Ethics application form V3

Guidance

You are logged into the Ethical Review Manager (ERM), the system provided by Infonetica Ltd on behalf of The University of Manchester. If you would like to read more information about how data is stored and used in this system, please click on the help bubble in the upper right-hand corner.

Before starting your application for University ethics review, please ensure that you have used the Ethics Decision Tool to confirm that ethical approval is required. Additional information on the type of projects that may require review can be found on the Research Ethics website.

Student applicants – please ensure that you verify the outcome of the tool with your supervisor.

For guidance on the available routes of ethical review and the relevant criteria:

- School/Division review available to students in Humanities, Computer Science, Engineering Management, Engineering for Sustainability, Pharmacy & Psychology only.
- Proportionate UREC available to researchers (staff and students without a school/division route) conducting low risk projects which are defined as adhering to the Proportionate UREC criteria.
- Full UREC for research that does not meet the low risk school/division or Proportionate UREC criteria.

There are resources on the website to help you complete your application, including:

- Preparing an Ethics Application digital handbook
- Various template documents including participant information sheets, consent forms, assent forms, distress protocols and debrief sheets
- Social media guidance
- A Frequently Asked Questions document
- ERM user guides for creating and submitting an application and amendments

Ethics committee members come from many different specialities and may not be experts in your particular field. When completing your application please ensure your answers are in lay language and can be easily understood by a non-expert audience. Please do not copy and paste from a grant proposal or research protocol or refer the Committee to any such attached documents in lieu of providing a detailed answer within the form as these documents are aimed at a very different audience and will not be read by the ethics committee.

Please note that the application form is dynamic and tailored to the type of project so the full form will only be visible once you have completed sections B and C and follow-up questions may appear as you work through the form.

To begin your application, please click the Next button below.

Project Title

A2. Short title of your research project (200 character max)

A Self-Administered and Remote Question-and-Answer–Based Speech-in-Noise Test: A Pilot Study

A2.1. Formal title of your research project (if different to short title)

A2.2 Is this a re-submission of a project that has previously received an unfavourable ethical opinion?

Please note this does not include applications where revisions have been requested.

- ○ Yes
- ◉ No

Project Type

A3. I confirm that this research project is being conducted by a:

- ◉ Student
- ○ Member of staff
- ○ Member of Eurolens Research, Optometry Staff

A3.1 Please confirm the degree being studied for by the student investigator:

- ◉ Postgraduate Research (PGR) (e.g PhD)
- ○ Postgraduate Taught (PGT) (e.g. masters degree)
- ○ Undergraduate (UG)
- ○ Postgraduate Taught + Undergraduate (the study will be conducted by BOTH UG and PGT students - this is rare)

Area of UoM

A4. Please select the area of UoM that you are based in.

If the project team are from multiple areas of UoM please select the area the PI is based in.

Students - if you are unsure of the correct area to select, please ask your supervisor.

Please take care when selecting from the drop-down list below as errors may result in significant delays.

Division of Psychology, Communication and Human Neuroscience

Project Dates

A5. Will you be collecting primary data during the course of the research project?

This refers to any information being gathered about a person or organisation. This information can include specifics such as thoughts, beliefs or characteristics and can be in different formats such as written notes, questionnaires, observations, audio recordings, films, photographs, social media postings or bodily samples.

If you are only conducting secondary data analysis, please answer No.

- (•) Yes
- ( ) No

A5.1 Please provide an estimated date by which you are likely to conclude your data collection:

30/06/2026

As a reminder if you need to make any changes to your study once approval has been granted you must submit a formal amendment and as part of that request should provide an updated end date if applicable.

Please note you are only permitted to collect data for a maximum period of 5 years from the date on which ethical approval is granted. If you need to collect data beyond the 5 year period you will be required to submit a new application.

PGR students - Please ensure that your end date gives you enough time to collect data but is still within your registration period.

Funding

A6. Has any funding for the research been secured?

