Sheffield Hallam University

Faculty of Arts, Computing, Science and Engineering

Ethical Scrutiny Checklist for Undergraduate Project Work

This form is designed to help students and staff to complete an ethical scrutiny of proposed Undergraduate project work. The SHU Research Ethics Policy should be consulted before completing the form (available at http://www.shu.ac.uk/research/downloads/ethicspolicy2004.pdf) where there is a statement regarding Undergraduate project work.

Answering the questions below will help you decide whether your project work requires ethical review by the Faculty Research Ethics Committee (FREC). The homepage for the Committee can be found at https://staff.shu.ac.uk/faces/frec/. The majority of project work proposals will not need further scrutiny after completion of this form. In cases of uncertainty, members of the FREC can be approached for advice.

The final responsibility for ensuring that ethical practices are followed rests with the supervisor for the student project work.

Each professional body offers guidance as to best practice and ethical behaviour. It may well be useful to look at the relevant professional body's ethical policy. The following links may be helpful: http://www.imeche.org/membership/ethics/home.htm and http://www.theiet.org/about/ethics/.

Note that Undergraduate project students and their supervisors are responsible for making suitable arrangements for keeping data secure and, if relevant, for keeping the identity of participants anonymous. They are also responsible for following SHU guidelines about data encryption.

The form also enables the University and Faculty to keep a record confirming that Undergraduate project work conducted has been subjected to ethical scrutiny.

- For student projects, the form may be completed by the student and the supervisor and/or module leader (as applicable). In all cases, it should be counter-signed by the supervisor and/or module leader, and kept as a record showing that ethical scrutiny has occurred. Students should retain a copy for inclusion in their project reports and staff should keep a copy in the student file.

Please note it may also be necessary to conduct a separate risk assessment for the proposed Undergraduate project work. For information, contact the Faculty Safety Co-ordinator.

General details

(Table cells will expand as you type.)

Name of student	Matthew David King
Name of supervisor	Alexander Kalashnikov
Title of project work proposal	Remote Web-Based Monitoring of the Brewing Process
Outline of proposed project work	To create a web-based temperature logger for the brewing process

Human and animal participants

Question	Yes/No
1. Does the project work involve human participants? This includes surveys, questionnaires, observing behaviour etc.	No

Question	Yes/No
Notes If YES, then please answer questions 2 to 5. If NO, please go to question 6.	
2. Will any of the participants be vulnerable? Note *'Vulnerable' people include young people under 18, people with learning disabilities, people who may be limited by age or sickness or disability from understanding the project work, etc.*	
3. Is there any reasonable and foreseeable risk of physical or emotional harm to any of the participants? Note *Harm may be caused by distressing or intrusive interview questions, uncomfortable procedures involving the participant, invasion of privacy, topics relating to highly personal information, topics relating to illegal activity, etc.*	
4. Will anyone be taking part without giving their informed consent? (E.g. Project work involving covert study, coercion of subjects, or where subjects have not fully understood the project work etc.)	
5. Will the output from the project work allow identification of any individual who has not given their express consent to be identified? Note *If you answered YES to any of questions 2 – 5, then the project work proposal must be submitted to the FREC for approval unless it falls into a category/ programme of research/ project work that has already received category approval.*	
6. Does the project work involve the use of live animals? Note *If you answered YES to question 6, then the project work proposal must be submitted to the FREC for approval unless it falls into a category/ programme of project work that has already received category approval.*	No
7. Does the project work require approval from any external ethics committee, e.g. the NHS? For NHS project work, this includes any service evaluation work, work concerning NHS Patients (tissues, organs, personal information or data), NHS staff, volunteers, carers, NHS premises or facilities. Note *If you answered YES to question 7, then the project work proposal must be submitted to the relevant external body. For advice on NHS-relevant research or project work, please contact the FREC Chair or Secretary without further delay.*	No

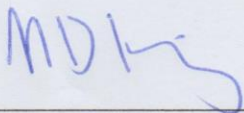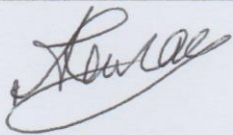## Organisations

Question	Yes/No
8. Will the project work involve working with/within an organisation (e.g. business, charity, museum, government department, international agency, etc)?	No
9. If you answered YES to question 8, do you have granted access to conduct the project work? *If YES, please show evidence to your supervisor.*	
10. If you answered NO to question 9, is it because: A. you have not yet asked B. you have asked and not yet received and answer C. you have asked and been refused access. Note *You will only be able to start the project work when you have been granted access.*	

Question	Yes/No
11. Is it covert project work?	No
Notes 'Covert project work' refers to project work that is conducted without the knowledge of participants.	
If you answered YES, the project work proposal must be submitted to the FREC for approval unless it falls into a category/programme of project work which has already received category approval.	

Products and artefacts

Question	Yes/No
1. Will the project work involve working with copyrighted documents, films, broadcasts, photographs, artworks, designs, products, programmes, databases, networks, processes?	No
2. If you answered YES to question 1, are the materials you intend to use in the public domain?	
Notes 'In the public domain' does not mean the same thing as 'publicly accessible'.	
– Information which is 'in the public domain' is no longer protected by copyright (i.e. copyright has either expired or been waived) and can be used without permission.	
– Information which is 'publicly accessible' (e.g. TV broadcasts, websites, artworks, newspapers) is available for anyone to consult/view. It is still protected by copyright even if there is no copyright notice. In UK law, copyright protection is automatic and does not require a copyright statement, although it is always good practice to provide one. It is necessary to check the terms and conditions of use to find out exactly how the material may be reused etc.	
If you answered YES to question 1, be aware that you may need to consider other ethics codes. For example, when conducting Internet research, consult the code of the Association of Internet Researchers; for educational research, consult the Code of Ethics of the British Educational Research Association.	
3. If you answered NO to question 2, do you have explicit permission to use these materials as data?	
If YES, please show evidence to your supervisor.	
4. If you answered NO to question 3, is it because:	
A. you have not yet asked permission	
B. you have asked and not yet received and answer	
C. you have asked and been refused access.	
Note You will only be able to start the project work when you have been granted permission to use the specified material.	

Adherence to SHU policy and procedures

Personal statements		
Student Name: Matthew King	**Date:** 23/10/18	
I confirm that I have read and understood the ethical guidelines relating to Undergraduate projects and have completed this form to the best of my ability		
Signature: *MDK*		
Supervisor or other person giving ethical sign-off		
Staff Name: A. Kalashnikov	**Date:** 24/10/18	
I confirm that I have completed this form in association with the student named above.		
Signature:		

Ethical approval

Approval type (to be completed by the supervisor)		Please tick
Standard approval	This project does not require specific ethical approval by the Faculty Research Ethics Committee (FREC) or an NHS or other external REC.	
Category approval	In my opinion this work falls within the category of .... projects which has been previously approved by the FREC and it does not therefore need individual approval.	
Approval awaited	This project must be referred to the FREC for individual consideration – the work must not proceed unless and until the FREC gives approval.	
Approval granted	The FREC has granted approval.	
Approval refused	The FREC has refused approval.	