The University of Oxford places a high value on the knowledge, expertise, and integrity of its members and their ability to conduct research to high standards of scholarship and ethics. The research ethics clearance procedures have been established to ensure that the University is meeting its obligations as a responsible institution.   
  
They start from the presumption that all members of the University will take their responsibilities and obligations seriously and will ensure that their research on human subjects is conducted according to the established principles and good practice in their fields and in accordance, where appropriate, with legal requirements. Since the requirements of research ethics review will vary from field to field and from project to project, the University accepts that different guidelines and procedures will be appropriate.

* Please check the [**CUREC flowchart and NHS flowchart**](http://www.admin.ox.ac.uk/curec/apply/) first to see if you need ethics approval.
* Please complete this formusing a word processor and email it, together with your [supporting documents](http://www.admin.ox.ac.uk/curec/apply/ssh-idrec-process/#d.en.162964), to your [**Departmental Research Ethics Committee (DREC)**](http://www.admin.ox.ac.uk/curec/about/drecs/) (**if applicable**). If you don’t have a DREC please email this form to [**ethics@socsci.ox.ac.uk**](mailto:ethics@socsci.ox.ac.uk)using your official **ox.ac.uk email** address. **Only emailed applications will be accepted.**

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| **WHAT THIS CHECKLIST IS DESIGNED FOR** | | | |
| This **CUREC 1A checklist** is designed largely for research that falls within the Divisions of Social Sciences and Humanities where ethical issues are relatively few and straightforward. Interviews, field work and oral history are also included in the CUREC process.  The **full CUREC 2 application** is only required where certain project characteristics (e.g. type of participants, or procedures) result in a more complex set of ethical issues. It is expected that only in a limited number of cases will it be necessary for researchers to complete a CUREC 2 application. The checklist below will direct you to a CUREC 2 application if needed. | | | |
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| WHAT THIS CHECKLIST WILL NOT ASSESS | | | |
| This checklist does not cover research governance, satisfactory methodology, or compliance with the requirements of publishers when administering their tests or questionnaires. As principal researcher, it is your responsibility to ensure that requirements in these areas are met.  CUREC does not review studies classed as **audit** (see [Glossary](http://www.admin.ox.ac.uk/curec/faqs-glossary/glossary/) and [Decision Flowchart for CUREC](http://www.admin.ox.ac.uk/curec/apply/ssh-idrec-process/) on our website).  If your study involves **NHS patients, NHS staff / data / facilities, or human tissue**, please check the [Decision Flowchart for NHS approval](http://www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/curec/documents/Decision_flowchart_for_NHS.pdf) and contact the [Clinical Trials and Research Governance (CTRG) team](http://www.admin.ox.ac.uk/researchsupport/contacts/ctrg/) in the first instance.  Further information on the University’s research ethics procedures is available from the CUREC website: [www.admin.ox.ac.uk/curec](http://www.admin.ox.ac.uk/curec). | | | |
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| **SECTION A: Filter for CUREC2 application**  This section determines whether your study raises more complex issues which require the completion of a full application for ethical review, known as the CUREC 2 application.  **(Please mark ‘X’ in the Yes/No column as appropriate to indicate your response.)** | | | |
| 1. Are research participants classed as [**people whose ability to give free and informed consent is in question**](http://www.admin.ox.ac.uk/curec/faqs-glossary/glossary/#d.en.163295)? (This may include those under 18 (though see “competent youths” in [**FAQ C12**](http://www.admin.ox.ac.uk/curec/faqs-glossary/faqs/#d.en.169746)), prisoners, or adults “at risk”.) Your attention is drawn to the University’s [**Safeguarding Code of Practice**](http://www.admin.ox.ac.uk/personnel/cops/safeguarding/) and its implications for researchers involving children or adults at risk, including the need for the work to be risk assessed and for researchers to undertake related training.  (**Note**: If any of your participants are aged 16 or under, please answer ‘Yes’ here **and** also answer question 5 below.) | | Yes | No  X |
| 2. By taking part in the research, will participants be at serious risk of criminal prosecution (e.g. by providing information on drug abuse or child abuse)? | | Yes | No X |
| 3. Does the research involve the [**deception**](http://www.admin.ox.ac.uk/curec/faqs-glossary/glossary/#d.en.163297) of participants? | | Yes | No X |