This might include:

- small monetary amounts provided to students to cover participant reimbursement (e.g travel costs, prize draw, vouchers)
- internal strategic funding from your Faculty
- external grants from funding bodies such as UKRI, GCRF, NIHR etc

- (•) Yes
- ( ) No

A6.1 Please select the type of funding your research has secured:

- [ ] A small monetary amount from your School or Division to cover participant reimbursement
- [x] External grant from a funding body
- [ ] Internal strategic funds from your Faculty
- [ ] Other source

A6.3 Please provide the following details of the external grant:

- Organisation
- UK contact at the funding organisation
- Amount (£)
- Duration in months

MRC Doctoral Training Partnership
rfpd@mrc.ukri.org.
MRC studentship, which equals £48,000 per year for 4 years.

Sponsor

A7 Who will act as the research governance sponsor?

The sponsor is the organisation that takes on overall responsibility for proportionate, effective arrangements being in place to set up, run and report on a research project and in most cases this will be The University of Manchester.

- (•) The University of Manchester
- ( ) Another organisation

Student Project Team

B2. Contact information for the individual completing this form:

Title	Mr
First Name	Mohsen
Surname	Fatehifar
Email	mohsen.fatehifar@manchester.ac.uk

B2.1 Please confirm one of the following:

- (•) I am the student investigator of this project
- ( ) I am the supervisor of this project

B2.2 Please provide the details of your primary supervisor:

This must be a University of Manchester member of staff with a UoM email address. Please note, the primary supervisor is also the data custodian for your research project. If you have more than one supervisor, please use the '**Add Another**' button below to add the contact details of your additional supervisor(s).

If when using the Search function you cannot locate your supervisor, please ensure they have logged into the ERM at least once. Once they have done this, their details will be stored for future use.

Once you've added their details to the form don't forget to share by clicking the blue Share button on the right-hand side of the page. Please note in order to sign the form you must grant the supervisor read, write & submit permissions as a minimum.

Title	Prof
First Name	Kevin
Surname	Munro
Email	kevin.j.munro@manchester.ac.uk

B2.2 Please provide the details of your primary supervisor:

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Title	Dr
First Name	Josef
Surname	Schlittenlacher
Email	josef.schlittenlacher@manchester.ac.uk

B2.2 Please provide the details of your primary supervisor:

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Title	Dr
First Name	David
Surname	Wong
Email	david.wong@manchester.ac.uk

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Title	Prof
First Name	Timothy
Surname	Cootes
Email	timothy.f.cootes@manchester.ac.uk

B2.2 Please provide the details of your primary supervisor:

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If when using the Search function you cannot locate your supervisor, please ensure they have logged into the ERM at least once. Once they have done this, their details will be stored for future use.

Once you've added their details to the form don't forget to share by clicking the blue Share button on the right-hand side of the page. Please note in order to sign the form you must grant the supervisor read, write & submit permissions as a minimum.

Title	Prof
First Name	Michael
Surname	Stone
Email	michael.stone@manchester.ac.uk

Collaborators

B2.4 Are there any additional members of staff or students who are co-investigators, researchers or collaborators on this project?

A co-investigator, researcher or collaborator is defined as someone who will assist with the data collection or the data analysis and can be other members of staff or students as well as external collaborators from other institutions or organisations, including third-party survey/panel providers (e.g. IPSOS MORI, YouGov, etc).

If your study involves an external collaboration please ensure you read the Guidance on External Collaborations.

- (•) No
- ( ) Yes
- ( ) Yes but this is limited to an external supervisor

Route of ethical review - student projects

C2 Are you applying for your school or division route of ethical review?

- (•) Yes
- ( ) No

C2.1 Certain types of research methodologies can introduce bespoke ethical issues that require consideration by the Committee. In order to ensure that any such considerations are highlighted for the attention of the ethics committee, please review the options below carefully and indicate if you will be conducting any of the following. If not, please select 'none of the above'.

