**Project Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Name of student:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Course**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following applies to **ALL** undergraduate and postgraduate (Masters) level research.

Some types of research need ethical approval. The following checklist is designed to allow you and your supervisor to establish very quickly whether your study will need ethical approval. It will also allow you to discuss alternative approaches that do not require ethical approval with your supervisor.

You should, in discussion with your Supervisor, complete the attached form, and sign where indicated. Your Supervisor must countersign the form. Please provide a summary of the project, (approximately 500 words), including its principal aims and objectives with this form. This should provide a clear description of who is doing what, to whom, to how many, how long, where, when and why – in non-technical, lay terms.

* If your research requires review by NHS Research Ethics Committee an application for ethical review to the Faculty of Health and Medical Sciences Ethics Committee is NOT necessary.
* If you answer ‘NO’ to all questions, the form together with the attached summary should then be taken to **Julie Earl** **(16DK03)**, where it will be recorded that your form has been completed. The form will be stamped and returned to you. Then your research is considered to be ethically acceptable according to the ‘Ethical Guidelines for Teaching and Research’ and you may proceed without further notice. An email will be sent to you confirming this.
* If you answer ‘YES’ to any of the questions (apart from question 1) but think that this is covered by a favourable ethical opinion from another Ethics Committee (or other credible ethical review body), please attach confirmation of this ethical opinion (that is, a letter from the Chair of that Committee or review body). The form should then be submitted to the Faculty of Health and Medical Sciences Ethics Committee (fhmsethics@surrey.ac.uk). You will receive a decision on your application within one week.
* In any other cases you should seek full formal ethical review from the Faculty Ethics Committee.

**YOU MAY NOT COLLECT DATA BEFORE IT HAS BEEN CONFIRMED THAT ETHICAL APPROVAL IS NOT REQUIRED, OR UNTIL A FAVOURABLE ETHICAL OPINION IS OBTAINED. ALL STUDENTS MUST INCLUDE THE COMPLETED FORM IN THEIR DISSERTATION/REPORT AS AN APPENDIX.**

**Declarations:**

I the undersigned confirm that I have read the ‘Ethical Guidelines for Teaching and Research at the University of Surrey’ and I am aware of the ‘Code on Good Research Practice’. I understand that the project is monitored and audited by the Faculty Ethics Committee to ensure that it is carried out in accordance with good practice, legal and ethical requirements and any other guidelines.

I am also aware that any knowingly wrong answer to any of the questions below and any research misconduct reported to the Faculty Ethics Committee may lead to disciplinary measures after investigation. In case of dissertation projects, the provision of knowingly incorrect information or proven research misconduct will lead to failure to complete the dissertation project.

Investigator: \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date Signature

**Project Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **NHS Review**
	1. Does the study require review by an NHS Research Ethics Committee? Yes [ ]  No [ ]
2. **Research Participants**
	1. Is the research proposal to be carried out by persons unconnected with the Yes [ ]  No [ ]
	University, but wishing to use staff and/or students as participants?
	2. Does the study involve prisoners or young offenders? Yes [ ]  No [ ]
	3. Does the study involve children under 16 years or other vulnerable groups such Yes [ ]  No [ ]
	as those 16 and over who may feel under pressure to take part due to their
	connection with the researcher?
	4. Do you plan to provide financial payments or payments in kind to participants above Yes [ ]  No [ ]
	reimbursement for out of pocket expenses, provision of refreshments or entry into a
	low-value prize draw, or could the compensation amount to an hourly rate more than
	the minimum wage or more than £100 in total, or do you otherwise plan to offer incentives
	which may unduly influence participants’ decision to participate?
	5. Are you investigating existing working or professional practices among participants, Yes [ ]  No [ ]
	identifiable to yourself as the researcher at the University of Surrey?
3. **Research Protocol**
	1. Does the study involve any risk to a participant’s health or well-being Yes [ ]  No [ ]
	(for example intrusive physiological or psychological procedures)?
	2. Could questioning – in questionnaire or in interview – or other methods used, Yes [ ]  No [ ]
	cause offence, be distressing or be deeply personal for the target group?
	3. Does the research involve the new collection or donation of [human tissue](https://www.hta.gov.uk/policies/list-materials-considered-be-%E2%80%98relevant-material%E2%80%99-under-human-tissue-act-2004) from a living Yes [ ]  No [ ]
	person or the recently deceased according to the [Human Tissue Authority](https://www.hta.gov.uk/human-tissue-act-2004) ?
	4. Does the research require participants to take part in the study without their knowledge Yes [ ]  No [ ]
	and/or consent at the time (e.g. covert observations, emergency research)?
	5. Does the research involve deception other than withholding information about the aims Yes [ ]  No [ ]
	of the research until the debriefing?
	6. Does the research involve activities where the safety/ wellbeing of the researcher Yes [ ]  No [ ]
	may be in question?
	7. Could the behavioural/physiological intervention possibly lead to discovery of ill health Yes [ ]  No [ ]
	or concerns about wellbeing in a participant incidentally even if the intervention in itself
	causes no more than minimal stress is to the research participant?
4. **Data Protection**
	1. Does the study, involve access of records of personal or Yes [ ]  No [ ]
	sensitive confidential information?
	2. Are you linking or sharing personal data or confidential information beyond the initial Yes [ ]  No [ ]
	consent given (including linked data gathered outside of the UK)?
	3. Will you collect or access audio/video recordings, photographs or quotations within which Yes [ ]  No [ ]
	participants may be identifiable and with the intention to disseminate those
	beyond the research team?

Investigator: \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date Signature

Supervisor’s approval of

Assessment: Yes [ ]  No [ ]  \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date Signature