|  |  |
| --- | --- |
| Section A. Research Details | |
| 1. **Full title of research** |  |
| 1. **Short title of research** | For example, the simpler title you intend to use on participant-facing documents |
| 1. **Principal Investigator (PI) / Student Supervisor** | Only one person can be named as the PI – this cannot be a student. Co-investigators are to be listed in section B. |
| 1. **PI’s training in research ethics and research integrity** [Information about online training](http://researchsupport.admin.ox.ac.uk/support/training/ethics) | List the title of the courses and the date completed, e.g. *Research integrity core course, 01/02/22*.  NB: Researchers [**must**](https://researchsupport.admin.ox.ac.uk/article/research-integrity-online-training) have completed **either** the [core course](https://researchsupport.admin.ox.ac.uk/integrity-and-ethics-training#collapse409401) of the [University research integrity training](https://researchsupport.admin.ox.ac.uk/support/training/ethics) **or** the [refresher course](https://researchsupport.admin.ox.ac.uk/integrity-and-ethics-training#collapse409401) for experienced researchers within the previous 3 years. Good Clinical Practice training may be a suitable alternative for researchers based in the Medical Sciences Division. |
| 1. **PI - date of completion of** [**Information Security training**](https://www.infosec.ox.ac.uk/do-the-online-training) | This is the course that all staff must complete every 12 months to ensure the University is compliant with UK data protection legislation. |
| 1. **Student name and degree programme (if applicable)** |  |
| 1. **Department/Institute name** |  |
| 1. **University email address** |  |
| 1. **University telephone number** |  |
| 1. **Funding Source**   (required for ethics team use) | Insert details of key organisation(s) funding the research (If departmental funding, please state this)  Give funding reference number(s) if applicable  Note - Funding source is required to correctly categorise your application in the Research Services database |
| 1. **State any** [**conflicts of interest**](https://researchsupport.admin.ox.ac.uk/governance/integrity/conflict) **and explain how these will be addressed** | The University's [conflict of interest policy](https://researchsupport.admin.ox.ac.uk/governance/integrity/conflict/policy) requires all staff and students 'to recognise and disclose activities that might give rise to actual or perceived conflicts of interest’ and to ensure that such conflicts are seen to be properly managed or avoided  If none, please state ‘none’. |

|  |  |
| --- | --- |
| Section B. Researchers | |
| Copy and paste the below 4 rows as necessary to complete for each member of the research team, including student(s) named above, then delete this entire row. Note that **the PI does not need to be entered again** in this section. | |
| 1. **Researcher title and name** |  |
| 1. **Department / Institute name or affiliation** |  |
| 1. **Role in Research** |  |
| 1. **Training in Research Ethics and/or research integrity**   [Information about online training](http://researchsupport.admin.ox.ac.uk/support/training/ethics) | List the title of the courses and the date completed, e.g. *Research integrity core course, 01/02/22*.  NB: Researchers [**must**](https://researchsupport.admin.ox.ac.uk/article/research-integrity-online-training) have completed **either** the [core course](https://weblearn.ox.ac.uk/x/k2bd2F) of the [University research integrity training](https://researchsupport.admin.ox.ac.uk/support/training/ethics) **or** the [refresher course](https://weblearn.ox.ac.uk/access/content/group/7c2ffea5-2bfa-4c12-bdcc-3cf5344b6f18/2020/index.html) for experienced researchers within the previous 3 years. Good Clinical Practice training may be a suitable alternative for researchers based in the Medical Sciences Division. |
| 1. **Date of completion of** [**Information Security training**](https://www.infosec.ox.ac.uk/do-the-online-training) | This is the course that all staff must complete every 12 months to ensure the University is compliant with UK data protection legislation.  The [guidance](https://www.infosec.ox.ac.uk/training-and-awareness) on Security awareness training strongly recommends that students also complete the course.  Many Heads of Department require that all their graduate students should complete it.  Therefore, for these reasons, the ethics teams decided it should be completed by all applicants. |

