

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.

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/		<i>Delete as appropriate</i>
1.1	Does your research require approval from the National Research Ethics Service (NRES)? <i>e.g. because you are recruiting current NHS patients or staff?</i> <i>If you are unsure try - https://www.hra.nhs.uk/approvals-amendments/what-approvals-do-i-need/</i>	NO
1.2	Will you recruit participants who fall under the auspices of the Mental Capacity Act? <i>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/</i>	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? <i>Such research needs to be authorised by the ethics approval system of the National Offender Management Service.</i>	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/		<i>Delete as appropriate</i>
2.1	Does your research involve participants who are unable to give informed consent? <i>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.</i>	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	NO

	research study (including online content and other material)?	
2.4	Does your project involve participants disclosing information about special category or sensitive subjects? <i>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</i>	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? <i>Please check the latest guidance from the FCO - http://www.fco.gov.uk/en/</i>	NO
2.6	Does your research involve invasive or intrusive procedures? <i>These may include, but are not limited to, electrical stimulation, heat, cold or bruising.</i>	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.		<i>Delete as appropriate</i>
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)? <i>This includes adults with cognitive and / or learning disabilities, adults with physical disabilities and older people.</i>	NO
3.3	Are participants recruited because they are staff or students of City, University of London? <i>For example, students studying on a particular course or module.</i> <i>If yes, then approval is also required from the Head of Department or Programme Director.</i>	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. 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.		<i>Delete as appropriate</i>
4	Does your project involve human participants or their identifiable personal data?	NO