FNS (non-psy) REC Ethical Review Request Form

Your email address (**research.governance@keele.ac.uk**) will be recorded when you submit this form. Not **research.governance**? Sign out
*Required

This form must be completed to request ethical review from the FNS (non-psy) Research Ethics Committee

Before completing this form, ensure the following:

You are applying to the correct Ethics Committee (see https://www.keele.ac.uk/research/raise/governanceintegrityandethics/researchethics/)
You are familiar with the Application process as described on the FNS non-psy webpage (https://www.keele.ac.uk/research/raise/governanceintegrityandethics/researchethics/staffandpgrstudents/howtoapplyforkeeleuniversityrecreview/fnsnon-psyfrec/)
All documents requiring REC review are complete, contain version control and are ready to be uploaded to this form
Where applicable, you should obtain authorisation for submission from your Supervisor before submitting the application

For amendments; any changes to documents are clearly tracked or highlighted and justified where necessary

Once you can confirm the above, you are ready to complete the application process. Failure to ensure any of the above may result in your application being rejected or delayed. Part-completed submission forms can not be saved.

1. **What type of submission is this?** *
   Mark only one oval.

   ◯ New application   *Skip to question 6.*

   ◯ New application (for a NEW programme of work)   *Skip to question 36.*

   ◯ New application (falling under an existing programme of work)   *Skip to question 2.*

   ◯ Registration of previous approval from another REC   *Skip to question 4.*

   ◯ Amendment   *Skip to question 52.*

Programme of Work Reference

If you are applying under an existing approved programme of work, you must declare that your project does not alter it in any way. Where you are changing or adding to a programme of work, you must submit this as an Amendment and receive authorisation from a Programme Lead before submitting.

2. **Programme of work reference** *
   If the Programme of Work reference you are looking for is not listed below then check that you are submitting this application to the correct ethics committee. If necessary, contact research.governance@keele.ac.uk to obtain correct codes.
   Mark only one oval.

   ◯ Option 1

3. **Declaration that this project does not fall under any of the security sensitive information criteria** *

For guidance on security sensitive information:
https://www.keele.ac.uk/research/raise/governanceintegrityandethics/securitysensitiveinformation/

Mark only one oval.

( ) This project does not fall under any of the security sensitive information criteria.

Skip to question 65.

Previous approval

4. **Does the project already have a favourable opinion from an ethics committee at a UK Higher Education Institution (HEI) OR NHS REC OR from another approved organisation.** *

Approved organisations can be found on the main Ethics webpage (https://www.keele.ac.uk/research/raise/governanceintegrityandethics/researchethics/staffandpgrstudents/#research-with-external-ethical-approval).

Mark only one oval.

( ) Yes   *Skip to question 5.*

( ) No   *Skip to "Previous approval by non-approved organisation."*

Previous approval upload

5. **Upload a pdf copy of the favourable ethical opinion.** *

You maybe contacted for further information about this project and/or approval at a later date.
Files submitted:

Skip to question 47.

Previous approval by non-approved organisation

If your previous approval is not from another UK HEI, an NHS REC, or an organisation on the approved list, you will need to make a full submission. Please return to the start of this form and select New Application.

Start this form over.

REC Review Criteria

6. **Does the research involve potentially vulnerable people or groups/individuals in a dependent or unequal relationship?** *

This can include but is not limited to children, criminal suspects, domestic violence victims, etc.
Mark only one oval.

( ) Yes

( ) No

7. **Does the research involve individuals or groups where permission of a gatekeeper is required for initial or continued access to participants?** *

This includes children, care homes, and any access to participants which requires permission of another adult or a community leader (e.g., community groups, employees, students in a module, etc.). Note: This does NOT include students recruited through the Keele Psychology RPT.
Mark only one oval.

◯ Yes

◯ No

8. **Does the research involve sensitive topics?** *

This includes but is not limited to participants' sexual behaviour, illegal behaviour, political opinions, abuse, physical or mental health, personal finances, genetic or biological material, etc.
Mark only one oval.

◯ Yes

◯ No

9. **Does the research involve collecting/storing participant data which cannot be anonymised?** *

This includes visual images, videos, or sound recordings of the participant and any other identifiable records (e.g., structural MRI images). This does not include consent forms with names as long as it is not linked to the data files in any way.
Mark only one oval.

