**FASS Ethics Application Form**

|  |  |
| --- | --- |
| Name |  |
| URN |  |
| Section A | Guidance |
| 1. | Title of project |
| Please provide a summary of the project | Approximately 500 words, must be in lay terms |
| 2. | Name of person submitting application | Main contact for any correspondence |
| 3. | Level of research:Undergraduate [ ]  PGT [ ] Other: | Faculty: | Staff and PGR applicants must contact the University Ethics Committee  |
| 4. | Is this project a collaboration with an external body? | Yes[ ]  | No[ ]  | If yes, please state the collaborators in the space providede.g. another Higher Education Institution (HEI), NHS, Pharmaceutical company |
| 5. | Is this research funded? | Yes[ ]  | No[ ]  | If yes, please provide details of the funding in the space provided |
| 6.  | Where will the research be carried out?Main research site:Other research site/s: | e.g. University of Surrey, NHS site/s, other HEI |
| 7. | Proposed research start date:Expected research end date: |

|  |  |
| --- | --- |
| **Black Surrey Logo**Section B – Recruitment information | Guidance |
| 1. | Where are you recruiting participants from? | e.g. UoS staff and/or students, email, posters, online survey |
| 2. | Estimated number of participants: |  |
| 3. | Details of reimbursement to participants: | e.g. Travel expenses, entry into prize draw |
| 4. | Does your research involve contact with children or vulnerable adults? | Yes[ ]  | No[ ]  | If yes, please provide details |
| 5. | What are the potential benefits to research participants? | You should state hereany potential benefits tobe gained by the researchparticipant through taking part in the research either now or in future. However, don’tover-emphasise the benefits. In some cases there may be no apparent benefit. |
| 6. | Will you be collecting participant’s personal data during the project? | Yes[ ]  | No[ ]  | If yes, please provide details.e.g. email addresses, personal addresses, telephone numbers, postcodes |

|  |  |
| --- | --- |
| Section C – Document checklist | Guidance |
| 1. | Protocol |[ ]  Must include version number and date |
| 2. | Participant Information Sheet |[ ]  Must include UoS logo, version number and date |
| 3. | Consent Form |[ ]  Must include UoS logo, version number and date |
| 4. | Questionnaire (s) |[ ]  If relevant, please include questionnaires for all participant groups |
| 5. | Interview Schedule |[ ]   |
| 6. | Recruitment email/advert/poster |[ ]   |
| 7. | Risk Assessment (s) |[ ]  Please provide justification if a risk assessment has not been included |
| 8. | Evidence of agreement with other collaborators |[ ]  If relevant |
| 9. | Relevant insurance documentation |[ ]  If unsure of the relevant documentation please contact ethics@surrey.ac.uk |
| 10. | Other, please state: |[ ]  e.g. DBS confirmation |

****

|  |  |
| --- | --- |
| Section D | Guidance |
| 1. | I confirm that I have read and understood the Ethical Principles and Procedures for Teaching and Research | [ ]  |  |
| 2. | Names and signatures of all investigators **(This must be an electronic or wet signature. We cannot accept a typed name in place of a signature)**Chief Investigator: |  |  |
|  | Academic Supervisor: | Co-investigator:Co-investigator:Co-investigator: |  |

**Final checks**

* ***Please ensure that your documentation has been proof-read before submitting it for the consideration of the FASS Ethics Committee (FASSEC). If spelling errors are identified in the initial checks, all documentation will be returned to the researcher. Failing to proof-read study documentation can cause significant delays in the FASSEC reviewing process***
* ***All study documentation must show the version number and date***
* ***Please ensure that you have this application form signed by all relevant people, we cannot accept a typed name in place of a signature***
* ***Please include the relevant insurance documents.***

If you have any questions please contact us:

fassethics@surrey.ac.uk