- ( ) My study is limited to secondary data analysis only **
- ( ) My study is limited to solitary autoethnography only
- ( ) My study is limited to the collection of social media data only
- (•) None of the above

**If your study is an evaluation or audit please ensure you read the guidance in the help bubble before answering this question

Review level

C2.2 Please clarify whether your project is classed as low or medium risk according to your Division's criteria:

Please note that if your study involves children or is a secondary data analysis study, you must select medium risk review.

- (•) Low risk
- ( ) Medium risk

C2.2.1 As you are applying for low risk review, please provide the full name and email address of another academic from your Division who your supervisor has identified will undertake a review of the study:

If you have any queries on the low risk process, please email the contact for low risk projects listed at the end of the Psychology guidance notes.

Gabrielle Saunders (gabrielle.saunders@manchester.ac.uk)

C2.3 Please select the area of the Division you are affiliated with:

- (•) Communication, Hearing & Audiology
- ( ) Psychology & Human Neuroscience

Division review

You are now completing the application form for students from the Division of Psychology, Communication and Human Neuroscience and the Division Psychology & Mental Health. If you are not a student in these Divisions please return to section A and amend your answers.

Projects submitted via this route must meet the Division criteria.

Research question

FBMH1 What is the principal research question?

We developed a question-and-answer-based hearing test in our previous study. We are now evaluating its performance in a remote and self-supervised setting.

Our research question is:
Is the remote test reliable and valid, and can it be used as a screening tool to detect hearing loss?

Participant numbers

FBMH2.1 Please select one of the following:

- (•) I am able to specify how many participants I need to recruit into my study (including the potential for dropout)
- ( ) It is not possible to provide an accurate estimate of participants because this is a global survey/large scale questionnaire.

FBMH2.2 Will you have more than one group of participants, including groups in different countries?

- (•) Yes
- ( ) No

FBMH2.3 What is the maximum number of participants you plan to recruit (including, if relevant, the potential for dropout)?

60

FBMH2.4 Please list the groups below along with the maximum number of participants in each:

Normal hearing (30 participants)
People with hearing loss (30 participants)

Recruitment

FBMH3 Please describe how each group of potential participants will be:

- identified by the research team
- approached in order to share information about the research
- and formally recruited (i.e. provide informed consent)

We will advertise the project using posters (displayed on the University of Manchester campus and buildings), social media (LinkedIn, Twitter and Bluesky), the university's StaffNet website and email individuals who participated in our previous study or have joined Manchester's hearing group volunteer list and consented to be contacted for future research.

If anyone is interested in taking part in our study, they will use the email address provided in the advertisement to contact us. We will then send the participant information sheet and give the potential participants additional information about the study.
If they are interested in participating:
For the in-person session, we will schedule an appointment and ask them to visit the Ellen Wilkinson building. They will sign the consent form in person before the experiment begins.
For the online session, we will email a link they can use to access the test. They will give their consent online by clicking on the consent check box.

FBMH3.1 Will you be using any of the following to recruit your participants?

- Advertisements (e.g. posters, SONA adverts, UoM volunteer board)
- Emails
- Letters
- Social media postings
- Other forms of recruitment text (e.g. newspaper articles, WhatsApp messages*)

*Please see the help bubble for guidance on advertisements and the use of WhatsApp.

- (•) Yes
- ( ) No

Recruitment material

FBMH3.2 Please attach copies of all advertising material/emails/letters that will be used to approach and recruit your potential participants.

If you are using social media, please ensure you provide the text you will be using for all sites. If you intend to use the same text for multiple sites, please ensure this is clear in the attached document.

Reminder: Please do not include monetary amounts on advertisements (see the help bubble for further information).

Methodology

FBMH4 Please describe the activities that participants will be asked to undertake (e.g. take part in interviews, focus groups, questionnaires, workshops, experiments in a lab etc) including how many they will be asked to do, where they will take place and the expected duration of each activity.

