

## Completing the University's Research Ethics Application Form

This document outlines the information you are asked to complete on the University's online ethics application form, and the supporting information given.

When answering the form's questions it is best to answer them as comprehensively as possible to ensure that the ethics reviewers have sufficient information to enable them to make an informed judgment. Whilst the expectation is that the University's ethics review procedure is reasonably short, a delay can occur if insufficient information is provided as this necessitates a request by the ethics reviewers for further information.

Questions you are required to answer are highlighted in red.

### Section A: Applicant details

First name:	Last name:	Email:	
Department:	Date application started:	Applying as:	
Staff			

Note: The details above are populated from your University computer account. If they are incorrect please contact [helpdesk@sheffield.ac.uk](mailto:helpdesk@sheffield.ac.uk).

Does your application need to be reviewed by a department that is not your home department?

Yes No

If you are unsure about this, the answer is probably 'no'. Your department's ethics administrator will be able to send the application to the correct department if necessary.

Please enter the title of your research project:

\* Has your research project undergone academic review, in accordance with the appropriate process? Yes No

Academic review is conducted to ensure that the methods and proposed purpose of the research are robust and appropriate. It is sometimes referred to as scientific review, and should take place before an ethics application is submitted. This is partly to enable the ethics reviewers to focus on the ethical issues rather than, for example, the design and methodology. This will also help to ensure that research is of a sufficiently high quality, and to avoid a situation in which it might be deemed unethical to involve participants at all because the research is not of sufficient value/merit. Academic review is conducted at departmental level within the University of Sheffield, and all departments define their own processes.

Different methods of academic review are used across the University; amongst others, these include assessment of a research proposal by module leader or dissertation supervisor, feedback on research proposal from a supervisor, a departmental confirmation review process, or a process to facilitate discussion of, and feedback on, a research proposal from colleagues, Head of Department or Director of Research.

Research funders also undertake academic review of research proposals as part of

their processes for processing grant applications. If a project has been awarded research funding, then it can be assumed that it has received an appropriate level of academic review, and hence the 'yes' answer may be selected.

Whilst selecting 'no' in answer to this question will not prevent your application from being ethically reviewed, it is likely that it will take longer to obtain ethics approval if your project has not already undergone some form of academic review. If you are unsure if your research has undergone academic review, please check with your departmental Director of Research or your Course Leader/Supervisor.

**Is this a generic research application:**

Yes No

Generic research applications cover several sufficiently similar UG/PGT research projects and this option is only available to staff applicants - see Section 3.1.3

<https://www.sheffield.ac.uk/rs/ethicsandintegrity/ethicspolicy/approval-procedure/procedureelements>

## Section B: Basic information

### 1: Co-applicant(s)

Please add each of your co-applicants below:

Add a Sheffield co-applicant

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Add an external co-applicant

Name: \_\_\_\_\_ Email: \_\_\_\_\_

### 2: Proposed project duration

Start date (of data collection):

Anticipated end date (of project):

### 3: Project code number (where applicable):

Please enter the Project code number if the project is funded or if it is healthcare research. For a definition of healthcare research see

<https://www.sheffield.ac.uk/rs/ethicsandintegrity/governance/definition>

The costing tool is accessible at:

<https://www.sheffield.ac.uk/rs/pricing/costingtool>

### 4: Suitability

The following statements are designed to highlight whether your project is suitable to be reviewed by the University Research Ethics Procedure and whether there are any special considerations which need to be taken into account for your project.