◯ Yes

◯ No

10. **Does the research involve processing of data beyond that for which informed consent has been given?** *

This includes linking to participant's data from other studies or other use of the data for answering research questions beyond those addressed in the information sheet.
Mark only one oval.

◯ Yes

◯ No

11. **Will data be gathered through social media channels or online groups/websites without the explicit informed consent of each individual?** *

This includes any online forum in which participants' posts/behaviour will be observed without providing explicit consent to participate regardless of whether the forum is public or private.
Mark only one oval.

◯ Yes

◯ No

12. **Will the research involve blood/saliva/tissue samples, MRI imaging, or other methods which involve careful screening or specialist skills of the researchers in order to maintain safety?** *

If your methods require specialist training/qualifications for the experimenters or screening procedures in order to maintain the safety or hygiene of the procedure (for both participants and experimenters) then you should select "yes" here. This, for example, might include screening for metal implants for MRI, hygiene/training for phlebotomy or tissue samples, or safety awareness for gathering data in public events such as protests. This is not an exhaustive list.
Mark only one oval.

◯ Yes

◯ No

13. **Could the research involve more than minimal psychological stress, anxiety, or humiliation for the participant?** *

When answering this, you should consider the likely effect of your procedures on the intended sample and how they will react. For instance, a story about political unrest may cause a very negative reaction in refugees but not in non-refugees.
Mark only one oval.

◯ Yes

◯ No

14. **Will the research involve deception?** *

Deception includes misleading or incomplete information about the nature/procedures of the study during the consent process. Withholding the hypothesis is not deception as long as participants are fully informed of the procedures and purpose when giving informed consent.
Mark only one oval.

◯ Yes

◯ No

15. **Will the research involve data collection without informed consent at the time the data is collected?** *

This includes covert or naturalistic observation studies in public?
Mark only one oval.

◯ Yes

◯ No

16. **Does the research involve a risk to the safety and well being of the researchers and other staff?** *

This can be physical or psychological risks.
Mark only one oval.

◯ Yes

◯ No

17. **Does any of the data collection take place outside of the UK, EU or the list of accepted countries?** *

This includes online data collection which will or could be completed by participants outside of the UK, EU or list of accepted countries. The list of accepted countries can be found here: <<insert link>>
Mark only one oval.

◯ Yes

◯ No

Light touch place holder section

18. **Q13**

Mark only one oval.

◯ Yes

◯ No

19. **Q14**

Mark only one oval.

- ⬭ Yes
- ⬭ No

20. **Q15**

Mark only one oval.

- ⬭ Yes
- ⬭ No

21. **Q16**

Mark only one oval.

- ⬭ Yes
- ⬭ No

22. **Q17**

Mark only one oval.

- ⬭ Yes
- ⬭ No

23. **Q18**

Mark only one oval.

- ⬭ Yes
- ⬭ No

24. **Q19**

Mark only one oval.

- ⬭ Yes
- ⬭ No

25. **Q20**

Mark only one oval.

- ⬭ Yes
- ⬭ No

26. **Q21**

Mark only one oval.

- ⬭ Yes
- ⬭ No

27. **Q22**

Mark only one oval.

- ⬭ Yes
- ⬭ No

28. **Q23**

Mark only one oval.

◯ Yes

◯ No

29. **Q24**

Mark only one oval.

◯ Yes

◯ No

30. **Q25**

Mark only one oval.

◯ Yes

◯ No

31. **Q26**

Mark only one oval.

◯ Yes

◯ No

32. **Q27**

Mark only one oval.

◯ Yes

◯ No

33. **Q28**

Mark only one oval.

◯ Yes

◯ No

34. **Q29**

Mark only one oval.

◯ Yes

◯ No

35. **Q30**

Mark only one oval.

◯ Yes

◯ No

Skip to question 18.

Central REC Review Criteria

CREC Review Criteria

Research involving the following criteria requires review by CREC; please identify all that apply.

36. *

Mark only one oval per row.

