

UNIVERSITAT DE BARCELONA

BIOETHICS COMMISSION

Rules to process reports for the Bioethics Commission from Universitat de Barcelona

1. Check on the [calendar](#) the deadline for submitting documentation for the next meeting.
2. Fill in the appropriate [form](#) (Form 1, Form 2 or Form 3, depending on the nature of the research). Read carefully the documentation to be submitted as indicated on the forms and sign the required documentation. In the case of thesis/TFM/TFG, all documentation must be signed by both the director and/or tutor and the student. In the case of TFM and TFG, a letter signed by the tutor and the student stating that the project or work respects the ethical standards developed by the CBUB is required.
3. Once the documentation is duly completed and signed, send it to the CBUB through the [NorayDocs](#) platform (you can find the instructions to process the registration as a user and the user guide in the following [link](#)). Indicate in which language you would require the favorable report. Within a maximum period of one week, the reception of the correct and complete information would be confirmed.
 - 3.a. If the documentation is correct, see point 4.
 - 3.b. If documentation is missing, the Technical Secretary would request further information through the [NorayDocs](#) platform.
4. Once the documentation is correct, its evaluation will take place at the next CBUB meeting (see [calendar](#)).
 - 4.a. If the evaluation is favorable, the procedure to obtain the favorable report would be initiated with the approval of the CBUB president in the language indicated by the researcher.
 - 4.b. If the project requires observations, it would be communicated through the [NorayDocs](#) platform within a maximum period of two weeks from the date of the meeting.
5. In the event that the project presents observations, the required documentation should be resubmitted in red or with change control activated to the e-mail cbub@ub.edu (check [deadlines](#) to present the amendments).
6. Once the evaluation is favorable, the procedure indicated in point 4.a. will be followed.

Diagram of the rules to process reports