Please indicate if your research:

- Is taking place outside the UK? Yes No

*If yes: The Alternative Ethics Review Procedure may apply to your research. If there isn't a local ethics review procedure (which is sufficiently robust), please include details in your application to show you have considered this route.*

*For further guidance see*

<https://www.sheffield.ac.uk/rs/ethicsandintegrity/ethicspolicy/approval-procedure/alternative>

*If the local ethics review procedure applies, please submit the relevant documentation via email to your Ethics Administrator.*

- Involves the NHS? Yes No

*If yes: Research which only involves NHS staff or NHS premises may be reviewed via the University procedure. All other NHS research must be reviewed using the HRA procedure. For further guidance see:*

<https://www.sheffield.ac.uk/rs/ethicsandintegrity/governance/index>

- Is healthcare research? Yes No

*If yes: Healthcare research must follow the Research Governance Procedure. For further details, including a definition of healthcare research see:*

<https://www.sheffield.ac.uk/rs/ethicsandintegrity/governance/index>

- Is the project ESRC funded? Yes No

If yes: This applies to all ESRC-funded projects including studentships. Your department's Ethics Administrator will ensure that the ethics review is undertaken in accordance with ESRC's Framework for Research Ethics

- **Is being led by another UK institution?** Yes No

If yes: The ethics review procedure of the lead institution should apply, rather than the University of Sheffield's, on the condition that it is sufficiently robust. For further guidance, please see:

<https://www.sheffield.ac.uk/rs/ethicsandintegrity/ethicspolicy/approval-procedure/alternative>

- **Involves human tissue?** Yes No

If yes: If your project involves using tissue from a licenced tissue bank then ethics approval is not required as the tissue bank has a blanket ethics approval, but you must ensure you comply with the terms of this approval.

All other types of human tissue research (except the collection of human tissue sample(s) from healthy volunteers) must be reviewed by an NHS Research Ethics Committee. If it involves taking new human tissue samples you will need to obtain confirmation that appropriate University insurance is in place; email [insurance@sheffield.ac.uk](mailto:insurance@sheffield.ac.uk) and request a copy of the 'Clinical Trial Insurance Application Form.' For further guidance see:

<https://www.sheffield.ac.uk/rs/ethicsandintegrity/ethicspolicy/policy-notes>

- **Is a clinical trial or human interventional study?** Yes No

The University has a broad definition of clinical trials/human interventional studies; see: <https://www.sheffield.ac.uk/rs/ethicsandintegrity/clinicaltrials>

All clinical trials/human interventional studies have extra governance requirements and must follow the Research Governance Procedure. The nature of the trial will determine the type of ethics approval required (University or NHS) and who the trial's sponsor will be (usually the University, the NHS Trust or the pharmaceutical company, although the University will not sponsor clinical trials of Investigational Medicinal Products). Please carefully check the type of ethics approval required before submitting your application.

For further details on the Research Governance Procedure see:

<https://www.sheffield.ac.uk/rs/ethicsandintegrity/governance/index>

- **Is a social care research?** Yes No

Certain types of social care research can be reviewed by the University procedure but your department's Ethics Administrator will need to be aware that it is social care research to ensure that this is undertaken in accordance with the Department of Health's requirements.

For further guidance on deciding whether your research can be reviewed via the University procedure see:

- **Involves adults (over 16s) who lack the capacity to consent?** Yes No

Such research is subject to statutory regulation and cannot be ethically reviewed by a University research ethics committee. Further details can be found here:

[https://www.shef.ac.uk/polopoly\\_fs/1.165638!/file/SREGP-Adults-LCC.pdf](https://www.shef.ac.uk/polopoly_fs/1.165638!/file/SREGP-Adults-LCC.pdf)

If you are unsure whether your research is classed as involving adults who lack the capacity to consent, please contact your department's Principal Ethics Contact.

- **Involves research on groups that are on the Home Office list of 'Proscribed terrorist groups or organisations'**      Yes      No

A list of these groups is available here:

<https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2>

**If your research involves taking new samples of human biological material, testing a medicinal product, additional radiation above that required for clinical care or investigating a medical device then you also need to obtain confirmation that appropriate University insurance is in place. To do this, email [insurance@sheffield.ac.uk](mailto:insurance@sheffield.ac.uk) and request a copy of the 'Clinical Trial Insurance Application Form'.**

#### 5: Indicators of risk

The following statements are designed to highlight whether your research involves any particularly vulnerable participants or addresses any highly sensitive topics. You should consider how the potential risks posed by these participants and/or topics can be mitigated, and include this in your answers to sections C-F. Select yes for the corresponding box if one or more of the following apply.

