

RNCM Ethics Approval checklist (from January 2018) QUESTIONNAIRE 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 Q1-8 should all be Yes or N/A . If any are No and Box A has been completed, has an explanation been provided?	
Answers to Q9-11 should all be No or N/A . If any are Yes and Box A has been completed, has an explanation been provided?	
If answer to Q10 is Yes , are further details and contact names provided?	
Answer to Q12 should be No or N/A . If Yes , has Box B been completed?	
If Box A is completed , brief description should include the purpose of the research and the respondents who will complete the questionnaire (<i>maximum 200 words</i>). The questionnaire, including the information specified on the last page of the application form, should be included.	
If Box B is completed , attachment should include:	
1 Title of project	
2 Purpose of project and its academic rationale	
3 Respondents: recruitment methods, number, age, sex, exclusion/inclusion criteria	
4 A clear and concise statement of the ethical considerations raised by the project and how researcher(s) intend to deal with them	
5 The questionnaire, including the information specified on the last page of the application form.	
Is the application signed to indicate familiarity with BERA or BPS ethical guidelines / code, and BPS Guidelines for Internet Mediated Research if appropriate?	
Is the following information included in the questionnaire?	
1 Sufficiently clear title of project	
2 Date	
3 Introductory paragraph setting out aim of project	
4 Reason for choice of respondent (i.e. relevant characteristics)	
5 Submission of completed questionnaire implies that respondent has given informed consent	
6 How anonymity and confidentiality will be maintained	
7 How data will be stored securely, and for how long before they are destroyed	
8 Contact details for researcher, supervisor/line manager/head of department	
9 Contact details for sources of help <i>if relevant</i> .	
10 That the RNCM Research Ethics Committee [will have] reviewed the project and granted it ethical approval?	
11 Is the participant thanked for taking part in the project?	
Is the application complete, signed, with attachments included?	
Applicant can proceed with project and data collection	
Comments:	

