. capacity-building, co-development of discussion guides, and working with community members).
 - II. LCRN remains involved throughout the project's lifecycle. This includes addressing any ethical issues that arise, receiving written researcher updates and final reports, publicising the research, and managing any complaints.
 - III. The LCRN steering group must be notified if there are substantial changes to the research design as additional ethical approval may be required.