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

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|  | *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: |  |

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|  | *Mark* ✓ |
| Answers to Q1-10 should all be **Yes** or **N/A**. If any **No** and Box A marked – explanation? |  |
| Answers to Q11-13 should all be **No** or **N/A**. |  |
| If answer to Q12 is **Yes,** are further details and contact names provided? |  |
| If answers to any or all of Q11-13 are **Yes** and Box A has been marked, has an explanation been provided? |  |
| Answers to Q14-15 should be **No** or **N/A**. If either is **Yes**, has Box B been completed? |  |

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| **If Box A is marked**, 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 *(maximum 200 words)*. If interviews are to be conducted, the application should include the interview schedule on a continuation sheet. |  |

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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 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 |  |
| Is the application signed to indicate familiarity with BERA or BPS ethical guidelines / code? |  |
| 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? |  |
| 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? |  |
| **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 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? |  |
| **Is the application complete, signed, with attachments included?** |  |
| Applicant can proceed with project and data collection |  |
| Comments: |  |