#### Potentially Vulnerable Participants

This includes, but is not restricted to:

- a. People whose competence to exercise informed consent is in doubt, such as:
  - i. infants and children under 18 years of age
  - ii. people who lack mental capacity
  - iii. people who suffer from psychiatric or personality disorders, including those conditions in which capacity to consent may fluctuate
  - iv. people who may have only a basic or elementary knowledge of the language in which the research is conducted
- b. People who may socially not be in a position to exercise unfettered informed consent, such as:
  - i. people who depend on the protection of, or are controlled and influenced by, research gatekeepers (e.g. school pupils, children and young people in care, members of the armed forces, young offenders, prisoners, asylum seekers, organisational employees)
  - ii. family members of the researcher(s)
  - iii. in general, people who appear to feel they have no real choice on whether or not to participate
- c. People whose circumstances may unduly influence their decisions to consent, such as:
  - i. people with disabilities
  - ii. people who are frail or in poor health
  - iii. relatives and friends of participants considered to be vulnerable
  - iv. people who feel that participation will result in access to better treatment and/or support for them or others
  - v. people who anticipate any other perceived benefits of participation
  - vi. people who, by participating in research, can obtain perceived and/or real benefits to which they otherwise would not have access

For further guidance see section 3.1.4 Assessing ethical risk  
<https://www.sheffield.ac.uk/rs/ethicsandintegrity/ethicspolicy/approval-procedure/proceduralelements>

**Involves potentially vulnerable participants?** Yes No

### Highly Sensitive Topics

This includes, but is not restricted to:

- 'race' or ethnicity
- political opinion
- trade union membership
- religious, spiritual or other beliefs
- physical or mental health conditions
- sexual orientation or sex life
- abuse (child, adult)
- nudity and the body
- criminal or illegal activities
- political asylum
- conflict situations
- personal violence
- personal finances
- genetics
- biometrics (where this is used to identify someone)

For further guidance see section 3.1.4 Assessing ethical risk  
see <https://www.sheffield.ac.uk/rs/ethicsandintegrity/ethicspolicy/approval-procedure/proceduralelements>

**Involves potentially highly sensitive topics?** Yes No

## Section C: Summary of research

Guidance note: Your application is more likely to be approved quickly if you provide the ethics reviewers with enough detail so that they can make an informed judgement about the research without having to ask for further details. You should:

- provide sufficient information about all aspects of the research
- use appropriate language accessible to a lay/non-specialist person
- ensure consistency across all documentation
- pay attention to detail in the answers to your questions
- consider any potential risks posed by the research and state how you intend to mitigate these risks (please note: research which may present a risk and/or presents potentially contentious issues may be undertaken providing these risks have been justified with appropriate steps put in place to mitigate and manage them).

### 1. Aims & Objectives

*In this section you should provide a summary of the aims and objectives of the*

planned research. It should be in sufficient detail for the ethics reviewer to understand what the research will involve. Please remember that the ethics reviewer may not be an expert in your field so use language comprehensible to a lay person. You may also wish to include the scientific justification and background for the research.

## 2. Methodology

In this section you should provide a summary of the methods of the planned research, including how the research will be analysed. It should be in sufficient detail for the ethics reviewer to understand what the research will involve. Please remember that the ethics reviewer may not be an expert in your field so use language comprehensible to a lay person.

## 3. Risk to researchers(s)

You should consider whether any of the planned research activities pose a risk for you or any other researchers involved in the project, including those who may be employed by partner organisations. Issues of personal safety should be particularly considered when the researcher is working outside normal hours, conducting activities off University premises (especially if working alone), working with potentially threatening people or conducting activities in a potentially dangerous environment. Procedures should be put in place to protect the researcher's safety as far as possible. (NB. Please check whether your department has any specific procedures relating to risk assessment). You should also consider the risks to your own/fellow researchers' well-being if undertaking research that could be sensitive, upsetting or traumatic, and ensure appropriate support and coping strategies are in place.