| 4. Does your research raise issues relevant to the **Counter-Terrorism and Security Act (**[**the Prevent duty**](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445916/Prevent_Duty_Guidance_For_Higher_Education__England__Wales_.pdf)**)**, which seeks to prevent people from being drawn into terrorism? Please see advice on this on our [**Best Practice Guidance web page**](http://www.admin.ox.ac.uk/curec/resources/bestpractice/). | | Yes | No X |
| If you have answered ‘No’ to all of the questions above please go to **Section B**. If you have answered ‘Yes’ to any question above continue to question 5 below. | | | |
| 5. Is your project covered by a CUREC [**approved procedure**](http://www.admin.ox.ac.uk/curec/resources/protocols/) (formerly known as “CUREC Protocols”)? | | Yes | No |
| If yes, please give research procedure number(s): | | | |
| If you answered ‘**Yes’** to **ANY** of questions **1-4**, **and** answered ‘**No’** to question **5**, **please stop completing this checklist and do not submit it for ethical review**. Instead, please complete the [CUREC 2 application form](http://www.admin.ox.ac.uk/curec/apply/ssh-idrec-process/#d.en.162963) from the CUREC website. Then submit the CUREC 2 form for ethical review.  If you answered ‘Yes’ to ANY of questions 1-3, **and** answered ‘Yes’ to question 5, please go on to **Section B**. | | | |
| **SECTION B: Contact details and project description (NB: must be typed not handwritten)** | | | |
| **Contact details:** | | | |
| 1. **Principal researcher/**supervisor (title and name)  (if student research): | Dr Chris Lintott | | |
| 2. Name of student (if student research): |  | | |
| 3. Degree programme, e.g. DPhil, BA, MPhil, BSc, MSc  (if student research): |  | | |
| 4. Department or Institute name: | Department of Physics | | |
| 5. Address for correspondence (if different from above): | Keble Road, Oxford OX1 3RH | | |
| 6. University e-mail (**not** private email) and telephone: | [cjl@astro.ox.ac.uk](mailto:cjl@astro.ox.ac.uk), 01865 (2)73638 | | |
| 7. Name and status of others taking part in the project,  e.g. third year undergraduate; postdoctoral research assistant: | Dr Alexandra Swanson, Dr Helen Speirs, postdoctoral researcher | | |

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| **SECTION B continued** | |
| **Project description:** | |
| 8. Title of research project: | Evaluating community effects of interface design on a citizen science project |
| 9. List of location(s) where project will be conducted: | University of Oxford |
| 10. If your research involves overseas travel or fieldwork, by the time the research starts, will you have completed and returned a travel risk assessment form? (This has to be approved by your department before you travel. If you are travelling overseas, you are strongly advised to take out [University travel insurance](http://www.admin.ox.ac.uk/finance/insurance/travel).) | Yes  No  N/A X |
| 11. Anticipated duration of research project overall: | 1 months |
| 12. Anticipated start and end dates of the research project involving human participants: | From: (01/08/2017)  To: (01/09/2017)  Please note that you will need ethics approval **before** you start your research. CUREC1As may take up to 30 days to process. |
| 13. External organisation funding the research  (if applicable): | |
| 14. Title and very brief and simple lay description of [**research**](http://www.admin.ox.ac.uk/curec/faqs-glossary/glossary/#d.en.163303) (about 150 words), plus description (about 200 words) of the nature of participants. | |
| a) Title, brief lay description of research (150 words). When describing the research, please include your methodology, how you are applying professional guidelines, and the use to which results/data will be put. **Please also declare any conflicts of interest here.** | |
| The Zooniverse citizen science platform engages volunteers around the world to help researchers tackle large datastes by identifying what they see in images and videos. As the amount of data needing volunteer input continues to grow, so does the need to develop more efficient and easily accessible web platforms that can broaden the volunteer base and enable the integration of machine learning contributions. However, changing interface design can have unintended consequences for a volunteer community.  We recently launched a Zooniverse citizen science project with two alternative routes for classifying the same data. While we have measured web-activity across these two approaches, we would also like to survey our volunteers to identify any demographic differences between volunteers who preferred one approach over the other and to learn more about how they percieved their experiences with each interface.  We propose to email a survey to those volunteers who have indicated that they would like to be contacted by Zooniverse about their activity on the project. The survey data will provide supplementary data to the analysis of web activity, to be published in an open-access citizen science journal. | |
| **SECTION B continued** | |
