ScHARR Ethics Application Checklist – Primary Data

* Ethics application form (online here <http://ethics.ris.shef.ac.uk>)
* Funding information (URMS/Costing Tool Number if funded)
* Consent form(s) – GDPR compliant template found on scharr ethics webpages
* Participant Information sheet(s) – GDPR compliant template found on scharr ethics webpages
* Data Management Plan
* Independent Scientific Review (ISR forms/PhD Confirmation/Funding Confirmation)
* Project Code – URMS number/Costing Tool number – applicable for funded projects and healthcare research (involves NHS)
* Interview topic guide(s) – where applicable
* Focus Group top guide(s) – where applicable
* Questionnaires – where applicable
* Invitation letter/email templates – where applicable
* Study protocol (this supports ethics application and doesn’t replace it
* Does the application give a detailed, step by step, practical overview of how the research will be conducted, emphasising the practical (as opposed to the academic) which may be understood by a lay person?