FHMS Ethics application form UNIVERSITY OF SURREY

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: Other:	School:	
4.	Is the project a collaboration with another Higher Education Institution?	Yes No	If yes, please state the HEI in the space provided
5.	Is this research funded?	Yes No	If yes, please provide details of the funding in the space provided
6.	Where will the project 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:	

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	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?	If you answer 'Yes' your Project will require a DBS Certificate and in date original copy must be presented to DK reception for verification.
5.	What is the potential for benefit to research participants?	You should state here any potential benefits to be gained by the research participant through taking part in the research either now or in future. However, don't over-emphasise the benefits. In some cases there may be no apparent benefit.
6.	Will you be collecting participant's personal data during the project?	e.g. email addresses, personal addresses, telephone numbers, postcodes
7.	I confirm I will retain research data for 10 years, in line with the University of Surrey's Code on Good Research Practice http://www.surrey.ac.uk/about/corporate/policies/code_on_good_research_practice.pdf	

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Section C – Document checklist (tick to confirm each is included in the submission)		Guidance
1.	Detailed Protocol		
2.	Participant Information Sheet		On letterhead
3.	Consent Form		On letterhead
4.	Questionnaire or Interview Schedule		
5.	Recruitment email/advert/poster		'Please note that you must only put up posters on the University's dedicated poster boards. Where applicable, please ensure you obtain permission from the appropriate authority'.
6.	Risk Assessment(s)		Please provide justification if a risk assessment has not been included.
7.	Insurance Protocol Submission Proforma		
8.	Insurance Letter		

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 electronically or hand signed. We cannot accept a typed name in place of a signature) Chief Investigator: Academic Supervisor(s):	
3.	Date of Application:	

Please send your completed application form fhmsethics@surrey.ac.uk