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**Research Ethical Approval Form**

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**Section A**

Research Project/Paper Title:

Name of Lead Researcher (student and supervisor in case of project work):

Title:

Affiliation:

*Note: Applicants have to submit their CVs attached to this application form*

**Supervisory team details:**

Email:

Estimated Start Date of Project:

Estimated End Date of Project:

Estimated Start Date of Fieldwork:

Estimated End Date of Fieldwork:

I confirm that I will (where relevant):

* Familiarize myself fully and consider the implications of the Data Protection Act and guidelines
* Tell participants that any recordings, e.g. audio/video/photographs, will not be identifiable unless prior written permission has been given. I will obtain permission for specific reuse (in papers, talks, etc.);
* Provide participants with an information sheet (or web-page for web-based studies) that describes the main procedures (a copy of the information sheet must be included with this application);
* Obtain informed consent for participation (a copy of the informed consent form must be included with this application).
* Should the research be observational and not in a public place, ask participants for their consent to be observed;
* Tell participants that their participation is voluntary;
* Tell participants that they may withdraw at any time and for any reason without penalty;
* Give participants the option of omitting questions they do not wish to answer if a questionnaire is used;
* Tell participants that their data will be treated with care to confidentiality, retained in an anonymized form and that, if published, it will not be identified as theirs;
* Inform participants of the relevant safe storage, retention and destruction policy of data to be followed;
* On request, debrief participants at the end of their participation (i.e. give them a brief explanation of the study);
* Verify that participants are 18 years or older and competent to supply consent or in the case of child/vulnerable group participant, obtain consent of both child and parent / guardian;
* Ensure that the duty of care towards vulnerable participants or when dealing with sensitive topics includes the provision of appropriate information and referral to aftercare supports;
* Declare any potential conflict of interest to participants.

Signed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lead Researcher

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date



**Section B**

|  |  |
| --- | --- |
| **Research Proposal Template** | |
| **Project Title** |  |
| List of any sources of funding or other research  partners involved |  |
| Is this proposal associated with another research  study? |  |
| Expected dates of commencement and  completion (fieldwork) |  |
| Rationale and background of the proposed study |  |
| Abstract of the proposal |  |
| Research question, aims and objectives |  |
| Hypothesis |  |
| Outline of the research design and analysis |  |
| Data collection, sample size, sampling procedure |  |
| When research involves access to human  participants outline fully where and how they  will be recruited, inclusion and exclusion criteria  and the exact role of any gate keepers involved |  |
| Any additional information |  |

**Section C**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Please answer the following questions (Y/N)** | |  |  | **(Y/N)** |
|  |  |  |  | |  |
|  | **1.** | Will any non-anonymised and / or personalised data be generated and / or stored? | | |  |
|  |  |  |  | |  |
|  |  |  | Photographing Participants | |  |
|  | 2. | Will your project involve any of the |  |  |  |
|  | Audio Recordings | |  |
|  |  | following? |  |
|  |  |  |  |  |
|  |  |  |  | |  |
|  |  |  | Video Recordings | |  |
|  |  |  |  | |  |
|  | 3. | Does this research pose any risk of physical danger to the Participant? | | |  |
|  |  |  | | |  |
|  | 4. | Does this research pose any risk of mental harm to the Participant? | | |  |
|  |  |  | | |  |
|  | 5. | Will you give the potential participants a reasonable period of time to consider participation? | | |  |
|  |  |  |  | |  |
|  |  |  | People who are, have been, or are likely to become your clients, | |  |
|  |  |  | students, | or clients of the School |  |
|  |  |  |  | |  |
|  |  |  | Patients | |  |
|  |  |  |  | |  |
|  |  |  | Children (under 18 years of age) | |  |
|  |  |  |  | |  |
|  | 6. | Does your study involve any of the | People with intellectual or communication difficulties | |  |
|  |  |  |  |
|  |  | following? |  |  |  |
|  |  | People in custody | |  |
|  |  |  |  |
|  |  |  |  | |  |
|  |  |  | People involved in illegal activities | |  |
|  |  |  |  | |  |
|  |  |  | People belonging to a vulnerable group, other than those listed | |  |
|  |  |  |  |  |  |
|  |  |  |  | |  |
|  |  |  | People for whom Arabic/English is not their first language | |  |
|  |  |  |  | |  |
|  | 7. | Is there any realistic risk of any participants experiencing a detriment to their interests as a result of participation? | | |  |
|  |  |  | | |  |
|  | 8. | Will you have access to documents containing sensitive data about living individuals? If yes, will you gain the | | |  |
|  |  | consent of the individuals concerned? |  |  |  |
|  |  |  | | |  |
|  | 9. | Has this research application or any application of a similar nature connected to this research project been refused | | |  |
|  |  | ethical approval by another review committee of the College or any external organization? | | |  |
|  |  |  |  |  |  |

If you answered yes to any of the above questions please explain with reference to the number of each question, how the identified potential research ethics issue will be handled. If there are any other potential ethical issues that you think the Committee should consider please explain them here.

*There is an obligation on the lead researcher / supervisor to consider here any issues with ethical implications not clearly covered above.*



**Section D**

I confirm that this application provides a complete and accurate account of the research I propose to conduct in this context, including my assessment of the ethical ramifications. I undertake to return for additional ethical approval should any design changes warrant it.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lead Researcher / Student

**Supervisor’s Declaration** (where applicable)

As the supervisor for this project, I confirm that I believe that all research ethical issues have been dealt with in accordance with School policy and the research ethics guidelines of the relevant professional organization. I undertake to continue to review this project and ensure that ethical principles are upheld at every stage.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor

Signature of the Dean of the graduate studies and scientific research: