All Richmond University Faculty and Staff conducting research must complete this application form. Students should complete the ‘Student Application Form.’

- For theoretical research, sections **1**, **2** and **4** should be completed.

- For experimental research, that is, research that involves the gathering and processing of primary data concerning human participants, and where the outcomes will be disseminated beyond the individual who originally collected or processed the information, sections **1**, **2, 3** and **4** should be completed.

**SECTION 1: GENERAL**

**1. Applicant** *(All correspondence will be sent to this address)*

Full Name and Title: Please enter your full name and title.

Department/School: Please enter your department or school.

Postal Address (work or home): Please enter your postal address

Email Address: This will be used to contact you after the initial decision has been made.

Contact Telephone Number:

**2.** **Title of research project**

This should indicate the topic and should be as short as possible.

**3.** **Start and end dates of research project**

Make sure the start and end dates are as accurate as possible. Remember that backdated permission cannot be given.

**4. Details (amount and source) of any financial support**

**5. Other researchers involved, including role (e.g. colleague, research centre or cluster)**

## SECTION 2: DETAILS OF PROJECT

Supporting documentation should be attached where detailed below.

**6. Aims and research questions of the project** *(maximum 5)*

*This should show the overall aim and specific research questions.*

**7. Background of research project** *(300 words maximum)*

This should indicate why the study is an area that should be explored and any benefits that might be identified. Please remember to cite and list references (reference list is excluded from the word count).

**8. Brief outline of project and study method** *(approx 500 words)*

Outline the methodology, design, procedures, data collection methods and plans for data analysis.

**SECTION 3: PARTICIPANTS**

Please attach copies of the following, together with any further supporting documentation, as indicated below:

* Participant informed consent form, which includes an outline of the nature of the research
* Interview materials, e.g. questionnaires, or interview questions
* Summary of debriefing (compulsory for Psychology; applicants in other disciplines to consult supervisor)
* How the data will be stored, where, and for how long (if and when it will be destroyed).
* How confidentiality will be maintained (if applicable)

Please indicate the age group of the participants that you will work with i.e. under 18, over 18. If under 18 how will you gain permission for participants to take place.

*Please remember that all materials sent to potential participants must be on Richmond University headed notepaper*

**9. Nature and number of participants**

*Indicate which participant groups will take part in the research.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | YES  (number) | NO | N / A |
| Richmond University students |  |  |  |
| Richmond University staff |  |  |  |
| Other students (HE) |  |  |  |
| Other students (non HE)\* |  |  |  |
| Members of the public |  |  |  |
| Clinical population\* |  |  |  |
| People with mental health issues\* |  |  |  |
| People in custody\* |  |  |  |
| Children (under 18 years)\* |  |  |  |
| People with learning or communication difficulties\* |  |  |  |
| People engaged in illegal activities (e.g. drug-taking)\* |  |  |  |
| Other (please specify):\* |  |  |  |

\* if you have answered Yes to any of the starred items you should tick Q.14 box B to indicate that there may be ethical implications with possible additional legal procedures attached to them.

**10. Inclusion and exclusion criteria**

*Indicate what criteria will be used to select or exclude participants*

**11. Recruitment of participants**

*Explain recruitment methods to be employed (e.g. in person, emails, posters: please attach copies)*

**12. Consent and care of participants** (*Tick as appropriate*)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | YES | NO | N/A |
| a | Will you describe the main procedures to participants in advance so that they are informed about what to expect in your study? |  |  |  |
| b | Will you tell participants that their participation is voluntary? |  |  |  |
| c | Will you obtain written informed consent for participation? |  |  |  |
| d | If the research is observational (including audio and video), will you ask participants for their consent to being observed? |  |  |  |
| e | Will you tell participants that they may withdraw from the research at any time without penalty and for any reason? |  |  |  |
| f | If using questionnaires or interviews, will you give participants the option of omitting questions they do not want to answer without penalty? |  |  |  |
| g | Will confidentiality be agreed (i.e. that participants will not be identifiable in any records, presentations or reports (oral or written) of the research)? |  |  |  |
| h | Will you tell participants that their data will be treated with full confidentiality and that, if published, it will not be identifiable as theirs? |  |  |  |
| i | Will you give participants a brief explanation of the purpose of the study at the end of their participation in it, and answer any questions (i.e. debrief)? |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| j | Will any payment or reward be made to participants, beyond reimbursement of out-of-pocket expenses? |  |  |  |
| k | Will your project involve deliberately misleading participants in any way? |  |  |  |
| l | Is the information gathered from participants of a sensitive or personal nature? |  |  |  |
| m | Is there any realistic risk of any participants experiencing either physical or psychological distress or discomfort? |  |  |  |

*NB: 1) if you have answered “no” to questions a – i, please tick box Q.14 box B to indicate that there may be ethical implications. If you require to use one, remember that such information must appear in the Participant Consent Form.*

*2) if you have answered “yes” to either j, k, l or m above, please provide details below (continue on a separate sheet if necessary), and state what you will advise participants to do if they should experience any problems (e.g. whom they can contact for help). This should also appear on the Participant Consent Form.*

## SECTION 4: DECLARATION

*There is an obligation on the researcher to bring to the attention of the Ethics Committee any issues with ethical implications not clearly covered by this form.*

**13. I request ethical approval for the research described in this application.** I have read the 'Conducting ethical research info sheet' and the University 'Research Ethics Procedure', and relevant ethics guidance from professional bodies (e.g. BPS, BCAP) and agree to abide by these.

**14. Ethical implications:** (*tick one box*)

|  |  |  |  |
| --- | --- | --- | --- |
| A | I consider that this project has **no significant ethical implications** to be brought before the Ethics Committee. |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| B | I consider that this project **may have ethical implications** to be brought before the Ethics Committee and /or it will be carried out with children or vulnerable populations. |  |  |

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I am the manager or supervisor for this research. I have read this application and approve it. I do not consider that any part of the research process will cause physical and/or psychological harm to participants, or be detrimental to the reputation of Richmond, The American International University in London.**

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Remember that if these signatures are not present that the submission will be returned for completion.

Submit the completed form and attachments as **an electronic copy** to researchethics@richmond.ac.uk, with ‘Faculty Research Ethics Application’ in the subject line

Please ensure that you have attached copies of all relevant supporting documents as approval to proceed cannot be granted until these are received:

* participant consent form
* interview materials, e.g. questionnaires, or interview questions
* debriefing information (compulsory for Psychology; applicants in other disciplines to consult supervisor)
* information on how the data will be stored
* how confidentiality will be maintained (if applicable)
* any other supporting documents

## SECTION 5: OUTCOME

### *To be signed by the Chair of the Research Ethics Committee: tick one box.*

|  |  |  |
| --- | --- | --- |
| **I grant ethics approval for this research** |  |  |

|  |  |  |
| --- | --- | --- |
| **I do not grant ethics approval for this research** (*provide rationale below*) |  |  |

|  |
| --- |
| *Provide rationale and advise amendments to the research* |

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_