You should consider the University's Preventing Harm in Research & Innovation (Safeguarding) policy in answering this question. For any projects involving external partners, discussions should take place in relation to each organisation's definitions of, and policies/process for, safeguarding, in order to agree a shared approach to safeguarding (including responsibilities and processes for reporting and addressing concerns or incidents).

For further guidance see the University's Research Ethics Policy Note on 'Participant and Researcher Safety and Well-Being': [https://www.sheffield.ac.uk/polopoly\\_fs/1.112751!/file/Research-Ethics-Policy-Note-3.pdf](https://www.sheffield.ac.uk/polopoly_fs/1.112751!/file/Research-Ethics-Policy-Note-3.pdf), the Specialist Research Ethics Guidance Paper on 'Emotionally Demanding Research: Risks to the Researcher': [https://www.sheffield.ac.uk/polopoly\\_fs/1.834056!/file/SREGP-EmotionallyDemandingResearch.pdf](https://www.sheffield.ac.uk/polopoly_fs/1.834056!/file/SREGP-EmotionallyDemandingResearch.pdf) and The University's Preventing Harm in Research & Innovation (Safeguarding) Policy: <https://www.sheffield.ac.uk/rs/ethicsandintegrity/safeguarding>

Does your research raise any issues of personal safety and/or physical or mental well-being for you or other researchers involved in the project? Yes No

\* Have you completed your departmental risk assessment procedures, if appropriate? Yes No In progress Not applicable

Does your research raise any issues of personal safety for you or other researchers involved in the project? Yes No

## Section D: About the participants

### 1. Potential Participants

*You should include information on how you will decide who the potential participants will be. If potentially vulnerable participants will be involved in your research, you should justify why the research needs to be done using this participant group. Further information on conducting research with vulnerable participants is available at: [https://www.sheffield.ac.uk/polopoly\\_fs/1.112756!/file/Research-Ethics-Policy-Note-6.pdf](https://www.sheffield.ac.uk/polopoly_fs/1.112756!/file/Research-Ethics-Policy-Note-6.pdf).*

**How will you identify the potential participants?**

### 2. Recruiting Participants

*You should include details of how participants will initially be contacted, a summary of the information that they will be given and how they will indicate their initial interest in becoming involved (consent procedures should be covered in the next question)*

**How will the potential participants be approached and recruited?**

**Do you intend to advertise your study using the volunteer lists for staff or students maintained by CiCS?** Yes No

If yes Please explain which other methods have been considered and why these are unsuitable.

### 3. Consent

*You should detail how you will give participants enough information so that they can make an informed decision about whether to take part in the research. The information should be understandable and free from complex terminology, with steps taken to ensure it is appropriate for the project's participants (e.g. by explaining research to children through the use of images and text). There should be an appropriate mechanism for documenting consent (e.g. a consent form or implied consent through the completion and return of a questionnaire). You should also consider whether the participants have the competence to give consent and that they are not subject to inducements. There are some research projects where it is not always possible or desirable to obtain informed consent (e.g. observational research or covert research); this may be acceptable provided it can be justified.*

*For further guidance see the University's Research Ethics Policy Note on 'Principles of Consent': [https://www.sheffield.ac.uk/polopoly\\_fs/1.112749!/file/Research-Ethics-Policy-Note-2.pdf](https://www.sheffield.ac.uk/polopoly_fs/1.112749!/file/Research-Ethics-Policy-Note-2.pdf) and Research Ethics Policy Note on 'Principles of Anonymity, Confidentiality and Data Protection': [https://www.sheffield.ac.uk/polopoly\\_fs/1.112753!/file/Research-Ethics-Policy-Note-4.pdf](https://www.sheffield.ac.uk/polopoly_fs/1.112753!/file/Research-Ethics-Policy-Note-4.pdf)*