| b) Description of participants and [**obtaining informed consent**](http://www.admin.ox.ac.uk/curec/resources/informed-consent/) (200 words). When describing participants, please include   * criteria for inclusion/exclusion * method of recruitment * processes for consent to participate   Please ensure you attach as separate documents (if applicable, in English translation):   * your recruitment and advertisement material e.g. a poster or brief invitation letter/ email * information for participants to read (or hear) before they agree to take part e.g. [written information sheets](http://www.admin.ox.ac.uk/curec/resources/informed-consent/#d.en.243079) or (only if applicable) [oral information scripts](http://www.admin.ox.ac.uk/curec/resources/informed-consent/#d.en.243079). * a document to record informed consent. Templates for [written consent form](http://www.admin.ox.ac.uk/curec/resources/informed-consent/#d.en.243079)s and/or [oral consent scripts](http://www.admin.ox.ac.uk/curec/resources/informed-consent/#d.en.243079) (in case of an oral consent process) are available from the CUREC website * a guide to interview questions (this may be a list of questions to be asked, or a preliminary scope of questions), or a sample of other instruments (such as a sample questionnaire) * (if relevant) debriefing document after participants have taken part | |
| We will email a google form survey to volunteers who have participated in the Snapshots at Sea project and have indicated (via their Zooniverse email preferences) that they are happy to be contacted by Zooniverse. The proposed questions are attached. All questions are optional, which is indicated either in the text of the question or by a “prefer not to answer” option (for multiple choice). | |
| 15. What are the ethical issues connected with your research and what steps have you taken to address them? Please do not answer ‘none’. The committee needs to see evidence that you have identified potential ethical issues with respect to your research and have taken steps to address them. These issues could relate to:   * your own physical and psychological safety as a researcher (please see the [University’s](http://www.admin.ox.ac.uk/safety/policy-statements/s5-07/) and [Social Science Division’s Safety in Fieldwork](http://www.socsci.ox.ac.uk/services/research-and-impact/fieldwork/fieldwork) guidance * participant burdens and/or risks, and * data protection/ confidentiality.   For more guidance on ethical issues, please see [www.admin.ox.ac.uk/curec/resources/](http://www.admin.ox.ac.uk/curec/resources/). | |
| We have sought to minimize ethical issues related to this study by not collecting individually identifiable information from survey participants. Nonetheless, there is a risk that survey participants may reveal individually identifiable information (e.g. when providing free-text comments about their experiences on the project) or else feel uncomfortable by the questions asked in the survey. We have tried to minimize risks of discomfort, especially surrounding questions of gender or education, by indicating that all questions are optional and solely for the purpose of better understanding our community. | |

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| **Section B continued** | | | |
| 16. Will you obtain [informed consent](http://www.admin.ox.ac.uk/curec/resources/informed-consent/) according to CUREC guidelines and good practice in your discipline before participation? | Yes X | | No |
| If you have marked ‘**No**’, please give a brief explanation and justification for this decision here: | | | |
| 17. Will your research involve discussing sensitive issues?  This could be information relating to race or ethnic origin, political opinions, religious beliefs, physical/mental health, trade union membership, sexual life or criminal activities. | Yes | | No X |
| If you have marked ‘**Yes**’, please make sure that you have included some **supporting information** (as directed in question 14 of this section) showing the range of questions covering these issues. | | | |
| 18. Will you ensure that [**personal data**](http://www.admin.ox.ac.uk/curec/faqs-glossary/glossary/#personal_data) collected directly from participants or via a [**third party**](http://www.admin.ox.ac.uk/curec/faqs-glossary/glossary/#d.en.163305) is held and processed in accordance with the provisions of the [Data Protection Act](http://www.admin.ox.ac.uk/councilsec/compliance/dataprotection/)? | Yes X | | No |
| 19. How will you ensure that any [personal](http://www.admin.ox.ac.uk/curec/faqs-glossary/glossary/#personal_data) and/or [sensitive data](http://www.admin.ox.ac.uk/curec/faqs-glossary/glossary/#sensitive-personal-data) are captured, transferred and stored securely?  In particular if data are to be captured electronically, please consult with the University’s research data team ([**researchdata@ox.ac.uk**](mailto:researchdata@ox.ac.uk)) and your local IT department and, with respect to University IT security policies, please comment on how you will capture such data in the first instance, how you will transfer them over networks or via portable media and how, where and how long data will be stored. For more information please see the University’s web pages on research data management:  <http://researchdata.ox.ac.uk/university-of-oxford-policy-on-the-management-of-research-data-and-records/> | | | |
