|  |
| --- |
| CUK Ethics Approval checklist for PRACTICE-BASED RESEARCH involving human participation |

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

|  |  |
| --- | --- |
|  | *Mark* ✓ |
| Answer to Q1 should be **Yes.** Q2 is for information only, with a prompt to the applicant to seek consent etc. If answer to Q3 is **Yes**, check that an application has also been made using the RNCM Ethics Approval Form for non-practice-based or questionnaire research. |  |
| Answers to Q4-8 should be **Yes** or **N/A**. If applicant has replied **No** to any of thembut has completed Box A, has an explanation been provided? |  |
| Answers to Q9 and Q11-13 should be **No**. |  |
| If the answer to Q10 is **Yes**, has applicant given details on a continuation sheet as to how risks will be addressed? |  |

|  |  |
| --- | --- |
| **If Box A is marked**, brief description should include a description of the project, the participants and the contribution they are expected to make *(maximum 200 words)*. If interviews are to be conducted, the application should include the interview schedule on a continuation sheet. |  |

|  |  |
| --- | --- |
| **If Box B is marked**, attachment should include: |  |
| 1 Title of project |  |
| 2 Nature and purpose of project and its academic rationale |  |
| 3 Brief description of creative process and methods, and how these will be evaluated; interview schedule if appropriate. |  |
| 4 Participants: recruitment methods, number, age, sex, exclusion/inclusion criteria |  |
| 5 How informed consent will be obtained and debriefing provided |  |
| 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 |  |
| Are the boxes ticked and has the applicant signed to indicate they have read the UUK Concordat to Support Research Integrity, UKRIO Code of Practice for Research and RCUK Policy and Guidelines on the Governance of Good Research Conduct? |  |
| Checklist for participant information sheet |  |
| 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? |  |
| Are the broad methodological approach and research methods specified? |  |
| If participants are to be audio- or video-recorded, are they told how they can avoid being recorded (e.g. if they are members of an ensemble or audience) 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 data they provide will be kept confidential? |  |
| Is the participant told that it may not be possible to guarantee their anonymity? |  |
| 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? |  |
| **Checklist for consent form** |  |
| 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 give or withhold permission for information to be attributed to them by name? |  |
| Does it provide the opportunity for the participant to give or withhold permission for audio- or video-recordings of them to be played in the course of reporting the research? |  |
| **Is the application complete, signed, with attachments included?** |  |
| Applicant can proceed with project and data collection |  |
| Comments: |  |