

## Ethics Factsheet for Psychology Research Supervisors

*Always check the [Ethics A - Z](#) for any questions you may have.*

### Part 1: Supervisors Must Review Student Ethics Applications

Supervisors must review their student's ethics applications before forwarding it to a School Research Ethics Officer (SREO) or the Sciences & Technology Cross-Schools Research Ethics Committee (SCITEC CREC).

- Supervisors must confirm that:
  - The project description is appropriate.
  - Each question is completed in enough detail (Sections A & B for low-risk applications, or A & C for high-risk applications).
  - All the methods students will be using are identified.
  - Students have the skills & experience necessary to undertake the project, or the time to acquire the necessary skills.
  - Students have read the appropriate professional code of ethical practice.
- Supervisors must ensure that the correct supporting documents are uploaded, for example:
  - An information sheet and/or consent form.
  - An advertisement for the study.
  - Debriefing information.
  - Questionnaires, interview questions, assessment methods, task descriptions, etc. (for both quantitative and qualitative work)
  - Example screenshots, video, or audio to be experienced by the participant.
  - Risk assessments or standard operating procedure documents.
  - Data-sharing agreements with external partners.
  - Overseas travel safety and security risk assessment forms.
  - Letters to be sent to 'gatekeepers' and organisations hosting the research.
  - *Following the initial CREC/SREO review...*a document detailing responses to queries.

If any relevant information listed above is incomplete or missing from the ethics application, the Supervisor should return the application for further revisions by the student, rather than forwarding the application to the SREO or SCITEC CREC team.

It is the Supervisor's responsibility to ensure that the student abides by the University's regulations and any other applicable code of ethics. The Supervisor must ensure that research does not commence until notification has been received that this project has ethical approval.

It is also the Supervisor's responsibility to ensure that research does not occur after ethics approval has expired or when the student is no longer registered with the university (unless extensions and other arrangements have been organised).

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### Part 2: Helpful Links for Completing Ethics Applications

*Always check/search the [Ethics A - Z](#) for any questions you may have.*

#### Primary Ethics Resources

- [How to apply for research ethics review](#)
- [Ethical Review Procedures in the School of Psychology](#)
- [Research and Data Protection](#)
- [Human Tissue Authority guidance](#)
- [Governance & Compliance](#)
- [Insurance](#)
- [Research-related travel](#)

Current Documents (may change – please also see links on the above resource pages)

- [Code of Practice for Research](#)
  - [Research Governance Standard Operating Procedures](#)
  - [Templates for all participant-facing documents and other forms to include with your application](#)
  - [Word version checklist and questions for low risk](#)
  - [Word version checklist and questions for high risk](#)
  - [Ethics guidance on research using human participant data from online sources/social media](#)
  - [Guidelines for Conducting Research with Children](#)
  - [Ethics guidelines on online surveys using clinical scales and/or covering sensitive topics](#)
  - [Guidance on video conferencing platforms \(MS Teams, Zoom etc.\)](#)
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### Part 3: SCITEC CREC & SREO Review of Ethics Applications

- “A decision” does not necessarily mean approval – it might mean an application requires revisions.
- [High-risk and Low-risk ethics applications have the same turnaround time for review](#) (see below).
  - High-risk applications are reviewed by additional committee members, including by staff from the University insurance and health/safety teams.
- As a supervisor, you can help ensure that applications are processed efficiently by providing the student with support/review as described in Part 1 of this document.

SREO Review:

- Undergraduate and postgraduate taught low-risk ethics applications are submitted by an SREO after review by the Supervisor.
- Supervisors are allocated to a specific SREO, and this allocation can change from year-to-year.
  - [Please always check the research dissertation Canvas pages to find the appropriate SREO.](#)
- SREOs will aim to decide on an application within 10 working days of submission.

SCITEC CREC Review:

- CREC aims to complete initial ethics reviews within 28 working days (*regardless of whether they are low- or high-risk applications*).
  - Applications are screened for completeness and governance issues before being sent for review.
  - Reviewers have 10 working days to return their decision and feedback.
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### Part 4: Other Project Types

Please review guidance on the UG and PGT dissertation Canvas pages for information on the ethics of...

- Group work
  - Secondary data analysis (non-NHS)
  - NHS-related projects (including secondary data analysis)
  - Animal-based research
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### Part 5: Contact Info

- General SCITEC CREC Questions: [crecscitec@sussex.ac.uk](mailto:crecscitec@sussex.ac.uk)
- Char of SCITEC CREC: Dr Bryan Singer ([b.f.singer@sussex.ac.uk](mailto:b.f.singer@sussex.ac.uk) or [crecscitecchair@sussex.ac.uk](mailto:crecscitecchair@sussex.ac.uk))
- Insurance Questions: [insurance@sussex.ac.uk](mailto:insurance@sussex.ac.uk)
- NDA (Non-Disclosure Agreement), an MTA (Material Transfer Agreement) or Data Sharing Agreement ([contracts.instructions@sussex.ac.uk](mailto:contracts.instructions@sussex.ac.uk))
- Data Protection Questions ([GDPR@sussex.ac.uk](mailto:GDPR@sussex.ac.uk))