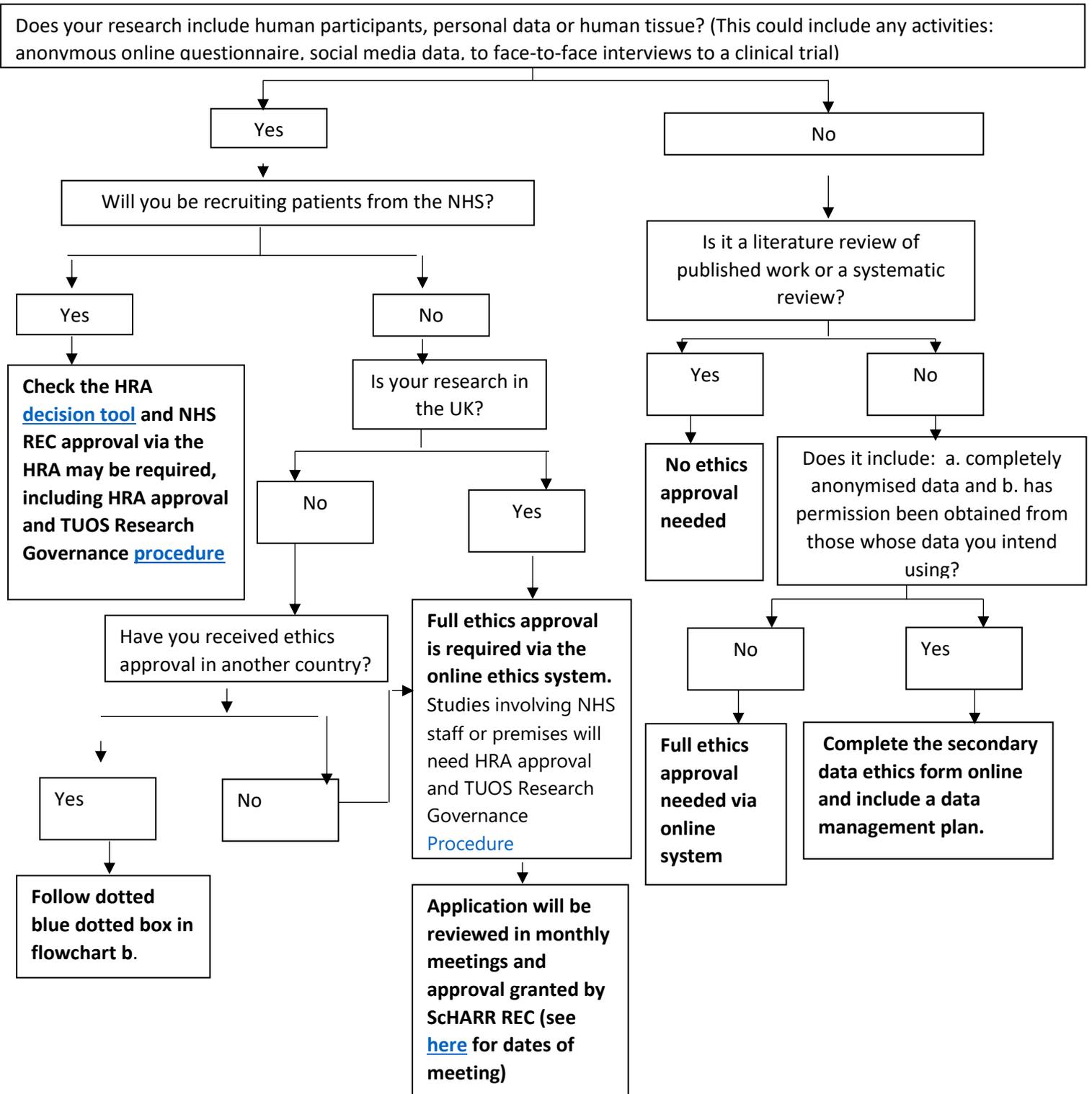


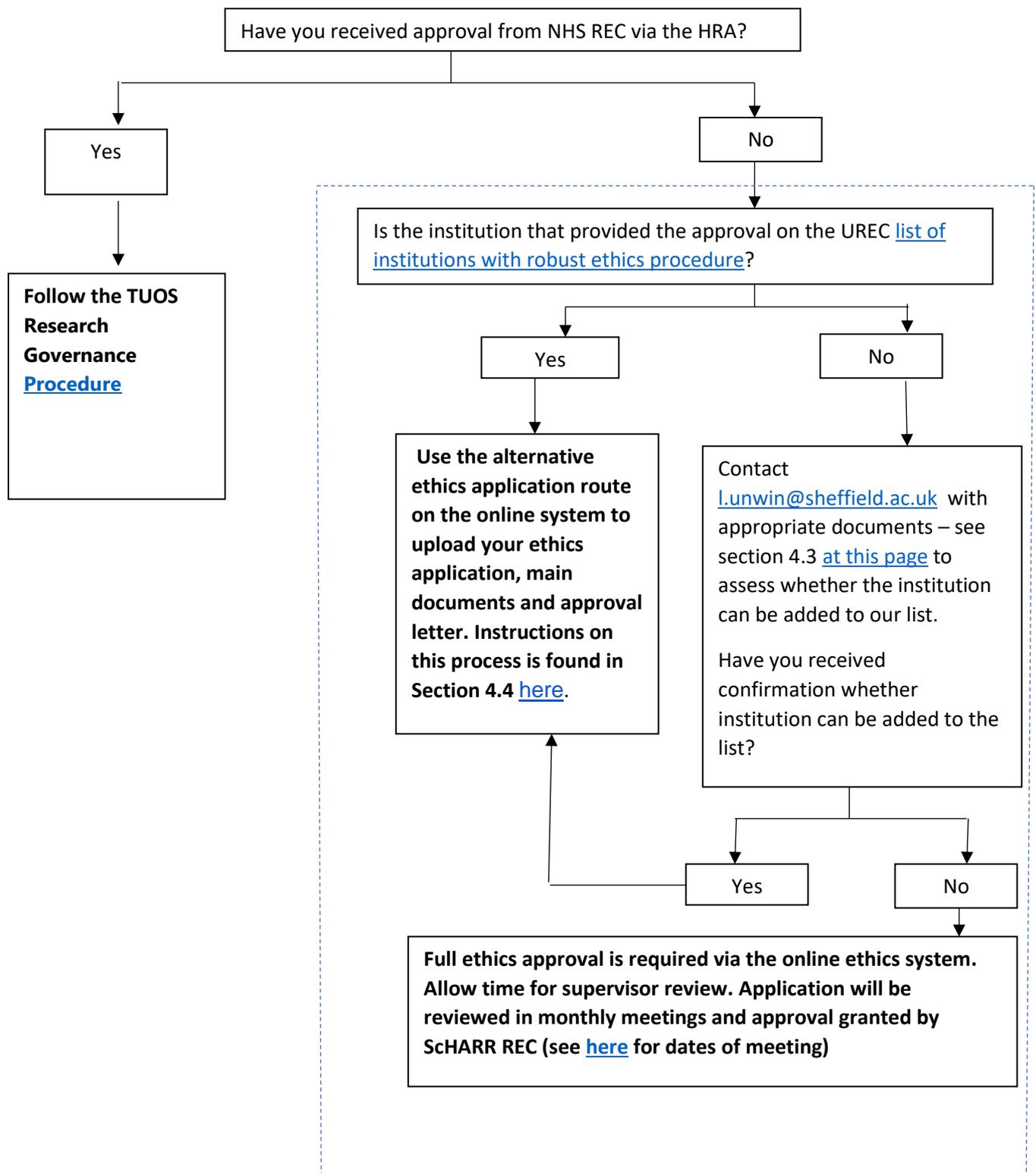
## Ethics approval at SchARR

The student, with input from the supervisor, is responsible for deciding **whether ethics approval is required** and **which ethics review procedure is applicable**. Students carrying out research overseas should check what ethics permissions are required in the country. Use flowchart b. if approval has already been obtained from another institution, or flowchart a. otherwise.

- I. Determining whether ethics approval is required and the different routes
  - a. Where no approval has been obtained from other institutions



**b. Where approval has been obtained from other institutions**



Please note that TUOS does not sponsor CTIMPS or Medical Device trials

## Resources for students submitting ethics approval via the online system

For those requiring **full ethics approval** via the University Research Ethics approval procedure, these are the resources. We suggest you look at the following resources in this order:

1. A brief student guide to Research Ethics: on [this page](#), you can download the [brief student guide](#) to research ethics.
2. There are four videos on [this page](#) on the main parts of the form highlighting:
  - a. About the participants (6 mins)
  - b. About the data (5 mins)
  - c. Informed Consent (3 mins)
  - d. Addressing supervisor feedback (4 mins)
3. For documentation:

Participant information sheet – guidance and example can be found [here](#)

Consent form – example can be found [here](#)

Data management plan – guidance can be found [here](#)

Data collection forms: survey questions or interview topic guide – guidance can be found [here](#)

Please make sure you adapt these documents to your own research paying attention to things that may not be relevant for you and additional things not covered in the guidance but relevant to your research.
4. For applications to be reviewed by the SchARR Research Ethics committee, please check instructions [here](#) and the dates for monthly committee meetings can be found [here](#).
