

RNCM Ethics Approval checklist (from January 2018) NON-PRACTICE-BASED RESEARCH

	<i>Please copy from application form</i>
Type of project (staff, postgraduate, undergraduate):	
Title of project:	
Name(s) of researcher(s):	
Name of supervisor(s) ( <i>for student research</i> ), line manager or head of department ( <i>staff research</i> ):	
Date:	

	Mark ✓
Answers to Q1-10 should all be <b>Yes</b> or <b>N/A</b> . If any <b>No</b> and Box A marked – explanation?	
Answers to Q11-13 should all be <b>No</b> or <b>N/A</b> .	
If answer to Q12 is <b>Yes</b> , are further details and contact names provided?	
If answers to any or all of Q11-13 are <b>Yes</b> and Box A has been marked, has an explanation been provided?	
Answers to Q14-15 should be <b>No</b> or <b>N/A</b> . If either is <b>Yes</b> , has Box B been completed?	
<b>If Box A is marked</b> , brief description should include the purpose of the research, methodological approach (e.g. quantitative, qualitative, mixed methods) and specific methods: design, participants (recruitment methods, number, age, sex, exclusion/inclusion criteria), materials/apparatus, procedure, proposed analyses ( <i>maximum 200 words</i> ). If interviews are to be conducted, the application should include the interview schedule on a continuation sheet.	
<b>If Box B is marked</b> , attachment should include:	
1 Title of project	
2 Purpose of project and its academic rationale	
3 The methodological approach (e.g. quantitative, qualitative, mixed methods) and specific methods to be used: design, participants (recruitment methods, number, age, sex, exclusion/inclusion criteria), materials/apparatus, procedure, proposed analyses.	
4 How researcher(s) will obtain informed consent and provide debriefing	
5 A clear and concise statement of the ethical considerations raised by the project and how researcher(s) intend to deal with them	
6 Estimated start date and duration of project	
<b>Is the application signed to indicate familiarity with BERA or BPS ethical guidelines / code?</b>	
<b>Checklist for participant information sheet</b>	
Can the participant information sheet be printed on two sides of A4 paper or less?	
Is the title of the project sufficiently clear?	
Is a date provided?	
Is there a suitable invitation paragraph?	
Is the aim of the project clear?	
Is the broad methodological approach specified (qualitative, quantitative, mixed)?	
If participants are to be audio- or video-recorded, are they told they can refuse consent to be recorded and/or for recordings to be played when the research is reported?	
Is it clear why the participant has been asked to take part?	
Is the participant told how many other participants there will be?	
Is it clear that the participant can withdraw at any time from the research without penalty?	
Is it clear how long the project will last, how often participants will be required and for how long each time?	
Is the participant told what they will have to do on each occasion?	

Is the participant informed that they may (or may not) experience potential lifestyle restrictions, and risks such as being offended, shocked or harmed?	
Is the participant informed of realistic possible benefits, or that no benefits to participants are intended?	
Is the participant told they will be informed if the project has to be terminated, and why?	
Is the participant assured that information about them and provided by them will be kept confidential and will only be attributed to them by name with explicit permission?	
Is the participant told how their contribution to the project will be used, with whom it will be shared and in what form?	
Is the participant told how data and personal information will be stored, and for how long before they are destroyed?	
Is the participant told when and how they will be debriefed, and how they can obtain a copy of the report if/when it is published or presented?	
Is the participant told who [will have] reviewed the project and granted it ethical approval?	
Have contact details for the researcher and their supervisor, line manager or head of department, as appropriate, been provided?	
Is the participant thanked for taking part in the project?	
<b>Checklist for consent form</b>	
Does it provide the opportunity for the participant to ask questions?	
Is it clear that the participants can withdraw from the study at any time without penalty?	
Does it provide the opportunity for the participant to withhold permission for information to be attributed to them by name?	
Does it provide the opportunity for the participant to withhold permission for audio- or video-recordings of them to be played in the course of reporting the research?	
<b>Is the application complete, signed, with attachments included?</b>	
Applicant can proceed with project and data collection	
Comments:	