|  |  |
| --- | --- |
| Section C. Basic information | |
| 1. **Provide a brief lay summary of the aims and objectives of the research. This should cover the questions it will answer, any potential benefits and what you will do to address the question.**   **(Maximum 300 words)** | Note that details of methodology will be requested in a later section  Include here:  Aim/purpose - What question(s) are you trying to answer, and why?  Brief justification for / value of the research  Brief outline of what your research will involve in order to answer the research question, e.g. ‘We will conduct an online survey…’ or ‘We will ask participants to come to a single session, where they will…’ |
| 1. **List all places where research will be conducted (including any other countries and online)** |  |
| 1. **Anticipated research start date** | Please note you need ethics approval **before** you start your research. CUREC 2 applications may take up to **60** **days** to process. **Retrospective ethics approval cannot be granted.** |
| 1. **Anticipated research end date**   (n.b. A maximum of 5 years approval can be granted) |  |
| 1. **Please list any** [**CUREC Approved Procedure(s)**](https://researchsupport.admin.ox.ac.uk/governance/ethics/resources/ap) **you will follow** |  |
| 1. **Please list any** [**CUREC Best Practice Guidance**](https://researchsupport.admin.ox.ac.uk/governance/ethics/resources/bpg) **used to develop your research** |  |
| 1. **Please list any** [**Professional Guidelines used**](https://researchsupport.admin.ox.ac.uk/governance/ethics/resources/guidance) |  |
| 1. **Name of departmental / peer reviewer (if applicable)** | Certain applications to the MS IDREC require departmental review - see <https://researchsupport.admin.ox.ac.uk/governance/ethics/apply/msidrec> |
| 1. **Will you submit, or have you submitted, this research for ethical review or consideration elsewhere (e.g. local or collaborator’s ethics committee, or other local approval)?** | If ‘yes’, please give details of local or other universities’ ethics committee and attach ethics approval letter(s). If this is not possible, please explain your reasons.  Please also refer to the [Best Practice Guidance on Ethical Review of social-sciences based research conducted outside the UK](https://researchsupport.admin.ox.ac.uk/governance/ethics/resources/bpg) (BPG 16), which includes an Ethics Issues Checklist for International Research (Appendix A). |

|  |  |  |
| --- | --- | --- |
| Section D. Participants (n.b. where there is no contact with human participants (in person or virtual) and no observation of them, but only use of data about them, please omit this section, and complete section I instead) | | |
| 1. **Age range of participants** |  | |
| 1. **Are research participants people who may not be able to give free and informed consent?**   e.g. those under 18, prisoners, or adults ‘at risk’ | State ‘yes’ or ‘no’ and **if yes,** please give details.  Your attention is drawn to the [University’s Safeguarding Code of Practice](http://www.admin.ox.ac.uk/personnel/cops/safeguarding/) and its implications for researchers involving children or adults at risk, including the need for the work to be risk assessed and for researchers to undertake related training. | |
| 1. **Anticipated number of participants** | An approximate figure or range, e.g. 10s, 100s should be given if the exact number is unknown. | |
| 1. **How was the number of participants decided?** | NB: The number of participants should be sufficient to achieve statistically useful results but should not be so high as to involve unnecessary recruitment | |
| 1. **Inclusion Criteria** |  | |
| 1. **Exclusion criteria** |  | |
| 1. **Please mark ‘X’ against all planned recruitment methods**   Provide copies of all recruitment material for review | Poster advert |  |
| Flyer |  |
| Email circulation |  |
| In-person approach |  |
| Website |  |
| Social media (e.g. twitter, Facebook) |  |
| Snowball sampling (recruiting through contacts of existing participants) |  |
| Newspapers |  |
| Research recruitment sites (e.g. Prolific Academic, Amazon Turk) |  |
| Existing departmental contacts or volunteer database |  |
| Other (please specify below) |  |
|  | |
| 1. **How will potential participants be identified and approached?** | Clarify how the recruitment methods indicated in the previous answer will be used. e.g., explain where any posters or adverts will be placed or which mailing lists will be used.  Detail the process that occurs between a potential participant reading recruitment material and the research taking place, or online study completion | |
| 1. **Will informed consent be obtained from the research participants or their parents/ guardians?** If not, please explain why not. | If participants are not going to be provided with all the information they need to make an informed decision about participating (e.g. in surveys, so as not to bias responses), please explain why this is necessary and provide details of measures to debrief participants afterwards. | |
| 1. **For each activity or group of participants, explain how** [**informed consent**](https://researchsupport.admin.ox.ac.uk/governance/ethics/resources/consent) **will be obtained from the participants themselves and/or their parents/guardians, if applicable. How will their consent be recorded?** | Please submit copies of all participant-facing materials for review. e.g.:   * Recruitment material (e.g. emails, posters) * Information for participants to read (or hear) before they agree to take part (e.g. written information or, if applicable, an outline oral information script). * A document to record informed consent.   [Further guidance and templates](https://researchsupport.admin.ox.ac.uk/governance/ethics/resources/consent). | |

