

**Approval Code:**  
(Official Use Only)

# UNIVERSITY OF ST ANDREWS

## TEACHING AND RESEARCH ETHICS COMMITTEE (UTREC)

### ETHICAL APPLICATION FORM

**Please Tick:** (click on the box then click 'Checked' for a cross to appear in the box)

Undergraduate ☐    Postgraduate Research ☐    Postgraduate Taught ☐    Staff ☐

Lecturer/Course Controller on behalf of Taught module ☐    Module Code:

CS4099

Researchers Name(s):	Jacob Alexander Cameron Rivett		
Project Title:	Molecular Structure Drawing Prediction		
School/Unit: (Please indicate)	Computer Science	Supervisor:	Simon Dobson
Emails	jacr@st-andrews.ac.uk	Date Submitted	

**Rationale:** Please detail the project in 'lay language' addressing the reason for conducting the research; including details of participants and location. *DO NOT exceed 75 Words (for database reasons). This summary will be reviewed by UTREC and may be published as part of its reporting procedures.*

The reason for the experiment is to measure the effectiveness of predictions made by my project. We would need anonymous users that know how to draw molecular structures. All participants would have no information or images of them stored.

**Ethical Considerations:** Please detail the Ethical issues with full seriousness addressing all issues raised by the research and explain how these issues will be addressed. *DO NOT exceed 75 words (for database reasons). This summary will be reviewed by UTREC and may be published as part of its reporting procedures.*

There should be no ethical issues as the experiment will only gather anonymous feedback and not require any data to be held about participants.

#### APPLICATIONS MUST BE SUBMITTED TO THE RELEVANT SCHOOL ETHICS COMMITTEE

HYPERLINK "<https://www.st-andrews.ac.uk/utrec/SEC/SECMembers/>"

<https://www.st-andrews.ac.uk/utrec/SEC/SECMembers/> **PLEASE DO NOT SUBMIT DIRECTLY TO UTREC.**

- Please submit an electronic copy and one hard copy (with signatures) to the Secretary/Administrator. In the absence of a Secretary please submit to the SEC Convener.
- Applicants must be accompanied by the relevant supporting documents without which a full ethical assessment cannot be made.
- Please do not type out with the text boxes provided, note that the Text Boxes are fixed in size and will not allow any viewing beyond the word limit permitted.

**If ethical approval has been obtained from the University of St Andrews for research so similar to this project that a new review process may not be required, please give details of the application and the date of its approval.**

Approval Code:

Date Approved:

Project Title:

Researchers Name(s):

## RESEARCH INFORMATION

1. Estimated Start Date:

**Feb 2017**

2. Estimated Duration of Project:

**June 2017**

3. Is this research funded by any external sponsor or agency?

YES ☐ NO ☒

If YES please give details:

**For projects funded by ESRC please be aware of the Ethical and Legal Considerations found at <http://www.esds.ac.uk/aandp/create/ethical.asp>**

**ESRC Funded Studentships (postgraduate Students) please be aware of the requirements as outlined at (in particular in relation to Submission of data to the Economic and Social Data Service, ESDS**

4. Does this research entail collaboration with researchers from other institutions and/or across other University Schools/Units?

YES ☒ NO ☐

If YES state names and institutions of collaborators:

St Andrews School of Chemistry

5. If the research is collaborative has a framework been devised to ensure that all collaborators, including all University Staff, External Researchers, and Students, are given appropriate recognition in any outputs?

N/A ☐ YES ☒ NO ☐

6. Where projects raise ethical considerations to do with roles in research, intellectual property, publication strategies/authorship, responsibilities to funders, research with policy or other implications etc., have you taken appropriate steps to address these issues?

N/A ☒ YES ☐ NO ☐

7. Location of Research Fieldwork to be conducted:

Computer Science Tutorial Room or any area in the Computer Science Department available.

8. Are you using only library, internet sources or unpublished data (with appropriate licenses and permissions) and so have no human involvement such as interviewing of people?

YES ☐ NO ☒

9. a. Who are the intended Participants (e.g. students aged 18-21) and how will you recruit them (e.g. advertisement)

Students or Lectures from the St Andrews Chemistry department. From advertisement or contacts of the department.

- b. Estimated duration of Participant Involvement.

a day or two days, during normal working hours (9AM-5PM)

If you have answered YES to Q8 but the project has other Ethical Considerations please go to Q.28. If there are no other Ethical Considerations please sign and submit.

