
**All applicants conducting research that will generate data[[1]](#footnote-2) MUST COMPLETE the checklist and main form below. Any supplementary information (as identified in the checklist below) should be completed as separate documents and submitted electronically with the main application form. All documents can be found on the** [**Research Ethics Webpages**](https://www.qmu.ac.uk/research-and-knowledge-exchange/qmu-research-ethics/qmu-research-ethics-supplementary-forms/)**.**

**All applications should be submitted electronically to your Division Research Ethics Committee (DivREC) in the first instance UNLESS stated below that submission to the University Research Ethics Committee (UREC) is required.**

**CHECKLIST:**

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| **Forms and Attachments** | **Notes** | **Complete:** |
| **ALL APPLICANTS must complete the following:**  |
| **Standard Review Form** | **All applicants are required to complete the main form (page 2 of this document).** | YES / NO |
| **Declaration and Electronic Signature(s)** | You **must** complete the declaration at the end of the main form and include your electronic signature. Students should liaise with their appointed supervisor who must also approve this application and sign the main form. PLEASE NOTE: APPLICATIONS THAT ARE INCOMPLETE IN THIS SECTION WILL BE AUTOMATICALLY REJECTED. | YES / NO |
| **Research Proposal or Protocol** | You **must** submit your research proposal/protocol with your application. | YES / NO |
| **If you answer ‘YES’ to any of the following points, the required supplementary forms must be included with your application:**  |
| **QMU General Risk Assessment** | If your research involves any potential risk to the researcher(s)/participants/other individuals, data loss, lone working, psychologically/physically invasive procedures, etc., you must complete a risk assessment.  | YES / NO |
| **Human Participants Form** | If you are conducting research involving human participants, you are required to complete this form and submit it with your application. **If your study involves vulnerable individuals with INCAPACITY to take consent, prisoners, or NHS patients, you MUST submit your application directly to the University Research Ethics Committee (UREC)** **researchethics@qmu.ac.uk**  | YES / NO |
| **Participant Information Sheet(s) (PIS)** | You must submit a PIS with your application if you are conducting research involving human participants. Check the QMU research ethics website for PIS templates that can be customised to meet your requirements.  | YES / NO |
| **Consent/Assent Form(s)** | If you are conducting research involving human participants, you are required to obtain voluntary consent/assent and submit copies of all consent/assent forms with your application. Check the QMU research ethics website for templates that can be customised to meet your requirements. | YES / NO |
| **Evidence of Laboratory/Media Equipment permission** | If you are using any laboratory or media equipment you must submit with your application evidence that permission/approval to use the stated laboratory or media equipment has been obtained.  | YES / NO |
| **Social and Online Media Form** | If your research involves the collection of data from social media or other online sources you are required to complete this form and submit it with your application. | YES / NO |
| **Security Sensitive Research Form** | You must complete this form if your research requires security clearance, or if it involves contact with individuals involved or associated with activities that fall under the Counter Terrorism and Security Act 2015. Check the QMU research ethics website for further information. **Applications involving security sensitive research MUST be submitted directly to the University Research Ethics Committee (UREC)** researchethics@qmu.ac.uk | YES / NO |
| **Human Tissue Form** | You must complete this form if your study involves human tissue and submit it with your application. **Applications involving human tissue MUST be submitted directly by email to the University Research Ethics Committee (UREC)** researchethics@qmu.ac.uk | YES / NO |
| **QMU Travel Risk Assessment** | If you are planning to travel outside of the UK for any aspect of your research study, you must complete this risk assessment process and submit a copy of the authorised form with your application. Check the QMU research ethics website for further information. **Applications that have a travel risk Threat Scale Rating that is equal to or above 3.5 MUST be submitted directly by email to the University Research Ethics Committee (UREC)** researchethics@qmu.ac.uk | YES / NO |
| **Other information** | Please submit any other relevant documentation. This could include your recruitment and data collection materials, online posts, letters/emails confirming permission for access to sites and/or sensitive documents, etc. | YES / NO |

Standard Review Form

 **(All applicants *must* complete this form. Information in shaded boxes is required. Boxes expand with text)**

|  |  |
| --- | --- |
| **Version No:** |  |

## Applicant details.

|  |  |
| --- | --- |
| **Applicant name** |  |
| **Designation** | **STAFF** (Job title: ) / **STUDENT** (Student matric no.: ) *(Delete one and enter job title or matric no.)* |
| **School** |  |
| **Division** |  |
| **Contact email** |  |

## Name of supervisor(s) (if applicable).

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| **Supervisor name(s)** |  |
| **Contact email (s)** |  |

## Name and affiliations of other researchers who will be working on the project.

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| --- | --- | --- |
| **Name** | **Position** | **Affiliation** |
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# Research STUDY overview:

## Title of the study

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|  |
| Expected start date |  | Expected end date |  |

## Summary of the study

Provide a summary of the research (maximum 100 words) **using everyday language easily understood by lay reviewers and members of the public.** In other words, what is your topic? Why are you proposing to research it? How are you going to do it?

