**ER6 – ETHICS: ASSESSOR/COMMITTEE MEMBER APPROVAL FORM**

1. **APPLICANT DETAILS**

|  |  |
| --- | --- |
| Name |  |
| Student Number |  |
| Campus |  |
| Programme |  |
| Email |  |
| Phone number |  |

1. **SUPERVISOR OR SUPPORTING MEMBER OF ACADEMIC STAFF**

|  |  |
| --- | --- |
| Name |  |
| Email |  |
| Has the supervisor or supporter signed off the applicant’s application and supporting documents? | □ Yes  □ No |

1. **ASSESSOR/COMMITTEE MEMBER CHECKLIST**

|  |  |
| --- | --- |
| It is clear what method and methodology will be used  eg questionnaires, structured interviews, unstructured interviews, focus groups, observation, audio/video recording | □ Yes  □ No |
| If more than one method is indicated, it is clear why this is necessary and how the multiple methods will be managed | □ Yes  □ No |
| The methodology is ethical | □ Yes  □ No |
| It is clear how the participants will be recruited  eg the applicant knows them already and will email them, or the applicant will post an invitation on social media etc | □ Yes  □ No |
| The recruitment method is ethical | □ Yes  □ No |
| The recruitment documentation (eg letter, email etc) adopts an appropriate tone and contains no grammatical or typographical errors | □ Yes  □ No |
| The participant’s anonymity will be ensured and the participant will not be identified in the research report | □ Yes  □ No |
| Any third party’s anonymity will be ensured and the third party will not be identified in the research report  eg a participant’s employer | □ Yes  □ No |
| The explanatory statement accurately explains how the data will be stored. | □ Yes  □ No |
| The storage of personal data complies with GDPR | □ Yes  □ No |
| The explanatory statement accurately explains when the data will be destroyed. | □ Yes  □ No |
| The data will be destroyed within a reasonable timeframe | □ Yes  □ No |
| The explanatory statement accurately explains the participant’s ability to withdraw from the study  eg whether this may be done, how this may be done and when this may be done | □ Yes  □ No |
| The explanatory statement contains all relevant information, adopts an appropriate tone and contains no grammatical or typographical errors | □ Yes  □ No |
| The informed consent form contains all relevant information, adopts an appropriate tone and contains no grammatical or typographical errors | □ Yes  □ No |
| The questionnaire / question set asks appropriate and non-leading questions | □ Yes  □ No |
| The questionnaire / question set adopts an appropriate tone and contains no grammatical or typographical errors | □ Yes  □ No |

**If you have ticked “No” in answer to any of the questions in paragraph 3, please return the documentation to the applicant and advise them how to correct the error and / or omission**

1. **FINAL APPROVAL**

|  |  |  |
| --- | --- | --- |
| **Confirmation:** | Please sign and date this form below to confirm you have reviewed all the documentation and that you are satisfied that this application satisfies all the requirements set out in the Ethics Statement of Practice as necessary for Ethics Committee approval. | |
|  | **Signed:** | **Date:** |

**Version history**

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Amended by | Revision summary | Date |
| V1.0 |  | Publication |  |
| V1.1 | Deputy Academic Registrar and Senior Quality Officer | Review | April 2020 |