

University Research Ethics Committee

Front cover sheet for applications

Applicant's name: A.A.D Ushan Sankalpa Adhikari

Project Title: Learning preference-based Resource Recommendation System

Application Reference ____ - ____ - ____ (for office use only)

Please complete the checklist below before submitting your ethics application

Enclosed:	YES	NO	N/A
Application Form Part A attached.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application Form Part B attached (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Any external ethical approval (copy of application <u>and</u> approval letter) attached.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Draft Participant Information Sheet attached (see available exemplars).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Draft Informed Consent Form attached (see available exemplars).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Draft Indicative Questions, e.g. questionnaire(s), proposed interview questions or questioning areas, etc. attached.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Appropriate risk assessments have been completed, e.g. Control of Substances Hazardous to Health (COSHH), Radiation, etc. (if applicable) – <i>Contact the University's Safety, Health and Wellbeing Team for advice on this and other aspects of health and safety.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fieldwork Risk Assessment attached (if applicable). <i>(UCEA Guidance on Health and Safety in Fieldwork Including offsite visits and travel in the UK and overseas) – Contact the University's Safety, Health and Wellbeing Team for advice on this and other aspects of health and safety.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Travel Insurance Request clearance notification attached (if applicable). <i>Contact - Andrew Clarke (a.clarke03@westminster.ac.uk) or Alison Sylvestre (a.sylvestre@westminster.ac.uk) in Procurement if advice is required – This is essential if there is any Foreign and Commonwealth Office or RED24 advice against travel.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Confirmation of Insurance coverage for research undertaken off campus.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Security-sensitive research assessment completed (if applicable) and uploaded (see UniversitiesUK Guidance and, if applicable, complete the Annex to Part B and upload).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (please specify, e.g. letters from collaborators, etc.):	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Applicant's signature: _____ Date: _____

Supervisor's or Faculty

Research Director's signature: _____ Date: _____

PLEASE RETURN THIS COVER SHEET ALONG WITH THE REQUIRED DOCUMENTS BY EMAIL ATTACHMENT TO:
SECRETARY, FACULTY RESEARCH ETHICS COMMITTEE (or Contact your Supervisor).