# ER1 – Research Ethics Checklist and Notification Form

*Please submit this as a Word document and ensure you complete* ***all*** *sections of this form.*

1. **Research Ethics Checklist**

This checklist must be completed by all researchers prior to starting their study. The aim of the checklist is to identify whether a full application for formal approval needs to be submitted.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Notification Form** | | | | |
| **Section I: Study Details** | | | | |
| Study title: | |  | | |
| **Section II: Contact Details** | | | | |
| Name: | |  | | |
| Email address: | |  | | |
| **Section III: Checklist** | | | **Yes** | **No** |
|  | Does your study involve human participants directly (e.g., through use of interviews, questionnaires) or indirectly (for example, through provision of, or access to, a person’s data)? | |  |  |
|  | Do you intend touse information sources or data other than those that have been published or that are in the public domain (for example, law reports, newspaper articles, journals articles, books, or internet sites)? | |  |  |
|  | Does your study involve research into areas which would usually cause the research to be classified as ‘sensitive’ by the University?  By sensitive, we mean, for example, research into illegal activities, extremism and radicalisation, information which is normally prohibited on University networks, systems, and services, and /or illegal or controlled (please see the Ethics Statement of Practice paragraph 2.3.6). | |  |  |
|  | Does the study involve participants who are particularly vulnerable or unable to give informed consent (e.g. children, people with learning difficulties, victims of crime)? | |  |  |
|  | Will the study involve actively deceiving the participants (e.g. will participants be deliberately falsely informed, will information be withheld from them or will they be misled in such a way that they are likely to object or show unease when debriefed about the study)? | |  |  |
|  | Will the study involve discussion or collection of information on sensitive topics (e.g. criminality, sexual activity, drug use, mental health, mental capacity, or an individual’s health information)? | |  |  |
|  | Does the study risk causing psychological stress, anxiety, humiliation, or other harm or negative consequences beyond what would normally be encountered by the participants in their life outside research? | |  |  |
|  | Will financial inducement be offered to participants? | |  |  |
|  | Will the study involve any medical recruitment of patients or staff through the NHS, or working at an NHS site? | |  |  |
|  | Will the research involve invasive interventions (e.g. administration of drugs, vigorous exercise) not usually encountered during everyday life? | |  |  |
|  | Could the research have an adverse impact on employment or social standing (e.g. discussion of an employer or commercially sensitive information)? | |  |  |
|  | Could the research lead to ‘labelling’ either by the researcher (e.g. categorisation) or by the participant (e.g. ‘I am stupid’, ‘I am not normal’)? | |  |  |
|  | Will the research involve the collection of human tissue, blood, or other biological samples? | |  |  |

**Please ensure that you submit this form to the Ethics Committee (**[**ethics@law.ac.uk**](mailto:ethics@law.ac.uk)**) before you commence your research, contact potential human participants for your study, and/or before you commence any sensitive research. All applications shall be dealt with by the relevant School Sub-Committee.**

Please note that it is your responsibility to comply with the principles of ethical research described in Section 2 of the Ethics Statement of Practice. **This includes providing information about the study, consent forms and debriefing information as appropriate and ensuring confidentiality in the storage and use of personal data\*.**

**Signature ……………………………………….. Date: ……………………………**

\*Your processing of (obtaining, recording, holding, etc.) personal data in connection with your research should comply with the General Data Protection Regulation and associated University policies.