## ETHICAL CHECKLIST

10. Have you obtained permission to access the site of research?

N/A ☒ YES ☐ NO ☐

If YES please state agency/authority etc. & provide documentation.  
If NO please indicate why in Q.28

11. Will inducement i.e. other than expenses, be offered to participants?  
If YES, please give details of the inducement being offered and justify in Q29.  
Q31

YES ☐ NO ☒

12. Has ethical approval been sought and obtained from any external body e.g., REC(NHS)/LEA and or including other UK Universities? If YES, please attach a copy of the external application and approval.

N/A ☒ YES ☐ NO ☐

13. Will you tell participants that their participation is voluntary?

YES ☒ NO ☐

14. Will you describe the main project/experimental procedures to participants in advance so that they can make an informed decision about whether or not to participate?

YES ☒ NO ☐

15. Will you tell participants that they may withdraw from the research at any time and for any reason, without having to give an explanation?

YES ☒ NO ☐

16. Please answer either a. or b.

a. Will you obtain written consent from participants?

YES ☒ NO ☐

b. (ONLY: Social Anthropology, Geography/Geoscience, International Relations & Biology)

Will you obtain written consent from participants, in those cases where it is appropriate?

YES ☐ NO ☐

17. Please answer either a. or b.

a. If the research is photographed or videoed or taped or observational, will you ask participants for their consent to being Photographed, videoed, taped or observed?

N/A ☐ YES ☐ NO ☒

b. (Social Anthropology & Biology ONLY)

Will participants be free to reject the use of intrusive research Methods such as audio-visual recorders and photography?

N/A ☐ YES ☐ NO ☐

18. Please answer either a. or b.

- a. Will you tell participants that their data will be treated with full confidentiality and that if published, it will not be identifiable as theirs? YES ☒ NO ☐
- b. Will you tell participants their work /contribution will be credited unless they specifically request anonymity? YES ☐ NO ☐

19. Will participants be clearly informed of how the data will be stored, who will have access to it, and when the data will be destroyed? YES ☒ NO ☐

20. Will you give participants a brief explanation in writing of the study? i.e. a debrief YES ☒ NO ☐

21. With questionnaires and/or interviews, will you give participants the option of omitting questions they do not want to answer N/A ☐ YES ☒ NO ☐

If you have answered NO to any question 12- 21, please give a brief explanation in the statement of Ethical Considerations on Page 1 and expand in Q28 if necessary.  
If you have answered YES, it must be clearly illustrated in the relevant paperwork which must be attached i.e. Participants Information Sheet, Consent Form, Debriefing Form, Questionnaire, Letters etc.....

## WORKING WITH CHILDREN AND OR VULNERABLE PEOPLE

Do participants fall into any of the following special groups?

22. a. Children (under the age of 16 in Scotland or 18 in England/Wales) YES ☐ NO ☒
- b. Vulnerable Adult, receiving care or welfare services YES ☐ NO ☒
- c. People with learning or communicative difficulties YES ☐ NO ☒
- d. Residents/Carers in a specific location, e.g. Care Home YES ☐ NO ☒

**NOTE TO SCHOOL ETHICS COMMITTEE.** If the researcher has answered YES to Q22 this application, with all supporting documentation, must be forwarded to UTREC for review and approval. Exempt: Geography and Geoscience, Medicine and Psychology

**NOTES TO RESEARCHER.** If you answer YES to Q.22 a.–d., you may be required to obtain Protection of Vulnerable Groups [PVG] Disclosure approval. 'Working with Children and or Vulnerable People' guidelines and procedures can be found on our webpage [HYPERLINK](https://www.st-andrews.ac.uk/utrec/ethicalapplication/children/)  
<https://www.st-andrews.ac.uk/utrec/ethicalapplication/children/>

For those planning to conduct research in England / Northern Ireland please obtain the equivalent police check. Disclosure and Barring Service (DBS), previously known as CRB. [HYPERLINK](https://www.gov.uk/crb-criminal-records-bureau-check/overview)  
<https://www.gov.uk/crb-criminal-records-bureau-check/overview>

Refer to the UTREC Working with Children and Vulnerable Groups webpage for further guidance

- e. NHS Patients or Staff YES ☐ NO ☒
- f. Institutionalised persons YES ☐ NO ☒

If you answer YES to Q 22.,e. or f., it is likely you will be required to obtain approval from the NHS. This **must** be sought prior to approval from the relevant SEC or UTREC.

- g. People in custody YES ☐ NO ☒
- h. People engaged in illegal activities, e.g., drug-taking YES ☐ NO ☒

If YES to Q22. g. or h., you should ensure that the relevant Risk Assessment Checklist has been completed.  
<https://www.st-andrews.ac.uk/utrec/guidelines/riskassessment/>

If you have answered NO to Q22 a–d please skip Q23 and proceed to Q24.

