Research Ethics Review Checklist

Two signed copies of this checklist should be sent to the ethics committee at your institution. It is used to identify whether a full application for ethics approval needs to be submitted. If a full application is required, your request will be forwarded to the chair of the committee. **You should not begin work with participants until final ethics approval is given.**

One copy of the form will be returned to you when your project has been given ethics clearance. **It is of the utmost importance that you keep the form in a safe place.**

Section I: Applicant Details

1. Project title:	
2. Name of researcher (your name):	
3. E-mail address:	
4a. Contact address:	
4b. Contact address:	

Section II: Ethics committee's statement

Supervisor: Please tick the appropriate boxes. The study should not begin until all boxes are ticked.

To the best of our knowledge:

	The researcher has read the relevant ethical guidelines material
	With due regard to the nature of the activity, the topic merits further research
	The researcher has the skills to carry out the research
	Where relevant, participant information sheets or leaflets are appropriate
	The procedures for recruitment, gaining access and obtaining informed consent are appropriate
	The researcher shows appropriate awareness of Data Protection issues and relevant professional ethics guidelines

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Comments from ethics committee:

Section III: Research Checklist

Ethics committee: Please answer each question by ticking the appropriate box and sign and date the form in the space provided.

	YES	NO
1. Does the study involve participants who are particularly vulnerable or unable to give informed consent (e.g. children, young people, people with learning disabilities or patients)?		
2. Will it be necessary for participants to take part in the study without their knowledge and consent at the time (e.g. covert observation of people in non-public places)?		
3. Will the study involve discussion of sensitive topics (e.g. sexual activity, drug use)?		
4. Are drugs, placebos or other substances (e.g. food substances, vitamins) to be administered to the study participants or will the study involve invasive, intrusive or potentially harmful procedures of any kind?		
5. Will blood or tissue samples be obtained from participants?		
6. Is pain or more than mild discomfort likely to result from the study?		
7. Could the study induce psychological stress or anxiety or cause harm or negative consequences beyond the risks encountered in normal life?		
8. Will the study involve prolonged or repetitive testing?		
9. Will financial inducements (other than reasonable expenses and compensation for time) be offered to participants?		
10. Will the study involve clearance by an outside ethics committee (e.g. because it involves the recruitment of participants in a health setting)?		

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If you have answered 'no' to all questions, **return one copy of the form to the researcher and keep the other for your records.**

If you have answered 'yes' to **any** of the questions in Section III, please refer the researcher to the chair of the ethics committee for full ethics clearance. Once ethics clearance has been given, **one copy of the form can be returned to the researcher while the other should be kept for your records.**

If you answered 'yes' to **question 10**, the researcher will **also** have to submit an application to the appropriate external health authority or other ethics committee.

Please note that it is the ethics committee's responsibility to ensure that, so far as can be reasonably expected, the researcher follows relevant academic, legal and professional guidelines in the conduct of her/his study. **This includes providing information sheets and consent forms where appropriate and ensuring confidentiality in the storage and use of data.** Any significant change in the question, design or conduct over the course of the research should be re-assessed using a new copy of this form and, where necessary, referred to the ethics committee for approval. Please note researchers should not begin data collection until ethics approval is given.

Signed	Signed
Date	Date
{Researcher}	{Ethics committee}