Depending on your research study, you may need to include supporting documentary evidence as part of this form. Please refer to the University Research Ethics and Governance handbook, or those provided by your Faculty or Service Department for information about the type of evidence you need to provide.

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| --- | --- |
| **Project title:** |  |

**Submitter information**

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| **Name:**  |  |

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| **Status:** |  | Staff |  | PG research |  | PG taught |  | Undergraduate |

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| **Faculty:** |  |
| **Department:** |  |
| **Email:** |  |
| **Principal Supervisor (if relevant):** |  |
| **Please list your co-investigators (if relevant):** |  |

**Data Source**

Tick all relevant boxes that apply to your proposed research and then make sure that you also complete **all** of the relevant sections.

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| **1. People and/or personal data of a living individual** |  |

Participants are defined as including living human beings. This also includes human data and records (such as but not restricted to medical, genetic, financial, personnel, criminal or administrative records including scholastic achievements). Personal data is defined as any identifiable information that affects a person's privacy such as information which is biographical in a significant sense or has the relevant individual as its focus rather than some other person or some transaction or event. This includes video/audio and photographic materials.

**PLEASE COMPLETE SECTIONS: 1, 6, 7, 8, 9**

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| **2. Secondary data (not in public domain)** |  |

Secondary data involves the use of existing data (not in the public domain) with the permission of the Data Controller for purposes other than those for which they were originally collected. Secondary data may be obtained from many sources, including surveys, computer databases and information systems.

**Please Complete SectionS: 2, 6, 7, 8, 9**

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| **3. Environmental Data** |  |

Any outdoor fieldwork in rural, coastal, marine or urban environments and the temporary or long term effects the research study may have on people, animals or the natural or built environment.

**4. Commercially sensitive information**

**1. PEOPLE AND/OR PERSONAL DATA**

If you are involving human participants, or are gathering personal data about a living individual then please complete all of the sub-sections in section 1.

**A: RESEARCH AIMS**

State your research aims/questions (maximum 500 words). This should provide the theoretical context within which the work is placed, and should include an evidence-based background, justification for the research, and clearly stated hypotheses (if appropriate):

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**B: Study design and data analysis**

Please provide a description of the study design, methodology (e.g. quantitative, qualitative), the sampling strategy, methods of data collection (e.g. survey, interview, experiment, observation), and analysis

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**Ci SAMPLE**

Provide details of the sample groups that will be involved in the study and include details of their location (whether recruited in the UK or from abroad) and any organizational affiliation. For most research studies, this will cover: the number of sample groups; the size of each sample group; the criteria that will be used to select the sample group(s) (e.g. gender, age, sexuality, health conditions). If this is a pilot study and the composition of the sample has not yet been confirmed, please provide as many details as possible.

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**Cii** If you will be including personal data of living individuals, please specify the nature of this data, and (if appropriate) include details of the relevant individuals who have provided permission to utilise this data, upload evidence of these permissions in the supporting documentation section.

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**ciii. RecruitMENT**

Describe the step by step process of how you will contact and recruit your research sample and name any organisations or groups that will be approached. Your recruitment strategy must be appropriate to the research study and the sensitivity of the subject area. You must have received written permission from any organizations or groups before you begin recruiting participants. Copies of draft requests for organizational consent must be included in the ‘Supporting Documentary Evidence’. You must also provide copies of any recruitment emails/posters that will be used in your study.

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Will you make any payment or remuneration to participants?

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| --- | --- | --- | --- |
|  | Yes |  | No |

**If yes:** Please provide details/justifications. Note that your Faculty may have specific guidelines on participant payments/payment rates etc and you should consult these where appropriate:

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**D. CONSENT**

Please indicate the type of consent that will be used in this study:

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|  | **Informed consent** |

Please include copies of information sheets and consent forms in the ‘Supporting Documentary Evidence’. If you are using alternative formats to provide information and /or record consent (e.g. images, video or audio recording), provide brief details and outline the justification for this approach and the uses to which it will be put:

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|  | **If using an alternative consent model (e.g. for ethnographic research)** |

Provide a rationale that explains why informed consent is not appropriate for this research study and detail the alternative consent arrangements that will be put in place. Add any relevant supporting documentation to the ‘Supporting Documentary Evidence’ section.