| We are not collecting any information regarding any person’s identity; there will be no way to link the demographic information obtained to any individual information. | | | |
| **SECTION C: Methods and procedures to be used** | | | |
| **Method used:** Please ensure you have addressed any potential ethical issues related to these methods in Section 14 and in your Participant Information Sheet | | **Please mark ‘X’** | |
| 1. Analysis of existing records | |  | |
| 2. Snowball sampling (recruiting through contacts of existing participants) | |  | |
| 3. Use of casual or local workers e.g. interpreters | |  | |
| 4. Participant observation | |  | |
| 5. Covert observation | |  | |
| 6. Observation of specific organisational practices | |  | |
| 7. Participant completes questionnaire in hard copy | |  | |
| 8. Participant completes online questionnaire or other online task | | X | |
| 9. Using social media | |  | |
| 10. Participant performs paper and pencil task | |  | |
| 11. Participant performs verbal or aural task (e.g. for linguistic study) | |  | |
| 12. Focus group | |  | |
| 13. Interview | |  | |
| 14. Audio recording of participant (you will generally need specific consent from participants for this) | |  | |
| 15. Video recording of participant (you will generally need specific consent from participants for this) | |  | |
| 16. Photography of participant (you will generally need specific consent from participants for this) | |  | |
| 17. Others (please specify): | |  | |
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| **SECTION D: Professional guidelines and training** | | |
| In this section, please mark ‘X’ against at least one of the following professional guidelines you aim to adhere to.  You should use the principles listed in your chosen guideline(s) in conducting your own research.  **Note**: this is not an exhaustive list. | | **Please mark ‘X’** |
| **Research specialism/ methodology** | **Association and guidance document** | |
| Anthropology | [Association of Social Anthropologists of the UK and Commonwealth](http://www.theasa.org/ethics.shtml) |  |
| Criminology | [British Society of Criminology: Code of Ethics for Researchers in the Field of Criminology](http://britsoccrim.org/new/?q=node/22) |  |
| Education | [British Educational Research Association Ethical Guidelines for Educational Research](http://www.bera.ac.uk/researchers-resources/publications/bera-ethical-guidelines-for-educational-research-2011) |  |
| Geography | [Association of American Geographers Statement on Professional Ethics](http://www.aag.org/cs/resolutions/ethics) [Royal Geographical Society: Research Ethics and Code of Practice](http://www.rgs.org/NR/rdonlyres/CBD85FFC-9B56-4C2F-A615-7B41DD02C6B8/0/NewResearchEthicsandaCodeofPractice.pdf) |  |
| History | [Oral History Society of the UK Ethical Guidelines](http://www.ohs.org.uk/advice/ethical-and-legal/) |  |
| Internet-based Research | [British Psychological Society: Conducting Research on the Internet](http://www.bps.org.uk/news/guidelines-internet-mediated-research) [Association of Internet Researchers Ethics Guide](http://aoir.org/ethics/)  Also see our [Best Practice Guidance on internet-based research](http://www.admin.ox.ac.uk/curec/resources/bestpractice/) |  |
| Law (Socio-Legal) | [Socio-Legal Studies Association: Statement of Principles of Ethical Research](http://www.slsa.ac.uk/index.php/8-general-information/4-slsa-statement-of-principles-of-ethical-research-practice) |  |
| Management | [Academy of Management’s Professional Code of Ethics](http://www.aomonline.org/aom.asp?id=268) |  |
| Political Science | [American Political Science Association (APSA) Guide to Professional Ethics in Political Science](http://www.apsanet.org/RESOURCES/For-Faculty/Ethics) |  |
| Politics | [Political Studies Association. Guidelines for Good Professional Conduct](http://www.psa.ac.uk/sites/default/files/GUIDELINES%20FOR%20GOOD%20PROFESSIONAL%20CONDUCT.pdf) |  |
| Psychology | [British Psychological Society Code of Ethics and Conduct](http://www.bps.org.uk/what-we-do/ethics-standards/ethics-standards)  British Psychological Society: Conducting Research on the Internet  Also see “Internet-based Research” guidance above |  |
| Social Research | [Social Research Association: Ethical Guidelines](http://the-sra.org.uk/research-ethics/ethics-guidelines/) |  |
| Sociology | [The British Sociological Association: Statement of Ethical Practice](http://www.britsoc.co.uk/about/equality/statement-of-ethical-practice.aspx) | X |
| Visual Research | [ESRC National Centre for Research Methods Review Paper:  Visual Ethics: Ethical Issues in Visual Research](http://eprints.ncrm.ac.uk/421/1/MethodsReviewPaperNCRM-011.pdf) |  |
| Other professional guidelines. Please specify the other guidelines used here*:* | |  |
|  | | |
| Please indicate what training in research ethics the researchers involved with this study have received, e.g. the title of the course and date completed (online training available at [www.admin.ox.ac.uk/curec/training](http://www.admin.ox.ac.uk/curec/training)).  If no formal training has been undertaken, please indicate any discussions of research methodology between researchers and supervisors here. | | |