	Yes	No
Activity which exposes participants to potential civil, criminal or other proceedings. (e.g. through disclosure of past events or prospective activity)	◯	◯
Administering a substance to participants including drugs, nutritional supplements and challenge agents or other intrusive intervention e.g. hypnotherapy, transcranial magnetic stimulation.	◯	◯
Human exposure to ionising radiation / X-Ray.	◯	◯
A risk of significant or permanent physical, mental or emotional harm, psychological stress, anxiety or humiliation requiring medical attention, treatment or other amelioration/mitigation/alleviation.	◯	◯
Prisoners and/or young offenders.	◯	◯
Participants without their consent in activity that will have a direct impact upon those participating.	◯	◯
Activity which may bring the reputation of the University or other body into question (eg controversial sources of funding, engaging with issues that may cause offence to groups or individuals, or engaging in areas that might be misconstrued as endorsing illegal practices)	◯	◯
Generation of knowledge that could potentially be weaponisable	◯	◯

If you have answered 'Yes' to any of the above then this project should be reviewed by the Central Research Ethics Committee. Return to the Selecting a REC flow diagram (https://www.keele.ac.uk/research/raise/governanceintegrityandethics/researchethics/staffandpgrstudents/) to establish the correct committee for your application.

Skip to question 37.

Security Sensitive Information

For guidance on security sensitive information:
https://www.keele.ac.uk/research/raise/governanceintegrityandethics/securitysensitiveinformation/

37. **Does the research include:** *

Mark only one oval per row.

	Yes	No
Materials that are covered by the Official Secrets Act (1989) and the Terrorism Act 2006	⬭	⬭
Materials that could be considered 'extremist' or incompatible with British values	⬭	⬭
Materials used for research projects commissioned by the military or under an EU security call	⬭	⬭
The acquisition of security clearances to undertake the research	⬭	⬭

Human Biomaterial

38. **Does your project involve use of Human Biomaterial?** *

Mark only one oval.

◯ Yes

◯ No

Nature of research

39. **Is the research pedagogic or educational in nature?** *

(The term "educational" in this context does NOT refer to research being conducted to gain an undergraduate or postgraduate degree qualification. In this context "educational" means research undertaken in such areas as educational methodologies and techniques, e.g. teaching evaluation, innovation-based, TEL, etc)
Mark only one oval.

◯ Yes *Skip to "This application should be submitted to the KIITE EREC."*

◯ No *Skip to question 40.*

This application should be submitted to the KIITE EREC

https://www.keele.ac.uk/research/raise/governanceintegrityandethics/researchethics/staffandpgrstudents/howtoapplyforkeeleuniversityrecreview/kiiteerec/

Skip to "This application should be submitted to the KIITE EREC."

Educational purpose

40. **Is the project being undertaken to gain an educational qualification?** *

Mark only one oval.

◯ Not educational *Skip to question 43.*

◯ Undergraduate degree *Skip to question 41.*

◯ Masters in research *Skip to question 41.*

◯ Masters in teaching *Skip to question 41.*

◯ PhD *Skip to question 41.*

Academic Supervisor

41. **Who is your academic supervisor?** *

Give the name(s) and Keele email address of your academic supervisor(s).

_____

_____

_____

_____

_____

Declaration

Your supervisor should approve your application before it is submitted. If your supervisor has not reviewed and approved this application it is strongly advised that you do not submit it until they have.

42. **My academic supervisor is aware of this submission.**

Mark only one oval.

◯ My academic supervisor (named above) has reviewed and approved this submission.
Skip to question 43.

Skip to question 41.

External Funding

43. **Does the project have external funding?** *

Mark only one oval.

◯ Yes   *Skip to question 44.*

◯ No   *Skip to question 46.*

External Funding

44. **If yes, what is the RaISE reference ID?**

Format: PID-######. If you don't know this reference please contact your Raise Project Lead or email research.raise@keele.ac.uk with a copy of the grant award letter/contract and request confirmation of the PID reference.

_____

45. **If yes, is this Economic and Social Research Council (ESRC) funded?** *

Mark only one oval.

◯ Yes

◯ No

Mandatory Documents
The following document must be submitted for your application to be considered for review.

46. **Application form upload** *

Upload must be in pdf format.
Files submitted:

Skip to question 47.

Other Documents

These must be included if they are required in the project but are not necessarily relevant to all projects.

47. **Document checklist**

    Tick all that apply.