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**E. RISK**

Please identify any risks associated with your project and how these risks will be managed. If appropriate refer to any Risk Assessments (RA) you have consulted to ensure the safety of the research team and your participants. Please state the level of risk for each RA.

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**F. Tasks and activities for research participants**

1. Provide a detailed description of what the participants will be asked to do for the research study, including details about the process of data collection (e.g. completing how many interviews / assessments, when, for how long, with whom). Add any relevant documentation to the ‘Supporting Documentary Evidence’ section of this form.

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1. Provide full details of all materials that will be used (including consent documentation). If you are using newly developed or unpublished materials these must be provided as Supporting Documentary Evidence

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1. If the task could cause any discomfort or distress to participants (physical, psychological or emotional) describe the measures that will be put in place to reduce any distress or discomfort. Please give details of the support that will be available for any participants who become distressed during their involvement with the study.

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**2. Data from secondary sources**

If your research will be using data from secondary sources (i.e. data about people that has not been gathered by you from the research sample and which is not in the public domain) then the following sections must be completed.

**A. DATA SOURCE**

What is the source of your data?

Describe any measures that will be put in place to meet the supplier’s terms and conditions. (Note: arrangements about anonymising data, data storage and security should be provided in section 6). Where permissions are required to access data, provide evidence of the relevant permissions you have obtained in the supporting documentary evidence.

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**If your research involves the cooperation of external organizations then relevant permission should be provided in the ‘Supporting Evidence Section’.**

**3. ENVIRONMENTAL DATA**

If your research study involves taking samples from the urban or natural environment (e.g. (soil, water, vegetation, invertebrates, geological samples etc) all of the questions in this section must be completed.

1. **SITE INFORMATION**

List the locations where the data collection will take place including, where appropriate, the map reference. State if the location is protected by legislation (e.g. Area of Outstanding Natural Beauty (AONB), Site of Special Scientific Interest (SSSI), National Park etc).

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**B. Permission and access**

Do you need permission to include the location(s) in the research study or to gain access to the site(s)?

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| --- | --- | --- | --- |
|  | Yes |  | No |

**If yes:** State the job title and contact details (address and telephone number) of the person you will contact to request permission. If you have already received permission, please include a copy of the letter or email confirming access under ‘Supporting Documentary Evidence’.

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**C. SAMPLES**

Provide details of: the type of sample(s) you will collect (soil, water, vegetation, invertebrates etc); the size of each sample; and the spread of sampling across the location(s). Explain how the samples will be disposed of after the research is complete

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Briefly explain why collecting the sample(s) is essential to the research study.

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**D. COLLECTION**

Describe how you will reach the site and any potential pollution, noise, erosion or damage that could occur. Detail the measures you will take to reduce any impacts.

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Detail any impacts caused by extracting the sample (e.g. disturbance of animal or bird populations; use and disposal of chemicals in the field; trampling or removal of vegetation; visual or aesthetic impacts caused by markers left on the site). Detail the measures you will take to reduce any impacts.

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**4. Commercially sensitive data**

**5. Data security and storage**

1. **ANONYMISING DATA**

Describe the arrangements for anonymising data and if not appropriate explain why this is and how it is covered in the informed consent obtained.

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1. **STORAGE**

Describe the arrangements for the secure transport and storage of data collected and used during the study. This should include reference to ‘clouds’, USB sticks.

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**C. RETENTION AND DISPOSAL**

Describe the arrangements for the secure retention and disposal of data when the research study is complete.

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**6. Intellectual property**

Please provide details of any Intellectual Property issues or commercial implications arising from the proposed study. Please describe the agreements that are in place to protect / exploit the Intellectual Property.

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**7. Timescale**

Proposed start date of data collection: Click here to enter a date.

Proposed end date of data collection: Click here to enter a date.

**8. Supplementary information**

Please tick the boxes that relate to the supplementary documentation that you will attach as part of your submission:

|  |  |
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|  | Participant information sheet |
|  |  |
|  | Consent form(s) |
|  |  |
|  | Debrief sheet |
|  |  |
|  | Participant recruitment email/poster |
|  |  |
|  | Unpublished (in-house) questionnaire(s) |
|  |  |
|  | Interview / observation / focus group schedules |
|  |  |
|  | Risk Assessments / Standard Operating procedures |
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|  | Permission letters (e.g. from school, organization, team etc) |
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|  | Other documents. Please specify below:  |

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