**RGEC Application Form**

Please note that this form is only to be used for reference and training purposes. All applications to RGEC should be made via the online [**Sussex Direct ethics form**](https://direct.sussex.ac.uk/page.php?realm=research&page=ethical_review_list)

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| C1. Will your study involve participants who are particularly vulnerable or unable to give informed consent or in a dependent position (e.g. children under 16, individuals with learning difficulties, mental health problems, people in care facilities or over-researched groups)? |   |  |  |

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| C2. Will participants be required to take part in the study without their consent or knowledge at the time (e.g. covert observation of people in non-public places), and/or will deception of any sort be used? |   |  |  |

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| C3. Will it be possible to link identities or information back to individual participants in any way? Will it be impossible to ensure that identities or information cannot be linked back to individual participants in any way (including after anonymisation?) |   |  |  |

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| C4. Might the study induce psychological stress or anxiety, or produce humiliation or cause harm or negative consequences beyond the risks encountered in the everyday life of the participants? |   |  |  |

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| C5. Will the study involve discussion of sensitive topics (e.g. sexual activity, drug use, ethnicity, political behaviour, potentially illegal activities)? |   |  |  |

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| C6. Will any drugs, placebos or other substances (such as food substances or vitamins) be administered as part of this study or physiological interventions or processes outside of standard practice and will any invasive or potentially harmful procedures of any kind will be used? |   |  |  |

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| C7. Will your project involve working with any substances and / or equipment which may be considered hazardous, e.g. such as radioactive materials? |   |  |  |

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| C8. Will financial inducements (other than reasonable expenses, compensation for time or a lottery / draw ticket) be offered to participants? |   |  |  |

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| C9. Will the research involve storage and/or analysis of human biological tissue ? |   |  |  |

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| C9a. If you answered Yes to question C9, will this be carried out under University of Sussex HTA license? |   |  |  |

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| C10. Is there a possibility that your investigations might uncover unexpected and possibly clinically relevant findings? |   |
| C11. Will the study include groups where permission is normally required for access to its members, for example groups based in the community, traditional communities or school pupils? |  |
| **» Section 1. Methodology, Data Collection and Analysis (Please provide full details)** |
| 1.1. What is the principal research question/objective? Please clearly state the hypothesis to be tested. Please put this in language comprehensible to a lay person. |
| 1.2. What research method(s) do you plan to use; e.g. interview, questionnaire/self-completion questionnaire, field observation, audio/audio-visual recording? |
| 1.3. How many people do you envisage will participate, who are they (e.g. age and gender) and how will they be selected? |
| 1.4. Please state the rationale for the number of participants to be recruited (please note that it is unethical to recruit either more, or less, participants than required to adequately power a study). |
| 1.5. What are the inclusion/exclusion criteria? |
| 1.6. Where will the project be carried out e.g. public place, in researcher's office, in private office at an organisation? Please list all research locations to be used. |
| 1.7. How will the results be analysed and by whom? |
| **» Section 2. Informed Consent and Recruitment** |
| 2.1. How will participants be approached and recruited? What specific mechanisms will be used e.g. social media, university circulation lists, intranets or any other external websites? |
| 2.2. Please describe the process you will use to ensure your participants are freely giving fully informed consent to participate. In most instances this will include the provision of an Information Sheet and will require a Consent Form unless it is a purely self-completion questionnaire based study or there is justification for not doing so. (Please provide details if this is the case). |
| 2.3. Who will be taking informed consent? What training or experience have they received to do so? |
| 2.4. Participants should have the right to withdraw from the research at any time. Participants should also be able to withdraw their data if it is linked to them and should be told when this will no longer be possible (e.g. once it has been included in the final report). Please describe the exact arrangements for withdrawal from participation and withdrawal of data for your study. |
| 2.5. Does the study involve participants who are particularly vulnerable, or unable to give informed consent, or in a dependent position (e.g. children (under 18), people with learning difficulties, over-researched groups or people in care facilities, including prisons) ? |
| 2.6. Will a chaperone be required to be present during interviews? If so, please describe the chaperone arrangements. |
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| 2.7. Is Disclosure and Barring Service (DBS) clearance necessary for this project? |   |  |  |