**Will informed consent be obtained from the participants?** Yes No

*Remember to upload your participant information sheet and consent form in section F (where appropriate)*

**If yes: How do you plan to obtain informed consent? (i.e. the proposed process)**

*Further guidance is available at:*

<https://www.sheffield.ac.uk/rs/ethicsandintegrity/ethicspolicy/policy-notes/homepage>

**If no: Please explain and justify why you will not be obtaining informed consent?**

### 4. Payment

*A factor that may cloud the judgement of a potential participant when deciding*



*whether or not to participate in research is whether money or payments in kind (e.g. gift vouchers) will be offered. It is reasonable for expenses and compensation of time to be offered but any payments made to individuals to enable them to participate in research activities must not be so large as to induce them to take risks beyond those that would usually be part of their established life-style.*

For further guidance see:

<https://www.sheffield.ac.uk/rs/ethicsandintegrity/ethicspolicy/policy-notes/homepage>

Will financial/in kind payments be offered to participants? Yes No

If yes: Please provide details and justification for this payment

#### 5. Potential Harm to Participants

*The main objective of ethics review is to minimise harm to research participants. In answering this question the applicant should specify, however minor it may be, the 'degree' of harm expected (e.g. inconvenience) and how this degree of harm is justified (e.g. by the project's objectives). The potential for harm should also take into consideration the definition of harm set out in the University's Preventing Harm in Research & Innovation (Safeguarding) Policy: 'all forms of injury or abuse including bullying, exploitation, psychological abuse, physical violence, and any sexual exploitation, abuse or harassment'. Consideration should be given to all foreseeable factors that may influence the potential for harm/distress to participants (e.g. there may be particular cultural challenges presented by conducting research in a particular country or an interview may raise sensitive issues). You should consider if your research may uncover illegal activities or may have findings with unrelated implications for the participant's safety.*

Further guidance can be found at:

[https://www.sheffield.ac.uk/polopoly\\_fs/1.112751!/file/Research-Ethics-Policy-Note-3.pdf](https://www.sheffield.ac.uk/polopoly_fs/1.112751!/file/Research-Ethics-Policy-Note-3.pdf) and  
<https://www.sheffield.ac.uk/rs/ethicsandintegrity/safeguarding>.

What is the potential for physical and/or psychological harm/distress to the participants?

*You should outline the steps that will be put in place to minimise any potential for physical and/or psychological harm/distress to participants mentioned above.*

How will this be managed to ensure appropriate protection and well-being of the participants?

#### 6. Potential harm to others who may be affected by the research activities

*In accordance with the University's Preventing Harm in Research & Innovation (Safeguarding) Policy, consideration must be given to whether there may be other people present during the research, who may be affected by it (i.e., beyond the research participants and the research team), and what steps will be taken to minimise the risk of harm to these people. People who may be affected by a research activity could include family members or households of participants, or members of communities or organisations in which the research is taking place. Potential harm*

*includes all forms of injury or abuse including bullying, exploitation, psychological abuse, physical violence, and any sexual exploitation, abuse or harassment.*

Further guidance can be found

at: <https://www.sheffield.ac.uk/rs/ethicsandintegrity/safeguarding>

\* Which other people, if any, may be affected by the research activities, beyond the participants and the research team?

\* What is the potential for harm to these people?

\* How will this be managed to ensure appropriate safeguarding of these people?

