# Ethical Application Form Guidance

1. **All** sections should be completed; sections not appropriate to your submission should be marked 'N/A'.
2. Section 2 should contain the names of all those directly concerned with the study. All those named **must** sign the final section of the form. **N.B.** Submissions from researchers who are registered as students of the University **must** include their supervisor as a Principal Investigator.
3. Section 3 **must** contain the signature of the supervisor, where appropriate, to indicate that they have read and approved the protocol submission.
4. Section 4 should contain the names of those who make other contributions to the study, e.g. statisticians, analysts, medical professionals, artists, dancers, videographers, etc. Where collaborators have direct contact with the volunteer subjects, such as a phlebotomist, the agreement of the collaborator to perform the task must be secured in writing.
5. In sections 5, 6 and 9, the answer 'N/A' is not acceptable, but 'none' could be. The answers to these questions may have important ethical implications and therefore they should be answered fully. Proposers should note that all information submitted to the Committee is treated as confidential.
6. Section 10 should contain information relating to applications that require NHS R&D approval; in cases where the research meets the specified criteria, check [HRA decision tool](http://www.hra-decisiontools.org.uk/ethics/).
7. Section 11 should provide details of any risk assessments that have been carried out in relation to the research project, either for potential participants or the researchers themselves. A risk assessment is simply an examination and written statement of the potential hazards (anything that can cause harm) and risks (chance, high or low that someone will be harmed by the hazard) associated with the research, their significance and the measures which have been put in place to minimise or control them.
8. Sections 12 and 13 should provide information relating to the potential risks and benefits for those participating in this research.
9. Section 14 should provide information relating to the arrangements for collection, retention, use and disposal of research data, including measures to ensure the confidentiality of personal data. Further information on correct storage and management of data may be found [here](http://www.surrey.ac.uk/policies/research_data_management_policy.htm).