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## What is the principal research question/objective/aim for your study?

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## Please summarise your design and methodology.

Include information about the sources that you will interrogate, and information that you will take from them (maximum 500 words). In other words, how do you plan to conduct your study, from beginning to end?

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## Ethical Considerations

Give an overview of both the ethical issues raised by your research and how you will address them (maximum 300 words). This could include: the risks and benefits, how you will ensure consent is voluntary and informed; confidentiality and how your data will be managed to protect this; potential risks to participants or researcher(s) such as distress or reputational harm; any conflicts of interest.

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## Data Storage and Safekeeping

Please provide details about your data, include what data you are planning to collect (e.g. video, audio, printed data, electronic data, etc.), will the data be anonymised? (e.g. anonymised[[2]](#footnote-3), pseudo-anonymised[[3]](#footnote-4) or fully identifiable or personal data[[4]](#footnote-5)), who is the custodian of your data (for students this is normally your supervisor) and where will your data be stored? (maximum 200 words). All research data should normally be stored in your QMU OneDrive account with the folder shared with other members of the team or supervisor.

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## Data Considerations

How long will your data be stored for? And who will destroy it, and how? (e.g. destroyed at the end of the study, kept for five years and then destroyed, kept indefinitely for secondary data analysis, etc.). (maximum 100 words). See QMU Research Ethics Website area for information.

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# Declaration:

**You** **must agree with all declarations below by ticking all the boxes before submitting this form.**

[ ]  I have read the University's Research Ethics Guidelines and, as such, I am familiar with the University's policies and procedures for research integrity and ethics, and I agree to abide by these regulations.

[ ]  I will abide by the Data Protection Act (2018) and General Data Protection Regulation (2018) and data generated in the course of the research will be managed in accordance with the University's Research Ethics Policy.

[ ]  I have not uploaded any documentation that is classed as security-sensitive under the Terrorism Act (2006) and/or the Counter Terrorism and Security Act (2015).

[ ]  I have uploaded all relevant files or provided an explanation where it has not been possible.

[ ]  The information provided here is correct and current.

[ ]  I will inform the Committee of any changes or additions to the proposed research and will not proceed with new or amended elements of the research until approval has been obtained.

[ ]  I understand that research records/data may be subject to inspection by review bodies for audit purposes if required.

**Optional:** only tick the below box if you are happy with QMU ethics using your application for training purposes (All personal identifiers and references to sponsors, funders and research units will be removed).

[ ]  I give consent for my application to be used for training purposes.

# Electronic signatures

(Print name or add electronic signature)

|  |  |
| --- | --- |
| Applicant name |  |
| Date |  |

For student applicants only:

|  |  |
| --- | --- |
| Supervisor name |  |
| Date |  |

# For DivREC/UREC Use Only:

|  |  |
| --- | --- |
| Status of application:  | [ ]  Approval granted (applicant can now proceed with research)[ ]  Amendments required (return to applicant for re-submission)[ ]  Rejected (return to applicant)  |
|  |
| Confirmation of Ethical Approval:  |
| DivREC/UREC Reviewer Signature |  |
| Date |  |

1. Individuals conducting desk-based research of publicly available text (e.g. reviews of publicly available literature) are not required to submit a research ethics application. [↑](#footnote-ref-2)
2. No personal data is collected hence participants cannot be identified from the collected data. [↑](#footnote-ref-3)
3. Study data that can be indirectly linked to an individual using a ‘key’. (e.g. identifiable personal data like participants names is keep in a separate file with their allocated study number [key]. All study data collected is linked using the study number [key]. Thus, participants cannot be identified from study data when analysing the data but if you need to identify a participant you can use their study number to do this). [↑](#footnote-ref-4)
4. Personal data that can be directly linked to an individual (e.g. names, address, etc.). [↑](#footnote-ref-5)