**Researcher Declaration Form for AC40001 Individual Project**

**University of Dundee School Research Ethics Committee   
Application/Approval Number: UOD-SSEREC-DoC-Class-2020-010**

**Confirming your compliance with Ethics procedures**:

You are required to confirm that you are aware of the ethics procedures that must be complied with in relation to external user involvement in your project. An Ethics Application has been submitted and approved on behalf of the entire project module (Application number *UOD-SSEREC-DoC-Class-2020-010*) and this provides ready-made coverage for user involvement in low risk projects where non-special category data is being collected. However, you must read the documentation associated within this Ethics application and which has been provided to you within the module pages on My Dundee in order to: (i) ascertain whether the application will cover the needs of your project; and (ii) to familiarise yourself with the ethics forms, processes, and procedures that you will need to use and conform with when conducting user involvement / data collection tasks during your project. In some cases, you may require enhanced Ethics approval for your project. In that case, you will need to submit an Ethics application yourself with guidance from your project supervisor. In some cases, you may not need Ethics approval at all, e.g. because you aren’t engaging with, or collecting data from external users during your project. Regardless, you will still need to confirm that this is the case based upon an understanding of what the ethics requirements are. **NOTE:** for the avoidance of doubt, there are cases where you may be engaging with users during your project BUT who happen to be part of your project team, e.g. a client as such or members of staff or researchers who feed into the project work and objectives. The advice that I have been provided with is that, if you are obtaining feedback informally from the project client or researchers (where they are part of the project team), Ethics approval isn’t usually required for this. If you extend the nature of the data collection to include a more formal questionnaire, this would require Ethics approval.

**Declaration**

By signing below I declare that I have read the University [Code of Practice for Non-Clinical Research Ethics on Human Participants](https://www.dundee.ac.uk/media/dundeewebsite/ethics/documents/Code-of-Practice-for-Non-Clinical-Research-Ethics-v2-July%202016.pdf) and that my research abides by these guidelines. I also confirm that I have read the ethics documentation which has been provided to me by the AC40001 Project Coordinator which outlines the coverage of the application and which outlines the methods and processes that must be adopted in relation to conducting user-centred, data collection tasks during my project.

Please write ‘X’ in ONE of the following to reflect the needs of your project:

|  |  |
| --- | --- |
| Statement | Write ‘X’ Here |
| My project does not require Ethics approval (see \*\* below too). |  |
| My project requires Ethics approval and is covered by the existing application (*UOD-SSEREC-DoC-Class-2020-010*). | X |
| My project requires Ethics approval and is NOT covered by the existing application (*UOD-SSEREC-DoC-Class-2020-010*) and so I will submit an application of my own. |  |

Please sign and date below:

|  |  |  |
| --- | --- | --- |
| Name | Signature | Date |
| Amy Gourlay | Text, letter  Description automatically generated | 27/11/20 |

Please upload this completed form to the designated submission point within the AC40001 Module on My Dundee by the relevant deadline. Please also include this completed form within the Appendices of your project report.

\*\*If it is the case that you do not require ethics approval for your project, can you please also download and complete [Checklist 1](https://www.dundee.ac.uk/media/dundeewebsite/ethics/documents/Non-Clinical-Research-Ethics-CHECKLIST-1-Requirements-for-Ethical-approval-v3-29032019.docx), which forms part of the application procedures of the [University of Dundee Code of Practice for Non-Clinical Research Ethics on Human Participants](https://www.dundee.ac.uk/research/governance-policy/ethicsprocedures/ethics/applicationprocedure/). Can you please include the completed Checklist 1 with the Researcher Declaration Form (this form) when you submit the Researcher Declaration Form to My Dundee. Can you please also include it within the appendices of your report.