**University Research Ethics Board**

UREB Reference:

(Office Use Only)

**Application Form**

**2024/25**

# **Application Form Checklist:**

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| **Name of Applicant:** | |
| **Faculty / Directorate:** | |
| **Title of Research:** | |
| ***These papers must be included as appendices to this application form (please tick below):*** | |
| * Participant Information Sheet |  |
| * Participant Consent Form |  |
| ***These papers may be required (tick if included):*** | |
| * Participant Debrief Sheet |  |
| * Letters (to participants, parents/guardians, participating institutions etc) |  |
| * Questionnaire(s) or indicative questions for interviews |  |
| * Advertisement / flyer / copy of message inviting participation |  |
| * Annex I – Drugs and Medical Devices |  |
| * Annex II – Ionising Radiation |  |
| ***Where possible, please include appendices in the same document as your completed application form.*** | |

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| **Has the form been signed by a Faculty UREB Representative?** | **YES / NO** |

# **SECTION 1: APPLICANT DETAILS**

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| * 1. Surname Forename Title |
| Faculty/Directorate |
| University Address, including Faculty Department |
| University Telephone E-mail @gre.ac.uk |
| * 1. Are you:   A student?  A member of staff?  A member of staff applying as a student?  Other (please specify)? |
| Programme of study (if applicable to this application). **NB that student applications should be reviewed by the relevant Faculty Research Ethics Committee and do not normally require approval by UREB: see the** [**Guidance on the Ethical Approval for Research**](https://www.gre.ac.uk/research/governance-and-awards/research-ethics-committee/guidance-on-ethical-approval-for-research) **for further details.**  MPhil / PhD / EdD / Masters by Research / other (please specify) |
| If you are a postgraduate research degree student, has your research project been approved by your Faculty Research Degrees Committee (FRDC)? Indicate **YES** or **NO**. |
| If **YES**, when?  What is the FRDC reference number?  If **NO**, why not? |
| * 1. What is the primary purpose of the research? Please indicate **YES** or **NO.** * Educational qualification * Internally funded research (where the research is done on University time or with financial support from the University)      * Externally funded research (please provide details of funding)      * Other (please specify) |
| * 1. (**Students only**) Project supervision – give the name of the research supervisor(s) and their contact information. |
| * 1. Details of any co-researchers **within the university** |
| * 1. Details of any co-researchers **external to the university** |
| **1.7** Membership of professional bodies - are you or any co-researcher(s) a member of any professional, or other, bodies which set (i.e. require compliance with) ethical standards of behaviour or practice such as the British Psychological Society, Nursing and Midwifery Council, medical Royal Colleges etc.? If so, please specify. |

# **SECTION 2: PROJECT DETAILS**

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| * 1. What are the principal research questions in this research? Describe briefly, in lay terms, the proposed research project including step by step methodology, and its potential outcomes and benefits. **(No more than 250 words)** |
| **2.2** Are any of the following involved? (Please indicate **YES** or **NO**)   * Intrusive procedure e.g. questionnaire, interview, focus group, diary, video or voice recording (attach a copy of your questionnaire or indicative questions) * Invasive procedure e.g. venepuncture, tissue sampling (see the [University of Greenwich Blood Collection Policy](https://www.gre.ac.uk/docs/rep/gre/policy-on-the-collection-of-blood-samples-for-research-or-teaching) for further information) * Physical contact * Covert observation or covert filming / recording (video or voice) * Children / young people (under 18) – please include age of participants. * Vulnerable people (elderly, physically or mentally ill, people with learning difficulties, in care, bereaved, prisoners, other) * Research involving animals (refer to 1.3.2 of the [University of Greenwich Research Ethics Policy](https://docs.gre.ac.uk/rep/gre/research-ethics-policy?SQ_VARIATION_138644=0) for more information) * Research involving harmful or criminal, sensitive or extremist or terrorist subject matters or research protocols (refer to 1.3.3 of the [University of Greenwich Research Ethics Policy](https://docs.gre.ac.uk/rep/gre/research-ethics-policy?SQ_VARIATION_138644=0) for more information) * Any research proposal where the University’s [Ethical Research Collaboration Policy](https://docs.gre.ac.uk/rep/gre/ethical-research-collaboration-policy) indicates that the proposal should be referred for ethical review because it may conflict with the University’s values (see 1.3.4 of the [University of Greenwich Research Ethics Policy](https://docs.gre.ac.uk/rep/gre/research-ethics-policy?SQ_VARIATION_138644=0)). * Drugs, medicinal products or medical devices (if YES, complete [Annex I](https://docs.gre.ac.uk/rep/gre/urec-application-form)) * Working with sources of ionising radiation (if YES, complete [Annex III](https://docs.gre.ac.uk/rep/gre/urec-application-form)) * Any research involving the storage of human tissue (refer to 1.4 of the [University of Greenwich Research Ethics Policy](https://docs.gre.ac.uk/rep/gre/research-ethics-policy?SQ_VARIATION_138644=0)) will need to seek NHS REC approval. |
| **2.3** What is the proposed start date (i) of the project and (ii) of the fieldwork (if different)?  What is the proposed end date (i) of the project and (ii) of the fieldwork (if different)? |
| **2.4** Please describe any contractual arrangements (other than agreements with research funders) which will be required by this project. E.g. where a data sharing agreement will be in place or 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). |