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| 2.8. Will participants be asked to take part in the study without their consent or knowledge at the time (e.g. covert observation of people) or will deception of any sort be involved? Please refer to the British Psychological Society Code of Ethics and Conduct for further information. |
| 2.9. Will participants be compensated for their time or be reimbursed for expenses? If so, how much? |
| 2.10. Could the study induce psychological stress or anxiety, or produce humiliation, or cause harm or negative consequences beyond the risks encountered in normal life? |
| 2.11. Are alcoholic drinks, drugs, placebos or other substances (such as food substances or vitamins) to be administered to the study participants? |
| 2.12. If the research involves physical intervention (e.g. imaging) have you considered the possibility that your investigations might uncover unexpected and possibly clinically relevant findings? How will this be managed? |
| 2.13. Can you think of anything else that might be potentially harmful to participants in this research? |
| 2.14. Will you inform participants of the results of the research? Please give details of how you will inform participants or justify if not doing so. |
| **» Section 3. Data Protection, Confidentiality and Records Management** |
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| 3.1. Does the project require access to personal records? |   |  |  |

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| 3.2. How will you ensure that the processing of personal information and personal identifiable information related to the study will be in full compliance with the Data Protection Act 1998 (DPA)? |
| 3.3. If you are processing any personal information outside of the European Economic Area (EEA) you must explain how compliance with the DPA will be ensured. |
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| 3.4. Will you take steps to ensure the confidentiality of personal information? |   |  |  |

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| 3.5. Please provide details of anonymisation procedures and physical and technical security measures here. |
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| 3.6. Will all personal information related to this study be retained and shared in a form that is fully anonymised? |   |  |  |

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| 3.7. If you answered "no" to the above question, you must ensure that these arrangements are detailed in the Information Sheet and that participant consent will be in place. If relevant, please outline arrangements here. |
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| 3.8. Will the Principal Investigator take full responsibility during the study, for ensuring appropriate storage and security of information (including research data, consent forms and administrative records) and, where appropriate, will the necessary arrangements be made in order to process copyright material lawfully? |   |  |  |

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| 3.9. If you answered "no" to the above question, please give further details. |
| 3.10. Who will have access to personal information relating to this study? |
| 3.11. Data management responsibilities after the study: State how long study information including research data, consent forms and administrative records will be retained, in what format(s) and where the information will be kept. Please see the University's [Research Data Management Policy](http://www.sussex.ac.uk/library/researchdatamanagement/policies%22%20%5Ct%20%22_blank). |
| **» Section 4. Researcher(s) Safety and Wellbeing** |
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| 4.1. Does the project involve working with any substances and/or equipment which may be considered hazardous? (Please refer to the University's Control of Hazardous Substances Policy). |   |  |  |

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| 4.2. If yes, briefly state the substance(s) or equipment and briefly describe measures you will take to ensure the researchers safety and wellbeing. |
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| 4.3. Could the nature or subject of the research potentially have an emotionally disturbing impact on the researcher(s)? |   |  |  |

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| 4.4. If yes, briefly describe what measures will be taken to help the researcher(s) to manage this. |
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| 4.5. Could the nature or subject of the research potentially expose the researcher(s) to threats of physical violence and/or verbal abuse? |   |  |  |

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| 4.6. If yes, briefly describe what measures will be taken to mitigate this. |
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| 4.7. Does the research involve any fieldwork - Overseas or in the UK? |   |  |  |

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| 4.8. If yes, where will the fieldwork take place? If the fieldwork will take place overseas please ensure that an OTSSRA form has been completed and the University of Sussex Insurance Manager has been consulted (insurance@sussex.ac.uk). |
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| 4.9. Will any researchers be in a lone working situation? |   |  |  |

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| 4.10. If yes, briefly describe what measures will be taken to mitigate this. |
| 4.11. Can you think of anything else that might be potentially harmful to the researcher(s) in this research? |
| **» Section 5. Other Ethical Clearances, Gatekeepers and Permissions** |
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| 5.1. Are any other ethical clearances or gatekeeper permissions required for access to participants or the research sites? |   |  |  |

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| 5.2. If yes, please give further details including the name and address of the organisation. If other ethical approval has already been received please attach evidence of approval, otherwise you will need to supply it when ready. |
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| 5.3. If the research involves storing and/or analysing human tissue or any human material will this be carried out under the University's HTA license? |   |  |  |

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| 5.4. Please also consider whether there are other ethical issues you should be covering here. Please also make reference to the professional code of conduct you intend to follow in your research. |
| **» Section 6. Conflicts of interest** |
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| 6.1. Do any researchers have any financial interests in this research or its outcomes or any relevant affiliations? |   |  |  |

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| 6.2. If yes, please give further details. |

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