No:

Research Ethics Application for University Staff and Post Graduate Research (PgR) students
Application for study involving Human Participants

Please ensure you have carried out a **Privacy Impact Assessment** *if your project involves collection of personal data.*

All fields will expand as required.

1. Title of Project:
2. If this is a PgR student project, please indicate what type of project by ticking the relevant box: □ PhD Thesis □ PhD by Published Works □ MPhil
3. Type of study   □ Involves direct involvement by human subjects   □ Involves existing documents/anonymised data only. Contact the Chair of Ethics before continuing via research.office@cumbria.ac.uk

Applicant information
4. Name of applicant/researcher:
5. Appointment/position held by applicant
6. Contact information for applicant: E-mail: _____ Telephone:_____   Address:_____
7. Project supervisor(s)/mentor, if different (or applicable) from applicant: Name(s): _____   E-mail(s): _____

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8. Appointment held by supervisor(s) and institution(s) where based (if applicable):

9. Names and appointments of all members of the research team (including degree where applicable)

The Project

NOTE: In addition to completing this form you must submit all supporting materials such as participant information sheet (PIS) and consent form (see checklist below)

To be completed by the researcher	To be completed by the Research Ethics Panel
10. Peer Review *It is expected that all research is peer reviewed before applying for ethical consideration. Please indicate who your proposal has been discussed with (Mentor, Supervisor (s), Expert in field).*	**10**. Has the proposal been peer reviewed? Yes ☐ No ☐ Comment (if applicable)
11. Summary of research project in lay terms (maximum length 150 words). *Say what you are trying to find out; make sure that your summary could be understood by those not in your subject area.*	Comment (if applicable)
12. Anticipated project dates Start date: _____ End date: _____	Comment (if applicable)
13. Please describe the sample of participants to be studied (including number, age, gender): *You MUST give the details of age, gender is given in full. Give detail on type of sample; purposeful, etc.*	**13, 14**. Has the applicant detailed the participant recruitment strategy? Yes ☐ No ☐ Comment (if applicable)
14. How will participants be recruited and from where? *Be as specific as possible.*	
15. What procedure is proposed for obtaining consent?	**15.** Has the applicant detailed the procedure for obtaining consent? Yes ☐ No ☐

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16. What discomfort (including psychological), inconvenience or danger could be caused by participation in the project? *Please indicate plans to address these potential risks. Please give detail on potential discomfort for participants (consider this as if you were the participant).*	**16.** Has the applicant considered potential for discomfort (including psychological), inconvenience or danger, which could be caused by participation in the project and indicated plans to address these potential risks. Yes ☐ No ☐ Comment (if applicable)
17. What potential risks may exist for the researcher(s)? *Please indicate plans to address such risks (for example, details of a lone worker plan, as per the UoC Lone Work Procedures). Do not assume there will be none.*	**17**. If applicable, does the applicant identify potential risks that may exist for the researcher(s) and indicate plans to address such risks? Yes ☐ No ☐ Comment (if applicable)
18. What are the general benefits to the participants? *Whilst we do not generally expect direct benefits to participants due to your study, please state here any that could result from completion of the study.*	**18,19.** Are any direct benefits expected by the participants as a result of the research, and has the researcher indicated this in the application form/proposal/PIS?
19. Details of any incentives/payments (including out-of-pocket expenses) made to participants:	Yes ☐ No ☐ Comment (if applicable)
20. Describe your data collection and analysis methods, and the rationale for their use (maximum word length 500 words)	**20**. Do the data collection and analysis methods raise ethical concerns? Yes ☐ No ☐ Comment (if applicable)
21. Describe the involvement of users/service users in the design and conduct of your research (where applicable)*. If you have not involved users/service users in developing your research protocol, please indicate this and provide a brief rationale/explanation.*	**21**. Does the applicant describe the involvement of users/service users in the design and conduct of your research (where applicable) Yes ☐ No ☐ Comment (if applicable)

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22. What plan is in place for the storage of data (electronic, digital, paper, etc.)? *Please ensure that your plans comply with the Data Protection Act 2018 and University of Cumbria Research Data Management Guidelines such as consideration of data archiving, password protection and data encryption.*	**22**. Is there evidence that the applicant has addressed data storage in line with the General Data Protection Regulations (2018) and University of Cumbria Research Data Management Guidelines? Yes ☐ No ☐ Comment (if applicable)
23. Will audio and/or video recording take place? ☐ no ☐ audio ☐ video If yes, what arrangements have been made for audio/video data storage? At what point in the research will tapes/digital recordings/files be destroyed?	**23**. If relevant, is there evidence that the applicant has made arrangements for audio/video data storage? Yes ☐ No ☐ Comment (if applicable)
24. What are the plans for dissemination of findings from the research (reports, transcripts, summaries, publication, conferences)? *Please give detail of how you plan to provide a summary of research findings in lay terms to participants.*	**24**. Does the applicant identify the plans for dissemination of findings from the research? Yes ☐ No ☐ Comment (if applicable)
25. Has the research received approval from the Health Research Authority (HRA) for NHS Research Ethics Committee (REC) review (please note that HRA Approval is **not required** if there is no NHS care organisation involvement in the study) Yes ☐ No ☐	**25**. Does the research require an application to the Health Research Authority HRA for NHS Research Ethics Committee (REC) review? Yes ☐ No ☐ Comment (if applicable)
26. Are there any issues regarding Safeguarding and Child Protection within the research proposal? If so, explain how these are addressed.	**26.** Has the applicant addressed any issues regarding Safeguarding and Child Protection within the application form and/or proposal? Yes ☐ No ☐ Comment (if applicable)

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27. Are there any particular ethical problems, not previously noted on this application, in the proposed study?	27. Does the applicant identify and address any particular ethical problems, not previously noted on this application? Yes [ ] No [ ] Comment (if applicable)
Signatures: Applicant: Date: Project Supervisor (if applicable): Date:	Signature: Reviewer: Date:

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Supportive Materials Checklist

Please attach all necessary supportive materials and indicate in the checklist below.

	To be completed by the Researcher - Please tick as appropriate	To be completed by the Research Ethics Panel
Participant Information Sheet		Is the Participant Information Sheet satisfactory? Yes ☐ No ☐ Comment (if applicable)
Consent Form		Is the Consent Form satisfactory? Yes ☐ No ☐ Comment (if applicable)
Debrief Sheet		Is the Debrief Sheet satisfactory? Yes No N/A
Letter of invitation		Is the Letter of Invitation satisfactory? Yes No N/A Comment (if applicable)
Other (e.g. questionnaire/list of questions, please state, and explain)		If another document is included, is it satisfactory? Yes ☐ No ☐ Comment (if applicable)needed

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