Research Ethics Application Form for Staff and Postgraduate

This form must be used for student research projects or practice-based research that are:

* low risk; and/ or
* essentially similar for all students within the group; and/ or
* repeated across student cohorts for more than one year

As a condition of approval for such projects, a member of Leeds Trinity University academic staff must approve each individual project conducted as part of this approval. The staff member will be responsible for ensuring that any legal and ethical standards are met and that the specific research is consistent with the type of research and procedures described in this application.

Consideration of ethics of research is also a vital element of research training. Students should receive training on ethics procedures, standards and legal requirements at some point within their course or within module handbooks, as appropriate.

*Office use only:*

Application No: Reviewing REC:

Date Received: Date Approved:

# PART A: Module details

##### **A1. Module code and title**

Please complete the box below.

##### **A2: Module or Course Leader**

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| Name: |
| School/Institute: |
| Subject area: |
| Leeds Trinity University email address: |

##### **A3. How long are you requesting approval for;**

(maximum 5 years, audit report may be required in the interim

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| --- | --- |
| Duration in years |  |
| Duration in months |  |

##### **A4. What are the principal learning objectives of the module?**

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##### **A5. Duration of individual research projects or practice-based research within the module:**

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| Input number of weeks |  |

# PART B: Description of research

##### **B1. Select from the list below to describe your research which may be taken within the module:**

You may select more than one (answer Yes as appropriate)

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| Research on or with human participants |  |
| Research involving vulnerable groups (such as children, those with mental health problems etc) |  |
| Research involving sensitive topics or which may be potentially embarrassing to the participant (or their estate, in the case of deceased) |  |
| Research that is conducted off campus, including travel to archives, filing off-site, visiting law courts etc |  |
| Research involving a significant element of deception |  |
| Practice-based research |  |
| Research working with the data of human participants |  |
| Research that involves NHS patients, relatives or carers of NHS patients, NHS staff, NHS facilities, or tissue/materials or data from NHS patients. (If your research involves any of these, then an application should be made to the National Research Ethics service. |  |
| Research that may require ethical approval or permission from a body or organisation external to the University (EG research in schools, the NHS, prisons, or young offender institutions) |  |
| Research requiring prior Disclosure and Barring Service (DBS) check on researchers |  |
| Research involving the collection and/or analysis of human tissue, blood or other biological samples |  |
| Research that has a significant environmental impact |  |
| Research Involving invasive interventions (such as the administration of drugs, vigorous physical exercise or techniques such as hypnotherapy) that would not usually be encountered during everyday life |  |
| Research that may have an adverse impact on employment or social standing (EG discussion with an employer or commercially sensitive information, social media etc) |  |
| Research that may lead to ‘labelling’ either by the researcher or by the participant |  |
| Research using procedures that may interact with a pre-existing medical conditions in a participant (EG heart disorder in physical exercise studies, allergies in taste studies, epilepsy in computer-based studies |  |
| Research requiring the use of potentially hazardous equipment or environments |  |
| Research requiring permission to use material EG copyright, commercial archives and controlled by author’s estate |  |

##### **B2. Who will be the University member of staff who will be responsible for ensuring that individual student research projects/practice-based research comply with this themed approval?**

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##### **B3. Who will be responsible for supervising individual student projects or practice-based research?**

No need to name individuals but indicate whether staff, PhD researchers, teachers etc)

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##### **B4. Provide a BRIEF summary of the types or themes of research to be conducted by students as part of the module?**

Include details of likely methodologies or research tools, location of studies etc.

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##### **B5. What health and safety issues (both physical and psychological) may arise from this research (for the researcher or participants), including research that is conducted off campus (e.g. in an archive or library, at a community centre, at a constituency office, during filming, photography, recoding or interviewing etc.)? How have these been addressed?**

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##### **B6. Risk Assessments**

Module/course leaders must ensure that research activity is conducted in line with Leeds Trinity University’s Health and Safety policy and all risk assessments are completed and signed off as appropriate to the research activity before the work begins.

**Have appropriate risk assessments been consulted for this activity?**

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| --- | --- |
| Please indicate Yes, No or N/A |  |

##### **B7. Will informed consent be obtained from research participants? Yes/No**

#### If yes, give details of how this will be done. If no, justify why not

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##### **B8. Data Storage and Retention**

Data should only be stored on OneDrive for Business, as part of the official University-managed Office365 subscription. For the process of data collection an encrypted USB drive may be used but the data must then be transferred to OneDrive for storage of the Master Dataset. Data may only be placed on a University-managed laptop if this is synchronised with OneDrive and encrypted on the laptop. The data security status of any software used for data analysis or data collection should be checked with IT services at LTU prior to use.

As soon as the participant consents, the completed Consent Form should be scanned and stored electronically on the LTU server on OneDrive in a separate folder to that of the de-identified raw data. The paper copies of the Consent Forms should then be destroyed using the University’s secure destruction of paper copies process. Any paper copies used for data collection should be scanned and stored on OneDrive with the paper copy then destroyed using the University’s secure destruction of paper copies process.

**For undergraduate student projects, electronic data should be retained until 3 months after graduation and should then be securely destroyed.**

**Each Department must appoint a member of academic staff to the role of Data Management for undergraduate projects with responsibility for secure storage and destruction of data 3 months after graduation.**

# PART C: Declaration

In completing and submitting this form, I declare that:

* I have answered all the questions truthfully and to the best of my knowledge and belief, and that I take full responsibility for these responses.
* If this application is approved, I undertake to adhere to the terms of the application and any conditions set out by my School or Institute Research Ethics Committee
* A member of University staff will approve each individual project conducted as part of this approval and be responsible for ensuring that any legal and ethical standards are met, and that individual student research is consistent with the types and procedures described in this application.
* Students will receive training on ethics procedures, standards and legal requirements prior to starting their research, either within their coursework or within module handbooks
* I will submit progress reports or participate in audits if required
* I will report any changes affecting the ethical issues, or adverse or unforeseen events arising from the research undertaken within this module to my School or Institute Research Ethics Committee.
* I will seek an ethical opinion from my School or Institute Research Ethics Committee before implementing substantial amendments to the module.
* I agree to abide by the UK Research Integrity Office’s code of practice for research, the University’s research ethics policy and any other policies, procedures or guidance related to research conduct or integrity issued by the University.

Module Leader name, signature and date of signing

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The completed and signed form to be returned to [ethicscommittee@leedstrinity.ac.uk](mailto:ethicscommittee@leedstrinity.ac.uk)