


New ethics form and procedure

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To: **Department of Politics Academics (Distribution List)** <ssh-p-politics-academic-staff@bbk.ac.uk>

Dear all,

The college has instituted a new procedure for ethics approval for staff and student research projects. Here is the new form:  [SSHP Ethical approval form.docx](#). A separate Data Management Plan is no longer required.

All research involving human participants must receive ethical approval before commencing data collection.

Procedure for Staff

1. Complete the SSHP Ethical Approval Form and send it to me as Departmental Research Ethics Officer.
2. A) If it is classified as a 'routine' ethics proposal, I will sign it (or ask you to make changes before signing it). This normally takes 1-3 days during term time.
B) If it is classified as a 'non-routine'/sensitive ethics proposal, or the funding body for the research requires formal institutional approval, I will send it to the SSHP Ethics Committee. The committee meets once per month and will either sign off on the ethics form, return it with comments for updating or (if it is 'extremely sensitive') refer it to the College Ethics Committee.
3. Once the form has been signed by me or the appropriate committee chair, the contents must be uploaded through the following link: <https://bbk.onlinesurveys.ac.uk/final-ethics-form-22-23-ssh-p>
4. You will receive an ethics approval number and can begin data collection. The ethics approval number can be used for funding applications and journal paper submissions as required.


Procedure for Students

All student research that involves human participants must receive ethical approval before data collection commences. Dissertation supervisors should discuss research ethics and the ethics proposal procedure with their students.

The procedure for students is the same for staff, but the form should be signed by the supervisor in the first instance. The supervisor should then send the form to me to either confirm approval or forward to the SSHP ethics committee.

I will be running a workshop about research ethics for PG dissertation students next term (details TBC).

Risk Assessments

The risk assessment procedure remains the same. All research involving travel or interacting in-person with participants requires the completion of a Risk Assessment, available here:  [Risk Assessment Form.docx](#). Students should have their risk assessments signed by their supervisors. Staff should have their risk assessments signed by Sam as Head of Department.

If you have any questions about the new ethics procedures or the ethical implications of your or your students' research, please get in touch with me.

Best wishes,

Barry