Research Ethics Review Form: BSc, MSc and MA Projects

Computer Science Research Ethics Committee (CSREC)

http://www.city.ac.uk/department-computer-science/research-ethics

Undergraduate and postgraduate students undertaking their final project in the Department of Computer Science are required to consider the ethics of their project work and to ensure that it complies with research ethics guidelines. In some cases, a project will need approval from an ethics committee before it can proceed. Usually, but not always, this will be because the student is involving other people ("participants") in the project.

In order to ensure that appropriate consideration is given to ethical issues, all students must complete this form and attach it to their project proposal document. There are two parts:

PART A: Ethics Checklist. All students must complete this part.
The checklist identifies whether the project requires ethical approval and, if so, where to apply for approval.

PART B: Ethics Proportionate Review Form. Students who have answered "no" to all questions in A1, A2 and A3 and "yes" to question 4 in A4 in the ethics checklist must complete this part. The project supervisor has delegated authority to provide approval in such cases that are considered to involve MINIMAL risk.
The approval may be ***provisional*** – *identifying the planned research as* likely to involve MINIMAL RISK.
In such cases you must additionally seek ***full approval*** from the supervisor as the project progresses and details are established. ***Full approval*** must be acquired in writing, before beginning the planned research.

		Delete as appropriate
A.1 If you answer YES to any of the questions in this block, you must apply to an appropriate external ethics committee for approval and log this approval as an External Application through Research Ethics Online - https://ethics.city.ac.uk/		
1.1	Does your research require approval from the National Research Ethics Service (NRES)? *e.g. because you are recruiting current NHS patients or staff?* *If you are unsure try - https://www.hra.nhs.uk/approvals-amendments/what-approvals-do-i-need/*	**NO**
1.2	Will you recruit participants who fall under the auspices of the Mental Capacity Act? *Such research needs to be approved by an external ethics committee such as NRES or the Social Care Research Ethics Committee - http://www.scie.org.uk/research/ethics-committee/*	**NO**
1.3	Will you recruit any participants who are currently under the auspices of the Criminal Justice System, for example, but not limited to, people on remand, prisoners and those on probation? *Such research needs to be authorised by the ethics approval system of the National Offender Management Service.*	**NO**
A.2 If you answer YES to any of the questions in this block, then unless you are applying to an external ethics committee, you must apply for approval from the Senate Research Ethics Committee (SREC) through Research Ethics Online - https://ethics.city.ac.uk/		*Delete as appropriate*
2.1	Does your research involve participants who are unable to give informed consent? *For example, but not limited to, people who may have a degree of learning disability or mental health problem, that means they are unable to make an informed decision on their own behalf.*	**NO**

2.2	Is there a risk that your research might lead to disclosures from participants concerning their involvement in illegal activities?	**NO**
2.3	Is there a risk that obscene and or illegal material may need to be accessed for your research study (including online content and other material)?	**NO**
2.4	Does your project involve participants disclosing information about special category or sensitive subjects? *For example, but not limited to: racial or ethnic origin; political opinions; religious beliefs; trade union membership; physical or mental health; sexual life; criminal offences and proceedings*	**NO**
2.5	Does your research involve you travelling to another country outside of the UK, where the Foreign & Commonwealth Office has issued a travel warning that affects the area in which you will study? *Please check the latest guidance from the FCO - http://www.fco.gov.uk/en/*	**NO**
2.6	Does your research involve invasive or intrusive procedures? *These may include, but are not limited to, electrical stimulation, heat, cold or bruising.*	**NO**
2.7	Does your research involve animals?	**NO**
2.8	Does your research involve the administration of drugs, placebos or other substances to study participants?	**NO**
A.3 If you answer YES to any of the questions in this block, then unless you are applying to an external ethics committee or the SREC, you must apply for approval from the Computer Science Research Ethics Committee (CSREC) through Research Ethics Online - https://ethics.city.ac.uk/ **Depending on the level of risk associated with your application, it may be referred to the Senate Research Ethics Committee.**		*Delete as appropriate*
3.1	Does your research involve participants who are under the age of 18?	**NO**
3.2	Does your research involve adults who are vulnerable because of their social, psychological or medical circumstances (vulnerable adults)? *This includes adults with cognitive and / or learning disabilities, adults with physical disabilities and older people.*	**NO**
3.3	Are participants recruited because they are staff or students of City, University of London? *For example, students studying on a particular course or module.* *If yes, then approval is also required from the Head of Department or Programme Director.*	**NO**
3.4	Does your research involve intentional deception of participants?	**NO**
3.5	Does your research involve participants taking part without their informed consent?	**NO**
3.5	Is the risk posed to participants greater than that in normal working life?	**NO**
3.7	Is the risk posed to you, the researcher(s), greater than that in normal working life?	**NO**
A.4 If you answer YES to the following question and your answers to all other questions in sections A1, A2 and A3 are NO, then your project is deemed to be of MINIMAL RISK. **If this is the case, then you can apply for approval through your supervisor under PROPORTIONATE REVIEW. You do so by completing PART B of this form.**		*Delete as appropriate*

If you have answered NO to all questions on this form, then your project does not require ethical approval. You should submit and retain this form as evidence of this.		
4	Does your project involve human participants or their identifiable personal data? *For example, as interviewees, respondents to a survey or participants in testing.*	**YES**

PART B: Ethics Proportionate Review Form

If you answered YES to question 4 and NO to all other questions in sections A1, A2 and A3 in PART A of this form, then you may use PART B of this form to submit an application for a proportionate ethics review of your project. Your project supervisor has delegated authority to review and approve this application under proportionate review. You must receive final approval from your supervisor in writing before beginning the planned research.

