

PART B Ethics Application Form
University Research Ethics Committee

Note: Please ensure you have completed the Cover Sheet and Part A (Sections 1-3), and check that you need to complete Part B before proceeding with further details below.

Section 4 – Risk Assessment and Hazard Analysis

4.1 Describe any potential hazards which may cause harm or distress to the participants and investigators, psychologically or physically, in the study and/or any potential harm to the community, environment etc:

4.2 Give details of any measures taken to reduce the risk of such harm or distress to the participants and investigators, psychologically or physically, in the study (e.g. safe working practices, COSHH or other risk assessment forms, such as Travel Insurance Request Form (TIR) – any such forms should be attached to this application form):

4.3 Outline the extent to which these risks are balanced against the potential benefits to education and/or the contribution to scientific knowledge:

4.4 What criteria will be employed for deciding the end point at which the study will stop because of unjustifiable further risk of harm or distress, psychologically or physically, to the participants and/or researchers?

4.5 What are the inclusion and exclusion criteria for participants and what monitoring mechanisms will be in place to decide when some or all participants should be withdrawn from the study, i.e. explain what your procedures and criteria for detecting and addressing these issues are (such as a half-way point check)? Also what procedures are to be used, and subsequent observations made, on participants for the purpose of detecting any harm or distress, psychologically or physically, to the participants arising from the study? If a participant is excluded from the study will there be any impact on the service/care etc. that they will receive?

Section 5 – Informed Consent of Participants, Recruitment of Participants

5.1 It is an expectation that written consent will always be obtained from participants. Have you obtained or will you be obtaining written consent?

- ☐ Yes (Please attach a consent form which will be used for your study, failure to do so may result in a delay in consideration by the URESC – an exemplar is available on the website)
- ☐ No (if you think this does not apply please justify your reasons)

5.2 Is there a Participant Information Sheet?

- ☐ Yes (Please attach a Participant Information Sheet which will be used for your study, failure to do so may result in a delay in consideration by the URESC – an exemplar is available on the website)
- ☐ No (if you think this does not apply please justify your reasons)

5.3 Who are the participants and how many participants will you recruit? How and where will you make contact with the participant(s) in order to recruit them?

5.4 How will consent be obtained, stored and ultimately destroyed?

Please note, storage at home or on personal lap tops may be considered insufficient to the requirements of the Committee – provide details of any encryption to be used.

5.5. Is parent/guardian consent required for any participants under 18 years of age?

- ☐ Yes
- ☐ No

5.6. How will this be obtained?

Section 6 –Expenses and Conflict of Interest

6.1. Will expenses be paid to participants?

- ☐ Yes (If yes, how much?)
- ☐ No

6.2. Will a reward separate from expenses be made to participants? (a general principle is that any reward should not be seen as coercion to participate and will need to be justified).

- ☐ Yes (If yes, please give more details)
- ☐ No

6.3. Will any of the participants be known to you? If so please indicate your relationship with them?

- ☐ Yes (If yes, please give more details)
- ☐ No

Section 7 – Confidentiality of Information, Data Protection and Freedom of Information

7.1. Will the study include:

- ☐ Named participants
- ☐ Participants whose names have been separately coded (any coding information should normally be encrypted and/or stored securely away from the consent form and other participant data).
- ☐ Anonymous participants

7.2. Who will have access to identifiable information? Please tick the relevant box(s):

	Yes	No	N/A
Others, please specify:			
Others working on the project (staff and students of University of Westminster)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External collaborators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commercial organisations and funding councils	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Research Councils/Funding bodies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Charities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sponsors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Higher Education Institute	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other (not listed above) please specify:

7.3 – How will you store and make secure the data and/or material of human origin collected in the study?

7.4 If the investigation involves storage of computerised data or other personal and sensitive data which might enable a participant to be identified, please name the person in charge of computer system security for the study?

7.5 Does the study include use of, or planned publication of, photographs or videos either of

individuals or any human material?

Human material Yes ☐ No ☐

Individuals Yes ☐ No ☐

If yes to either of these, please provide a copy of the consent form which participants will be asked to sign for this purpose (*please attach a copy to your application*).

