**ScHARR Ethics Application Checklist**

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| Ethics application form (online here: <http://ethics.ris.shef.ac.uk/>) |
| Consent form(s) |
| Participant Information sheet(s) |
| Interview topic guide(s) – where applicable |
| Focus Group topic guide(s) – where applicable |
| Questionnaires – where applicable |
| Invitation letter/email templates – where applicable |
| Study protocol (note, this supports the ethics application and doesn’t replace it)  Any other study related documents |

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| 1. **Does this application make sense?** | | |
| **Question** | **Reference documents** | **Y/N** |
| 1. Has an Independent Scientific Review (ISR) been conducted? |  |  |
| 1. Is all information provided in the ethics application? (Also has too much information been provided?) | Ethics application: only need to state what they intend to do, protocol should not be integral to this. |  |
| 1. Is it clear what is involved in the study? | Ethics application, Participant information sheet |  |
| 1. If there is more than one part to the study, has this been made consistently clear throughout the application? | Ethics application, Participant information sheet (if appropriate)/consent form (if participants need to consent to more than 1 study part) – consider more than one consent form. |  |
| 1. If there are different groups of participants, is it clear how they differ? | Ethics application, Participant information sheet |  |
| 1. Is it clear if different participants are required to do different things | Ethics application, Participant information sheet (perhaps more than one version) |  |
| 1. Is more than one consent form appropriate? | Ethics application, Consent form(s) |  |
| 1. Is it clear how potential participants are identified? | Ethics application |  |
| 1. Is it clear how potential participants are initially approached? | Ethics application |  |
| 1. Is it clear that participants aren’t being harassed/pestered during recruitment? | Ethics application |  |
| 1. Is it clear how participants obtain the information sheet? | Ethics application |  |
| 1. Is it clear participants have a minimum of 24 hours to review the information sheet before agreeing to take part? | Ethics application, Participant information sheet |  |
| 1. Is it clear how participants can decide they want to take part? | Ethics application, Participant information sheet |  |
| 1. Is it clear why certain people have been invited to take part in the study? | Ethics application, Participant information sheet |  |
| 1. Are sufficient contact details made available so potential participants/participants can contact a member of the study team? | Ethics application, Participant information sheet |  |
| 1. Is it clear to participants what the study is about? | Participant information sheet |  |
| 1. Is it clear if all sections on the consent form are compulsory to take part (e.g. sometimes there is a non-compulsory option to sign and agree to be contacted RE future related research). | Consent form |  |
| 1. Is a clear complaints procedure identified in the information sheet? | Participant information sheet |  |
| 1. Is it clear how participants agree to take part? | Ethics application, Participant information sheet |  |
| 1. Is it clear what participants are agreeing to when they sign up to the study? | Ethics application, Participant information sheet/Consent form |  |
| 1. If participants are vulnerable, is there a process in place to ensure these individuals are safe and looked after? | Ethics application, Participant information sheet |  |
| 1. If there are capacity issues, has this been sufficiently taken into account for the consent process? | Ethics application/ You decide/seek advice from ethics panel if unsure, Participant information sheet/Consent form |  |
| 1. Are there any rewards/travel expenses for participants taking part? | Ethics application, Participant information sheet |  |
| 1. If there are rewards for participation, is this a token gesture or coercion? | You decide/seek advice from ethics panel if unsure |  |
| 1. If there is a reward for participation, how do participants receive it? | Ethics application, Participant information sheet |  |
| 1. If there is a reward for participation, what do participants have to do to receive it? (i.e. complete the study/show up?) | Ethics application, Participant information sheet |  |
| 1. Has it been made clear that participants have the right to withdraw at any time? | Ethics application, Participant information sheet/Consent form |  |
| 1. Is it clear how the data will be stored? | Ethics application, Participant information sheet |  |
| 1. Is it clear that data will be anonymised? | Ethics application, Participant information sheet/Consent form |  |
| 1. Is it clear how data will be anonymised? | Ethics application |  |
| 1. Is it clear that all participant information and data will be kept confidential at all times? | Ethics application, Participant information sheet/Consent form |  |
| 1. Where applicable, is it clear when confidentiality could be broken and why? | Ethics application, Participant information sheet |  |
| 1. Have staff lone working policies been put in place where applicable? | Ethics application |  |
| 1. Have measures been put in place to protect participants in the study raises areas of sensitivity? | Ethics application, Participant information sheet |  |
| 1. Have participants been informed of any potential risks posed by the study/procedures? | Ethics application, Participant information sheet |  |
| 1. If a risk to participants and/or researcher(s) is posed, is it justified? | Ethics application, Participant information sheet |  |
| 1. Are audio recorders used during the research? | Ethics application, Participant information sheet/Consent form |  |
| 1. Are proper processes in place in regards to what happens to the audio recording, when it should be deleted, and what happens to any transcriptions (i.e. anonymised and how)? | Ethics application, Participant information sheet |  |
| 1. Is all information on consent forms, participant information sheets and ethics application consistent? | Ethics application/ Participant information sheet/ Consent form |  |
| 1. Is the way the Participant information sheet and consent forms are written/presented appropriate for the population? | Participant information sheet/Consent form |  |
| 1. Is there a clear inclusion/exclusion criteria? | Ethics application, Participant information sheet |  |
| 1. Is it clear what data will be collected? (e.g questionnaires, audio/video recording etc). | Ethics application, Participant information sheet |  |
| 1. Is it clear what will happen to the data throughout the study and at the end of the study? | Ethics application, Participant information sheet |  |
| 1. Has a protocol been provided? | Protocol (note this is an ADDITIONAL document, not there to inform the ethics application) |  |
| 1. Has it been made clear who the data custodian is? | Ethics application |  |
| 1. Is it clear who is involved in the study? i.e. research team, other organisations. | Ethics application, Participant information sheet (if other organisations are involved). |  |
| 1. Is it clear who is funding the research? | Ethics application, Participant information sheet |  |
| 1. Are refreshments available? | Ethics application, Participant information sheet |  |

*Please note the above are generic examples of questions reviewers will ask when reviewing applications. There may be other separate issues that need addressing outside the remit of this document.*