Ethics Review Form

*NB the actual ethics review form is available on SharePoint – this template is provided to COMP320 students for convenience*

Project title \*

Start date \*

End date \*

Applicant name \*

Job title \*

Line manager \*

Research Programme \*

Department \*

Email

# Checklist Part 1: HIGH RISK CATEGORIES

Will your project involve clinical trials? \*

Yes/No

Will your project involve the use of human blood or other human tissue? \*

Yes/No

Will your project involve administering any drugs, placebos, food stuffs or drink to participants? \*

Yes/No

Will your project involve the participation of NHS and/or Social Services staff, patients, equipment and/or facilities? \*

Yes/No

Will your project involve participants who are particularly vulnerable? (e.g. refugees, prisoners, victims of violence) \*

Yes/No

Will your project involve participants who are unable to give informed consent? (e.g. children, people with learning disabilities) \*

Yes/No

Will your project risk causing psychological stress or anxiety or other harm or negative consequences beyond that normally encountered by the participants in their life outside research? \*

Yes/No

Will your project involve actively deceiving the participants? (e.g., will participants be deliberately falsely informed, will information be withheld from them or will they be misled in such a way that they are likely to object or show unease when debriefed about the study) \*

Yes/No

Will your project involve accessing and/or storing data that comes under the Official Secrets Act and/or poses a risk to National security? \*

Yes/No

Is there potential for your project to have unintended harmful consequences (e.g. military use of technology / ‘weaponisation’ of artificial intelligence)? \*

Yes/No

# Checklist Part 2: MEDIUM RISK CATEGORIES

Will your project involve participants? \*

Yes/No

Will it be necessary for participants to take part in the study without their knowledge and consent at the time? (e.g. covert observation of people in non-public places) \*

Yes/No

Will financial inducements (other than reasonable expenses and compensation for time) be offered to participants? \*

Yes/No

Will your project involve collecting participant data (e.g. personal and/or sensitive data referring to a living individual)? \*

Yes/No

Will your project involve accessing secondary data that is not in the public domain (e.g. personal data collected by another user)? \*

Yes/No

Will your project involve accessing commercially sensitive information? \*

Yes/No

Could your project have negative environmental impacts (e.g. disturbance of natural habitats; damage to, or contamination of, buildings/artefacts/wildlife) \*

Yes/No

# Details

Other Researchers/ Co-Investigators (please indicate whether internal or external and where external, please identify partner company/ institution):

Please provide below, a lay summary of the proposed research, outlining the project's main aims, methods, and primary outputs:

Secured Funding:

Funding Awaiting Confirmation:

Primary locations of research (Country, place):

Do you need to make a request for Expedited Review?

Has this project been considered by this, or any other (external) Research Ethics Committee?

Are you able to provide an age range of participants?

Are any of the participants you are working with likely to come from vulnerable groups such as refugees, those with a physical or intellectual impairment or learning difficulty, victims of crime or abuse or members of marginalised communities?

Research Methods, please tick all that apply:

Interviews

Observation

Controlled Trial

Focus Groups

Physiological Data

(Artistic) Practice Research

Questionnaires

Literature Review

Site Survey

Action Research

Use of Personal Records

Other (please describe in the summary box below)

Please briefly summarise proposed methods:

How and by whom will potential participants or personal records be identified?

Will personal information be gathered as part of the research process?

Please outline criteria for inclusion/ exclusion of participants:

Have you made arrangements for participants to opt out of taking part in the research before, during or after the research takes place?

How long will each participant be in the study in total, from when they give informed consent to their last contact with the research team?

What are the potential risks and burdens for research participants, and how will you minimise them? Describe what steps would be taken to minimise risks and burdens:

Describe the measures you have in place in the event of any unexpected outcomes or adverse effects to participants arising from involvement in the project:

Will any aspect of the research include topics that might be sensitive, embarrassing or upsetting, or is it possible that criminal or other disclosures could occur during the study?

Please describe the procedures in place to deal with these issues:

What are the potential benefits to research participants?

What are the potential risks to the research team?

What are the potential risks to the University? Risks might include damage to reputation, loss or damage of property or negative impact on other University activities:

Will research participants receive any payments, reimbursement of expenses, or any other benefits or incentives, for taking part in this research?

Who will data be collected from?

Please provide details of the type of personal data to be collected:

Please provide details on how and where the data will be stored (Note that all personal data should be stored on a 256-bit encrypted, password-protected device):

How long will data and records be stored for and in what format?

Have you undertaken University-approved training in compliance with GDPR legislation?

Will the results of your research be embargoed for any reason?

How do you intend to disseminate the results of your work?

Please outline arrangements you have made to share the findings of your work with research participants:

# Attachments

Please ensure that you have included the following (where relevant), if you are working with participants, including the participant information sheet and consent forms is essential:

Participant Information Sheet

Participant Consent Form

Covering Letter (where relevant)

Examples of Interview questions etc.

Advertising materials or other publicity including URLs

Health and Safety Risk Assessment

Confirmation that project is covered by University Insurance Policy

# Researcher Declaration

To be signed by the Main Researcher/ Principal Investigator:

I agree to comply, and will ensure that all researchers involved with the study comply with all relevant legislation, accepted ethical practice, Falmouth University policies and guidelines, and appropriate professional ethical guidelines during the conduct of this research project.

If any significant changes are made to the design of the research, I will notify the Research Integrity & Ethics Committee and understand that further review may be required before changes can be implemented.

I agree to notify the Research Integrity & Ethics Committee of any unexpected adverse events that may occur during my research.

I agree to notify the Research Integrity & Ethics Committee of any complaints I receive in connection with this research project.