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**School of Computer Science**

**Research Ethics Checklist**

**for UG & PGT students**

* This checklist must be completed for every research project that involves human participants, use of personal data and/or biological material, b*efore* potential participants are approached to take part in any research.
* Any significant change in the design or implementation of the research should be notified to [cs-ethicsadmin@cs.nott.ac.uk](mailto:cs-ethicsadmin@cs.nott.ac.uk) and may require a new application for ethics approval.
* It is the applicant’s responsibility to follow the University of Nottingham Code of Research Conduct and Research Ethics and any relevant academic or professional guidelines in the conduct of the study. **This includes providing appropriate information sheets, consent forms and recruitment materials, and ensuring confidentiality in the storage and use of data.**
* Completion of this form confirms that you have read and understood the guidelines at [www.cs.nott.ac.uk/ethics](http://www.cs.nott.ac.uk/ethics) regarding:
  + what is defined as *personal data;*
  + what is required for *valid consent;*
  + the key requirements of the Data Protection Act
* The supervisor is responsible for exercising appropriate professional judgement when completing this form.
* **Sections I to V should be completed by the student undertaking the study. Section VI should be completed by the supervisor.**
* The **supervisor** is responsible for emailing the completed form to [cs-ethicsadmin@cs.nott.ac.uk](mailto:cs-ethicsadmin@cs.nott.ac.uk) and for providing feedback to the student.

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| **SECTION I: Applicant Details** | |
| 1. Applicant’s name |  |
| 2. UoN Email address |  |
| 3. Status | **UG / PGT**  (delete as appropriate) |
| 4. Student ID |  |
| 5. Degree name |  |
| 5. Module name/number or MA/MSc/MPhil course and department |  |
| 6. Supervisor’s name |  |
| 7. Supervisor’s email address |  |

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| **SECTION II: Project Details** | |
| 1. Project title |  |
| 2. Proposed start date and period of study |  |
| 3. Is this a re-submission? | **Yes / No** (delete as appropriate)  If Yes, please give details of how the project has been revised in response to the reviewers’ comments below. |
| 4. Description of Project, including aims/objectives and procedures. *Please include any information which may affect the consideration of the ethics involved, eg how participants will be recruited, data to be collected/used, location of study, unusual circumstances, age range of participants:* | |
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| 5. Will personal data (including photos, video or audio) or biological materials be collected, recorded and/or analysed?  **Yes / No** (delete as appropriate)  *If Yes, please give details of the data or materials and the methods to be used and describe how safe storage will be maintained according to the Data Protection Act:* | |
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| **SECTION III: Research Ethics Checklist (Part 1)** | |
| **Please answer all questions:** | **Yes/No** |
| 1. Does the study involve participants who are particularly vulnerable or unable to give informed consent (e.g., children, people with learning disabilities, prisoners, your own students)? |  |
| 1. Will the study require the co-operation of a gatekeeper for the initial access to the groups of individuals to be recruited (e.g., students at school, members of a self-help group, residents of a nursing home)? |  |
| 1. Will it be necessary for participants to take part in the study without their knowledge and consent at the time (e.g., covert observation of people in non-public places)? |  |
| 1. Will the study involve the discussion of sensitive topics (e.g., sexual activity, drug use)? |  |
| 1. Will participants be asked to discuss anything or partake in any activity that they may find embarrassing or traumatic? |  |
| 1. Is it likely that the study will cause offence to participants for reasons of ethnicity, religion, gender, sexual orientation or culture? |  |
| 1. Are drugs, placebos or other substances (e.g., food substances, vitamins) to be administered to the study participants or will the study involve invasive, intrusive or potentially harmful procedures of any kind? |  |
| 1. Will body fluids or biological material samples be obtained from participants? (e.g., blood, tissue etc) |  |
| 1. Is pain or more than mild discomfort likely to result from the study? |  |
| 1. Could the study induce psychological stress or anxiety or cause harm or negative consequences beyond the risks encountered in normal life? |  |
| 1. Will the study involve prolonged or repetitive testing for each participant? |  |
| 1. Will financial inducement (other than reasonable expenses and compensation for time) be offered to participants? |  |
| 1. Will the study involve the recruitment of patients, staff, tissue sample, records or other data through the NHS or involve NHS sites and other property? If Yes, NHS REC and R&D approvals from the relevant Trusts must be sought prior to the research being undertaken. |  |

