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| CREDO REFERENCE |
| 03/599 |

**THE ROBERT GORDON UNIVERSITY**

**Research Governance Checklist**

APPLICABLE FOR ALL INTERNALLY **AND** EXTERNALLY RESOURCED PROJECTS

Inform CREDO as early as possible BEFORE submission

A MINIMUM of 5 working days is required to obtain the appropriate approvals

Draft bids are usually acceptable. If final drafts differ substantially, these may need re-authorisation

Proposals must not be submitted to funder without appropriate authorisation

**Failure to comply with this authorisation procedure is a breach of the Research Governance Policy and may result in any subsequent award not being accepted**

**1. TO BE COMPLETED BY PRINCIPAL INVESTIGATOR**

**1.1 APPLICANT(S) DETAILS**

|  |  |  |
| --- | --- | --- |
| Applicant name / Other named RGU Participants | School/ Department/ Centre | Status to the project (PI/ Researcher/ Support/ Other (Please state)): |
| 1.Dr J Malins | Gray's School of Art | PRINCIPAL INVESTIGATOR |
| 2.Dr S Watt | School of Computing |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

**1.2 PROJECT DETAILS**

|  |  |  |
| --- | --- | --- |
| Proposal Type[[1]](#footnote-1): | INTERNALLY RESOURCED  EXTERNAL EOI EXTERNAL FULL PROPOSAL | |
| Project Title/Acronym: | Collaborative design environments to support interdisciplinary research and learning | |
| Funding Body (if internal state “RGU”): | ARHB/EPSRC | |
| RGU Status: |  | If Other, please state |
| Partner/ Co-ordinator Name and Contact Details (if RGU is not the sole applicant): |  | |
| Deadline for Submission: | 30 June 2004 | |
| Expected Start Date and Duration: | January 2005 | |

**1.3 PROJECT SCOPE/KEYWORDS**

|  |  |
| --- | --- |
| Fit with University Expertise Areas  (see *2010 RGU Strategic Vision*) |  |
| Keywords (enter up to 5) | 1)Online environments, 2)Design research, 3)Pedagogy, 4)Creative problem-solving, 5)visual methods |

**1.4 DISPATCH OF APPLICATION (Complete ONLY if CREDO is to send application)**

Please state below how many copies (plus the original) the funder requires, the name and address to which the application should be sent, and any other relevant information.

|  |  |  |
| --- | --- | --- |
| Name and Address: | EPSRC  Polaris House, North Star Avenue  Swindon SN2 1ET |  |
|  | Number of Copies: | 9 |

**1.5 ETHICAL REVIEW CHECKLIST (E1) TO BE COMPLETED BY PRINCIPAL INVESTIGATOR**

This checklist should be completed by the Principal Investigator who is intending to carry out any research activity (whether internally or externally resourced). This checklist will identify whether a project requires an application for ethics approval to be submitted to the Head of School or Research Ethics Committee.

**Before completing this section**, please refer to the Research Ethics and Research Governance Policies which can be found online at <http://www.rgu.ac.uk/policies>. The Principal Investigator is responsible for exercising appropriate professional judgement in this review.

E2 and E3 forms can be found online at <http://www.rgu.ac.uk/credo/staff/page.cfm?pge=10193>

**E1 Ethics Review PART 1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | |  | Yes | No |
| 1. Is the research solely literature-based? | | |  |  |
| **If *YES*, please go to the E1 Ethics Review Part 2** | |  |  |  |
| 1. Does the research involve the use of any dangerous substances? | | |  |  |
| 1. Does the research involve ionising or other type of dangerous “radiation”? | | |  |  |
| 1. Could conflicts of interest arise between the source of funding and the potential outcomes of the research? | | |  |  |
| 1. Is it likely that the research will put any of the following at risk: | | |  |  |
|  | stakeholders? | |  |  |
|  | the environment? | |  |  |
|  | the economy? | |  |  |
|  | living creatures? | |  |  |
| 1. Does the research involve experimentation on animals or animal/human tissues? | | |  |  |
|  | |  |  |  |
| 1. Does the research involve the observation, experimenting on, interviewing or examining the records of human participants? | | |  |  |
| **If the answer to 7 is *NO,* please go to E1 Ethics Review Part 2** | | |  |  |
|  | |  |  |  |
| 1. Could the research induce psychological stress or anxiety, cause harm or have negative consequences for the participants (beyond the risks encountered in their normal lifestyles)? | | |  |  |
| 1. Will the research involve prolonged or repetitive testing, or the collection of audio or video materials? | | |  |  |
| 1. Will financial inducements be offered? | | |  |  |
| 1. Will deception of participants be necessary during the research? | | |  |  |
| 1. Are there problems with the participant’s right to remain anonymous? | | |  |  |
| 1. Will there be a need at anytime to withhold the right to withdraw from the research? | | |  |  |
| 1. Does the research involve participants who may be particularly vulnerable (such as children or adults with severe learning difficulties)? | | |  |  |

**E1 Ethics Review Part 2**

Please give a summary of the ethical issues and any action that will be taken to address the problem

\* NOTE – If you believe there to be NO Ethical issues please enter “NONE” into the box

|  |
| --- |
| None |

**Supporting documentation included (please tick all that apply):**

|  |  |  |  |
| --- | --- | --- | --- |
| Copy of the proposal |  | Copy of call for proposal/funding guidelines/ preliminary correspondence with funding body (as appropriate) |  |
| E2 form (if answered YES to any of questions 2-6) |  | E3 form (if answered YES to any of questions 7, 8-14) |  |

*Confirmation by signature/e-mail affirms your acceptance of the obligations under the RGU Research Governance and Ethics Policies*

**TO BE SIGNED BY PRINCIPAL INVESTIGATOR**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

**SEND SIGNED COPY (or CONFIRMATION BY E-MAIL innovation@rgu.ac.uk) TO CREDO, to complete Research Proposal Authorisation**

**NB \*\*Applications to external funding bodies must \*\*NOT\*\* be made, nor internally resourced projects commenced, without confirmation from CREDO of the completion of the Research Proposal Authorisation Process\*\***

1. EOI – Refers to Expression of Interest or Stage 1 applications (FP6) without financial commitment [↑](#footnote-ref-1)