The University Research Ethics Application is to be completed by staff and students who are seeking ethical approval by the Faculty Research Ethics Committee (FREC) or University Research Ethics Board (UREB). This form needs to be completed, sent and approved before any research can commence. Before completing this form, applicants are strongly advised to read our [Guidance on Ethical Approval](https://www.gre.ac.uk/research/governance-and-awards/research-ethics-committee/guidance-on-ethical-approval-for-research) and familiarize yourself with the [University Research Ethics Policy](https://www.gre.ac.uk/docs/rep/gre/research-ethics-policy?SQ_VARIATION_138644=0) and the [Code of Practice for Research](https://www.gre.ac.uk/docs/rep/sas/code-of-practice-for-research). Applications without sufficient information, appropriate additional documentation or required signatures will be returned.

## Applicant Name and Contact

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** | **Surname:** | **Forename**: | |
|  |  |  | |
| **Staff or Student:** | | | |
| Please select | | | |
| **Faculty / Directorate:** | | | |
| Please select | | | |
|  | | | |
| **University Address, including Faculty Department:** | | | |
|  | | | |
| **University Email Address:** | | | |
|  | | | @gre.ac.uk |

## Research Title

|  |
| --- |
|  |

## Application Type

|  |  |  |
| --- | --- | --- |
| **New Application** | |  |
| Date of **First** Submission: | DD/MMM/YYYY | |
| **(Students Only)** Has this form been signed by a Supervisor? | |  |
| **(Submission to UREB)** Has this form been signed by a FREC UREB Representative? | |  |
| **Amended Application** | |  |
| FREC/UREB Approval Reference: |  | |
| Date of **Original** Approval: | DD/MMM/YYYY | |
| Date of Approval of subsequent amendments (if applicable) | DD/MMM/YYYY | |

## Research Ethics Training (only applies to applications submitted to UREB)

|  |  |
| --- | --- |
| Tick below if you have completed both mandatory trainings **within the last three years.**  *Attach your training certificates separately from your application so they can be filed for UREBs records.*  **If you need to complete the training, details and access to the training can be found in the** [**RETI catalogue**](https://www.gre.ac.uk/docs/rep/gre/reti-training-pgrs-and-staff). | |
| Epigeum: **Research Ethics in Practice** |  |
| Epigeum: **Becoming an Ethical Researcher** |  |

## Research Ethics Risk Categories (as defined by the Research Ethics Policy)

|  |  |
| --- | --- |
| **Please select all that apply from the list below** | |
| **Human Participation;**  Defined as obtaining data (or identifiable private information) from a living individual or individuals | |
| **Direct** involvement through **physically invasive** procedures  (e.g. blood sampling, venepuncture, tissue sampling) |  |
| Involvement of **physical contact**  (including any laboratory-based experiments – e.g. measuring of the human body) |  |
| **Direct** involvement through **non-invasive** procedures  (interviews, questionnaires, surveys) |  |
| **Indirect** involvement through access to **non-anonymised** personal information and/or **human tissue** |  |
| Involvement of children **under the age of 18 years**  *\*If yes, provide the* ***age*** *of participants below:* |  |
|  | |
| Involvement of Vulnerable Individuals  *\*If yes, select the* ***vulnerable group*** *below:* |  |
| **Elderly people** |  |
| **Physically or mentally ill individuals** |  |
| **People with cognitive impairments** |  |
| **People in care** |  |
| **Bereaved people** |  |
| **People in prison, or have an experience of the prison system** |  |
| **People with experience of crime or abuse** |  |
| **Individuals who may be considered vulnerable for other reasons *(provide details below)*** |  |
|  |  |
| The use of **non-human sentient creatures** (Restricted to research falling outside the scope of the Animals Scientific Procedures Act 1986) |  |
| Research involving **harmful**, **criminal**, **sensitive**, **extremist** or **terrorist** subject matters |  |
| Any research where the [Ethical Research Collaboration Policy](https://www.gre.ac.uk/docs/rep/gre/ethical-research-collaboration-policy?SQ_VARIATION_131045=0) requires ethical approval based upon the risk of a **conflict of interest with University values** |  |
| *If you feel your research has any higher risk aspect which is* ***not*** *mentioned in the above list - specify below:* | |
|  | |

## Research Ethics Assigned Risk Category

|  |  |
| --- | --- |
| **To be completed by the Risk Validator** | |
| **Low Risk** |  |
| **Higher Risk** |  |
| **(Student Applications) Referral to UREB** |  |

## UREB Required Documentation

|  |  |
| --- | --- |
| Appendix I - Participant Information Sheet |  |
| Appendix II - Participant Informed Consent Form |  |

