|  |  |
| --- | --- |
| 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:Choose an item.Other: | School:Choose an item. |  |
| 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? | e.g. University of Surrey, NHS site/s,other HEI |
| Main research site: |
| Other research site/s: |
| 7. | Proposed research start date: |
| Expected research end date: |

|  |  |
| --- | --- |
| Section B – Recruitment information | Guidance |
| 1. | Where are you recruiting participants from? | e.g. UoS staffand/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> |  |

|  |  |
| --- | --- |
| 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