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**Research Ethics Application for Taught Degree (Bachelors & Masters) students**

Application for study including studies that involve Human Participants

***NB: Applicants planning research that involves animals should complete a different*** [***form***](https://www.cumbria.ac.uk/media/university-of-cumbria-website/content-assets/public/researchoffice/documents/Research-Ethics-Application-Form-for-Unlicensed-Research-involving-Animals.docx)

***NB: This form should be submitted to your research project module leader once reviewed, discussed and signed by your research supervisor. The form is designed as a discussion document as well as a record of ethical approval. Please ensure you have carried out a*** [***Privacy Impact Assessment***](https://www.cumbria.ac.uk/media/PrivacyImpactAssessment-(8).docx) ***if your project involves collection of personal data.***

**All fields will expand as required.**

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| 1. Title of Project: |
| 2. As this a student project, please indicate type of course you are on by ticking/ highlighting the relevant box:  □ BSc □ BA □ MSc □ MA □ MBA □ PgC □ PgD |
| 3. Type of study: please indicate type of study you are on by ticking/ highlighting the relevant box:  □ Involves direct involvement by human subjects - (Complete all sections)    □ Involves existing documents/anonymised data only - (Ignore sections 7 - 11)  □ Involves fieldwork but no human or animal subjects - (Ignore sections 7 – 11) |

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| 4. Name of applicant (the student): |
| 5. Your project supervisor(s)  Name(s):  E-mail(s): |

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| 6. Provide a concise **summary of your research project in lay terms** (maximum length 150 words). What are you planning to do? |
| 7. Describe the **sample of participants** (including for example, number, age, gender). |
| 8. Explain concisely how you will **recruit the participants** (be specific). |
| 9. Explain concisely how you **obtain informed consent from participants**. You need to ensure it is easy for people to withdraw consent and tell them how. |
| 10. Explain how you will **maintain data protection**. State what personal and/ or sensitive data you may collect and how this will be stored (see guidance [UK General Data Protection Regulations (GDPR](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/key-definitions/))). |
| 11. Explain concisely how you will offer **review opportunities**, a debrief or, follow up for participants (as appropriate). |

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| 12. Briefly describe each of your **data collection and analysis methods** (you may just have one method) | |
| Method 1 |  |
| Method 2 |  |
| Method 3 |  |
| Method 4 |  |

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| **13. Risks** | Explain any risks that your research participants might face because of the research project (this might include psychological and reputational risks) | Describe how you will control the risks you have identified |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

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| **14. Other ethical considerations** | |
| Explain any risks that you may face as a researcher, and what steps you will take to control them. | |
| Explain briefly any benefits that your research participants may gain from participation. | |
| Explain briefly how you will collect each type of data– such as hard copy paper / digital / audio / video. | |
| State a date when you will destroy by shredding, burning or deletion your data files. Note: this should be after the award of a confirmed grade for your degree. | |
| **15. Check you have considered each issue below and fully explained it in your application, then put x in the box** | |
| I have identified and taken steps to control any physical, emotional or psychological risk to participants |  |
| I have identified and taken steps to control any cultural offence that might be caused |  |
| I have identified any vulnerable groups involved and taken steps to control the risks |  |
| I have explained how I will get permission from managers to recruit participants on their premises |  |
| I have made clear that no deception is involved in the study |  |
| I have explained the level of anonymity for participants and how it will be maintained |  |
| I have explained how participants will be informed and have the chance to ask questions beforehand |  |
| I have explained how participants may make follow up enquiries after their part in the study |  |
| I have explained how data will be kept secure and destroyed after the study |  |

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| --- | --- | --- | --- |
| **16. Role** | **Name** | **e-Signature** | **Date** |
| You (Student) |  |  |  |
| Your Supervisor |  |  |  |
| Module leader or lecturer responsible for the research ethics within your programme/ module |  |  |  |

**Supporting Materials Checklist**

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

|  |  |
| --- | --- |
| **Supporting Material** | **Version and Date** |
| Research protocol or research proposal |  |
| Participant Information Sheet |  |
| Debriefing Sheet |  |
| Consent Form |  |
| Letter of invitation |  |
| Other (such as interview schedule, questionnaires, measures: please state, and explain) |  |