## Additional Documentation – select all that are included:

|  |  |
| --- | --- |
| Questionnaires / Survey Materials |  |
| Interview / Focus Group Questions |  |
| Debrief Sheet / Support Information (if applicable) |  |
| Letters (e.g. confirming support or permission) |  |
| Advertisement / Flyer / Invitation to Participate Messages / Emails |  |
| External Approval Documents (if applicable) |  |
| Other – *specify below:* |  |
|  | |

## [Section 1A] Staff Applicant Information

**(Staff members applying as students should complete section 1B)**

|  |
| --- |
| **1.1** What is your University Staff role/title? |
|  |
| **1.2** What is the **primary purpose** of the research? |
| Please select |
|  |
| **1.3** Provide details of any co-researchers **within the university** |
|  |
| **1.4** Provide details of any co-researchers **external to the university** |
|  |

## [Section 1B] Student Applicant Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1.1** Student Status (including programme of study) | | | | | |
| Please select | | | | | |
|  | | | | | |
| **1.2** If you are a **postgraduate research degree student** has your research project been approved by your Faculty Research Degrees Committee (FRDC)? | | | | | |
| **Yes** |  | **FRDC Number:** |  | **Date of Approval:** | DD/MMM/YYYY |
| **No** |  | **(provide a reason below)** | | | |
|  | | | | | |
| **1.3** What is the **primary purpose** of the research? | | | | | |
| Please select | | | | | |
|  | | | | | |
| **1.4** Project Supervision – provide the name of the **research supervisor(s)** and email addresses | | | | | |
|  | | | | | |
| **1.5** Provide details of any co-researchers **within the university** | | | | | |
|  | | | | | |
| **1.6** Provide details of any co-researchers **external to the university** | | | | | |
|  | | | | | |

## [Section 2] Project Information:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **2.1** What are the **principal research questions/hypothesis** in this research? Describe briefly, in lay terms, the proposed research project – including its potential outcomes, benefits and impact.  ***(No more than 250 words)*** | | | | | |
|  | | | | | |
| **2.2** Describe your **planned** step by step **methodology** | | | | | |
|  | | | | | |
| **2.3** Enter the planned start dates of the **project** and **data collection\***  *\*Your data collection start date should be a realistic date after ethical approval has been granted (e.g. four weeks after you plan to submit your application), ensure you have considered this when planning your project* | | | | | |
| **Project Start Date**: | | DD/MMM/YYYY | **Data Collection Start Date:** | | DD/MMM/YYYY |
| **2.4** Enter the proposed end dates of the **data collection\*** and the **project**  *\*Ensure you accurately assess how much time is needed for your data collection* | | | | | |
| **Data Collection End Date**: | | DD/MMM/YYYY | **Project End Date:** | | DD/MMM/YYYY |
| **2.5** Indicate and provide details if your research requires any contractual arrangements (other than agreements with research funders) which will be required by this project. e.g. where a third party will be contracted to carry out aspects of the project. **Any agreements should be submitted to Greenwich Research and Innovation for approval (agreements@gre.ac.uk).** | | | | | |
| **Yes** | **(details below):** | | **No** |  | |
|  | | | | | |

