

# Ethics Review Checklist for Undergraduate and Taught Postgraduate Research

This checklist should be completed for every student research project that involves human participants. The purpose of this form is to consider the maximum benefit of the proposed research, while minimising the risk of actual or potential harm to both the participants and the researcher.

## Section 1 (to be completed by student)

Name of student:	
Student ID no.	
Programme of Study	
Date of submission of application:	
Supervisor name:	
Title of research project:	

- 1. Brief overview OF THE STUDY:** Please very briefly (200-300 words) summarise your research, stating the aims and purposes of the research proposed, the research question, who will participate, the number of participants and the methods to be used. Please also include a very brief overview of any ethical considerations specific to your proposed study, as well as the main types of participants you intend to collect data from.

## RESEARCH ETHICS CHECKLIST

Please confirm that you and your supervisor (if appropriate) have discussed research ethics

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<b>Section 2 (to be completed by student in conjunction with supervisor)</b>		
<i>Students and supervisors should together answer each question below by ticking the appropriate box:</i>		
	<b>Yes</b>	<b>No</b>
1. Does the study involve participants who are particularly vulnerable or unable to give informed consent? (e.g., children, people with learning difficulties, patients, people receiving counselling, people living in care or nursing homes, people recruited through self-help groups).		
2. Will the study involve actively deceiving the participants? (e.g., will participants be deliberately falsely informed/will information be withheld from them/will they be misled in such a way that they are likely to object or show unease when debriefed about the study)?		
3. Will the study involve discussion or collection of information on sensitive topics? (e.g., sexual activity, drug use, mental health, perceived or actual discrimination relating to gender or ethnicity)		
4. Does the study risk causing psychological stress, anxiety, or physical harm/pain beyond that normally encountered by the participants in their life outside of the research?		
5. Is there a possibility that the safety of the researcher may be in question?		
6. Will financial inducement (other than reasonable expenses and compensation for time) be offered to participants?		
7. Will research involve the sharing of data or confidential information beyond the initial consent given?		
8. Will the research involve internet participants or other visual/vocal methods where participants may be identified even after a reasonable attempt at anonymising the data has been made?		
9. Will the research involve gathering personal information on identifiable living individuals?		✓
10. Will the research involve gathering confidential information of any kind (i.e. information not currently in the public domain)?		

## This completed and signed form must be sent to your supervisor

If you have answered NO to all of the above questions in Section 2, then you can proceed once this form is completed and signed by your supervisor.

If you have answered 'YES' to any questions - you must submit a revised research proposal that eliminates ethical complications.

Please note that it is your responsibility to follow any relevant statutory guidelines in the conduct of your study. This includes providing information about the study, consent forms and debriefing information as appropriate and ensuring confidentiality in the storage and use of personal data\*. Furthermore, any changes to your proposed study's methods that may affect the answers to the questions above will require the need to resubmit this checklist for further review.

<b>Signature of student(s):</b>	
<b>Date:</b>	

### Section 3 (to be completed by supervisor)

***Note to Supervisor: Please ensure that all boxes are ticked. The study cannot begin until all boxes have been ticked and this form is signed by you.***

The topic merits further research	
The student has the skills and, where appropriate, Disclosure clearance to carry out the study as described	
The information to be provided to participants has been inspected and is appropriate	
The procedures for recruitment and obtaining informed consent have been inspected and are appropriate	
Debriefing information to be given to participants has been inspected and is appropriate	
Appropriate measures are in place to safeguard the confidentiality of personal data used or collected in the study	

<b><i>Signature of supervisor:</i></b>	
<b><i>Date:</i></b>	