|  |  |  |  |
| --- | --- | --- | --- |
| Section E. Research Methodology | | | |
| 1. **Please mark ‘X’ against the methods that will be used in your research**   Ensure you address each method you will use in your informed consent documents and on this form | | | |
| Use of casual or local workers (e.g. interpreters) |  | [Audio recording](https://researchsupport.admin.ox.ac.uk/covid-19/data#collapse2299901) of participant |  |
| Interview (refer to guidance in [BPG 10: Conducting research interviews](https://researchsupport.admin.ox.ac.uk/files/bpg10conductingresearchinterviewsv10pdf)) |  | [Video recording](https://researchsupport.admin.ox.ac.uk/covid-19/data#collapse2299901) of participant |  |
| Focus group |  | Photography of participant |  |
| Participant completes questionnaire in hard copy |  | Physiological recording from participant |  |
| Participant completes online questionnaire or other online task (refer to guidance in [BPG 06: Internet-mediated research](https://researchsupport.admin.ox.ac.uk/files/bpg06internet-basedresearchpdf)) |  | Taking a sample of blood or other bodily fluid from a participant |  |
| Use of social media to recruit or interact with participants (refer to guidance in [BPG 06: Internet-mediated research](https://researchsupport.admin.ox.ac.uk/files/bpg06internet-basedresearchpdf)) |  | Participant observation |  |
| Analysis of existing records |  | Covert observation |  |
| Participant performs verbal or aural task |  | Systematic observation |  |
| Participant performs paper and pencil task |  | Observation of specific organisational practices |  |
| Participant performs computer based task |  | Other (please specify below) |  |
| Measurement/recording of motor behaviour |  |  | |
| 1. **Provide a lay description of the research design and methods. In particular, describe clearly what participants in the research will be asked to do.** | | | |
| Outline what participants will be asked to do, the location (if applicable) and approximately how much time it will take them. | | | |
| 1. **Will the research include any audio, video or photographic recordings?** | | | |
| State ‘yes’ or ‘no’ and **if yes,** please give details as to what/who will be recorded, how, and when. | | | |
| 1. **Please detail any expenses or gifts that will be offered to participants**   Guidance is available in [Best Practice Guidance: 05 Payments and incentives in research](https://researchsupport.admin.ox.ac.uk/files/bpg05paymentsandincentivesinresearchv10pdf). | | | |
| Include the means of payment, e.g. cash, bank transfer or voucher | | | |

|  |  |  |
| --- | --- | --- |
| Section F. Ethical Considerations For guidance on ethical issues, please see <http://researchsupport.admin.ox.ac.uk/governance/ethics/resources>  (N.B. To complete, double click on the check boxes and select ‘checked’) | | |
| 1. **Will the research involve any participants considered** [**vulnerable**](https://researchsupport.admin.ox.ac.uk/governance/ethics/faqs-glossary/glossary#V) **in the context of the research (e.g. children, elderly, prisoners, adults “at risk”)?**   **If yes,** please describe how they are defined as vulnerable and detail any CUREC Approved Procedures or guidance that will be applied to the research (for current documents and templates see <https://researchsupport.admin.ox.ac.uk/governance/ethics/resources>). For research involving children, please state why either CUREC Approved Procedure 15 or 25 cannot be applied wholly to your research. | Yes | No |
|  | | |
| 1. **Will** [**unequal relationships**](https://researchsupport.admin.ox.ac.uk/governance/ethics/faqs-glossary/glossary#U) **exist between participants and those obtaining informed consent?**   **If yes,** describe the nature of the unequal relationship and how arising ethical issues will be addressed | Yes | No |
|  | | |
| 1. **Will the research involve questions and/or discussions of contentious and/or sensitive issues (e.g. information relating to ethnicity, political opinions, religious beliefs, physical/mental health or sexual life)?**   **If yes,** please justify why this is required and provide the questions (or an outline of them) raising the issues that will be used in your research. | Yes | No |
|  | | |
| 1. **Will taking part in the research put participants under any particular burden and/or risk (including risk of prosecution)?**   **If yes,** describe how risks will be mitigated. If there is a risk of prosecution to the participant, justify why incriminating data are sought. During the consent process, participants should be made aware of the risks of disclosing potentially illegal information and understand what the researchers would do if they were to receive that information. | Yes | No |
|  | | |
| 1. **Will the research involve deliberate** [**deception**](https://researchsupport.admin.ox.ac.uk/governance/ethics/faqs-glossary/glossary/#D) **of participants beyond that covered by** [**CUREC Approved Procedure 07**](https://researchsupport.admin.ox.ac.uk/governance/ethics/resources/ap#collapse397216)**?**   **If yes**, justify why deception is used, describe deception and debriefing process, and include debriefing documents in the application | Yes | No |
|  | | |
| 1. **Could the proposed research affect your own physical and/or psychological safety as a researcher?**   **If yes,** describe how you will manage this. Explain what safety procedures, structured mentoring or other ongoing support will be in place during this research. Include details of lone working procedures, if applicable. | Yes | No |
|  | | |
| 1. **How will you ensure the research is conducted according to the details given in this form?** | | |
| Give details of:  Frequency of meetings to discuss progress and/or issues, and who will be involved in these  Supervisory process for students (if applicable)  Whether anyone will check procedures are being followed, and how  How you would handle and report adverse events, e.g. injury to researchers or participants, data breaches etc. | | |
| 1. **Please give details of any other ethical and/or safety considerations, including whether there might be any risks or benefits to the wider community.** | | |
|  | | |
| 1. **How do you propose to deal with / handle any incidental findings?** | | |
| Such as illegal activity, medical or psychiatric conditions that are discovered unintentionally during the course of the research | | |
| 1. **Will any data or information from this study be provided to individual participants?** | | |
| State ‘yes’ or ‘no’ and **if yes,** please give details. | | |

