London Met Research Ethics Tier 1 Application

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| For STAFF ONLY |

This **Tier 1 research ethics application** is for use by staff members for research projects where minimal ethical or legal issues are anticipated to arise, and where there is minimal risk to the researcher, any other person, the University or partner organisations. This might include for example scholarly work, library or archival research, and some creative practice-based research in arts, architecture, or critical and theoretical disciplines. By completing and submitting this application you agree that to the best of your knowledge your research does not raise ethical, legal, or safety implications that would require the submission of a full ethics application. You can also use this form to identify where a **Tier 2 research ethics application** might be required. If you are unsure whether or not this application is appropriate for your research project, you should seek advice form the appropriate Research Ethics Review Panel (RERP) chair.

Please note, you may be required to complete a **Tier 2** application if the school RERP believes the risks associated with the research warrant such an application or should the RERP be unclear that no such risks exist. Please allow at least six weeks for the completion of the ethics process.

The form should be completed by the member of staff responsible for the research project and submitted to the appropriate RERP chair.

**Understanding which form to use:**

* **Tier 1 research ethics staff applications** should be used for staff research where minimal ethical or legal issues are anticipated to arise, and where there are minimal identifiable risks (see examples above). Tier 1 applications are approved by RERP chairs.
* **Tier 2 research ethics staff applications** should be used for all other research projects by University staff. Tier 2 applications are peer reviewed by RERP panels.
* **Research student applications** should be used for all research student research projects regardless of the nature of the research or level of risk. Research student applications are reviewed by RERP panels.

# 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 Proceduresand [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/)

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

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| Section A: Applicant Details |
| **A1** | Background information |
| Research project title: |
| School: |
| Subject Area: |
| REF Unit of Assessment: |
| Date of submission: |
| Proposed start date for project: |
| Proposed end date for project:  |
| Ethics ID # (to be completed by RERP): T1- |
| **A2** | Principal Researcher/Applicant: Member of staff at London Metropolitan University who is responsible for the proposed research  |
| Name: |  |
| Job title: |  |
|  | Email: |  |

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| Section B: The Project  |
| **B1** | Brief description of research: Please add a brief summary (max. 200 words) of the research project including a brief overview of methodology. |
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| **B2** | **Ethical impact statement:** Please provide a brief statement (**max. 100 words)** addressing how you to intend to ensure the ethical dissemination, use and impact of your research.  |
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| Section C: Research ethics  |
| **C1** | Please identify any ethical issues that might arise from this study by completing the checklist below. If you answer **yes** to any of the questions below, you will need to submit a **Tier 2** application before proceeding with your research.

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| Does the research involve the direct or indirect collection of new data from humans (e.g. interviews, observations, photos, surveys) or animals? | Yes/No |
| Does the research involve the analysis of existing data, artefacts or performances that are not already in the public domain (i.e. that are not already published, freely available or available by subscription)? | Yes/No |
| Does the research involve collection of existing data in the public domain where a tacit or explicit expectation of privacy may apply (e.g. tweets, discussion forums)? | Yes/No |
| Does the research involve the collection or use of existing personal data in the public domain of identifiable individuals (e.g. email addresses, names, occupations, etc)  | Yes/No |
| Does the research involve the production and/or analysis of physical data (including computer code, physical entities, creative artefacts and/or chemical materials) that might involve potential risks to humans, the researcher(s), the University or partner organisations including reputational risks? | Yes/No |
| Will the research require accessing / storing information (including information on the web) which promotes extremism or terrorism, which may be security sensitive (e.g. for which a security clearance is required), or which may give rise to other legal or ethical concerns (e.g. use of certain pornographic materials)? | Yes/No |
| Will the research require travel abroad? | Yes/No |
| To the best of your knowledge does the research involve any other potential risks to humans, the researcher(s), the University, or partner organisations not covered above, including reputational risks? | Yes/No |

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| **C2** | **I confirm that I have read London Met’s *Research Ethics Policy and Procedures* and *Code of Good Research Practice* and consulted relevant guidance on ethics in research. I confirm that the information contained in this declaration is to the best of my knowledge true and accurate.**

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

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| **Outcome** (to be completed by RERP Chair): |
| **Approved?** (Y/N): |  |
| **Tier 2 application required?** (Y/N plus reasons): |  |
| **Date of decision:** |  |
| **Signature of RERP chair** |  |
| **Appeals and feedback** | If you have any concerns about the conduct of this review, would like to provide confidential feedback about the process, or would like to appeal the outcome of the review, please email: researchethics@londonmet.ac.uk |

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)