Section 8 – Funding and links with external organisations

8.1 If your work involves research which includes working with or being facilitated by those external to the University, please provide details of any organisations/individuals involved

Contact Name

Contact Name

Address

Address

Telephone Number

Telephone Number

Please *provide a copy* of any agreement between the organisations/individuals (this should be *attached to your application form*, failure to do so may delay your application for approval, as it is good practice to receive agreements with facilitators/collaborators in advance).

Copy attached: Yes ☐ No ☐

8.2 Is this study initiated/sponsored by the collaborator(s)?

Yes ☐ No ☐

If yes, give the **name** of the organisation/individual:

What benefits will you receive, if any, for conducting this research by the organisation or individual named above, please state:

8.3. Do you have any relationship with the organisation/individual:

Yes ☐ No ☐

If yes, please provide details:

Section 9 – Insurance

(If uncertain about answering any questions in this section, please contact the University's Insurance Officer; Procurement, Finance Department) – For any research undertaken away from the University it is the responsibility of the Principal Investigator and Researchers to ensure that adequate insurance cover is in place before the commencement.

9.1. Are all of the investigators/researchers either employees or students of the University of Westminster?

Yes ☐

No ☐

If no, please provide evidence of insurance cover, including:

- list of all people involved in the investigation
- details of the form this cover will take

Section 10 – Declarations. *This Section should be read carefully and must be completed by all applicants*

All students must ensure that the supervisor signs the declaration at Section 10.3

All staff must ensure that their Dean of Faculty or Faculty Research Director (or nominee), as appropriate, signs the declaration at Section 10.3

10.1 Data Protection Act and Freedom of Information Act

I understand that

- the information provided on this form is subject to the Data Protection Act 1998 and the Freedom of Information Act 2000.
- this form may be disclosed as a result of a Data Protection Act Subject Access Request
- this form may be disclosed as a result of a request for information under the Freedom of Information Act 2000.
- I must ensure that any subjects selected for study are made aware of their rights and our obligations under the Data Protection Act 1998.
- I must ensure that sponsors are made aware that the University of Westminster is subject to the Freedom of Information Act 2000.

10.2 Applicant declaration

The information I have given on this form is true, complete and to the best of my knowledge correct:

Name of Applicant:

Signature*:

Date

It is the responsibility of the Principal Investigator/researcher to refer to the University of Westminster 'Code of Practice Governing the Ethical Conduct of Research' and to consult their Supervisor/Dean of Faculty/ Faculty Research Director

10.3 Supervisor/Dean of Faculty/ Faculty Research Director (or nominee) declaration

In accordance with the University's **Code of Practice Governing the Ethical Conduct of Research**, I agree that

- (a) the applicant named in 1.2 and 10.2 above should submit their proposal to the University Research Ethics Committee (UREC) for consideration
- (b) The information given on this form is true, complete and to the best of my knowledge correct:

Name of Supervisor/Dean of Faculty/Faculty Research Director:

Signature*:

Date:

Section 11- Any other relevant information or supporting documentation

11.1. Please use this space to provide any further relevant information supporting your application (optional):

11.2. If providing documentation additional to the Application Form, please provide a cover sheet of all documents submitted and their version number, this will enable your progress to be tracked more efficiently.

**Signatures can be provided scanned or by confirmation email to the Secretary.*

Please send your completed form by e-mail (pdf format preferred) to:

Secretary; Faculty Research Ethics Committee:

<u>Faculty</u>	<u>Chair</u>	<u>Secretary</u>
<u>Architecture and the Built Environment</u>	<u>Professor Nick Bailey</u>	<u>Colette Davis</u>
<u>Media Arts and Design</u>	<u>Dr Anthony McNicholas</u>	<u>Fauzia Ahmad</u>
<u>Science and Technology</u>	<u>Dr John Colwell</u>	<u>Mandy Walton</u>
<u>Science and Technology Psychology Department Sub Committee</u>	<u>Dr Laura Boubert</u>	<u>TBC</u>
<u>Social Sciences and Humanity</u>	<u>Professor Marco Roscini</u>	<u>Victoria Grey-Edwards</u>
<u>Westminster Business School</u>	<u>Petar Sudar</u>	<u>Haydn Worley</u>