## [Section 3] Participation, Recruitment and Informed Consent:

|  |  |  |  |
| --- | --- | --- | --- |
| **3.1** Are University of Greenwich **students** or **staff** involved as participants? | | | |
| No | | | |
| **3.2** What is the **inclusion/selection** criteria for the proposed participants in the study? | | | |
|  | | | |
| **3.3** How many participants are expected to take part? Please include your rationale. | | | |
|  | | | |
| **3.4** How will participants be recruited\*, contacted and informed about their role in the study?  Give details below and attach your information sheets ([PIS template](https://www.gre.ac.uk/docs/rep/gre/ureb-ethics-documents)), advertisements, emails, letters (all that apply). *\*If you are using social media, familiarise yourself with the* [*Student Social Media Policy*](https://www.gre.ac.uk/docs/rep/communications-and-recruitment/uog-student-social-media-policy) *or* [*Staff Social Media Policy for Staff*](https://www.gre.ac.uk/docs/rep/communications-and-recruitment/social-media-policy-staff) | | | |
|  | | | |
| **3.5** Where will the interaction with participants take place? (e.g. online, classroom, public facility, laboratory, office, home etc.) If online (e.g. by a survey or interviews), please describe the software that will be used. If you plan to use a software that requires ILS approval, address this in **5.8** | | | |
|  | | | |
| **3.6** What is the expected total duration of participation in the study for each participant? (e.g. 20 minutes for the survey, 1 hour for the interview). | | | |
|  | | | |
| **3.7** Provide details below of how you haveensured that the method of recruitment and participation is accessible to your intended participants? | | | |
|  | | | |
| **3.8** Are any external bodies’ premises or resources to be used? Please indicate **YES** or **NO**, and give details of permission sought, and if external approvals are required. | | | |
| Please select | | | |
|  | | | |
| **3.9** Indicate whether you have completed or will be completing Health and Safety Risk Assessments\* prior to data collection? *\*Please be reminded that* ***all Risk Assessments need to be approved by your Faculty*** *not by UREB and as such* ***we do not require a copy of your Risk Assessment****,* ***only indication*** *that this has been considered in your research planning. Please refer to the* [*Code of Practice on Risk Assessments*](https://www.gre.ac.uk/about-us/governance/safety/policy/arr-list/risk-assessments/cop) *for more information*. | | | |
| **Yes** | | | **No** |
| **3.10** Will you be using the [UREB Informed Consent template](https://www.gre.ac.uk/docs/rep/gre/ureb-ethics-documents)? (Please indicate **YES** or **NO**\* and include your Informed Consent Form as Appendix II. *\*If you have indicated that you will* ***not*** *be using the UREB Informed Consent template, please provide details and indicate what template you will be using as well as including your Informed Consent Form as Appendix II* | | | |
| Please select | | | |
|  | | | |
| **3.11** If you have selected that children / young people (under 18) are involved, explain how Informed Consent will be obtained from **a)** children / young people and **b)** the parents/ guardians / responsible adults | | | |
| **a)** |  | | |
| **b)** |  | | |
| **3.12** Will any non-financial/financial incentives or reimbursement of expenses be made?  (Indicate **YES** or **NO** and provide details about the source of funding for the reimbursements) | | | |
| **Yes** | | **(details below)** | **No** |
|  | | | |

## [Section 4] Ethical Considerations and Risks:

**Use this section to identify any potential ethical issues, or risks that you are aware of during the planning of your project, or any risks you anticipate may arise during your research project. See the** [**Guidance on Ethical Approval for Research**](https://www.gre.ac.uk/research/governance-and-awards/research-ethics-committee/guidance-on-ethical-approval-for-research) **for guidance on potential risks.**

|  |
| --- |
| **4.1** Indicate whether your research study involves **deception**\* and how the risks surrounding deception will be managed?\*Please provide your justification as to why your research protocol involves deception, and ensure you include your procedures surrounding withholding information, and how information will later be disclosed (e.g. via a debrief sheet). |
|  |
| **4.2** Indicate whether the nature of your research or subject matter has the **potential to cause physical or non-physical stress or discomfort to participants or those involved**. If you believe it does have the potential, detail how you will address and provide support. |
|  |
| **4.3** Detail below, what **other main ethical issues and or risks** you anticipate during your research. Include what steps you will take to address and resolve each issue. |
|  |
| **4.4** In addition to the above, if your research involves human participants **describe how participants will be able to withdraw from the project** – include the deadline for withdrawal and how participants will be informed of their right to withdraw. If participants are **unable to withdraw** due to the nature of the study, describe how you will ensure participants are aware of this. *Note - all withdrawal details need to be included/reflected in the PIS and Consent Form.* |
|  |
| **4.5** Outline the steps that will be taken to ensure individuals working in the research team, or alongside you as the responsible researcher will be trained and made aware of ethical requirements as outlined in the [University of Greenwich Research Ethics Policy](https://www.gre.ac.uk/docs/rep/gre/research-ethics-policy), [Code of Practice](https://www.gre.ac.uk/docs/rep/sas/code-of-practice-for-research) and [Ethical Collaboration Policy](https://www.gre.ac.uk/docs/rep/gre/ethical-research-collaboration-policy?SQ_VARIATION_131045=0). |
|  |