- This section must be comprehensible to a lay person who is not an expert in your research field. Please do not copy and paste from a grant proposal or a research protocol.
- Please be as clear and concise as possible and ensure you use paragraph breaks or a bulleted list as appropriate. Please only include information about the specific activities and not information asked for elsewhere in the form (e.g. design, recruitment, consent, etc).
- If your study involves multiple methods (e.g. an interview element, a survey element and a workshop), multiple stages or multiple work packages please ensure that you clearly label these with sub headers and provide clear information on each and how they fit together.
- Please ensure it is clear whether each activity/stage will involve the same group of participants, a sub-set of the original participant group (if so, please detail how they will be selected) or a new group of participants.
- For ethnographic research focussing on one or more groups rather than individual participants, please indicate the approximate period of time over which the research will focus on each group.

1-Testing will be done in two sessions. One will be in-person at the Ellen Wilkinson (45 minutes) building, and one will be online (30 minutes).

2-For the in-person session:
2-a We will perform a standard hearing test (PTA) to measure the softest level of sound they can hear at each frequency. (10 minutes)
2-b Participants will perform a question-and-answer-based hearing test twice, in which they will listen to a statement and a question mixed with background noise and are asked to answer the presented question. Their answer will be transcribed using an automatic speech recognition model, and the correctness of the response will be evaluated using a large language model (GPT-4o) (25 minutes).

3-For the online session:
3-a They will click on a link that was emailed to them to start the test.
3-b They will follow the on-screen instructions and do a practice run.
3-c They will perform the test (same as what was described in step 4 of the in-person session) twice, with a 5-minute break between each test (25 minutes).

4-After both sessions, we will share a link to an optional and anonymous equality, diversity and inclusion survey and ask them to fill it out.

Data collection

FBMH5 Please indicate if the research involves any of the following:

- ☐ Surveys or questionnaires (paper or electronic)
- ☐ Copyrighted psychology questionnaires/measures
- ☐ Interviews or focus groups
- ☑ Recordings (e.g. audio, video, photographs)
- ☑ Cognitive psychology/psychophysics (e.g. perception, attention, memory, language, emotion)
- ☐ Cognitive neuroscience (e.g. EEG, eye-tracking, pupillomery, or related measures)
- ☐ Use of pre-existing media (e.g. archives, data repositories, photographs, articles, artwork, company or government reports/documents)
- ☐ Clinical, social or personality psychology (e.g. hypothetical scenarios, role playing, group interactions, personality/state/trait scales)
- ☐ Child/infant behaviour observation
- ☐ Other on-line or electronic methods (e.g. netography, on-line research, textual analysis of digital sources)
- ☐ Other qualitative methods
- ☐ Any other method of data gathering not listed

Please also indicate if the research involves any of the following:

- ☑ *The use of standard audiology techniques
- ☐ *Psychological interventions
- ☐ *Physical testing of participants
- ☐ *Use of a medical device or potential medical device

*Please refer to the help bubble for more information.

FBMH5.1 Please attach either a copy of all of the data collection tools you plan to use (e.g. interview guides, surveys) or a simple step-by-step summary/diagram describing the procedure (e.g. what participants will be shown, what they will be asked to do, how the conditions will be manipulated).

Interview/focus group schedules and workshop guides must include at least a basic framework of themes & prompts to be used or activities to be included even if a list of specific questions cannot be provided at this time.

If you are carrying out observations please provide a document outlining the conditions (open/closed settings, overt or covert, active or passive immersion etc).

Please note that any substantial changes to data collection tools after ethical approval has been granted must be submitted to the Committee via formal amendment before they can be used.

Reimbursement

FBMH6 Will participants receive payment or other incentives for taking part in the research?

- ◉ Yes
- ○ No

FBMH6.1 Please indicate the type of reimbursement to be provided:

- [x] Cash
- [ ] Paper or electronic vouchers
- [ ] Travel expenses
- [ ] Entry into a prize draw
- [ ] SONA / Prolific / IPSOS MORI or other panel provider credits or rewards
- [ ] Other

FBMH6.2 Please indicate how much, on what basis this has been decided and when participants will be informed of this.

If you selected 'other' above please also clarify exactly what participants will receive

£25 paid via bank transfer for the two sessions, and to cover any possible travel costs.