|  |  |  |
| --- | --- | --- |
| Section G. Other considerations | | |
| 1. **Is any part of this research being conducted overseas?**   **If yes,** please give details below. Explain how you will address any ethical issues specific to the local context. Please provide details of the local review, approval or permission obtained or required. If there will be no local review, explain why not. You may find it helpful to refer to CUREC’s [BPG 16: Social science research conducted outside the UK](https://researchsupport.admin.ox.ac.uk/governance/ethics/resources/bpg) and the [Code of Conduct for Ethical Fieldwork](https://researchsupport.admin.ox.ac.uk/files/ethicalfieldworkcodeofconductpdf-1).  Ensure you complete and submit a [travel risk assessment](https://safety.admin.ox.ac.uk/travel-and-fieldwork) to your departmental safety officer, if your department requires this. (This is necessary to ensure the travel/ fieldwork is covered by the University’s travel insurance – see [http://www.admin.ox.ac.uk/finance/insurance/travel](http://www.admin.ox.ac.uk/finance/insurance/travel/))Please also address any physical or psychological risks for Oxford researchers and local fieldworkers in the ‘Ethical Considerations’ section above and discuss these with your safety officer. | Yes | No |
|  | | |
| 1. **Please list any stakeholder or community engagement that has been, or will be, undertaken in relation to the research.** | | |
|  | | |
| 1. **Does your research raise issues relevant to the Counter-Terrorism and Security Act (**[**the Prevent Duty**](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445916/Prevent_Duty_Guidance_For_Higher_Education__England__Wales_.pdf)**), which seeks to prevent people from being drawn into terrorism?**   **If yes,** please say how you plan to address any related risks. Please see advice on this on our [Best Practice Guidance Web Page](http://researchsupport.admin.ox.ac.uk/governance/ethics/resources/bpg). | Yes | No |
|  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Section H. Data management and handling | | | | |
| All information provided by participants is considered **research data** for the purpose of this form. Any research data from which participants can be identified is known as [**personal data**](https://researchsupport.admin.ox.ac.uk/governance/ethics/faqs-glossary/glossary#P); any personal data which is sensitive is considered [**special category data**](https://researchsupport.admin.ox.ac.uk/governance/ethics/faqs-glossary/glossary#S).  Management of personal data, either directly or via a third party, must comply with the requirements of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, as set out in the [University’s Guidance on Data Protection and Research](https://researchsupport.admin.ox.ac.uk/policy/data). In answering the questions below, please also consider the points raised in the [Data Protection Checklist](https://researchsupport.admin.ox.ac.uk/policy/data/checklist) and whether, for higher-risk data processing, a separate [Data Protection Impact Assessment](https://compliance.admin.ox.ac.uk/privacy-by-design) (DPIA) may also be required for the research. Advice on research data management and security is available from [Research Data Oxford](http://researchdata.ox.ac.uk) and your local IT department. Advice on data protection is available from the [Information Compliance team](mailto:information.compliance@admin.ox.ac.uk).  **Please mark ‘X’ against the data you will collect for your research** | | | | |
| Screening documents |  | Audio recordings | |  |
| Consent records including participant name or other identifiers (e.g. written consent forms, audio-recorded consent, assent forms) |  | Video recordings | |  |
| Consent obtained [anonymously](https://researchsupport.admin.ox.ac.uk/governance/ethics/faqs-glossary/glossary#A) (e.g. via online survey) |  | Transcript of audio/video recordings | |  |
| Opt-out forms |  | Photographs | |  |
| Contact details for the purpose of this research only |  | Information about the health of the participant (including mental health) | |  |
| Contact details for future use |  | Physiological test results / measurements | |  |
| Field notes |  | MRI scans | |  |
| Task results (e.g. questionnaires, diary completion) |  | IP addresses (refer to [Best Practice Guidance 09: Data collection, protection and management](https://researchsupport.admin.ox.ac.uk/files/bpg09datacollectionandmanagementpdf) for guidance) | |  |
| Data already in the public domain.  Specify the source of the data: |  | Other (please specify below) | |  |
| Previously collected (secondary) data |  |  | | |
| Bank details for payment |  |
| **How and where will each type of data be stored whilst the research is ongoing (until the end of all participant involvement)?**  List each type of data selected above, and explain how each will be physically transferred (including movement/sharing of audio files, paper records, electronic downloads etc.) from where it is collected to a [suitable storage site](https://researchsupport.web.ox.ac.uk/governance/ethics/faqs-glossary/faqs#collapse2796921) (e.g. Nexus365 OneDrive for Business, SharePoint, University servers). State the storage location for each.Do not store unencrypted data in freely available cloud services or unprotected USB drives.  Refer to Best Practice Guidance on data collection, protection and management ([BPG09](https://researchsupport.admin.ox.ac.uk/governance/ethics/resources/bpg)). | | | | |
