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| RNCM Staff/Student Ethical Approval Form Checklist – Conducting Research with Human Participants |

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| Name of Applicant: |
| Type of project (Staff, PG, UG): |
| Title of Project: |
| Date: |

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|  | *Mark X* |
| Type of project (staff, postgraduate, undergraduate)? |  |
| Title of project? |  |
| Name(s) of researcher(s)? |  |
| Name(s) of supervisor(s) *for student research* ? |  |
| Date ? |  |

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| Answers to Q1-10 should all be **Yes** or **N/A**. (Q1-9 on the Questionnaire Research Form.) If any **No** and Box A marked – explanation?  |  |
| Answers to Q11-12 (Q10-11 on Questionnaire form) should both be **No** or **N/A**. |  |
| If answer to Q12 is **Yes** (Q11 on questionnaire form) – are details and contact provided?  |  |
| If answer to either is **Yes** and Box A is marked – is explanation provided? |  |
| Answers to Q13-14 should all be **No** or **N/A** (Q12 on questionnaire form). If any **Yes**, is Box B marked? |  |

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| **If Box A is marked**, brief description should include number and type of participants (e.g. students) and methods (e.g. interviews, questionnaires, observations, experiments) |  |

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| **If Box B is marked**, attachment should include: |  |
| 1 Title of project |  |
| 2 Purpose of project and its academic rationale |  |
| 3 Brief description of methods and measurements |  |
| 4 Participants: recruitment methods, number, age, sex, exclusion/inclusion criteria |  |
| 5 How researcher(s) will obtain informed consent and provide debriefing |  |
| 6 A clear and concise statement of the ethical considerations raised by the project and how researcher(s) intend to deal with them |  |
| 7 Estimated start date and duration of project |  |

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| Signature(s) to indicate familiarity with BPS guidelines for ethical practices |  |

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| Participant information sheet |  |
| Is the Information Sheet two sides of A4 or less? |  |
| Is the Research Project Title sufficiently clear? |  |
| Is there a suitable invitation paragraph?  |  |
| Are the context and aims of the project provided? |  |
| Is it clear why the participant has been chosen?  |  |
| Is it clear that the participant can withdraw at any time from the research without penalty?  |  |
| Is it clear how long the participant will be involved in the research, how long the research will last, how often they will need to participate and for how long each time? |  |
| Is the participant told what they will have to do? |  |
| Is the participant informed of possible disadvantages and risks?  |  |
| Is the participant informed of possible benefits? |  |
| Is the participant assured that data they provide will be kept confidential? |  |
| Is the participant told when and how they will be debriefed? |  |
| Is the participant told how the research will be disseminated and how they can obtain a copy of the results?  |  |
| Is the participant told who has reviewed the project? |  |
| Are contact details for the researcher and supervisor (if appropriate) provided? |  |
| Is the participant thanked for taking part in the project?  |  |

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| Consent form - Should include as a minimum: |  |
| Opportunity to ask questions? |  |
| Is it clear that the participants can withdraw from the study at any given time? |  |
| Is anonymity assured and personal data kept confidential? |  |

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| **Is the application complete, signed, with attachments included?** |  |

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| Staff/Student can proceed with project and data collection |  |

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| Comments: |