London Met Research Ethics Review Form

For STAFF ONLY

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This form should be completed by the member of staff responsible for the research project (i.e. Principal Investigator and/or grant-holder) in full consultation with any co-investigators, research students and research staff before commencing the research or collecting any data.

# Timeline:

The aim is to assess applications within two weeks. The reviewers may ask for a re-submission that addresses concerns they have. In this case, a further two weeks apply from receipt of the re-submitted form. The length of the process depends on the applicant addressing the reviewers’ requests explicitly and quickly. To be on the safe side, applicants should allow six weeks for the process.

# Definition of Research

Research ‘is defined as a process of investigation leading to new insights, effectively shared. […] It includes work of direct relevance to the needs of commerce, industry, culture, society, and to the public and voluntary sectors; scholarship [[[1]](#footnote-1)]; the invention and generation of ideas, images, performances, artefacts including design, where these lead to new or substantially improved insights; and the use of existing knowledge in experimental development to produce new or substantially improved materials, devices, products and processes, including design and construction. It excludes routine testing and routine analysis of materials, components and processes such as for the maintenance of national standards, as distinct from the development of new analytical techniques. It also excludes the development of teaching materials that do not embody original research.’[[2]](#footnote-2)

London Met’s [Research Ethics Policyand Procedures](https://student.londonmet.ac.uk/media/london-metropolitan-university/london-met-documents/professional-service-departments/research-office/policies-/Research-Ethics-Policy-and-Procedures_December2022_Final.pdf)and [Code of Good Research Practice](https://student.londonmet.ac.uk/media/london-metropolitan-university/london-met-photos/faculty-photos/the-cass/short-course-images/short-courses-images-2/2019/London-Met-Code-of-Good-Research-Practice.pdf), along with links to research ethics online courses and guidance materials, can be found on the Research & Postgraduate Office [Research Ethics webpage](http://www.londonmet.ac.uk/research/current-students/research-ethics/):

[London Met’s Research Framework](http://www.londonmet.ac.uk/research/current-students/research-framework/)

Researcher development sessions are listed on [Student Zone](https://student.londonmet.ac.uk/your-studies/mphil--phd-professional-doctorates/postgraduate-research-training-sessions/) and [Eventbrite](https://www.eventbrite.co.uk/o/research-and-postgraduate-office-26844345187).

# Please add your name to the beginning of the filename when saving as.

This form requires the completion of the following three sections:

* [**Section A: Applicant Details**](#_Section_A:_Applicant)
* [**Section B: The Project – Ethical Issues**](#_Section_B:_The)
* [**Section C: The Project – Risks and Benefits**](#_Section_C_–)

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| Section A: Applicant Details | | | | |
| **A1** | Background information | | | |
| Research project title: | | | |
| School: | | | |
| Subject Area: | | | |
| Date of first submission for ethics approval: | | | |
| Proposed start date for project: | | | |
| Proposed end date for project: | | | |
| Ethics ID # (to be completed by RERP): | | | |
| **A2** | Principal Researcher/Applicant Member of staff at London Metropolitan University who is responsible for the proposed research project either as Principal Investigator/grant-holder or, in the case of postgraduate research student projects, as Lead Supervisor | | | |
| Name: | |  | |
| Job title: | |  | |
| Email: | |  | |
| **Other Researchers** | | | |
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| Section B: The Project – Ethical Issues | |
| **B1** | The Research Proposal Please attach a brief summary **(max. 1,000 words)** of the research project including:   * Background/rationale and conceptual framework of study * Research questions/aims/objectives * Research methodology * Key references   If you plan to recruit participants, be sure to include information how potential participants in the study will be identified, approached and recruited; how informed consent will be obtained; and what measures will be put in place to ensure confidentiality of personal data. Please include participant consent forms and information sheets. |
|  |
| **B2** | Research Ethics Please outline any ethical issues that might arise from this study and how they are to be addressed.  ***NB*** *All research projects have ethical considerations. Please complete this section as fully as possible using the following pointers for guidance. Please include any additional information that you think would be helpful.*   |  |  | | --- | --- | | Does the project involve potentially deceiving participants? | **Yes/No** | | Will you be requiring the disclosure of confidential or private information? | **Yes/No** | | Is the project likely to lead to the disclosure of illegal activity or incriminating information about participants? | **Yes/No** | | Does the project require a Disclosure and Barring Service (DBS) check for the researcher? | **Yes/No** | | Is the project likely to expose participants to distress of any nature? | **Yes/No** | | Will participants be rewarded for their involvement? | **Yes/No** | | Are there any potential conflicts of interest in this project? | **Yes/No** | | Are there any other potential concerns? | **Yes/No** |   **If you answered yes to any of the points above, please explain.** |
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| **B3** | Does the proposed research project involve:   |  |  | | --- | --- | | The analysis of existing data, artefacts or performances that are not already in the public domain (i.e. that are published, freely available or available by subscription)? | **Yes/No** | | The production and/or analysis of physical data (including computer code, physical entities and/or chemical materials) that might involve potential risks to humans, the researcher(s) or the University | **Yes/No** | | The direct or indirect collection of new data from humans (e.g. interviews, observations, photos, surveys)? | **Yes/No** | | The direct or indirect collection of new data from animals? | **Yes/No** | | Sharing of data with other organisations? | **Yes/No** | | Export of data outside the EU? | **Yes/No** |   **If you answered yes to any of the points above, please explain below:** |
|  |
| **B4** | Will the proposed research be conducted in any country outside the UK? If so, are there independent research ethics regulations and procedures that either:   |  |  | | --- | --- | | Do not recognise research ethics review approval from UK-based research ethics services? | **Yes/No** | | and/or |  | | Require more detailed applications for research ethics review than would ordinarily be conducted by the University’s Research Ethics Review Panels and/or other UK-based research ethics services? | **Yes/No** |   **If you answered yes to any of the points above, please explain.** |
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| **B5** | Does the proposed research involve:   |  |  | | --- | --- | | The collection and/or analysis of body tissues or fluids from humans or animals? | Yes/No | | The administration of any drug, food substance, placebo or invasive procedure to humans or animals? | Yes/No | | Any participants lacking capacity (as defined by the UK Mental Capacity Act 2005)? | Yes/No | | Relationships with any external statutory-, voluntary-, or commercial-sector organisation(s) that require(s) research ethics approval to be obtained from an external research ethics committee or the UK National Research Ethics Service (this includes research involving staff, clients, premises, facilities, and data from the UK National Health Service (NHS), Social Care organisations and some other statutory public bodies within the UK)? | Yes/No |   If you answered yes to any of the points above, please contact your school’s RERP chair for further guidance. |
| **B6** | Does the proposed research involve:   |  |  | | --- | --- | | Accessing / storing information (including information on the web) which promotes extremism or terrorism? | Yes/No | | Accessing / storing information which is security sensitive (e.g. for which a security clearance is required)? | Yes/No |   **If you answered yes to any of the points above, please explain. To comply with the law, researchers seeking to use information in these categories must have appropriate protocols in place for the secure access and storage of material. For further guidance, see the Universities UK publication** [**Oversight of Security Sensitive Research Material in UK Universities**](http://www.universitiesuk.ac.uk/highereducation/Pages/OversightOfSecuritySensitiveResearchMaterial.aspx) **(2012).** |

