**APPLICATION FOR ETHICAL REVIEW – E1**

* Please complete and return via email to[**HBSethics@hud.ac.uk**](mailto:HBSethics@hud.ac.uk) along with the required documents.
* Before completing this application, please refer to the [Huddersfield Business School Research Ethics web pages](https://www.hud.ac.uk/about/schools/huddersfield-business-school/research/research-governance-ethics-integrity/research-ethics/). Applicants should consult the appropriate ethical guidelines.
* ALL Sections must be completed. You will only be able to start the research when you have been granted permission to use the specified material.
* Please provide sufficient detail to assess strategies used to address ethical issues in the research proposal. Forms with insufficient detail will need to be resubmitted.
* This form should be completed and kept by the principal investigator.
* The final responsibility for ensuring that ethical research practices are followed rests with the principal investigator for staff research projects.

**SECTION A: APPLICANT(S) DETAILS**

**This application is for:**

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| **Staff** | □ |
| **Student** | □ |

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| **Name of the Applicant (Principal Investigator/PGR)** |  |
| **Student number (if applicable)** |  |
| **Names of the other Researchers in the project** |  |
| **Names of supervisors (if applicable)** |  |
| **Title of research** |  |
| **Proposed project start date** |  |

**SECTION B: DECLARATIONS**

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| **I confirm that I have read, understood and followed the guidance in the Ethical Review Guidance document: available here** | □ |
| **I confirm that I have read and understood the University Research Ethics Policy: available** [**here**](https://www.hud.ac.uk/media/policydocuments/Research-Ethics-and-Integrity-Policy.pdf) | □ |
| **I confirm that I have read and understood the University of Huddersfield research data management policy: available** [**here**](https://www.hud.ac.uk/media/policydocuments/Research-Data-Management-Policy.pdf) | □ |
| **I confirm that I will respect and adhere to the decision and guidance that result from this application** | □ |
| **I confirm that if the circumstances and/or methods of my research change, I will seek further advice/approval from the Huddersfield Business School Research Ethics and Integrity Committee** | □ |

**SECTION C: RESEARCH STUDY DETAILS**

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| **Rationale, aims and objectives** | Details: |
| **Brief overview of methodology** Needs to be explained in sufficient detail to show the approach used (e.g. survey) and explain the research methods to be used during the study. | Details: |
| **Is this a retrospective application?**  If Yes, please provide details of why it was not possible to obtain ethical approval before the project started. | Yes  No  If Yes explain here why this has arisen. |
| **Has this research received funding?** | Yes  No  If Yes please give details. |

**SECTION D: DATA COLLECTION AND PARTICIPANT DETAILS**

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| **Does the research involve any of the following?**   * Patients recruited because of their past or present use of the NHS or Social Care * Relatives/carers of patients recruited because of their past or present use of the NHS or Social Care * Access to data, organs or other bodily material of past or present NHS patients * Foetal material and IVF involving NHS patients * NHS Staff * The recently dead in NHS premises * Prisoners or others within the criminal justice system recruited for health- related research * Police, court officials, prisoners or others within the criminal justice system * Participants who are unable to provide informed consent due to their incapacity even if the project is not health related | Yes  No  If you have answered yes then you must seek the appropriate external approvals from the NHS, Social Care or the National Offender Management Service (NOMS) under their independent Research Governance schemes. Contact [HBSethics@hud.ac.uk](mailto:HBSethics@hud.ac.uk) for information and support. |
| **Who will be the participants of your research?** | Details: |
| **What are the arrangements for selecting/sampling and contacting potential participants?** | Details: |
| **Will any of the participants be vulnerable?**  ‘Vulnerable’ people include children and young people, people with learning disabilities, people who may be limited by age or sickness or disability, etc. | Yes  No  If Yes, describe here how you will implement safeguarding procedures during data collection. |
| **Will the research involve working with/within an organisation, and require their approval (e.g. business, charity, government department, international agency, etc.)?** | Yes  No  If Yes, do you have granted access to conduct the research? If you do not have permission yet, explain here how you plan to gain approval. |
| **Is there any reasonable and foreseeable risk of physical or emotional harm to any of the participants?**  Harm may be caused by distressing or intrusive interview questions, uncomfortable procedures involving the participant, invasion of privacy, topics relating to highly personal information, topics relating to illegal activity, etc. | Yes  No  If Yes, please explain further here. |
| **Are any of the below questions relevant to the research?**   * Are drugs, placebos or other substances (e.g. food substances, vitamins) to be administered to the study participants or will the study involve invasive, intrusive or potentially harmful procedures of any kind? * Will tissue samples (including blood) be obtained from participants? * Is pain or more than mild discomfort likely to result from the study? * Will the study involve prolonged or repetitive testing? | Yes  No  If Yes, please explain further here. |
| **Are any of the below questions relevant to the research?**   * Is it covert research? (‘Covert research’ refers to research that is conducted without the knowledge of participants). Please give details of why this is the only approach possible. * Will anyone be taking part without giving their informed consent? * Will the research output allow identification of any individual who has not given their express consent to be identified? | Yes  No  If Yes, please explain further here, and give details of how you plan to carry out the research within the guidelines of the University Research Ethics Policy. |
| **Describe the arrangements for obtaining participants' consent.**  Please explain how you will inform your participants about the study and whether they will be in a position to give informed consent. Please attach the forms you plan to use. | Details: |
| **Describe how participants will be made aware of their right to withdraw from the research.**  This should also include information about participants' right to withhold information and a reasonable time span (such as a clear point in the research process) for withdrawal should be specified. | Details: |
| **Describe the arrangements for ensuring participant confidentiality.**  This should include details of:   * how the data will be recorded * how data will be stored to ensure compliance with University of Huddersfield data protection procedures and other relevant wider legislation * how results will be presented * exceptional circumstances where confidentiality may not be preserved * how and when confidential data will be disposed of | Details: |
| **Will you offer anonymity to your participants?** | Yes  No  If Yes explain here how this will be achieved. |
| **Are there any conflicts of interest in you undertaking this research?** (E.g. are you undertaking research on work colleagues or in an organisation where you are a consultant?) | Yes  No  If Yes explain here how this will be addressed. |
| **Are there any potential risks to researchers’ (i.e. your and other investigators’) health and wellbeing associated with:**   1. the venue where the research will take place 2. traveling to the research venue and/or 3. the research topic itself? 4. Time of day research is taking place 5. Lone working   **IMPORTANT NOTE**: The Research Ethics and Integrity Committee cannot evaluate the changing risks arisen from travelling to other countries. Appropriate Huddersfield Business School risk assessment procedures has to be followed and permission has to be obtained at the time of travel. | No, none that I am aware of  Yes  If Yes, outline the risks here, including steps taken to minimise risk. |
| **Please provide a summary of the ethical issues that you envisage and any action that will be taken to address the issues** | Details: |