| Examples:  “Paper consent records will be collected from participants and placed in a folder for transfer from the lab to the researcher’s office, where they will be stored in a locked filing cabinet. Researchers will ensure that they go directly from the lab to the office in order to ensure paper records are not inadvertently left in an intermediate location”  “Survey data will be downloaded from the online survey provider, and transferred electronically to storage in password-protected Excel files on encrypted computers within the University network”  “Audio recordings will be transferred from the recording device to be stored as password-protected files on an encrypted computer within the University network. They will then be deleted from the original recording device. Nexus365 OneDrive for Business will be used to share the audio files with the company that will transcribe and anonymise these audio files. Transcriptions will be returned to us via the same means. The audio recording held by the researchers will then be deleted. The transcription will be stored as a Word file on encrypted computers within the University network [or stored in written form on paper in a locked filing cabinet within the office of the Principal Investigator]” | | | | |
| **Will you use a unique participant number on research data instead of participant name?**  **If yes,** state whether or not you will retain a list of participant names against numbers ([pseudonymisation](https://researchsupport.admin.ox.ac.uk/governance/ethics/faqs-glossary/glossary#P) via a linkage list). **Where will the list be stored, and when will it be destroyed?** | | | | |
|  | | | | |
| **Who will have access to the research data?** | | | | |
| Researchers listed on this form will have access to the research data. For applications to the MS IDREC, access will be granted to the MS IDREC for the purposes of monitoring and/or audit of the research. If other researchers/organisations (e.g. other universities, transcription services) will also have access, then please add details. | | | | |
| **If research data is to be shared with another organisation, how will it be transferred / disclosed securely?** | | | | |
| Give details of transfer procedures, stating whether or not the data will be identifiable | | | | |
| **Are there any risks associated with the collection or transfer of the research materials, including at border checks? If so, describe the steps that will be taken to address these risks.** | | | | |
|  | | | | |
| **When and how will** [identifiable data](https://researchsupport.admin.ox.ac.uk/governance/ethics/faqs-glossary/glossary#P) **(including audio/video recordings & photos) be destroyed or deleted?**  N.B. If any identifiable data will be retained beyond the end of the study and/or indefinitely, please state what data this is, and the reasons for retention (e.g. contact details for future studies; photos used in publication). This must be clearly stated on participant information, and specific consent obtained. | | | | |
| Identifiable research data should be preserved for ‘as long as it has continuing value’. The [minimum retention period](https://researchdata.ox.ac.uk/university-oxford-data-management-policy) is the longer of three years after public release or completion of the research, or any period specified in a grant or contract related to the work (some [funders](https://researchdata.ox.ac.uk/funder-requirements) may require data to be kept for longer than three years).  If it is no longer needed, or will not be archived, personal data should be destroyed as soon as possible, in order to comply with the UK General Data Protection Regulation and the Data Protection Act 2018. Please state when and how each type of identifiable data will be destroyed and confirm you will use a secure destruction process. | | | | |
| **Please confirm that you will store other (non-identifiable) research data safely for at least 3 years after final publication or public release and adhere to any** [**additional research funder policies.**](http://researchdata.ox.ac.uk/funder-requirements/)  For more information about the University policies, please see the University’s webpages on [research data management](http://researchdata.ox.ac.uk/).  **If ‘Yes’**, please give details of who will store the data and on storage format, location and security.  **If ‘No’**, please provide further details. | | | Yes | No |
| Guidance is available on the [Research Data Oxford](https://researchdata.ox.ac.uk/home/sharing-your-data/to-share-or-not-to-share) website, via the webpage on [open research](https://www.ox.ac.uk/research/support-researchers/open-research) and within the [research ethics FAQs](https://researchsupport.admin.ox.ac.uk/governance/ethics/faqs-glossary/faqs#tab-269816). Note that open science is encouraged. | | | | |

