# An example of a Proposal Form for Ethical Review

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| --- | --- |
| **Name(s) of applicant** |  |
| **Status** (e.g. Lecturer, PhD Student) |  |
| **Supervisor(s)** |  |
| **Department** |  |
| **Project status**  (e.g. doctorate, individual staff research) |  |
| **Funding source** |  |
| **Project title** |  |

## Attachments

Indicate the attachments enclosed with this form (please tick boxes):

Information sheet:

Consent form:

Questionnaire:

Data management plan:

|  |
| --- |
| **Description and rationale of proposed project:** |

|  |
| --- |
| **Participants (who: inclusion and exclusion criteria, how many, how identified and recruited?) and methods (how will the data be analysed?):** |

## Summary of the ethical issues:

## Other questions:

**Does this include vulnerable individuals or groups?** Yes/No

If yes, what extra safeguards will you introduce?

**Are there any risks to participants or third parties?** Yes/No

If yes, how will this risk be minimized?

**Are there any risks to researchers?**  Yes/No

If yes, how will the researchers be supported?

**Is feedback to participants part of the research design**? Yes/No

If yes, have you considered how this will be managed within your ethical framework?

**If you have an advisory board do you have a process to identify and** Yes/No

**manage conflicts of interest?**

If yes, how?

**Is there an international part to the research?** Yes/No

If yes, does this raise any additional ethical issues?

**NB there may be uncertainty associated with some of these answers. Please explain any such uncertainty here:** e.g. Q1: participants online, cannot fully assess their vulnerability

##### **Classification of project *(please circle)*:**

##### **SENSITIVE / EXTREMELY SENSITIVE / ROUTINE**

*Signed by:*

The applicant: ……………………………………….. Date:………………….

Supervisor (if applicable):…………………………………… Date:………………….

Departmental Research Ethics Officer: …………………. Date:………………….