## 7. Reporting of safeguarding concerns or incidents

*Arrangements should be made to enable anyone involved in, or affected by, the research activities to report safeguarding concerns or incidents, and for reports to be handled and escalated appropriately in line with section 5.4 of the University's Preventing Harm in Research & Innovation (Safeguarding) Policy. For University staff and students involved in the project, a number of routes for reporting concerns are already available through the University. However, for those external to the University, a range of possible mechanisms for reporting should be made available, including at least one route that is clearly independent of the research team (e.g., Head of Department).*

*In addition, at least one clear, named and accessible Designated Safeguarding Contact (DSC) within the research team should be identified who will be primarily responsible for receiving details of reported concerns or incidents and ensuring they are dealt with appropriately. If the project will take place outside the UK, contacts should ideally be based in the country in which the research is being carried out. It is recognised that this may not be possible in all cases; however, where the research involves local partner organisations such as universities or non-governmental organisations (NGOs), an appropriate contact should be identified at one or more of those organisations.*

Further guidance can be found

at: <https://www.sheffield.ac.uk/rs/ethicsandintegrity/safeguarding>

\* What arrangements will be in place for participants, and any other people external to the University who are involved in, or affected by, the research, to enable reporting of incidents or concerns?

\* Who will be the Designated Safeguarding Contact(s)?

\* How will reported incidents or concerns be handled and escalated?

## Section E: About the data

### 1. Data Processing

Will you be processing (i.e. collecting, recording, storing, or otherwise using) personal data as part of this project? (Personal data is any information relating to an identified or identifiable living person). Yes No

If yes

Which organisation(s) will act as Data Controller (i.e. the organisation which determines the purposes and means of processing the data) for personal data collected and used as part of the project? (Normally this will be the University of Sheffield, but if you are working collaboratively with external partners, there must be agreement regarding who takes on this responsibility – an alternative, or joint Data Controllers, may be applicable.)

Choose Organisation

University of Sheffield only

Other

### 2. Legal basis for processing of personal data

According to data protection legislation you must have an appropriate legal basis for processing personal data. The University considers that for the vast majority of research, 'a task in the public interest' (6(1)(e)) will be the most appropriate legal basis.

If you don't feel this is appropriate for your research and wish to use an alternative legal basis, please contact the UREC for guidance. Further guidance is also provided here: [https://www.sheffield.ac.uk/polopoly\\_fs/1.112753!/file/Research-Ethics-Policy-Note-4.pdf](https://www.sheffield.ac.uk/polopoly_fs/1.112753!/file/Research-Ethics-Policy-Note-4.pdf)

If, following discussion with the UREC, you wish to use an alternative legal basis, please provide details of the legal basis, and the reasons for applying it, below:

Will you be processing (i.e. collecting, recording, storing, or otherwise using) 'Special Category' personal data? Yes No

The following is classed as Special Category data:

- racial or ethnic origin;
- political opinions;
- religious or philosophical beliefs;
- trade union membership;
- data concerning health;
- data concerning a person's sex life or sexual orientation;
- genetic data;
- biometric data for the purpose of uniquely identifying a natural (living) person;
- criminal records or allegations of criminal / illegal activity.

### 3. Data Confidentiality

It is essential that a participant's personal data are managed according to data protection principles, and data should be pseudonymised or anonymised wherever possible. Information relating to the extent to which a participant's data will remain confidential should be disclosed to the participant as part of the process of seeking informed consent. Researchers should take care not to promise participants a level of confidentiality and/or anonymity which they may later find they are unable to meet without jeopardising the research itself, and should think carefully in advance about their plans for the analysis, publication and dissemination of the research

findings – complete confidentiality/anonymity is often very difficult to ensure. It is good practice to consider possible future uses of the research data as well as the immediate project.

More guidance can be found here:

[https://www.sheffield.ac.uk/polopoly\\_fs/1.112753!/file/Research-Ethics-Policy-Note-4.pdf](https://www.sheffield.ac.uk/polopoly_fs/1.112753!/file/Research-Ethics-Policy-Note-4.pdf)

**What measures will be put in place to ensure confidentiality of personal data, where appropriate?**

#### 4. Data Storage and Security

Any personal data collected as part of the project must be managed in line with data protection principles and legislation, and careful consideration should be given to how all data, but particularly personal data, will be kept secure. If your research is externally funded, you must also meet the requirements of the funder with regards to data storage and management. Participants should be informed of the arrangements for data storage and security as part of informed consent procedures. If you are planning to record activities on audio or video media you will need participants' permission to do so. You must also ensure that there is a clear understanding with participants as to how these recorded media will be used, stored and (if appropriate) destroyed, in line with data protection legislation. For further guidance relating to data storage and security, refer to the University's Information Security Training available through MUSE, or contact [info-security@sheffield.ac.uk](mailto:info-security@sheffield.ac.uk).