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| **SECTION III: Research Ethics Checklist (Part 2)** | |
| **Please answer all questions:** | **Yes/No/NA** |
| 1. For research conducted in public, non-governmental and private organisations and institutions (such as schools, charities, companies and offices), will approval be gained in advance from the appropriate authorities? |  |
| 1. If the research uses human participants, personal data or the use of biological material, will written consent be gained? |  |
| 1. Will participants be informed of their right to withdraw from the study at any time, without giving explanation? |  |
| 1. If data is being collected, will this data be anonymised? |  |
| 1. Will participants be assured of the confidentiality of any data? |  |
| 1. Will all data be stored in accordance with the Data Protection Act 1998 |  |
| 1. Will participants be informed about who will have access to the data? |  |
| 1. If quotations from participants will be used, will participants be asked for consent? |  |
| 1. If audio-visual media (voice recording, video, photographs etc) will be used, will participants be asked for consent? |  |
| 1. If digital media (eg computer records, http traffic, location logs etc) will be used, will participants be asked for consent? |  |
| 1. If the research involves contact with children, will appropriate safeguards be in place (e.g. supervision, DBS checks if required)? |  |

* If you have answered ‘No’ to all questions in SECTION III Part 1 and ‘Yes’ to all relevant questions in SECTION III Part 2 the project is deemed to involve **minimal risk** - go to the signature page.
* If you have answered ‘Yes’ to any of the questions in Part 1 or ‘No’ to any of the questions in Part 2 the project is deemed to involve **more than minimal risk**. Please explain in SECTION IV why this is necessary and how you plan to deal with the ethical issues raised.

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| **SECTION IV: If the project involves more than minimal risk, please explain why this is necessary and how you plan to deal with the ethical issues raised** |
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**RESEARCH ETHICS CHECKLIST – SIGNATURE PAGE**

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| **SECTION V: Applicant Declaration** | | |
| **Please confirm each of the following statements:** | | **Yes/No** |
| The project is deemed to involve **minimal risk** as defined in SECTION IV | |  |
| I confirm that I have read the University of Nottingham Code of Research Conduct and Research Ethics | |  |
| I confirm that I have read the guidance documents listed on page 1 | |  |
| I confirm that the information provided in this application is correct | |  |
| Signature of applicant\* |  | |
| Date |  | |

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| **SECTION VI: Supervisor Declaration** | | |
| **Please confirm each of the following statements:** | | **Yes/No** |
| The participant information sheet or leaflet is appropriate for this research project\*\* | |  |
| The procedures for recruiting participants and obtaining informed consent are appropriate\*\* | |  |
| The data collection and storage methods are in accordance with the Data Protection Act | |  |
| **Please answer Yes in the appropriate box:** | | |
| I have received training in research ethics and this project involves minimal risk – it therefore **DOES NOT REQUIRE** consideration by the Research Ethics Committee | |  |
| I have not received training in research ethics and/or this project involves more minimal risk – it therefore **DOES REQUIRE** consideration by the Research Ethics Committee | |  |
| Signature of supervisor\* |  | |
| Date |  | |

*\* For email submission, please type your name in place of a signature.*

*\*\* All applications for projects involving human participants (or their tissue) must be accompanied by an information sheet, consent form and recruitment materials (e.g. posters, flyers, text for emails).*

* The **supervisor** is responsible for emailing the completed form, together with any information sheets and consent forms, to [cs-ethicsadmin@cs.nott.ac.uk](mailto:cs-ethicsadmin@cs.nott.ac.uk).
* The **supervisor** is also responsible for providing feedback to the student following Ethics Committee consideration.

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| **SECTION VII: For completion by a**  **School Research Ethics Committee Member** | |
| Name of REC member |  |
| Comments or suggestions |  |
| Decision | **Approve Revise Reject**  (delete as appropriate) |
| Signature of REC member |  |
| Date |  |

On completion, an email confirming the decision should be sent to the **supervisor** with a copy to the student. The completed form will be kept by the School Office.