5. There are two example PGT applications available that you can check (also suitable for staff and PGR) but also ask colleagues who have submitted similar applications to share their application with you.

Low risk study involving an online survey:

<https://students.sheffield.ac.uk/media/2013/download>

High risk study involving interviews: <https://students.sheffield.ac.uk/media/2014/download>

The examples are hosted on the ethics training resources page:

<https://students.sheffield.ac.uk/research-services/ethics-integrity/policy/urec-training-resources>.

These examples are provided to help students understand the type of information, and the level of detail, that is required in the answers to the ethics application form's questions. Please note that they are NOT intended to be used to simply copy and paste text into student's own applications. Students must be encouraged to reflect on the ethical issues presented by their own projects and to provide appropriate answers specific to their project and circumstances.

6. There are guidance notes on the online system. Please ensure that there are adequate details in the application form. It is not acceptable to ask ethics reviewers to refer to protocol and other documentation, instead a summary should be presented.

## II. Resources for supervisors

### Additional resources

1. Introductory resources for ethics reviewers and supervisors available [here](#)  
Video 1 – Introduction to Research Ethics and the UREC (11 mins)  
Video 2 – Ethics Review procedure for reviewers and supervisors (33 mins)  
The slides for the videos are also available.
2. SchARR [Video](#) (11 mins) for supervisors to assist their students in completing ethics application. The slides used in the video can be accessed [here](#)
3. Checklist when reviewing an application can be found [here](#)

## III. Additional information

For queries contact: [scharr-rec@sheffield.ac.uk](mailto:scharr-rec@sheffield.ac.uk)

Ethics weekly surgery sessions (15 min appointment) with Ethics lead, please book using [this link](#)

University central ethics [webpages](#) by Research services

SchARR research ethics pages – **will be updated in the next 4-8 weeks**