|  |  |  |
| --- | --- | --- |
| Section I. Research involving secondary use or disclosure of personal data or special category data This section of the form is only to be completed for research activity (as part or all of the research) where there is no contact with human participants (in person or virtual) and no observation of them, only use of data about them.  Your research must meet the standards laid down in the Data Protection Act 2018 with respect to the collection, use, and storage of personal data about human participants. | | |
| 1. **Will you seek data access agreements for these data?**   **If yes,**   * List the individual(s) or organisation(s) from which the information will be sourced * Attach a copy of the agreement with the individual(s) or organisations in question * Provide details of any conditions imposed by the organisation(s) concerning the release of the information   **If no,** please explain how and when the agreement of the disclosing organisation(s) will be obtained | Yes | No |
|  | | |
| 1. **Could these data be linked back to an individual or individuals?**   **If yes,**   * Please explain why data cannot be collected in a way that prevents linkage with an individual/individuals * Say how individual consent was obtained for the collection, use or disclosure of linkable data   **If no,** you do not need to complete the rest of this section | Yes | No |
|  | | |
| 1. **How will any personally identifiable data be transferred to you?**   Please describe the arrangements for any physical transfer of personal data (including paper records and data captured electronically via portable media) from where you are obtaining it to local storage | | |
|  | | |
| 1. **Where, and for how long, will personally identifiable data be stored during and after the research?**   Please outline procedures for ensuring confidentiality, e.g. security arrangements, pseudonymisation etc. | | |
|  | | |
| 1. **Who will have access to the personally identifiable data?**   If data is to be shared with another organisation, other than the researchers listed, how will it be transferred / disclosed securely | | |
|  | | |
| 1. **When and how will personally identifiable data be destroyed?** | | |
|  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Section J. Publication and dissemination of results | | | |
| 1. **Will you preregister this research?** | | Yes | No |
| 1. **If yes, please state the platform where it will be preregistered** | (e.g. [Open Science Framework](https://osf.io)) | | |
| 1. **How will you disseminate project outcomes at the end of the research?** | Please describe your plans for dissemination of the results/ data (e.g. academic thesis, journal publication, open science archive, etc.)  Will participants be provided with a summary of the findings? If so, please explain how you will ensure this happens appropriately, ie taking into consideration the purpose of sharing the findings, the timing of doing so, the format of the findings and any consequences for the participants or others.  Please give details regarding any [open science](https://www.universitiesuk.ac.uk/policy-and-analysis/research-policy/open-science) practices you will follow, e.g. open access to research data, publications etc. | | |

