

KLS Research Ethics Application Form.

This form should be completed by all staff and students undertaking research which might raise ethical issues. Please complete, and submit electronically to KLS Research Ethics Coordinators Dr Pamela White (p.white-229@kent.ac.uk) and Gbenga Oduntan (o.t.oduntan@kent.ac.uk).

Please note, KLS adheres to Universities UK concordat to support research integrity. For more details on this concordat, please see here: <https://www.universitiesuk.ac.uk/policy-and-analysis/reports/Pages/the-concordat-for-research-integrity.aspx>

1) Researcher(s) and project organiser(s)

Name of principal researcher:

E-mail address:

Name of others involved and role (e.g. supervisor) including affiliation if not KLS:

2) Project details

a) Title of Project:

b) Funding Institution (for awarded research grant applications only):

c) Proposed Duration of Research: From _____ To _____

d) Purpose of Project/Aims and Objectives

This should include a brief outline (i.e. one or two paragraphs) of the project written in **lay-person's language** and assuming that the reader is **not familiar** with the area of the project.

e) Location of research

f) Please describe briefly the methodology/technique used when dealing with human participants in your research (e.g. examples of any questionnaires, etc).

g) Please provide some details on the selection of participants and numbers.

h) Please give details on how results of your research will be disseminated to participants.

3) Ethical Considerations

a) Knowledge of professional guidelines and codes of conduct

Have you read and made yourself thoroughly aware of the appropriate conventions and guidelines related to ethical research within your discipline (e.g. *Socio Legal Studies Association's [Statement of Principles of Ethical Research Practice](#)*, *Social Research Association's [Research Ethics Guidance](#)*; the ESRC's [Framework for research ethics Updated January 2015](#)).

Yes (Please state which specific guidelines you consulted):

No

b) Does the research involve

- | | | |
|--|-----|----|
| <input type="checkbox"/> Children/legal minors? | Yes | No |
| <input type="checkbox"/> Groups that may be vulnerable or at risk? | Yes | No |
| <input type="checkbox"/> Groups that may be involved in illegal activities? | Yes | No |
| <input type="checkbox"/> Participants in a dependent relationship with any of the investigators? | Yes | No |
| <input type="checkbox"/> Coming into contact with informants as patients of the NHS or clients of the Social Services or residents of care homes? | Yes | No |
| <input type="checkbox"/> Prisoners or prison staff? | Yes | No |
| <input type="checkbox"/> Payment of participants? | Yes | No |
| <input type="checkbox"/> The collection of material that could be considered of a sensitive, personal, biographical, medical, psychological, social or physiological nature? | Yes | No |

If you have answered Yes to any of these questions, please provide more information, including details of measures which you will undertake to protect the participants.

c) Please discuss whether there are any risks to the participants: this might include all forms of harm, e.g. physical or psychological/emotional. Particular attention should be paid to the potential to cause distress and embarrassment. What measures are to be taken to ensure the welfare and safety of participants?

d) How will you deal with issues relating to confidentiality during the project and in subsequent data analysis, presentation and publication?

e) Does the research raise any cultural issues (for example, how will the need to provide appropriate interpreters, the impact of different religious backgrounds etc be taken care of)?

g) It is essential that all those who participate in research should do so voluntarily. Please explain how the consent of participants (and, where the participant is a minor or otherwise lacking legal capacity, his/her guardian) will be sought. Copies of any relevant documentation should be included.

h) If the research raises any ethical issues other than those which you have outlined above, please give information about them here.

4) Security Questions

a) Does your research involve access to or use material covered by the Terrorism Act?

Yes/No

(The Terrorism Act (2006) outlaws the dissemination of records, statements and other documents that can be interpreted as promoting and endorsing terrorist acts. By answering 'yes' you are registering your legitimate use of this material with the Research Ethics Advisory Group. In the event of a police investigation, this registration will help you to demonstrate that your use of this material is legitimate and lawful.)

b) Prevent Agenda

Does the research have the potential to radicalise people who are vulnerable to supporting terrorism or becoming terrorists themselves?

Yes/No

5) Compliance with General Data Protection Regulation (GDPR)

Does your research participant information sheet include a link to the university's privacy policy?

Yes/No

Signature(s) of Investigator(s) (Both supervisor and student in the case of student projects)

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Date.....

Approval of Research Advisory Group

Comments

Signature of Chair of Research Ethics Advisory Group

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Date.....