The University of Nottingham
UNITED KINGDOM · CHINA · MALAYSIA

Science & Engineering Research Ethics Committee (SEREC)
Application form: research studies involving human participants

PART A

APPLICANT DETAILS:

The applicant must be the person who will conduct the investigations; each application must be made by ONE applicant. The applicant may be a member of staff or a student (undergraduate or postgraduate) registered with the University of Nottingham.

The application form must be submitted from a University of Nottingham email account.

Applicant name:	
Email address:	

If the applicant is an undergraduate OR postgraduate student please also complete the section below.

Student ID number:	
Course:	
Supervisor:	

For student applicants this form must be submitted via their supervisor's University of Nottingham email account. By doing this the supervisor is indicating that they support the application.

PROJECT DETAILS:

Title of project:	
Abstract: Include a brief summary of the project (maximum of 300 words)	

PROJECT DETAILS

Application identification number*:	
Study start date (planned):	
Study completion date (planned):	

**Note: the application identification number is the applicant's initials followed by the date of submission. E.g. If John Wong submitted a proposal on 1st September 2013 then the application identification number would be JW010913.*

Previous applications:

Has a similar study been approved by SEREC? If YES, state the title, application identification number and the submission date in the boxes below. This may speed up the review process.

Title of similar study:	
Submission date of similar study:	
Application identification number:	

PART B

Minimal Risk Checklist

The purpose of this Checklist is to facilitate the review process and to identify projects that can be considered minimal risk.

If you answer "YES" to any of these questions you will need to complete Part C of the application form.

1. Will the population studied include any vulnerable groups, e.g. participants aged under 18, disabled or lacking capacity. (If YES, please give further details)

YES ☐ **NO** ☐

2. Will any participants aged under 18 be involved without the consent of their parents, guardians or carers? (If YES, please give further details). SEREC will only approve 'opt-out' consent in very exceptional circumstances.

YES ☐ **NO** ☐

3. Excluding consent forms, will it be possible to associate specific information in your records with specific participants on the basis of name, position or other identifying information contained in your records? (If YES, please give further details)

YES ☐ **NO** ☐

4. Will persons participating in the study be subjected to physical or psychological discomfort, pain or aversive stimuli, which are more than expected from everyday life? (If YES, please give further details).

YES ☐ **NO** ☐

5. Will any inducement, other than reasonable expenses / compensation for time, be given to participants? (If YES, please give further details).

YES ☐ **NO** ☐

6. Will any participants involved in this study be doing so without their knowledge and consent, e.g. covert observation? (If YES, please give further details).

YES ☐ **NO** ☐

7. Will the investigation involve any blood or tissue samples being taken from the participant? (If YES, please give further details including an explanation of how these samples will be stored and disposed of).

YES ☐ **NO** ☐

8. Will the investigation involve any drugs, placebos or any other substances (supplements, vitamins) being administered to patients? (If YES, please give further details).

YES ☐ **NO** ☐

9. Will the investigation require the participant to undergo any type of surgical / invasive procedure, physiological / psychophysiological monitoring, TMS or fMRI studies? (If YES, please give further details).

YES ☐ **NO** ☐

10. Will the participant be exposed to any unpleasant, loud or prolonged (or multiple) stimuli/testing or deprivation or restriction, e.g. of food or sleep? (If YES, please give further details).

YES ☐ **NO** ☐

11. Will participants engage in strenuous or unaccustomed physical activity? (If YES, please give further details).

YES ☐ **NO** ☐

12. Will the investigation use procedures designed to induce participants to act contrary to their wishes or that will affect their ability to give continuing consent, e.g. hypnosis, alcohol use? (If YES, please give further details).

YES ☐ **NO** ☐

13. Will the investigation involve any procedures which participants might not feel free to withdraw from or that they may regret taking part in? (If YES, please give further details).

YES ☐ **NO** ☐

14. Is the investigation likely to intentionally or unintentionally induce embarrassment, humiliation, lowered self-esteem, guilt, conflict, anger, discouragement or other emotional reactions? (If YES, please give further details).

YES ☐ **NO** ☐

15. Will participants be required to recall personal memories or induced to disclose information of an intimate or otherwise sensitive nature, e.g. relationships, feelings of success? (If YES, please give further details).

YES ☐ **NO** ☐

16. Will participants be deceived or actively misled in any manner or will information be withheld from them that they might reasonably expect to receive? (If YES, please give further details).

YES ☐ **NO** ☐

17. Are any participants being knowingly investigated for a problem which has received medical, psychiatric, clinical psychological or other similar attention? (If YES, please give further details).

YES ☐ **NO** ☐

18. Will the research involve potentially sensitive topics, e.g. sexual, racial, religious or political attitudes? (If YES, please give further details).

YES ☐ **NO** ☐

19. Is there the possibility of the disclosure of confidential information, by participants or researchers, during the course of the study, e.g. to other participants? (If YES, please give further details).

YES ☐ **NO** ☐

20. Will any of the research activities be taking place outside of Malaysia or the UK? (If YES, please give further details).

YES ☐ **NO** ☐

21. Are you aware of any other ethical concerns that are not identified in the application? (If YES, please give further details).

YES ☐ **NO** ☐

If the application relates to an **undergraduate research project** or a research project which forms part of a **postgraduate taught course,** AND you answered "NO" to all of the questions in Part B then the research is considered minimal risk by SEREC.

By submitting this application I confirm that I understand the ethical requirements for my study and have read and complied with the University of Nottingham Code of Research Conduct and Research Ethics.

For "minimal risk" projects the applicant only needs to complete Part A and Part B before submitting the Application Form to their School Research Officer.

PART C

Part C should only be completed if the project is considered to greater than "minimal risk"

This section outlines the supporting information that should be submitted with your application IF it is considered to be greater than minimal risk.

Checklist of information to include with your application (please tick)

☐	A description of the study design (maximum 3000 words) which should cover, but is not limited to: – Rationale for the research – Number and type of participants – Number and duration of activities participants will be involved in – Equipment and procedures to be applied – Information about how participants will be recruited – Whether participants will be compensated (state how this will be done) – How participants will be informed that they may withdraw at any time – Plans to ensure participant confidentiality and anonymity – Plans for storage and handling of data – Information about what will happen to the data after the study – Information about how any data and images may be used – Statistical significance of the number of participants
☐	Copies of any information to be given to participants. (This includes recruitment information e.g. adverts, posters, letters).
☐	A copy of the participant consent form.
☐	Copies of data collection sheets, e.g. questionnaires.
☐	Any other information (please state)

Where possible ALL supporting documents should be submitted as pdf files.

By submitting this application I confirm that I understand the ethical requirements for my study and have read and complied with the University of Nottingham Code of Research Conduct and Research Ethics.

If you answered "YES" to any of the questions in Part B then the completed form must be submitted to the Ethics Administrator.

Click HERE to submit the form.