



School Student Project Ethical Review Committee (S-SPEC)

APPLICATION FORM (Undergraduate and PGT students)

Section A - Applicant's details

A1	Project title	
A2	Name of researcher	
A3	School	Humanities
A4	Correspondence address	
A5	Keele E-mail address	
A6	Type of application	Undergraduate/Postgraduate Taught (please delete as appropriate)
A7	Please give supervisor name and contact details	
A8	Module Name and code	
A9	Project start date	
A10	Project end date	

Section B - Project details

B1	In lay terms provide a brief summary of the project including the background and rationale for the proposed research and the hypotheses or research question(s) (max 500 words) .
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B2	In lay terms outline the type of procedure(s) and/or research methodology (eg observational, questionnaire, interviews, experimental) to be employed (max 500 words) . Diagrams or flow charts that would aid clarification of the research should be attached if appropriate (these attachments will not be included in the word count). Remember to attach questionnaire or interview questions.
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B3	Describe the characteristics of the participant group, and the inclusion and exclusion criteria. Indicate the sample size, with an explanation of how this sample size was decided/calculated.
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Section C - Ethically sensitive, challenging or issues of risk

C1	<p>Will the research involve deceased persons, body parts or other human elements such as blood, hair or tissue samples (including saliva and waste products)? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please discuss this project with Dr Alan Harper, Human Tissue Officer on 01782 674472 / 734654 or e-mail a.g.s.harper@keele.ac.uk. Please cite the reference number given by Dr Harper for this research project below;-</p> <p>Reference number:</p> <p>If yes, please give details with reference to the Human Tissue Act 2004.</p> <p>Human Tissue Act can be accessed via https://www.hta.gov.uk/human-tissue-act-2004</p>
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C2	<p>Outline any potential risks to individuals, participants and researcher/members of the research team; the measures that will be taken to minimise risk; and the procedures that will be adopted in the event of an adverse event.</p> <p>The University's Lone Working Policy can be accessed via http://www.keele.ac.uk/dohs/a2z/loneworking/</p>
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C3	<p>Will the research be undertaken overseas? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, have you consulted the Foreign and Commonwealth Office website for guidance/travel advice and is it safe to travel there? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Have you completed and submitted a risk assessment form? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Foreign and Commonwealth Office travel advice website: https://www.gov.uk/foreign-travel-advice</p> <p>Overseas Travel Policy and risk assessment form (covers both Staff and PGR students) is available from http://www.keele.ac.uk/finance/insurance/travelinsurance/travellingoverseas-policyriskassessment/</p>
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C4	<p>Will the research include children or vulnerable adults such as individuals with a learning disability or individuals with cognitive impairment? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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C5	<p>Will participants be deceived in any way about the study? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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	<p>If yes, describe the nature and extent of deception involved, including how and when this deception will be revealed and who will administer this feedback (debrief).</p>
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SECTION D - Recruitment & consent process

D1	<p>Indicate how potential participants will be identified, approached and recruited and outline any relationship between the researcher and potential participant.</p>
<p>Remember to attach copies of posters, advertisements, invitation letters/e-mails to be used as part of the recruitment process with version numbers included in the footer.</p>	

D2	<p>Describe the process that will be used to seek and obtain informed consent.</p>
<p>If you answered yes to C4 (your participants are children or vulnerable adults) explain how you will ensure that individuals in these groups are competent to give consent to participate in this study.</p>	
<p>Remember to attach your information sheet and consent form with versions numbers & date included in the footer Templates available from http://www.keele.ac.uk/researchsupport/researchethics/</p>	

D3	<p>Will consent be sought to use the data for other research? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Will consent be sought to contact the individual to participate in future research? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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D4	<p>Can participants withdraw from the research? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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	<p>If yes, state up to what point participants are able to withdraw from the research</p> <p>If yes, outline how participants will be informed of their right to withdraw, how they can do this and what will happen to their data if they withdraw.</p> <p>If no, explain why they cannot withdraw (eg anonymous survey).</p>
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SECTION E - Confidentiality and anonymity

E1	Outline the procedures that will be used to protect, as far as possible, the anonymity of participants and/or confidentiality of data during the conduct of the research and in the release of its findings.
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SECTION F - Storage, access to, management of, and disposal of data

F1	Describe the research data that will be stored; where it will be stored and for how long; the measures that will be put in place to ensure the security of data; who will have access to the data; long term data management plans following completion of the project; and how/when data will be disposed of.
	If you are accessing or storing research material that is considered to security sensitive you will need to register your project with University. More information about security sensitive research material and the registration process can be accessed via http://www.keele.ac.uk/researchsupport/researchgovernance/securitysensitiveresearchmaterial/

SECTION G - Other ethical issues raised by the research

G1	Are there any other ethical issues that may be raised by the research? Yes <input type="checkbox"/> No <input type="checkbox"/>
	If yes, please give details.

SECTION H - Other approvals required

H1	Does the project require researcher(s) to have a Disclosure and Barring Service (DBS) check? Yes <input type="checkbox"/> No <input type="checkbox"/>
	If yes , have you attached a confirmation of satisfactory DBS check memo? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Does the project require National Offender Management Service (NOMS) approval? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Does the project require NHS Research Development (R&D) Approval? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Does the project require approval from another organisation? Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION I - Checklist

I1	Please list the documents attached to this application		
	Document	Version number	Date

Where appropriate, please attach the following

- Participant Information Sheet, which typically may include the following sections
 - why the participant has been chosen
 - what will happen to participants if they take part
 - a discussion of the possible disadvantages, risks and benefits of taking part
 - the procedures for ensuring confidentiality and anonymity
 - the proposed use of the research findings
 - contact details of the principal investigator plus details of additional support agencies (if necessary)
- Consent Form
- Copies of any questionnaire, interview schedules or topic guides.

Templates of Participant Information Sheet and Consent Forms for guidance can be obtained from <http://www.keele.ac.uk/researchsupport/researchgovernance/researchethics/>

SECTION J - Declarations

J1	<p>Declaration by researcher</p> <p>I confirm that:-</p> <ul style="list-style-type: none"> • The form is accurate to the best of my knowledge • I will abide by the University's ethical requirements • I will inform the panel of any changes to the project • I am aware of my responsibility to be up to date and comply with the requirements of the law and any relevant professional guidelines
	Researcher name (in capitals)
	Researcher signature
	Date

J2	<p>Declaration by supervisor</p> <p>I confirm that:-</p> <ul style="list-style-type: none"> • I have read the application and am happy for it to proceed for ethical review • The application is accurate to the best of my knowledge • The project will comply with the University's ethical requirements • The applicant will inform the S-SPEC of any changes to the project • I am aware of my responsibility to ensure that the applicant is familiar with and complies with the requirements of the law and any relevant professional guidelines
	Supervisor name (in capitals)
	Supervisor signature
	Date

Please e-mail your completed application form and supporting documentation to the Chair of the School of Humanities Student Project Ethics Committee, Dr Mariangela Palladino, m.palladino@keele.ac.uk.