

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 Coordinator: Dr Pamela White (p.white-229@kent.ac.uk). Co-ordinator is Dr Vicky Kapogianni (v.kapogianni@kent.ac.uk).

This form should accompany relevant materials: eg. consent form; Participant Information sheet; introductory letter; questionnaires(s), interview and/or focus group scripts; posters and advertising materials; data security plans; and risk assessments including Check List.

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>

Section I: Applicant details			
Name of principal researcher			
School/Department:			
Email:		Telephone number:	
Undergraduate <input type="checkbox"/>	Taught Postgraduate <input type="checkbox"/>	Research Postgraduate <input type="checkbox"/>	Staff <input type="checkbox"/>
Name of others involved and role (e.g. supervisor). Include affiliation, if not KLS			
Student details if applicable			
Degree programme:			
Supervisor's name:			
Supervisor's email:			
Supervisor confirmation that the student has had the training, skills and supervision to undertake the proposed project.		YES	NO

Section II: Project details			
Title of project			
Planned start date:		Planned end date:	
Funding			
Is it the research externally funded?		If so by whom?	

<ul style="list-style-type: none"> • Summary of research: 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.
<ul style="list-style-type: none"> • Location of research
<ul style="list-style-type: none"> • Please describe briefly the methodology/techniques used when dealing with human participants in your research (such as questionnaires, focus groups, interviews etc).
<ul style="list-style-type: none"> • Please provide some details on the selection of participants and numbers.
<ul style="list-style-type: none"> • Please give details on how results of your research will be disseminated to participants.

Section III: Research ethics checklist		
<p>Please note that it is your responsibility to follow, and to ensure that all researchers involved with your project follow, accepted ethical practice and appropriate academic or professional ethical guidelines in the conduct of your study. Examples of relevant guidelines are:</p> <ul style="list-style-type: none"> • Socio Legal Studies Association (SLSA) Statement of Principles of Ethical Research Practice: https://www.slsa.ac.uk/index.php/ethics-statement • Economic and Social Research Council (ESRC) Framework for research ethics, https://www.ukri.org/councils/esrc/guidance-for-applicants/research-ethics-guidance/ethics-reviews/research-that-may-require-full-ethics-review/ • Social Research Association (SRA), Research ethics guidance https://the-sra.org.uk/SRA/Ethics/Research-ethics-guidance/SRA/Ethics/Research-Ethics-Guidance.aspx?hkey=5e809828-fb49-42be-a17e-c95d6cc72da1 • British Psychological Society (BPS): Ethics Guidelines for Internet Mediated Research https://www.bps.org.uk/psychologist/internet-mediated-research <p>Please state which guidelines you consulted: _____</p>		
<p><i>The Checklist is designed to identify the nature of any ethical issues raised by the research.</i></p>		
<p>Please answer all questions by checking the appropriate box</p>	<p>Yes</p>	<p>No</p>

Research subjects			
a.	Does the research involve children or legal minors?		
b.	Does the research involve groups which may be vulnerable or at risk?		
c.	Does the research involve participants who are potentially or in any way vulnerable or who may have any difficulty giving meaningful consent to their participation or the use of their information?		
d.	Does the research involve participants in a dependent relationship with any of the investigators (e.g. your own students)?		
e.	Does the research involve participants in their capacity as patients of the NHS, as clients of social services, or as residents of care homes?		
f.	Does the research involve participants who are prisoners or prison staff?		
g.	Will the research require the co-operation of a gatekeeper for initial access to the groups or individuals to be recruited?		
h.	Will the study involve discussion of sensitive topics? For example (but not limited to) sexual activity; drug use; experience of violence or abuse; criminal activity?		
i.	Will the research involve the collection of material that could be considered of a sensitive, personal, biographical, medical, psychological, social or physiological nature?		
j.	Could the study induce unacceptable psychological stress or anxiety or cause harm or negative consequences beyond the risks encountered in normal life?		
k.	Will the participants be involved in a physical or virtual capacity or both (delete as appropriate)?		
Research Design / Methodology			
l.	Does the research methodology involve the use of deception?		
m.	Will financial inducements (other than reasonable expenses and compensation for time) be offered to participants?		
n.	Does the research involve participants who are being interviewed (in person or virtually)?		
o.	If yes to the above, is a completed Participation Information Sheet & Consent Form attached?		
Confidentiality and data management			
p.	Will the research involve the sharing of data or confidential information beyond the initial consent given?		
q.	Will the research involve the sharing of data beyond the project end date?		
r.	Will the research involve administrative or secure data that requires permission from the appropriate authorities before use?		
s.	Compliance with General Data Protection Regulation (GDPR): does your research participant information sheet include a link to the university's privacy policy?		
Security-sensitive material			
t.	Does your research involve access to or use of material covered by the Terrorism Act?		

	(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).		
'Prevent' agenda			
u.	Does the research have the potential to radicalise people who are vulnerable to supporting terrorism or becoming terrorists themselves?		
v.	Are there any particular groups who are likely to be harmed by dissemination of the results of this project?		
Any further details			
w.	If you have answered YES to any of the above questions, please provide more information, including details of measures which you will undertake to protect the participants.		
x.	What arrangements have been made to preserve confidentiality for the participants or those potentially affected?		
y.	<p>If the research raises any ethical issues other than those which you have outlined above, please give information about them here.</p> <p>This might include (but not limited to) details of how the consent of participants will be sought; the co-operation of a gatekeeper to gain access to research subjects; any measures taken to ensure the welfare and safety of participants where the research is likely to cause physical, psychological or emotional harm to participants</p>		

Section IV: Declaration and signatures			
Applicant signature		Date	
Supervisor signature Confirming: i) review of the application prior to submission; ii) that the student has had the training, skills and		Date	

ongoing supervision to undertake the proposed project.			
Approval by KLS Research Ethics Advisory Group (REAG)			
Comments			
Signatures of Co-Chairs of KLS REAG		Date	
Dr Pamela White		Date	
Dr Vicky Kapogianni			

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