**College of Science and Engineering**

**RESEARCH PROJECT ETHICAL ISSUES CHECKLIST FOR STAFF AND STUDENTS**

To assist with record keeping, please name your checklist files according to the following format: “**Ethics\_[surname]\_[year]”.**

It is your responsibility to follow the University’s Research Ethics Policy, the General Data Protection Regulation, and any relevant academic or professional guidelines in the conduct of your study[[1]](#footnote-1). It is also your responsibility to ensure that you have all necessary permits to conduct your research.

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| **A. Research involving people or biological samples from people** | **YES** | **NO** |
| Does the proposed research involve human participants, human biological samples, personal data or records accessed by interviews, lab experiments, interventions, surveys, observation or taken from social media etc*?*    *This includes any form of social research (interviews, questionnaires, observations, data dredging from social media etc.)*  *If yes, consult the Ethics Rep in your school or the CoSE Ethics Chair to see if your research is covered by a Grouped Activity before proceeding.* |  | No |
| **B. Research on animals / imported plants** | **YES** | **NO** |
| 1. Does the proposed research involve live vertebrates or cephalopods? |  | No |
| 1. Does the proposed research involve live invertebrates other than cephalopods? |  | No |
| 1. Does the proposed research involve the import of material (plants, animal, soil or sediments) from outside the UK? |  | No |

Checklist continues on next page…

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| C. Research using data or materials freely available in the public domain (e.g. newspaper and media reports, social media posts, published records from administrative sources) | **YES** | **NO** |
| 1. Are the materials covered by a clearly defined license or copyright exemption?  If in doubt, please consult the Ethics Co-Chair within your school or the CoSE Ethics Chair. | **YES** |  |
| 1. Does the proposed research using the freely available data involve sensitive topics such as protected personal characteristics (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation), evidence of immoral, illegal or unethical behaviour, or investigating closed social groups (such as clubs, cliques, gangs, etc.)? |  | **No** |
| 1. Will the proposed research using the freely available data create a derivative work (as defined by the Copyright, Designs and Patents Act 1988 amended)?   A derivative work usually involves transforming the original data in some way. Simple observation (counting, reading, summarising) does not constitute a derivative work. Models trained on the data will usually create a derivative work. |  | **No** |

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| **Permission to conduct your research** | **YES** | **NO** | **N/A** |
| Please confirm you have all required permission to conduct your research (including permission from land owners to access land). Please note it is your responsibility to ensure all permits and permission is obtained. |  |  | N/A |

**If Sections A or B apply to your research:**

If you answered **‘NO’ in ALL of sections A AND B**, please keep this form on file as it may need to be referred to when you submit your thesis or results for publication. You **do not** need to submit an application through the online Research Ethics Application System.

If you answer **‘YES’ in any of sections A OR B,** you **do** need to submit an application through the online Research Ethics Application System. **First,** draft your ethics application using the offline template.

**If Section C applies to your research:**

If you select any of the red shaded boxes, please contact the Ethics Rep in your school or the CoSE Ethics Chair. You will need the following:

1. A link to the materials/data you propose to use.
2. A description of how the materials/data will be used.

You will then be advised on whether a Research Ethics Application will be required.

1. *For more, and the latest information, please check the Research Ethics page on the College of Sciences & Engineering (CoSE) Health and Safety Services website.* [↑](#footnote-ref-1)