However, if you cannot provide all the required attachments (see B.3) with your project proposal (e.g. because you have not yet written the consent forms, interview schedules etc), the approval from your supervisor will be ***provisional***. You **must** submit the missing items to your supervisor for approval prior to commencing these parts of your project. Once again, you must receive written confirmation from your supervisor that any provisional approval has been superseded by with ***full approval*** of the planned activity as detailed in the full documents. **Failure to follow this procedure and demonstrate that final approval has been achieved may result in you failing the project module.**

Your supervisor may ask you to submit a full ethics application through Research Ethics Online, for instance if they are unable to approve your application, if the level of risks associated with your project change, or if you need an approval letter from the CSREC for an external organisation.

B.1 The following questions must be answered fully. All grey instructions must be removed.		*Delete as appropriate*
1.1.	Will you ensure that participants taking part in your project are fully informed about the purpose of the research?	**YES**
1.2	Will you ensure that participants taking part in your project are fully informed about the procedures affecting them or affecting any information collected about them, including information about how the data will be used, to whom it will be disclosed, and how long it will be kept?	**YES**
1.3	When people agree to participate in your project, will it be made clear to them that they may withdraw (i.e. not participate) at any time without any penalty?	**YES**
1.4	Will consent be obtained from the participants in your project? Consent from participants will be necessary if you plan to involve them in your project or if you plan to use identifiable personal data from existing records. "Identifiable personal data" means data relating to a living person who might be identifiable if the record includes their name, username, student id, DNA, fingerprint, address, etc. *If YES, you must attach drafts of the participant information sheet(s) and consent form(s) that you will use in section B.3 or, in the case of an existing dataset, provide details of how consent has been obtained.* *You must also retain the completed forms for subsequent inspection. Failure to provide the completed consent request forms will result in withdrawal of any earlier ethical approval of your project.*	**YES**
1.5	Have you made arrangements to ensure that material and/or private information obtained from or about the participating individuals will remain confidential?	**YES**

B.2 If the answer to the following question (B2) is YES, you must provide details	*Delete as appropriate*

2	Will the research be conducted in the participant's home or other non-University location? *If **YES**, you must provide details of how your safety will be ensured.*	**NA**

B.3 Attachments **ALL of the following documents MUST be provided to supervisors if applicable.** **All must be considered prior to final approval by supervisors.** **A written record of final approval must be provided and retained.**	***YES***	***NO***	***Not Applicable***
Details on how safety will be assured in any non-University location, including risk assessment if required (see B2)			X
Details of arrangements to ensure that material and/or private information obtained from or about the participating individuals will remain confidential (see B1.5) *Any personal data must be acquired, stored and made accessible in ways that are GDPR compliant.*		X	
Full protocol for any workshops or interviews**			X
Participant information sheet(s)**			X
Consent form(s)**	Will be made available when they are created.		
Questionnaire(s)** *sharing a Qualtrics survey with your supervisor is recommended.*	Will be made available when they are created.		
Topic guide(s) for interviews and focus groups**			X
Permission from external organisations or Head of Department** *e.g. for recruitment of participants*			X

***If these items are not available at the time of submitting your project proposal, then **provisional approval** can still be given, under the condition that you must submit the final versions of all items to your supervisor for approval at a later date. **All** such items **must** be seen and approved by your supervisor before the activity for which they are needed begins. Written evidence of **final approval** of your planned activity must be acquired from your supervisor before you commence.*

Changes

If your plans change and any aspects of your research that are documented in the approval process change as a consequence, then any approval acquired is invalid. If issues addressed in Part A (the checklist) are affected, then you must complete the approval process again and establish the kind of approval that is required. If issues addressed in Part B are affected, then you must forward updated documentation to your supervisor and have received written confirmation of approval of the revised activity before proceeding.

Templates for Consent and Information

You must use the templates provided by the University as the basis for your participant information sheets and consent forms. You **must** adapt them according to the needs of your project before you submit them for consideration.

Participant Information Sheets, Consent Forms and Protocols must be consistent. Please ensure that this is the case prior to seeking approval. Failure to do so will slow down the approval process.

We strongly recommend using Qualtrics to produce digital information sheets and consent forms.

Further Information

http://www.city.ac.uk/department-computer-science/research-ethics

https://www.city.ac.uk/research/ethics/how-to-apply/participant-recruitment

https://www.city.ac.uk/research/ethics