

Ethics Committee for Research Procedures

For all research involving human subjects/human tissue

Section A: To be completed by the Student

Research Proposal Title: _____

Student Name: _____

Supervisor(s): _____

Source of Funding: _____

Project Start Date: _____

Have you attended research ethics training? If this was at Aberystwyth University please indicate when, if not, please provide details of the training you received?

Please complete the following checklist:

Research Participants	Yes	No	N/A
Does the research involve participants under the age of 18?			
If yes, is the involvement of children central to the research? ¹			
If children are involved, will access to participants be obtained through appropriate and responsible gatekeepers?			
Will consent be sought from both children and parents?			
Does the research involve other vulnerable participants?			
If yes, is the involvement of vulnerable participants central to the research? ²			
Does the research involve students as participants?			
If yes, is the involvement of students central to the research? ³			
Data Collection and Privacy	Yes	No	N/A
Does the proposal involve covert research?			
If yes, are you confident that data cannot be obtained through non-covert methods?			
Will the research participants be fully informed about the purpose of the research? ⁴			
Will the informed consent of the research participants be obtained? ⁵			
Will anonymity be extended to all research participants?			
If not, will participants be informed of this?			
Is it clear to participants that they can withdraw at any time?			
Is it clear to participants that their data does not enjoy legal privilege?			
Have arrangements been made to ensure that guarantees of confidentiality and anonymity can be honoured?			
If data is to be shared with other researchers in the future, will the consent of participants be sought?			
Will appropriate measures be put in place for the secure and confidential storage of data?			
In the case of elite-level interviews, will consent be sought for the attribution of quotes and data?			
Does the proposal involve research via the internet?			
Does the proposal involve interviews or questionnaires?			
In the case of action research, evaluation and consultancy, are measures in place to ensure balanced participation?			
In the case of fieldwork, has a risk assessment been produced?			
Will the research expose participants to physical or psychological conditions different to those experienced in everyday life?			
Have measures been put in place to minimise or alleviate any distress the research may cause?			
In the case of externally funded research, have the respective obligations of the researcher and funding body been clarified?			
Have the rights of researchers to disclose the aims and background of the project, and to publish and disseminate results been clarified?			
Will final project reports be made available to participants?			
Will participants be consulted prior to publication?			
Are the resources adequate for completion of the project?			
Do you believe that the proposed research complies with AU's Template for Research Involving Human Tissue or Participants?			

Please provide a brief summary of the focus and purpose of the proposed research, the methods to be employed and measures taken to ensure compliance with AU's Template for Research Involving Human Tissue or Participants (continue on a separate sheet if necessary).

Student's Signature: _____

Supervisor(s) Signature(s): _____

Date: _____

Section B: To be completed by the Director of Research/Director of Postgraduate Studies

This checklist is designed to assist the Director of Research/Director of Postgraduate Studies in the process of deciding whether a proposal satisfies AU’s Template for Research Involving Human Tissue or Participants. If the answer to any of the questions is negative or doubtful, the project should be sent back to the Principal Investigator or referred to the **University Ethics Committee for Research Procedures**. If in any doubt please contact the Secretary of the Committee in the Deans’ Office.

Proposal Checklist	Yes	No	N/A
Is the research proposal of good design?			
Are arrangements for the supervision of the project appropriate?			
Is the research carried out or supervised by competent researchers?			
Do the foreseeable benefits of the research outweigh the foreseeable risks?			
Does the research pose only minimal and predictable risk to the researcher?			
Does the research pose only minimal and predictable risk to the research subject?			
Does the research proposal include sufficient and appropriate procedures to obtain the informed consent of the research subjects?			
Is it clear to the subjects that they may withdraw at any time?			
Have arrangements been made to ensure that material obtained from or about a subject remains confidential?			
Where the proposal involves interviews and/or questionnaires, are measures in place to monitor interview structures and/questionnaire design?			
If the proposal involves covert research, is sufficient justification provided?			
If the proposal involves subjects aged under 18, is sufficient justification provided?			
If the proposal involves vulnerable participants, is sufficient justification provided?			
Does the research proposal comply with the Template for Research Involving Human Tissue or Participants? <i>(if no please explain below)</i>			
Has the Application for Approval and checklist been completed? <i>(For proposals to be referred to the ECRP only)</i>			

The above-named proposal merits a Level ___ grading^{a, b}, according to the Statement for Research Councils.

Comments (continue on a separate sheet if necessary)

Signed: _____

Date: _____

Notes on completing this form:

Section A:

1. Where research can be confined to adults without detrimental effect, children should not be involved. If the investigators feel that children are essential to the research, this should be justified in the research proposal submitted to the ECRP.
2. Where research can be confined to non-vulnerable participants without detrimental effect, vulnerable participants should not be involved. If the investigators feel that vulnerable participants are essential to the research, this should be justified in the research proposal submitted to the ECRP.
3. Where research can be confined to non-students without detrimental effect, students should not be involved. If the investigators feel that students are essential to the research, this should be justified in the research proposal submitted to the Head of Department/Director of Research.
4. Please attach copy of information given to participants
5. Please attach copy of informed consent agreement

Section B:

- a) If the proposed research is judged to comply with the University's Template for Research Involving Human Tissue or Participants, indicate whether you feel it to be level one or two, and retain a copy of this form for the Department's report to the University's Ethics Committee for Research Procedures.
- b) If the proposal involves covert research, subjects under the age of 18, vulnerable participants, or exposes participants to any physical or psychological conditions different to those experienced in everyday life and does not incorporate steps to control or minimise these conditions, and/or the researcher has not demonstrated the necessary skills and understanding, and/or the project does not fulfil all legal and university regulations, indicate which of the levels detailed in the Statement for Research Council you consider it to merit and submit further details of the project on the Ethics Committee Application Form to the Secretary of the University Ethics Committee for Research Procedures in the Deans' Office, so that the proposal may be further considered by the Committee.