Consent methods

FBMH7 Which of the following methods will be used to obtain informed consent from participants?

- ( ) Written consent (including the use of online consenting methods in which a participant's name is collected)
- ( ) Verbal recorded consent (e.g. audio recording or detailed fieldnotes)
- ( ) Implied consent (with the return of a completed questionnaire/survey)
- ( ) Other (e.g. methods to be used for ethnographic/observational research, if appropriate)
- (•) A combination of the methods of above

If using surveys/questionnaires the first page should include a tick box for participants to verify consent. If there are specific inclusion/exclusion criteria you should consider if additional tick boxes are required to verify participants meet the criteria.

If you intend to retain names or contact details of participants this should be for a specific purpose such as a follow-up interview or prize draw and you must include a specific consent point in relation to this.

Important: You must still provide a full participant information sheet before the tick boxes.

FBMH7.1 Please provide details of your approach to obtaining consent:

For the in-person session, they will sign a written consent form.
For the online session, they will tick a box and click on the 'I consent' button before they can start their test.

Participant information sheet

FBMH8 Please attach a copy of your UK GDPR compliant participant information sheet(s)/script/summary of information page.

If you have multiple participant groups or stages you may need to provide a PIS for each group/stage tailored appropriately. Please ensure that you clearly label and name each document before uploading.

The UoM PIS templates can be found on the Research Ethics website.

Consent form

FBMH9 Please attach a copy of your UK GDPR compliant consent form(s)/script(s):

If you have multiple participant groups or stages you may need to provide a consent form/script for each group/stage tailored appropriately. Please ensure that you clearly label and name each document before uploading.

The UoM consent templates can be found on the Research Ethics website.

Location

FBMH10 Where will the data collection take place?

- [x] In the researcher's residence/accommodation (online methods e.g. digital interviews via Teams, online survey)
- [x] On campus
- [ ] Off campus - travel within the UK
- [ ] Off campus - travel outside of the UK

FBMH10.1 I confirm that:

- [x] I have reviewed the Division's risk assessment for office environments

FBMH10.4 Please state where each element of the research/data collection will take place, including the city and country (even if this is the UK). If you are conducting an online survey with respondents in multiple countries, please state 'global'.

If collecting data in your personal residence (e.g. interviews via Teams) please write 'personal residence, Manchester, UK' (or relevant location as applicable), please do not include your home address.

This information is required for insurance purposes.

In-person session will take place in the Ellen Wilkinson Building in a sound-treated room, Manchester, UK
The online session will happen at the participant's home or any location of their choosing.

FBMH10.5 Will your research involve you working away from the University of Manchester premises/facilities, working alone or working outside of normal working hours?

Please note that working from your home residence (e.g. carrying out interviews over Teams or collecting data via an electronic survey) does not count as lone working.

- (•) No, I will not be undertaking any lone working
- ( ) Yes, my project will involve lone working. I confirm I will comply with the University's Guidance on Lone Working, including the use of recommended controls (e.g. a 'buddy system') and/or undertake a risk assessment for community based working as applicable

Ethical issues & risks

FBMH11 What do you consider to be the main ethical issues and risks associated with the proposed study and what steps will be taken to mitigate them?

Please consider the issues and risks for both participants and members of the research team that may arise

Examples of common issues and risks, some of which may apply to your project, include:

- the data collection methods to be undertaken
- the proposed recruitment strategies to be used
- the specific participants (e.g. if recruiting friends and family is there any risk of perceived coercion?)
- the risk of boredom or fatigue
- the duration of the research (e.g. if participation involves multiple sessions, sessions of 3+ hours or total duration from first to last session is more than 1 month)
- the use of deception
- the risk of distress or upset
- confidentiality

Please ensure that you review your Division's criteria (Pharmacy, Psychology) to ensure that any ethical issues associated with your project are appropriate for your chosen route of review.

The risk of boredom. We will ask the participant to take a break between each test (i.e., approximately every 20 minutes).