	Included	Not applicable
Participant consent form	☐	☐
Participant information leaflet/sheet	☐	☐
Letters of invitation to participants	☐	☐
Participant questionnaires	☐	☐
Advertisement materials for participants	☐	☐
Letter from sponsor	☐	☐
Letter from funder	☐	☐
Letter from statistician	☐	☐
Protocol	☐	☐
Other documents not listed (list below)	☐	☐

48. **If documents are being submitted that are not listed above list them here.**

    _____

    _____

    _____

    _____

    _____

49. **Upload all documents indicated above (1 - 10):**

    Must be in pdf format.
    Files submitted:

50. **Upload all documents indicated above (11 - 20):**

    Must be in pdf format.
    Files submitted:

51. **Upload all documents indicated above (21 - 30):**

    Must be in pdf format.
    Files submitted:

If you have more than 30 additional documents then email them directly to naturalsciences.ethics@keele.ac.uk immediately after completing this submission.

Amendment Type

52. **Is this an amendment to a programme of work or to a stand alone project?** *

    Mark only one oval.

    ⭕ Stand alone project

    ⭕ Programme of work

Amendment to a programme of work

53. **Is this a new project requiring an amendment to the programme or an existing project operating under the programme? ***

Mark only one oval.

◯ New project   *After the last question in this section, skip to question 65.*

◯ Existing project (operating under the programme of work)   *After the last question in this section, skip to question 56.*

54. **Programme of work reference ***

Mark only one oval.

◯ Option 1

55. **Upload the Application to Amend a Programme of Work Form ***
Upload in pdf format
Files submitted:

Amendment Details

56. **Project Title ***

_____

57. **Original REC ID ***
This format: NS-######

_____

58. **Does this amendment change the proposed start or end dates of the project? ***

Mark only one oval.

◯ Yes   *Skip to question 59.*

◯ No   *Skip to question 61.*

Amended Timeline

59. **New start date**

_____

Example: 15 December 2012

60. **New end date**

_____

Example: 15 December 2012

Skip to question 61.

Mandatory Documents

61. **Amendment Form ***
Upload must be in pdf format.
Files submitted:

Skip to question 62.

Other Documents

These should only be included if they are being revised by this amendment.

62. **Documents revised by this amendment**
    Tick all that apply.

	Revised	No change	Not applicable
Protocol	☐	☐	☐
Participant consent form	☐	☐	☐
Participant information leaflet/sheet	☐	☐	☐
Letters of invitation to participants	☐	☐	☐
Participant questionnaires	☐	☐	☐
Advertisement materials for participants	☐	☐	☐
Letter from funder	☐	☐	☐
Letter from statistician	☐	☐	☐
Other documents not listed (list below)	☐	☐	☐

63. **If revised documents are being submitted that are not listed above list them here.**

_____

_____

_____

_____

_____

64. **Upload all revised documents indicated above**
    Files submitted:

If you have more than 10 additional documents then email them directly to naturalsciences.ethics@keele.ac.uk immediately after completing this submission.

Skip to "Submission."

New Application Details

65. **Applicant Name:** *

_____

66. **Project Title:** *

_____

Academic Unit

67. **Faculty** *
    Mark only one oval.

    ◯   Faculty of Natural Sciences

68. **School** *

Mark only one oval.

- ( ) School of Computing and Mathematics
- ( ) School of Chemical and Physical Sciences
- ( ) School of Geography Geology and Environment
- ( ) School of Life Sciences

Project timeline

If exact start date is not known, please provide a realistic estimate

69. **Proposed Start Date:** *

_____

Example: 15 December 2012

70. **Proposed End Date:** *

_____

Example: 15 December 2012

Skip to "Submission."

Submission

By clicking submit below you are confirming that the information contained in this form and associated documents is accurate and complete. Incomplete submissions will result in delay to the review of your application.

Contact information for FNS (non-psy) FREC

FNS (non-psy) Faculty Research Ethics Committee Administrator:
naturalsciences.ethics@keele.ac.uk

Timelines and further information

For further information please refer to the FNS (non-psy) Faculty Research Ethics Committee webpage (https://www.keele.ac.uk/research/raise/governanceintegrityandethics/researchethics/staffandpgrstudents/howtoapplyforkeeleuniversityrecreview/fnsnon-psyfrec/)

A copy of your responses will be emailed to research.governance@keele.ac.uk