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| Section C – The Project – Risks and Benefits | |
| **C1** | Risk Assessment |
| Please outline:   |  | | --- | | the risks posed by this project to both researcher and research participants | |  | | if applicable, the risk involved in research abroad | |  | | the ways in which you intend to mitigate these risks | |  | | the benefits of this project to the applicant, participants and any others | |  | |

***Please ensure that you have completed Sections A, B, and C and attached a Research Proposal before submitting to your School Research Ethics Review Panel (RERP)***

Please sign this form and submit it as an email attachment to the Chair of your school’s Research Ethics Review Panel (RERP) and cc all of the staff and students who will be involved in the proposed research.

You can find more information on [Research Ethics](http://www.londonmet.ac.uk/research/current-students/research-ethics/) on Student Zone.

Research ethics approval can be granted for a maximum of 4 years or for the duration of the proposed research, whichever is shorter, on the condition that:

* The researcher must inform their school’s Research Ethics Review Panel (RERP) of any changes to the proposed research that may alter the answers given to the questions in this form or any related research ethics applications
* The researcher must apply for an extension to their ethics approval if the research project continues beyond 4 years.

**Declaration**

**I confirm that I have read London Met’s *Research Ethics Policy and Procedures* and *Code of Good Research Practice* and have consulted relevant guidance on ethics in research.**

**I confirm that I will carry out risk assessment before embarking on my research and if any risks are identified I will submit a report to Health and Safety.**

**I confirm that, before doing research abroad, I will carry out risk assessment incl. observing** [**UK Government travel advice**](https://www.gov.uk/foreign-travel-advice)**. I will discuss any concerns with my supervisor and will submit any documentation that may be required.**

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| **Principal Researcher/Applicant signature:** | |
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| **Date:** |  |

# Feedback from Ethics Review Panel

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| ***Date of First Reviews:*** | | | | | | | | |
| ***Reviewers ONLY*** | | | | | | | | |
|  | ***Approved*** | | ***Feedback where further work required*** | | | | | |
| **Section A** |  | |  | | | | | |
| **Section B** |  | |  | | | | | |
| **Section C** |  | |  | | | | | |
| **Applicant’s Response**  *(Please highlight changes in the colour indicated for each version)* | | | | | | | | |
| Version\*: | | **1** | | **2** | **2** | **4** | Other: |  |

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|  | ***Approved*** | | ***Feedback where further work required*** | | | | | |
| **Section A** |  | |  | | | | | |
| **Section B** |  | |  | | | | | |
| **Section C** |  | |  | | | | | |
| **Applicant’s Response**  *(Please highlight changes in the colour indicated for each version)* | | | | | | | | |
| Version\*: | | **1** | | **2** | **3** | **4** | Other: |  |

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|  | ***Approved*** | | ***Feedback where further work required*** | | | | | |
| **Section A** |  | |  | | | | | |
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|  | ***Approved*** | | ***Feedback where further work required*** | | | | | |
| **Section A** |  | |  | | | | | |
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| **Section C** |  | |  | | | | | |
| **Applicant’s Response**  *(Please highlight changes in the colour indicated for each version)* | | | | | | | | |
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| **Applicant’s Response**  *(Please highlight changes in the colour indicated for each version)* | | | | | | | | |
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If more tables are needed (1) insert a page break (2) copy and paste the last table above.

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| **Date of approval** |  |
| NB: The Researcher should be notified of the review outcome within two weeks of the submission of the application. If the outcome is re-submission of the application because of requests for further information or suggested adjustments of the project, a further two weeks from receipt of the re-submitted application applies, and so on. A copy should be sent to rpo@londonmet.ac.uk. | |
| **Signature of RERP chair** |  |

1. ’Scholarship for the REF is defined as the creation, development and maintenance of the intellectual infrastructure of subjects and disciplines, in forms such as dictionaries, scholarly editions, catalogues and contributions to major research databases.’ [↑](#footnote-ref-1)
2. REF 2021, Guidance on Submissions (2019/01), p. 90 [↑](#footnote-ref-2)