**SECTION E - STORAGE OF RESEARCH DATA**

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| **Please provide details of how you will store data gathered during the research**  Include information about the length of time the data will be stored. | Details: |
| **Do you plan to store the research data into a research data repository?**  If there are requirements from funders or other bodies to store data in a repository (for example, data from ESRC funded projects must be stored in the ReShare data archive), please give details here. | Yes  No  If Yes please provide details |
| **Will the research involve working with copyrighted documents, films, broadcasts, photographs, artworks, designs, products, programmes, databases, networks, processes, existing datasets or secure data?** | Yes  No  If Yes, are the materials you intend to use in the public domain? Be aware that you may need to consider other ethics codes (such as code of the Association of Internet Researchers). If the material is copyrighted then explain here how you have explicit permission to use these materials as data. |

**SECTION F – DOCUMENTS CHECKLIST (TO BE COMPLETED BY THE APPLICANT)**

Please supply copies of all relevant supporting documentation electronically. If this is not available electronically, please provide explanation and supply hard copy.

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| **I have included the following documents** |  |
| * **Participant Information Sheet** | Yes  No  N/A |
| * **Participant Consent Form** | Yes  No  N/A |
| * **Organisational Consent Form/letter** | Yes  No  N/A |
| * **Letters (and other)** | Yes  No  N/A |
| * **Any recruitment materials (e.g. posters, letters, etc.)** | Yes  No  N/A |
| * **Details of measures to be used (e.g. questionnaires, survey interview questions etc.)** | Yes  No  N/A |
| * **Outline survey interview schedule / focus group schedule** | Yes  No  N/A |
| * **Fieldwork risk assessment** | Yes  No  N/A |

**SECTION G – STATEMENT BY APPLICANT**

Please complete the relevant section below.

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| **Staff** |
| **I, as the principal investigator undertaking this research, confirm that:**   * this research will conform to the principles outlined in the University of Huddersfield and Huddersfield Business School research procedures, * the information I have given in this form on ethical issues is correct.   **Applicant Signature** (Electronic is acceptable)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_\_\_\_\_\_** |

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| **Student** |
| **I, as the PGR undertaking this research, confirm that:**   * this research will conform to the principles outlined in the University of Huddersfield and Huddersfield Business School research procedures, * the information I have given in this form on ethical issues is correct.   **PGR (i.e. applicant) Signature** (Electronic is acceptable)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_\_\_\_\_\_**  **Affirmation by Supervisor (where applicable)**  I can confirm that, to the best of my understanding, the information presented by the applicant is correct and appropriate to allow an informed judgement on whether further ethical approval is required  **Supervisor Signature** (Electronic is acceptable)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_\_\_\_\_\_** |