



# Research Insurance Checklist



## Overview

Manchester Metropolitan University holds insurance policies to cover claims for negligence arising from the conduct of the institution's normal business. This includes research undertaken by undergraduate and postgraduate students as part of their academic qualification as well as research carried out by staff.

If you are an undergraduate student, postgraduate student or staff researcher at the institution, you must complete all relevant sections of the checklist on the following pages to identify whether your application requires referral to the university's Insurance Officer.

Completing and submitting the checklist will ensure that your research study has appropriate insurance cover in place **before** it begins. Please submit your completed Research Insurance Checklist along with your Ethics Checklist and/or Application for Ethical Approval to your Faculty Research Officer.

## Referral to the Insurance Officer

If your research falls into any of the categories listed in Section 2 and/or Section 3 of the checklist, the Faculty Research Officer will send the following information to the Insurance Officer at [insurance1@mmu.ac.uk](mailto:insurance1@mmu.ac.uk):

- Insurance Checklist
- Ethics Checklist and/or Application for Ethical Approval Form
- Participant Information Sheet(s) (if applicable)
- Participant Consent Form(s) (if applicable)
- Risk Assessment

The Insurance Officer will liaise with the insurers to gain approval. Please note some types of research may require additional insurance, which may incur an additional cost to the Faculty.

**Research studies must not commence until insurance and all other relevant authorisations and/or approvals are given.**

## Travel Insurance

Manchester Metropolitan University has a policy to provide worldwide travel insurance for members of staff and students travelling in connection with their course or on an approved University trip. This includes travel undertaken in connection with undertaking a research study. You must complete the online travel insurance form to register for travel insurance and should do this at least two weeks before your departure date.

Please visit the [Financial and Legal webpage](#) for details.

## High Risk Countries

Please visit the [AIG Travel Guard website](#) to identify whether the overall rating for the country you are travelling to is 'High Risk' or more severe. Please contact your Faculty Research Officer for guidance on accessing the relevant information on the website.