

**Application for Ethical Approval  
(Student except PGR students)**

To be completed by students proposing to undertake ANY research involving humans [that is research with living human beings; human beings who have died (cadavers, human remains and body parts); embryos and fetuses, human tissue, DNA and bodily fluids; data and records relating to humans; human burial sites] or animals.

**Section A: Researcher and Project Details**

|  |  |
| --- | --- |
| **Student:** |  |
| **Email:** |  |
| **Institute:** | Select |
| **Student Status:** | Select |
| **Supervisor/Tutor** |  |
| **Course:** |  |
| **Module:** |  |
| **Project Title:** |  |

**Section B: Checklist**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Yes** | **No** |
| 1. | Does your proposed research involve the collection of data from living humans? |  |  |
| 2. | Does your proposed research require access to secondary data or documentary material of a sensitive or confidential nature from other organisations? |  |  |
| 3. | Does your proposed research involve the use of data or documentary material which (a) is not anonymised **and** (b) is of a sensitive or confidential nature **and** (c) relates to the living or recently deceased? |  |  |
| 4. | Does your proposed research involve participants who are particularly vulnerable or unable to give informed consent? |  |  |
| 5. | Will your proposed research require the co-operation of a gatekeeper for initial access to the groups or individuals to be recruited? |  |  |
| 6. | Will financial inducements be offered to participants in your proposed research beyond reasonable expenses and/or compensation for time? |  |  |
| 7. | Will your proposed research involve collection of data relating to sensitive topics? |  |  |
| 8. | Will your proposed research involve collection of security-sensitive materials? |  |  |
| 9. | Is pain or discomfort likely to result from your proposed research? |  |  |
| 10. | Could your proposed research induce psychological stress or anxiety or cause harm or negative consequences beyond the risks encountered in normal life? |  |  |
| 11. | Will it be necessary for participants to take part in your proposed research without their knowledge and consent at the time? |  |  |
| 12. | Does your proposed research involve deception? |  |  |
| 13. | Will your proposed research require the gathering of information about unlawful activity? |  |  |
| 14. | Will invasive procedures be part of your proposed research? |  |  |
| 15. | Will your proposed research involve prolonged, high intensity or repetitive testing? |  |  |
| 16. | Does your proposed research involve the testing or observation of animals? |  |  |
| 17. | Does your proposed research involve the significant destruction of invertebrates? |  |  |
| 18. | Does your proposed research involve collection of DNA, cells, tissues or other samples from humans or animals? |  |  |
| 19. | Does your proposed research involve human remains? |  |  |
| 20. | Does your proposed research involve human burial sites? |  |  |
| 21. | Will the proposed data collection in part or in whole be undertaken outside the UK? |  |  |
| 22. | Does your proposed research involve NHS staff or premises? |  |  |
| 23. | Does your proposed research involve NHS patients? |  |  |

**If the answers to any of these questions change during the course of your research, you must alert your Supervisor/Tutor immediately.**

**Signatures**

By signing below we declare that we have answered the questions above honestly and to the best of our knowledge:

|  |  |  |  |
| --- | --- | --- | --- |
| **Student:** |  | **Date:** |  |
| **Supervisor / Tutor** |  | **Date:** |  |

If you have answered **NO** to all questions you should now submit this form to your Institute Ethics Coordinator.

If you have answered **YES** to one or more questions you must now complete **Section C** (below) and submit to your Supervisor / Tutor.

**Section C: Full Application**

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| --- |
| **Details of the research**  Outline the context and rationale for the research, the aims and objectives of the research and the methods of data collection |
|  |
| **Who are your participants/subjects? (if applicable)** |
|  |
| **How do you intend to recruit your participants? (if applicable)**  This should explain the means by which participants in the research will be recruited. If any incentives and/or compensation (financial or other) is to be offered to participants, this should be clearly explained and justified. |
|  |
| **How will you gain informed consent/assent? (if applicable)**  Where you will provide an information sheet and/or consent form, please append this. If you are undertaking a deception study or covert research please outline how you will debrief participants below |
|  |
| **Confidentiality, anonymity, data storage and disposal (if applicable)**  Provide explanation of any measures to preserve confidentiality and anonymity of data, including specific explanation of data storage and disposal plans. |
|  |
| **Potential risks to participants/subjects (if applicable)**  Identify any risks for participants/subjects that may arise from the research and how you intend to mitigate these risks. |
|  |
| **Other ethical issues**  Identify any other ethical issues (not addressed in the sections above) that may arise from your research and how you intend to address them. |
|  |
| **Published ethical guidelines to be followed**  Identify the professional code(s) of practice and/or ethical guidelines relevant to the subject domain of the research. |
|  |

**Student Declaration**

I have read the University’s Ethics Policy and any relevant codes of practice or guidelines and I have identified and addressed the ethical issues in my research honestly and to the best of my knowledge and by signing this I confirm that I have a data management plan in place in accordance with the policy for the effective management of research data.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | **Date:** |  |

**Supervisor / Tutor / Module Leader Declaration**

(Tick as applicable)

I am satisfied that the student has identified and addressed the ethical issues and grant ethical approval for this research.

I refer this Application for Ethical Approval to the Institute Ethics Panel.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | **Date:** |  |

**Document Checklist**

Please tick boxes below to identify which documents are sent with this application:

|  |  |
| --- | --- |
| Consent Form |  |
| Participant Information Sheet |  |
| Data Collection Tool |  |
| Other documents (please specify): |  |