**In general terms, who will have access to the data generated at each stage of the research, and in what form (e.g. identifiable, pseudonymised, anonymised)?** This does not need to include specific names of individuals, but should outline any relevant research teams, collaborating/partner organisations, or service providers such as software suppliers or transcription/translation/anonymisation services).

**What steps will be taken to ensure the security of data processed during the project, including any identifiable personal data, other than those already described earlier in this form?** Please note that there are specific requirements for managing any personal data that is to be transferred outside the EEA; for more details, see the Specialist Research Ethics Guidance Paper '[Anonymity, Confidentiality and Data Protection](#)'

**Will all identifiable personal data be destroyed within a defined period after the project has ended?**                      Yes      No

Please outline when this will take place (this should take into account regulatory and funder requirements. It does not need to be a specific date, but should indicate an appropriate timeframe e.g. 3 years after publication).

## Section F: Supporting documentation

Information & Consent

Are the following supporting documents relevant to your project?

Participant information sheet(s) Yes No

Consent form(s) Yes No

*You can download a template information sheet and consent*

*form from:*

<https://www.sheffield.ac.uk/rs/ethicsandintegrity/ethicspolicy/further-guidance/universityprocedure2/uerprocedurec>

### Additional Documentation

*If any other supporting documentation (such as a complete research proposal, a letter of support from a research partner or a covering letter) is relevant to your application, please upload it here.*

### External Documentation

Use the box below to provide links to additional documentation which is already online.

## Section G: Declaration

I confirm my responsibility to deliver the research project in accordance with the University of Sheffield's policies and procedures, which include the University's 'Financial Regulations', 'Good Research Practice & Innovation Practices Policy' and the 'Ethics Policy Governing Research Involving Human Participants, Personal Data and Human Tissue' (Ethics Policy) and, where externally funded, with the terms and conditions of the research funder.

In signing this research ethics application form I am also confirming that:

- The form is accurate to the best of my knowledge and belief.
- The project will abide by the University's Research Ethics Policy:  
<https://www.sheffield.ac.uk/rs/ethicsandintegrity/ethicspolicy/index>
- The project will abide by the University's Good Research & Innovation Practices Policy: <https://www.sheffield.ac.uk/rs/ethicsandintegrity>
- There is no potential material interest that may, or may appear to, impair the independence and objectivity of researchers conducting this project.
- Subject to the project being approved, I undertake to adhere to any ethics conditions that may be set.
- I undertake to inform the ethics reviewers of significant changes to the protocol (by contacting my academic department's Ethics Administrator in the first instance).
- I am aware of my responsibility to be up to date and comply with the requirements of the law and relevant guidelines relating to security and confidentiality of personal data, including the need to register when necessary with the appropriate Data Protection Officer (within the University the Data Protection Officer is based in CiCS).
- I understand that the project, including research records and data, may be subject to inspection for audit purposes, if required in future.
- I understand that personal data about me as a researcher in this form will be held by those involved in the ethics review procedure (e.g. the Ethics Administrator and/or ethics reviewers) and that this will be managed according to Data Protection Act principles.
- If this is an application for a 'generic' project, all the individual projects that fit under the generic project are compatible with this application.
- I understand that this project cannot be submitted for ethics approval in more than one department, and that if I wish to appeal against the decision made, this must be done through the original department.

Please check this box if you would be happy for your application to be anonymously used for teaching purposes?

**Signature**