

**Staff Research Ethics Approval Form**

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| Please ensure that you have read the ‘Guidance for Research Ethics Approval’ and ‘Code of Practice on Research Ethics’ before completing this form. All supporting documentation on research ethics can be found at <https://canvas.arts.ac.uk/sites/working-at-ual/SitePage/41450/research-policies-and-procedures> |

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| Applicant name: |  |
| College / Centre: |  |

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| If you are a Course Leader applying on behalf of a taught student, please give the student’s details below. | |
| Student name: |  |
| Course level and title: |  |

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| **1. Please provide a 100-word summary of your proposed research.** Explain in terms appropriate to a layperson. |
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| If your research involves participants, please complete Questions 2 to 11. If not, go to Question 12. |

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| **2. Who will the participants be?** Please tick the boxes as appropriate. | |
|  | Students at the University |
|  | Staff at the University |
|  | Other. Please specify: |

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| **3. How will participants be recruited and how many will be involved?** |
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| **4. What will participants be asked to do?** Explain in terms appropriate to a layperson. |
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| **5. What potential risks to the interests of participants do you foresee and what steps will you take to minimise those risks?** A participant’s interests include their physical and psychological well-being, their commercial interests; and their rights of privacy and reputation. |
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| **6. What potential risks do you foresee to yourself as the researcher or to researchers you manage and what steps will you take to minimise those risks?** E.g. does your research raise issues of personal safety for you or others involved in the project, especially if taking place outside working hours or off University premises. |
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| **7. Please attach a copy of proposed written consent form and information sheet to be given to participants. If you are not obtaining written consent or supplying an information sheet, please explain the reasons for this.** | |
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|  | Please tick here if the written consent form and information sheet are attached. |

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| **8. Does your project involve children or vulnerable adults?** E.g. a person with a learning disability. | |
|  | No. Go to Question 9. |
|  | Yes. |
| If you answer ‘Yes’, you must refer to Section 4 in the ‘Guidance for Research Ethics Approval’ and obtain a Disclosure and Barring Service (DBS) check (formerly known as a CRB check). | |
|  | I confirm that I have obtained a DBS check. |

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| **9. Does your research concern groups which may be construed as terrorist or extremist?** | |
|  | No. Go to Question 10. |
|  | Yes. |
| If you answer ‘Yes’, you must refer to Section 5.5 in the ‘Guidance for Research Ethics Approval’ and complete the questionnaire at Appendix 1 of this form. | |

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| It is a presumption of academic research that, wherever possible and feasible, the information on which the research is based should be preserved, so that it can be made available to future researchers. However, the privacy of participants must be respected. Please refer to the guidance note on data protection before answering Question 10. |

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| **10. Will you be obtaining personal information from any of the participants?** E.g. name, personal opinions, address, recorded images or audio, date of birth, notes and observations. | |
|  | No. Go to Question 11. |
|  | Yes. |
| **If you answer ‘Yes’, please give details. In your response, please consider:** How will you store and use this information during the course of your research? What parts of this information will need to be confidential and how? Will you exhibit or publish the information? Will you retain information after the research is concluded? If information is to be destroyed, explain why this is appropriate. | |
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| **11. Will payments to participants be made?** | |
|  | No. Go to Question 12. |
|  | Yes. |
| If you answer ‘Yes’, please state amount and whether payment is for out-of-pocket expenses or a fee. | |
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| **12. If the project is to receive financial support from outside the University, please give details.** Include any restrictions that have been imposed upon the conduct of the research. Please discuss this with your College Associate Dean of Research. Both financial propriety and the protection of commercial rights are important for you, the University and other third parties (e.g. sponsors, participants etc.) |
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| **13. Will any restrictions be placed on the publication of results?** | |
|  | No. Go to Question 14. |
|  | Yes. |
| If you answer ‘Yes’, please state the nature of the restrictions, e.g. details of any confidentiality agreement. | |
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| **14. Have you attached a detailed outline of the research project to this form?** | |
|  | Yes, the detailed outline is attached. |

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| All applicants MUST sign Section 15.  Research staff MUST also obtain the signature of their line manager in Section 16.  Course Leaders who are applying on behalf of a taught student only need complete Section 15. |

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| **15. I confirm my responsibility to deliver the project in accordance with the Code of Practice on Research Ethics of the University of the Arts London (the University). In signing this form I am also confirming that:**   * 1. **The form is accurate to the best of my knowledge and belief.**   2. **There is no potential material interest that may, or may appear to, impair the independence and objectivity of researchers conducting this project.**   3. **I undertake to conduct the project as set out in the application unless deviation is agreed by the University and to comply with any conditions set out in the letter sent by the relevant College Research body and/or the University’s Research Ethics Sub-Committee.**   4. **I understand and accept that the ethical propriety of this project may be monitored by the relevant College Research body and/or the University’s Research Ethics Sub-Committee.** | |
| Signature of applicant: |  |
| Date: |  |

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| **16. I support this project and have** **reviewed it with the applicant.** | |
| Signature of line manager: |  |
| Date: |  |

**Please submit this form and the relevant attachments to your College Research Committee.**

**Appendix 1**

The Terrorism Act (2006) outlaws the dissemination of records, statements and other documents that can be interpreted as promoting or endorsing terrorist acts. The University supports its researchers in undertaking research using security sensitive material, but takes seriously the need to protect them from the misinterpretation of intent by authorities, which can result in legal sanction. It is therefore important that the University is aware of the research before it begins and can ensure proper data management and oversight.

**Appendix A**

1. Does your research involve the storage on a computer of any such records, statements or other documents?

Yes No

2. Might your research involve the electronic transmission (eg as an email attachment) of such records or statements?

Yes No

3. If you answered ‘Yes’ to questions 1 or 2, you are advised to store the relevant records or statements electronically on a secure university file store. The same applies to paper documents with the same sort of content. These should be scanned and uploaded. Access to this file store will be protected by a password unique to you. You agree to store all documents relevant to questions 1 and 2 on that file store:

Yes

3a. You agree not to transmit electronically to any third party documents in the document store:

Yes

4. Will your research involve visits to websites that might be associated with extreme or terrorist organisations?

Yes No

5. If you answer ‘Yes’ to question 4, you are advised that such sites may be subject to surveillance by the police. Accessing those sites from university IP addresses might lead to police enquiries.

Please acknowledge that you understand this risk by putting an ‘X’ in the ‘Yes’ box.

Yes

6. By submitting to the ethics process, you accept that University Research Ethics Sub-Committee (RESC) will have access to a list of titles of documents (but not the contents of documents) in your document store. The titles will only be available to RESC.

Please acknowledge that you understand this risk by putting an ‘X’ in the ‘Yes’ box.Yes