The participant may feel distressed if they receive unexpected PTA results (e.g., discovering they have hearing loss). If this happens, we will offer them comfort and support according to the submitted distress protocol, and if the participant gives consent, we will refer them to the GP with a copy of the test results and a covering letter.

Distress & debrief

FBMH12 If applicable, please attach a copy of your distress protocol and/or debrief sheet.

- Distress protocol - this is for use by the research team, setting out the steps you will take in the event a participant becomes distressed during the study or the process you will follow in the event a participant makes a disclosure that reveals they or others are at risk of harm. You may also need a procedure for disclosures with a professional reporting obligation.

  Please note that if there is a risk of disclosures being made during your study that may require you to break confidentiality (e.g safeguarding, professional obligations) you must detail this, as well as the steps you will take, in your PIS and consent form.

- Debrief sheet - this is a document provided to participants that may be used to share advice and information, such as signposting to appropriate support services. It can also be used to explain any deception used in the study and why this was necessary.

Reporting

FBMH13 How are you planning on sharing the results of your research with individual participants, groups or communities?

- ☐ Presentation to participants or relevant community groups
- ☐ Generic written summaries/reports of outcomes and results of the study
- ☐ Individualised participant feedback eg test scores, outcomes
- ☐ Recommendations to professional bodies (eg report to org/gov dept)
- ☐ Social media outputs
- ☑ Other (e.g. videos, blogs, interactive website)
- ☐ No feedback will be given

FBMH13.1 Please provide additional details of the other reporting methods:

The results will be presented in a blog post written in an accessible and easy-to-understand way.

Compliance and monitoring

The following pages may contain additional questions that are required for a variety of University compliance purposes. You are being asked to complete these as part of the ethical review application to help streamline processes and reduce the burden on researchers.

Staff & PGR students - It is a University of Manchester requirement that all research projects have a data management plan (DMP). DMP's should be created in the DMPOnline system, which is overseen by colleagues in the Office for Open Research. For guidance and support with DMP's please visit their website or contact them for assistance. Please note that it is no longer necessary to attach a copy of your project's DMP to your research ethics application.

Important: If you will be travelling abroad for your research, and in particular to what is considered to be a risky or dangerous area of the world, you must ensure that you:

A) have completed the appropriate Division/School based risk assessment

B) have had this approved by appropriate individuals within your Division/School

C) have checked with the University's Insurance office regarding travel insurance.

Neither the ERM system or the Ethics Committee will inform the University's Insurance office of your travel plans (unless you are performing clinical activity) and it is therefore the responsibility of all members of staff and supervisors to contact the Insurance office prior to obtaining ethical approval. Please note that specific areas of the world will require additional approvals and this should be taken into consideration when planning a timeline for seeking ethical approval.

More information on risk assessments and travel insurance can be found here:

- Insurance Office website
- FBMH Compliance & Risk
- FSE Health & Safety
- Humanities Health & Safety
  - AMBS
  - SALC
  - SEED
  - SoSS

If you are unable to find the travel or risk assessment information your are searching for your relevant Faculty or School website, please contact your local Safety Advisor for assistance.

Please click the Next button below to continue to any additional questions you may need to complete in this section.

Training

D1 All staff and students at the University of Manchester are responsible for ensuring they are familiar with the data protection policies and processes and follow these when conducting their research projects.

Under the Data Protection Act (2018) and UK General Data Protection Regulations (GDPR) the University is required to provide assurances and safeguards to all research participants that their data will be treated confidentially and will be protected as set out to the relevant data protection legislation.

To support this, please ensure that you review and follow the guidance for students.

☑ I confirm that I have reviewed the guidance for students linked above

Pure

D1.2 If your study has a PURE ID, please enter this in the box below:

Additional Documents

F1 Please use this section to attach any additional documentation that you have not attached previously in this form.

Examples of documentation that you may wish to attach include, but are not limited to:

- Translated documents
- Verification of translated documents
- Letters from gatekeepers
- Letters of permission from research sites
- Template confidentiality agreements
- Ethical approval from partnering institutions
- Local insurance arrangements

Please do not attach any CV's or a copy of your research protocol as this is not required by the Ethics Committees.

