****

**College of Medical, Veterinary & Life Sciences Ethics Committee for**

**Non-Clinical Research Involving Human Participants**

**APPLICATION FORM FOR ETHICAL APPROVAL FOR RESEARCH INVOLVING FACE TO FACE CONTACT WITH PARTICIPANTS**

**NOTES:**

**THIS APPLICATION FORM SHOULD BE TYPED NOT HANDWRITTEN.**

**ALL QUESTIONS MUST BE ANSWERED. “NOT APPLICABLE” IS A SATISFACTORY ANSWER WHERE APPROPRIATE.**

**The University now requires that all research proposals involving the collection, processing and/or storage of data derived from human participants, that are submitted to a College Research Ethics committee for review, must be accompanied by a Data Protection Impact Assessment (DPIA).**

* **Information on** [**DPIAs**](https://www.gla.ac.uk/myglasgow/dpfoioffice/guidanceforstaffandstudents/dataprotection/dpia/) **and** [**Privacy Notices**](https://www.gla.ac.uk/myglasgow/dpfoioffice/guidanceforstaffandstudents/dataprotection/privacynotices/)
* **Information on the** [**General Data Protection Regulation (GDPR)**](https://www.gla.ac.uk/myglasgow/dpfoioffice/guidanceforstaffandstudents/dataprotection/privacynotices/)
* **Information on** [**Research Data Management**](https://www.gla.ac.uk/myglasgow/datamanagement/)
* [**University of Glasgow policy on surveys of students for research purposes**](https://www.gla.ac.uk/myglasgow/apg/policies/studentengagement/studentsurveys/)

**If your research involves participants outside Great Britain, Northern Ireland, the Channel Islands or the Isle of Man, pregnant participants or more than 5000 participants the project MUST be referred to the Research Support Office and insurance coverage confirmed before ethical approval is sought. Please contact Dr Debra Stuart in the University’s Research Governance Office:** [**rrc@glasgow.ac.uk**](mailto:rrc@glasgow.ac.uk)

**Project Details**

|  |
| --- |
| 1. **Project title** |
| 1. **Name and position of Principal Researcher** |
| 1. **Has this application been previously submitted to this or any other ethics committee? If ‘Yes’, please state the title and reference number.** |
| 1. **List who is doing the research and their qualifications.** |
| 1. **Is this a student research project? If yes, confirm if undergraduate, post graduate research (PGR) or postgraduate taught (PGT) and confirm supervisory arrangements.** |
| 1. **Describe the purpose of the research proposed.** |
| 1. **Does this research involve interaction with NHS colleagues or the use of NHS buildings, facilities or data?** |
| 1. **Who are the participants? Describe how potential participants will be *identified and approached*. Justify inclusion of any vulnerable groups. Include any recruitment adverts / materials with your application.** |
| 1. **Describe how you will obtain consent.** |
| 1. **Include the text you will use to inform participants about the study.** |
| 1. **Describe the research and what will be expected of participants.**   *If you are performing a survey, what you will ask participants? You should upload a topic guide / example interview with your application.*  *If you are performing a behavioural experiment, you should describe this in detail.* |
| 1. **Does the research involve any sensitive or potentially upsetting questions? If so, how will you deal with after care of participants? If the interview could lead to disclosure of illegality, professional conduct or at-risk status, describe how you will deal with this and make the process clear in the information sheet and consent forms** |
| 1. **Where will the research take place?**   **If you will use software for an online interview, please describe the software and how this will be done.** |
| 1. **Will you record audio or video of any interviews?**   **If so, describe how this will do done, how transcription will be performed and when any recordings will be deleted.** |
| 1. **Will you obtain and store any personal data? Please detail the information security measures that will be in place.** |
| 1. **Is there a risk that participants could be identified from their responses?** |
| 1. **Summarise your data management plan, including plans for dissemination of findings.** |
| 1. **How is the research being funded?** |
| 1. **What is the start and end date of the research?** |
| 1. **Describe any potential conflicts of interest.** |
| **INCLUDE A COPY OF THE SURVEY, ANY OTHER PARTICIPANT FACING DOCUMENTS AND THE RESEARCHERS’ CVs WITH THE APPLICATION.** |

**Confirmation and Signatures**

**Please initial box to confirm that all relevant research data generated during and after the study will be collected and held in compliance with the General Data Protection Regulation (May 2018).**

**Please initial box to confirm data will be held securely for a period of ten years after the completion of the research project, or for longer if specified by the research funder or sponsor, in accordance with the University’s** [**Code of Good Practice in Research**](https://www.gla.ac.uk/research/strategy/ourpolicies/)**.**

**Please initial box to confirm that you have read the University of Glasgow’s** [**Data Protection Policy**](https://www.gla.ac.uk/myglasgow/dpfoioffice/policies/dataprotection/) **and the University’s mandatory** [**online GDPR and Information Security modules**](https://www.gla.ac.uk/myglasgow/dpfoioffice/guidanceforstaffandstudents/training/) **have been successfully**

**completed.**

**Please initial box to confirm appropriate insurance arrangements are in place.**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Proposer of research)**

Please type your name on the line above.

**For student projects:**

**I confirm that I have read and contributed to this submission and believe that the methods proposed, and ethical issues discussed are appropriate.**

**I confirm that the student will have the time and resources to complete this project.**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Supervisor of student)**

Please type your name on the line above.

**Please upload the completed and signed form, along with other required documents by logging in to the Research Ethics System at -** [**https://frontdoor.spa.gla.ac.uk/login/**](https://frontdoor.spa.gla.ac.uk/login/)