



Research Insurance Checklist



Overview

Manchester Metropolitan University holds insurance policies to cover claims for negligence arising from the conduct of the institution's normal business. This includes research undertaken by undergraduate and postgraduate students as part of their academic qualification as well as research carried out by staff.

If you are an undergraduate student, postgraduate student or staff researcher at the institution, you must complete all relevant sections of the checklist on the following pages to identify whether your application requires referral to the university's Insurance Officer.

Completing and submitting the checklist will ensure that your research study has appropriate insurance cover in place **before** it begins. Please submit your completed Research Insurance Checklist along with your Ethics Checklist and/or Application for Ethical Approval to your Faculty Research Officer.

Referral to the Insurance Officer

If your research falls into any of the categories listed in Section 2 and/or Section 3 of the checklist, the Faculty Research Officer will send the following information to the Insurance Officer at insurance1@mmu.ac.uk:

- Insurance Checklist
- Ethics Checklist and/or Application for Ethical Approval Form
- Participant Information Sheet(s) (if applicable)
- Participant Consent Form(s) (if applicable)
- Risk Assessment

The Insurance Officer will liaise with the insurers to gain approval. Please note some types of research may require additional insurance, which may incur an additional cost to the Faculty.

Research studies must not commence until insurance and all other relevant authorisations and/or approvals are given.

Travel Insurance

Manchester Metropolitan University has a policy to provide worldwide travel insurance for members of staff and students travelling in connection with their course or on an approved University trip. This includes travel undertaken in connection with undertaking a research study. You must complete the online travel insurance form to register for travel insurance and should do this at least two weeks before your departure date.

Please visit the [Financial and Legal webpage](#) for details.

High Risk Countries

Please visit the [AIG Travel Guard website](#) to identify whether the overall rating for the country you are travelling to is 'High Risk' or more severe. Please contact your Faculty Research Officer for guidance on accessing the relevant information on the website.



Research Insurance Checklist



ADMINISTRATIVE DETAILS

**Lead Investigator Name
(Title/Forename/Surname)**

[Click here to enter text.](#)

Contact Email Address

[Click here to enter text.](#)

Full Title of the Research

[Click here to enter text.](#)

SECTION 1 – TECHNIQUES, TESTING AND INTERVENTIONS

Does your research study involve:

☐ **Physically invasive techniques?**

This refers to any test in which the skin of the participant is broken or an implement is inserted into any opening of the human body (e.g. eyes, ears, nose, mouth, lungs, stomach, rectum, vagina and urethra) or involves the taking of body samples such as saliva, hair, urine, faeces, sputum, skin, nails, or taking biopsies of any form for any purpose, or any form of scanning such as DEXA scans, Ultrasound scans, MRI, fMRI, CT, or PET scanning.

☐ **Ingestion of food stuffs or drugs?**

This refers to the consumption of any substance which may impact on psychological or physical state. Substances may include but are not limited to food, beverages or drugs.

☐ **Physical testing?**

This refers to any test in which a participant must perform an action resulting in the use of any muscle of the body and/or involves the use of scanning procedures, eye-trackers, mounted body cameras, sensors or electrodes, or the taking of swabs from any cavity of the body, respiratory challenge testing or recording of peak flows, EEG, ECG, Exercise ECG, Treadmill work.

☐ **Psychological intervention?**

This refers to any test which purposely alters the mood of the participant or involves administering personality inventories, or any other form of psychological test.

OR

✓ **I confirm that my research does not fall into any of the above categories (*please go straight to Section 3*)**



SECTION 2 – CLINICAL TRIALS INSURANCE

Please complete this section only if you ticked one of the boxes in Section 1.

Does your research study involve:

- ☐ Pregnant persons as participants with procedures other than blood samples being taken from them?
- ☐ Children aged five or under with procedures other than blood samples being taken from them?
- ☐ Activities being undertaken by the lead investigator or any other member of the study team in a country outside of the UK? *If 'Yes', please refer to the 'Travel Insurance' guidance on Page 1 of this form.*

OR

- ✓ I confirm that my research does not fall into any of the above categories

SECTION 3 – OTHER HAZARDS

Does your research study involve:

- ☐ Working with Hepatitis, Human T-Cell Lymphotropic Virus Type iii (HTLV iii), or Lymphadenopathy Associated Virus (LAV) or the mutants, derivatives or variations thereof or Acquired Immune Deficiency Syndrome (AIDS) or any syndrome or condition of a similar kind?
- ☐ Working with Transmissible Spongiform Encephalopathy (TSE), Creutzfeldt-Jakob Disease (CJD), variant Creutzfeldt-Jakob Disease (vCJD) or new variant Creutzfeldt-Jakob Disease (nvCJD)?
- ☐ Working in hazardous areas or high risk countries? *Please refer to the 'High Risk Countries' guidance on Page 1 of this form.*
- ☐ Working with hazardous substances outside of a controlled environment?
- ☐ Working with persons with a history of violence, substance abuse or a criminal record?

OR

- ✓ I confirm that my research does not fall into any of the above categories