|  |  |
| --- | --- |
| **Section K. Additional questions for applications to the Medical Sciences IDREC** | |
| 1. **List any standardised questionnaires that will be utilised (there is no need to send a copy)** |  |
| 1. **List any additional questionnaires designed by the researchers – a copy of these must be sent to the MS IDREC for review** |  |
| 1. **Give details of any biological sample(s) that will be taken (e.g. blood, urine, saliva, faeces)** | State the volume of sample, and the frequency of sampling.  Describe briefly how the sample will be processed and stored once taken, and confirm that it will be rendered into a form not [relevant under the Human Tissue Act](https://www.hta.gov.uk/policies/list-materials-considered-be-‘relevant-material’-under-human-tissue-act-2004) before use in the research.  All stored samples must be fully anonymised (no means of identification by any member of the research team) or pseudonymised (samples may be identified via a linkage document securely held elsewhere). Please say which will apply to your research.  Say who will have access (e.g. research team only), and whether it will be stored long-term for use in future ethically approved studies). Provide a brief overview of the laboratory analyses that will be performed and how the samples will be destroyed (if appropriate). |

# 

# Declaration and signatures

**In providing signatures, the** IDRECs accept either:

**Option 1:** Email confirmations sent from a University of Oxford email address. Separate emails should be sent by each of the relevant signatories as outlined below, indicating acceptance of their responsibilities.

**Option 2:** That the form be fully-signed with handwritten (wet-ink) signatures. Please scan these and the rest of the form pages to create a single PDF document and email to us.

The form should be sent with Word versions of all documents by email to:

[ethics@medsci.ox.ac.uk](mailto:ethics@medsci.ox.ac.uk) (for applications from the Medical Sciences and MPLS divisions)

[ethics@socsci.ox.ac.uk](mailto:ethics@socsci.ox.ac.uk) (for applications from the Social Sciences and Humanities divisions)

Applications from departments with a departmental research ethics committee (DREC) should first be sent for initial review to the relevant [DREC](https://researchsupport.admin.ox.ac.uk/governance/ethics/committees/drecs#collapse394996).

**Pasted images of signatures cannot be accepted**

|  |  |
| --- | --- |
| **Principal Investigator (and student if applicable)**  I/We, the researcher(s):   1. Understand our responsibilities as outlined on this form and in the CUREC glossary and guidance 2. Agree to start this research only after obtaining approval from the IDREC; 3. Understand that the Principal Investigator must ensure that all researchers are suitably qualified and trained to conduct the research described, or are appropriately supervised until deemed qualified/trained; 4. Agree to provide additional information as requested by the IDREC before approval is secured and as research progresses; 5. Agree to maintain the confidentiality of all data collected from or about participants; 6. Agree to notify the IDREC in writing immediately of any proposed change to the research, and await approval before proceeding with the proposed change; 7. Agree to notify the IDREC if the Principal Investigator changes and supply the name of the successor; 8. Will use the data collected only for the research for which approval has been given; 9. Will grant access to data only to authorised persons; and 10. Have made arrangements to ensure that [personal data](https://www.admin.ox.ac.uk/curec/faqs-glossary/glossary/#d.en.163302) collected from participants will be held in compliance with the requirements of UK GDPR and the Data Protection Act 2018. | |
| **Principal Investigator (Name)** |  |
| **Principal Investigator (Signature)**  **(**Wet-ink signature, not pasted electronic image) |  |
| **Date** |  |
| **Student (Name)** |  |
| **Student (Signature)**  **(**Wet-ink signature, not pasted electronic image) |  |
| **Date** |  |

# Acceptance by Head of Department/Faculty or Designated Nominee\*

\*Another senior member of the department may sign where the head of department is the Principal Investigator, or where the head of department has appointed a nominee. Example nominees include Deputy Head of Department, Director of Research, and Director of Graduate/ Undergraduate Studies.

On the basis of the information available to me, I confirm that:

* I am aware of the research proposed and have read this application;
* To the best of my knowledge, the proposed design and scientific methodology do not raise ethical concerns beyond those addressed in the application;
* I support this research in principle, subject to ethical and other necessary reviews.

|  |  |
| --- | --- |
| **Head of Department or designated nominee (Name)** |  |
| **Head of Department or designated nominee (Signature)**  Wet-ink signature (not pasted electronic image)  *or*  The Head of Department/nominee can send an email (including PI name and study title) to [ethics@medsci.ox.ac.uk](mailto:ethics@medsci.ox.ac.uk) or [ethics@socsci.ox.ac.uk](mailto:ethics@socsci.ox.ac.uk) confirming the above |  |
| **Date** |  |