23. Have you lived/worked outside the UK in the last 12 months? YES ☐ NO ☐

### ETHICAL RISK

This section is for ethical use only and does not replace the requirement to submit a Fieldwork Risk Assessment Form to the relevant Health and Safety/Risk Officer in your School. The University official procedures on Risk and Safety measures are linked from our webpage <https://www.st-andrews.ac.uk/utrec/guidelines/riskassessment/>

24. Are any of the participants in a dependant relationship with the investigator e.g. lecturer/student? If YES, give explanation in Q.28. YES ☐ NO ☒
25. Will your project involve deliberately misleading participants in any way? If YES, give details in Q.28 and state why it is necessary and explain how debriefing will occur YES ☐ NO ☒
26. Is there any significant risk to any paid or unpaid participant(s), field assistant(s), helper(s) or student(s), involved in the project, experiencing either physical or psychological distress or discomfort? If Yes, give details in Q.28 and state what you will do if they should experience any problems e.g. who to contact for help. YES ☐ NO ☒
27. Do you think the processes, including any results, of your research have the potential to cause any damage, harm or other problems for people in your study area? If YES, please explain in Q.28 and indicate how you will seek to obviate the effects. YES ☐ NO ☒

### ETHICAL STATEMENT

28. Write a clear but concise statement of the ethical considerations raised by the project and how you intend to deal with them. It may be that in order to do this you need to expand on the Ethical Considerations section on page 1. (continue on additional pages if necessary)

We will collect data from participants that are students in the school of chemistry. We will obtain consent from all participants and any data collected will be anonymous and stored for at most one year before being destroyed at the end of the project.



**DOCUMENTATION CHECKLIST**

ETHICAL APPLICATION FORM	YES <input type="checkbox"/>	NO <input type="checkbox"/>
PARTICIPANT INFORMATION SHEET	YES <input type="checkbox"/>	NO <input type="checkbox"/>
CONSENT FORM	YES <input type="checkbox"/>	NO <input type="checkbox"/>
DEBRIEFING FORM	YES <input type="checkbox"/>	NO <input type="checkbox"/>
EXTERNAL PERMISSIONS	YES <input type="checkbox"/>	NO <input type="checkbox"/>
LETTERS TO PARENTS / CHILDREN / HEAD TEACHERS ETC.....	YES <input type="checkbox"/>	NO <input type="checkbox"/>
PVG Approval (Scotland) or Police Check (England/Other)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
ADVERTISEMENT	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Other (please list):		

**DECLARATION**

I am familiar with the UTREC Guidelines for Ethical Research <http://www.st-andrews.ac.uk/utrec/guidelines/> and \*BPS, \*ESRC, \*MRC and \*ASA (\*please delete the guidelines not appropriate to your discipline) Guidelines for Research practices, and have discussed them with other researchers involved in the project.

**STUDENTS ONLY**

My Supervisor has seen and agreed all relevant paperwork linked to this project YES ☐ NO ☐

Print Name: JACOB ALEXANDER CAMERON RIVETT

Signature

Date:

7/10/16

**SUPERVISOR(S)**

The Supervisor must ensure they have read both the application and the guidelines, and also has approved the project and application, before signing below, with clear regard for the balance between risk and the value of the research to the School/Student. (Supervisors should provide this on a separate sheet or supply to the student to insert below) Please, if you wish, add comments in no more than 200 words:

Print Name:

Prof SA DOBSON

Signature

Simon A. Dobson

Date:

7 Oct 2016

**STAFF RESEARCHER ONLY**

YES ☐ NO ☐

Print Name:

Signature

Date:



**SCHOOL ETHICS COMMITTEE OFFICIAL USE ONLY**

**STATEMENT OF ETHICAL APPROVAL**

This project has been considered using agreed University Procedures and has been:

☐ Approved

☐ Not Approved pending:

☐ More Clarification Required

☐ New Submission Recommended

☐ Discussed with Supervisor

☐ Referred to UTREC

☐ Referred to Fieldwork Subcommittee

Convenor's  
Name

Signature

Date:

*Please use the space below and additional pages to attach any supporting documents i.e. Participant Information Sheets, Consent Forms, Debriefing Forms, Questionnaires, Letter to Parents etc.*

*We recommend you refer to the sample documents provided at  
<https://www.st-andrews.ac.uk/utrec/EthicalApplication/SampleDocuments/>*