Response letters

F1.1 If you are resubmitting your application following feedback from your School/Division/Dept. Chair, please attach a copy of your response letter(s) detailing the changes you have made to your application.

More information on this requirement, along with an example template, can be found in your ERM feedback letter.

Local Student Project Review Declarations

G3 In order for your application to proceed to review, please read the following and statements and tick the checkbox below to confirm your agreement:

- The information in this form is accurate to the best of my knowledge and belief and I take full responsibility for it. I understand that any deliberate attempts to withhold necessary information or mislead the Research Ethics Committee will result in my project being given an unfavourable decision.
- I agree to abide by the ethical principles underlying the Policy on the Ethical Involvement of Human Participants in Research and the University's Code of Good Research Conduct.
- If the research is approved I agree to adhere to the terms of the full application as approved and any conditions set out by the Research Ethics Committee in giving approval.
- I agree to notify the Research Ethics Committee of any amendments to the terms of the approved application (both minor and major), and to seek a favourable opinion from that the UREC via the formal process before implementing the amendment.
- I agree to submit annual progress reports setting out the progress of the research as well as end of study reports, as required by the Research Ethics Committee for all proposals.
- I understand that research records/data may be subject to inspection by the Research Ethics Committee for audit purposes.
- I understand that the information contained in this application, any supporting documentation and all correspondence with the Research Ethics Committee or the Research Governance, Ethics and Integrity Team relating to the application:
  - Will be held by the University until at least 5 years after the end of the study or at least 10 years for those studies involving medical data.
  - May be disclosed to the RGEI team in order to check that the application has been processed correctly or to investigate any complaint
  - May be seen by auditors appointed to undertake accreditation of the University (where applicable)
  - Will be subject to the provisions of the Freedom of Information Act and may be disclosed in response to request made under the Act except where statutory exemptions apply
  - May be sent by email to members of the Research Ethics Committees
- I understand that information relating to this research, including the contact details on this application, will be held by Infonetica Ltd, and that this will be managed according to the principles established in the Data Protection Act 2018.
- I confirm that I have not included any sensitive personal information including a curriculum vitae or identifiable information about my racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership, physical or mental health, sexual life, commission of offenses and/or criminal proceedings.

☐ I confirm the above declarations

How to submit your application

To submit your application please click the 'Request Signature' button below to request your supervisor's signature.

Once your supervisor has signed you will receive two emails:

- the first email will confirm that your supervisor has signed your application
- the second email will confirm that the application has successfully submitted (this is usually received 10-20 minutes after the first email)

Important: If you do not receive the second email confirming successful submission within 1 hour of your supervisor signing, please open your application and check the status (this can be found under the project tree).

If the status is 'submitted', 'resubmitted' or 'sent to' please email either research.ethics@manchester.ac.uk (all UREC applications) or your School Administrator (applications for School/Division/Dept review) to check that they have received your application.

If the status is 'not submitted', 'changes requested' or 'returned' then please check that:

- a signature has been obtained in question S1 (it should say, for example: Dr Smith has signed on 05/07/2023 at 13.15).
- that you do not have a mandatory form update pending (this will be shown by a red warning message at the top of the screen). If an update is required, please follow the instructions in the red message to update and then re-request your supervisor's signature.

If you have performed all of these checks and the application has still not automatically submitted, please email research.ethics@manchester.ac.uk and provide your project reference number, title and a screenshot confirming these criteria and a member of the team will be able to assist you.

Request a signature

S1 Please click the Request Signature button to request your supervisor review and sign your application:

Supervisors - When responding to a request to sign this form, please check that there is no red warning message at the top of the page prompting a form update. If there is, please ask the individual who created the application to run the update and then re-request your signature.

If there is no pending update, please look on the left hand side of your screen for an action button called Sign that has a picture of a pencil on it. Please click this button to sign the form.