## [Section 5] Data Protection and Data Management:

|  |  |
| --- | --- |
| **5.1** Will **personal data**, as defined by the UK General Data Protection Regulation (GDPR), be collected during the research (refer to the [Guidance on Ethical Approval for Research](https://www.gre.ac.uk/research/governance-and-awards/research-ethics-committee/guidance-on-ethical-approval-for-research))? *Examples include any identifiable information – name, date of birth, email address, physical appearance, location etc.* | |
| Please select | |
| **5.2** Will any of the personal data be **‘special category’** data as defined by the UK General Data Protection Regulation (GDPR) (refer to the [Guidance on Ethical Approval for Research](https://www.gre.ac.uk/research/governance-and-awards/research-ethics-committee/guidance-on-ethical-approval-for-research))? *Examples include – race, religion, health data, sexual orientation, etc.* | |
| Please select | |
| **5.3** If the answer is **YES** to **5.1 / 5.2** summarise what personal data you will be collecting | |
|  | |
| **5.4** If the answer tois **YES** to **5.1 / 5.2**, describe what steps you will take to ensure compliance with data protection legislation, indicate clearly how the data will be stored securely and how long the data will be retained (refer to the [Guidance on Ethical Approval for Research](https://www.gre.ac.uk/research/governance-and-awards/research-ethics-committee/guidance-on-ethical-approval-for-research)) | |
|  | |
| **5.5** Will **personal data** be anonymised? If **YES** provide details and include the person(s) responsible for the anonymisation and the method of anonymisation | |
| Please select | |
|  | |
| **Person responsible for anonymisation:** |  |
| **5.6** In line with the [Statement on Scholarly Communication](https://www.gre.ac.uk/docs/rep/vco/open-access-to-research), research projects are expected to take an open access approach to publishing their results and data (e.g. open access journals, GALA, Open Science Framework, UK Data Archive). Projects supported or led by University of Greenwich staff, as appropriate, “shall be made openly available with as few restrictions as possible”. **Please explain how you will do this (e.g., provide your data management plan and publishing strategy).** If you believe your work is **exempt** due to legal, commercial or ethical reasons, **please explain and justify why**. If further support is needed, please contact [gala@gre.ac.uk](mailto:gala@gre.ac.uk) | |
|  | |
| **5.7** Do you have a **data sharing agreement**\* in place? Provide **details** below and indicate whether your project involves sharing personal data outside the [European Economic Area](https://www.gov.uk/eu-eea), and **address what safeguards** will be into place to ensure compliance with data protection legislation.  *\*All agreements need to be submitted to the Information Compliance Team for approval* | |
| Please select | |
|  | |
| **5.8** Provide details on software you plan to use which has not yet been approved by Information and Library Services (ILS). Approved software includes software that is provided and licensed for university staff to use (Microsoft Office 365 Programmes, OneDrive, MS Teams, Qualtrics, SPSS, Moodle, Panopto, Mentimeter, Adobe Creative Cloud, NVivo). If the software you plan to use is not explicitly listed above, then you may need ILS approval. For more information visit the [ILS Guidance Pages](https://www.gre.ac.uk/it-and-library/infosec/compliance) | |
|  | |

## [Section 6] Financial and Other Interests

|  |  |
| --- | --- |
| **6.1** You **must** select the applicable declaration below: | |
| I declare that there is **no** financial or other direct interest to me or my Faculty or Directorate arising from this study. |  |
| I declare that **there is** financial or other direct interest to me or my Faculty or Directorate arising from this study (supply details below). |  |
| **6.2** If you have declared **there is** financial or other direct interest above, provide details of the financial or other direct interest: | |
|  | |

## [Section 7] Signatures and Final Declarations:

**Please ensure all signatures in this section are electronic, we cannot accept paper hard copies of the application form.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant Signature:** | | | |
| * I undertake to carry out research in accordance with the [University’s Research Ethics Policy](https://docs.gre.ac.uk/rep/gre/research-ethics-policy?SQ_VARIATION_138644=0) and subject to any conditions imposed by UREB. * I will not commence my project until approval by UREB is confirmed in writing in the form of an approval letter. * I acknowledge that I am responsible for ensuring that any necessary risk assessments are put in place and approved by my Faculty. * In the case of a postgraduate research degree, I confirm that approval has been given by the Faculty Research Degrees Committee. | | | |
| **Signature:** | **Print Name:** | **Date:** | |
|  |  |  | |
| **Supervisor’s Signature (only applicable to student applications):** | | | |
| I have discussed the project with the applicant, I confirm that all participants are suitably qualified to undertake this research, and I approve it. | | | |
| **Signature:** | **Print Name:** | **Date:** | |
|  |  |  | |
| **Signature of the Faculty UREB Representative:** | | | |
| I have reviewed the project with the applicant, or applicant’s supervisor, and I confirm that all participants are suitably qualified to undertake this research, and I approve it. | | | |
| **Signature:** | **Print Name:** | **Date:** | |
|  |  |  | |
| **Faculty UREB Representative Only:** | | | |
| *If you believe that this application* ***should be discussed at the next scheduled UREB meeting*** *instead of reviewed by circulation, please check the tick box to the right, and provide an explanation below:* | | |  |
|  | | | |

## Appendix I - P**articipant Information Sheet (UREB template available** [**here**](https://www.gre.ac.uk/docs/rep/gre/ureb-ethics-documents)**)**

**[Insert PIS]**

## Appendix II – Informed Consent Form **(UREB template available** [**here**](https://www.gre.ac.uk/docs/rep/gre/ureb-ethics-documents)**)**

**[Insert ICF]**

## Additional Documentation

**[Insert Additional Documentation]**