# **SECTION 3: PARTICIPATION AND CONSENT**

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| **3.1** What are the selection criteria for the proposed participants in the study? |
| **3.2** How many participants are to take part? |
| **3.3** How will prospective participants be recruited / contacted and informed about their role in the project? (give details and attach your participant information sheet, advertisement, email etc.) |
| **3.4** Where will the interaction with participants take place? E.g. online, classroom, public facility, laboratory, office, home etc. If interaction will take place online (e.g. by a survey or interviews), please describe the software that will be used[[1]](#footnote-1). |
| **3.5** Are any external bodies’ premises or resources to be used? Please indicate YES or NO and give details of permission sought. |
| **3.6** What is the expected total duration of participation in the study for each participant? E.g. 20 minutes to complete a questionnaire, an hour for an interview, etc. |
| **3.7** Is consent to be obtained using the UREB consent template? (Please indicate YES or NO and attach your [consent form](https://docs.gre.ac.uk/rep/gre/urec-application-form)). If NO please indicate how consent is to be obtained, and attach a copy of your consent questions. |
| **3.8** If children or young people (under 18) are involved, please say how consent will be sought, from both the children / young people and their parents or guardians. |
| **3.9** Will any payment, incentive or reimbursement of expenses be made? (Please indicate YES or NO and give details, including amount) |

# **SECTION 4: ETHICAL CONSIDERATIONS**

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| **4.1** What do you consider are the main ethical issues and risks that may arise in this 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)). What steps will be taken to address each issue? |
| **4.2** Please explain whether and how participants will be able to withdraw from the project, the deadline for withdrawal and how participants will be informed of their right to withdraw. |
| **4.3** Please describe any health and safety risk assessments which will be carried out in relation to the project (see the University’s [guidance](https://www.gre.ac.uk/about-us/governance/safety/policy/arr/risk-assessments) on health and safety risk assessments). NB that approval of risk assessments should be sought from your Faculty rather than UREB (see the [Code of Practice on Risk Assessments](https://www.gre.ac.uk/about-us/governance/safety/policy/arr/risk-assessments/cop)). A risk assessment is not normally required where the fieldwork (eg surveys, interviews) is wholly online. |
| **4.4** Please describe how you will ensure that your project is inclusive and accessible to a wide range of individuals (e.g. as research participants or as consumers of your research). |

# **SECTION 5: DATA PROTECTION CONSIDERATIONS**

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| **5.1** Will personal data, as defined by the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, 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))? Indicate YES or NO. |
| **5.2** If the answer to 5.1 is YES, please describe what steps you will take to ensure compliance with data protection legislation (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)). E.g. describe how personal will be stored securely and how long personal data will be retained. |
| **5.3** If personal data will be anonymised, please describe how that will be done. |
| **5.4** If your project involves transferring or sharing personal data outside the [European Economic Area](https://www.gov.uk/eu-eea), please provide further details here including what safeguards will be put in place to ensure compliance with data protection legislation. |
| **5.5** If your project will use software which has not been approved by Information and Library Services (ILS), please provide further details below. ‘Approved software’ includes software which is provided for University staff to use (e.g. Microsoft Teams, Microsoft Forms and other Office 365 apps, Qualtrics, Mentimeter, Moodle, OneDrive, Panopto) and other software which has been approved by ILS. An [information security checklist](https://docs.gre.ac.uk/rep/information-and-library-services/information-security-check-list) will need to be approved by ILS for any non-approved software. |
| **5.6** Please describe any plans for archiving of the project’s data/results (e.g. in open access data archives) |

# **SECTION 6: FINANCIAL AND OTHER INTERESTS**

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| **6.1** Indicate by “YES” or by ticking one of the statements below:   * I declare **there is no** financial or other direct interest to me or my Faculty or Directorate arising from this study * I declare **there is a financial or other direct interest** to me or my Faculty or Directorate arising from this study (supply details) |

# **SIGNATURES**:

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| 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. 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 of applicant Date**  **Print name** |
| 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 of supervisor (to be signed if applicant is a student) Date**  **Print name** |
| 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 of** [**UREB representative**](https://www.gre.ac.uk/research/governance-and-awards/research-ethics-committee/faculty-representatives) **Date**  **Print name** |
| **Please insert electronic signatures OR scan the final signed form. signed forms and appendices should be sent by email to** [**researchethics@gre.ac.uk**](mailto:researchethics@gre.ac.uk) **before the ureB** [**application deadline**](https://www.gre.ac.uk/research/governance-and-awards/research-ethics-committee/dates-of-meetings)**. PLEASE DO NOT submit the form in hard copy.** |

1. Microsoft Teams and Skype are approved for online interviews/focus groups; Qualtrics, JISC Online Surveys, Mentimeter and Microsoft Forms are approved for online surveys. Other packages may require approve by ILS. [↑](#footnote-ref-1)