

## Project Registration Process

1. Researcher fills out the research needs form and sends it to [cess@flame.edu.in](mailto:cess@flame.edu.in).
2. The Directors of CESS Nuffield and CESS Nuffield - FLAME University review the form for **technical and operational feasibility and scientific rigor**.
  - *If they have concerns, the Lab Manager of CESS Nuffield - FLAME University will discuss them with the Researcher for changes.*
  - *The Directors of CESS Nuffield and CESS Nuffield - FLAME University can reject a project on the grounds of technical feasibility, operational feasibility or not meeting scientific standards by consensus after a discussion.*
3. (OPTIONAL) For accepted projects, CESS Nuffield - FLAME University will offer the Researcher a **colloquium** where the Researcher presents the work and gets feedback from both labs and our network of experimenters. This can be done virtually, at Nuffield College, or at FLAME University.
4. Researcher registers for a **user ID and password** at <https://cess-nuffield.nuff.ox.ac.uk/ethics/>
5. Researcher submits the “Application of ethical review for laboratory experiments”.
  - *Ethics system notifies the Directors of CESS Nuffield and CESS Nuffield - FLAME University.*
6. CESS Nuffield sends ethics application to three **external reviewers for feedback**.
  - *The Director of CESS Nuffield and and CESS Nuffield - FLAME University review this feedback together. This process should take three to four weeks.*
  - *If an ethics application requires **refinements** to the experimental procedures before being run in one of the CESS labs, the researcher can respond to the feedback and resubmit the application online. It will be sent back to the same external reviewers for comment on the modification.*
7. When an ethics application is successful, the researcher will **register the experiment on ORSEE** at CESS Nuffield - FLAME University to begin the research stage.
8. After technical assent and ethics approval processes are completed, FLAME University raises an invoice of estimated charges to be **paid one week before the first experiment** takes place.
  - *After the last experiment is run, if there are additional costs incurred in accordance with the agreement, a final invoice will be sent to the researcher with the payment terms of 30 days.*