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| **SECTION E: Signatures**   * ‘Electronic signatures’ sent as email confirmations from a University of Oxford email address can be accepted. Separate emails should come from each of the relevant signatories as outlined below, indicating acceptance of the relevant responsibilities. * If you have obtained handwritten (wet-ink) signatures, please scan them and the rest of the checklist pages to create a single PDF document and email through. | | | | |
| **Please ensure this checklist is signed by:** | | | | |
| **For staff** **research**: | **For student** **research**: | | | |
| 1. [**Principal researcher**](http://www.admin.ox.ac.uk/curec/faqs-glossary/glossary/#d.en.163302) | 1. [**Principal researcher**](http://www.admin.ox.ac.uk/curec/faqs-glossary/glossary/#d.en.163302) **(project supervisor)** | | | |
| 2. **Head of Department (or nominee)** | 2. **Head of Department (or nominee)** | | | |
|  | 3. **Student researcher** | | | |
|  | | | | |
| 1. **Principal researcher signature/supervisor signature (if student research)** | | | | |
| I understand my responsibilities as [**principal researcher**](http://www.admin.ox.ac.uk/curec/faqs-glossary/glossary/#d.en.163302) as outlined in the CUREC glossary and guidance on the CUREC website.  I declare that the answers above accurately describe the research as presently designed, and that a new checklist will be submitted should the research design change in a way which would alter any of the above responses so as to require completion of CUREC 2 (involving full scrutiny by an IDREC). I will inform the relevant IDREC if I cease to be the principal researcher on this project and supply the name and contact details of my successor if appropriate.  **Signature**: ……………………………………………………………………….. | | | | |
| **Print name** (block capitals): …………………………………………………….. | | | **Date**: ……………………………………... | |
| 2. **Departmental endorsement signature** | | | | |
| I have read the research project application named above. On the basis of the information available to me, I:  (i)  consider the principal researcher to be aware of her/his ethical responsibilities in regard to this research;  (ii)  consider that any ethical issues raised have been satisfactorily resolved or are covered by relevant professional guidelines and/or CUREC approved procedures, and that it is appropriate for the research to proceed (noting the principal researcher’s obligation to report should the design of the research change in a way which would alter any of the above responses so as to require completion of a CUREC 2 full application);  (iii)  am satisfied that: the proposed project design and scientific methodology is sound; the project has been/will be subject to appropriate [**peer review**](http://www.admin.ox.ac.uk/curec/faqs-glossary/glossary/#d.en.163302); and is likely to contribute to existing knowledge and/or to the education and training of the researcher(s) and that it is in the [**public interest**](http://www.admin.ox.ac.uk/curec/faqs-glossary/glossary/#d.en.163302). | | | | |
| **Signed by Head of Department or nominee** *(example nominees for student research include the Director of Graduate Studies/ Director of Undergraduate Studies)*: | | | | |
| **Signature**: ……………………………………………………………………….. | | |  | |
| **Print name** (block capitals): ……………………………................................... | | | **Date**: ……………………………………... | |
| 3. **Student signature (if student research)** | | | | |
| I understand the questions and answers that have been entered above describing the research, and I will ensure that my practice in this research complies with these answers, subject to any modifications made by the principal researcher properly authorised by the CUREC system. | | | | |
| **Signed by student**: ………………………………………………………………. | | | | |
| **Print name** (block capitals): ……………………………................................... | | **Date**: ……………………………………... | | |
| **SECTION F: SUBMITTING THE COMPLETED CHECKLIST**   1. Check you have completed all sections (A-E) 2. Ensure your application is signed by you, your supervisor (if student) and department 3. **Please attach** **all supporting documents (see section B, question 14b for details).** If the appropriate supporting documentation is not included with your application, you will then be asked to provide this separately. **This may well delay the ethical review process, and thus the start of your research.** 4. Ensure you have declared conflicts of interest (if any) in Section B, question 14a. 5. If your department has a [Departmental Research Ethics Committee (DREC)](http://www.admin.ox.ac.uk/curec/about/drecs/), submit this checklist and supporting information to the appropriate departmental officer. 6. If your department does not have a DREC, submit the checklist and supporting information to the SSH IDREC (email [ethics@socsci.ox.ac.uk](mailto:ethics@socsci.ox.ac.uk)). 7. Applications must be sent by email from your official ox.ac.uk email account. Please do not send applications by post. | | | | **Please mark ‘X’** |