

Online Ethics Checklist – What to Expect

Please note that the Online Ethics Checklist is collapsible, so your responses will determine whether more/less questions appear.

1.0 Researcher Details

- Name
- Email
- School
- Status
- Course / Research Centre

2.0 Project Details

- Title
- Summary (including detail on background methodology, sample, outcomes, etc.)
- Proposed Start Date
- Proposed End Date
- Supervisor

3.0 External

- Does your research require external review through the NHS National Research Ethics Service (NRES) or through another external Ethics Committee?
 - YES
 - This concludes your BU Ethics Review
 - NO
 - Continue to the next question

4.0 Literature

- Is your research solely literature based?
 - YES
 - Will you have access to personal data that allows you to identify individuals OR access to confidential corporate or company data?
 - Please explain why your research requires the collection of personal data. Describe how you will anonymize the personal data (if applicable). Describe how you will collect, manage and store the personal data (taking into consideration the Data Protection Act and the 8 Data Protection Principles).
 - NO
 - Continue to the next question

5.0 Human Participants

- Will your research project involve interaction with human participants as primary sources of data (e.g. interview, observation, original survey)?
 - YES
 - Does your research specifically involve participants who are considered vulnerable (i.e. children, those with cognitive impairment, those in unequal relationships—such as your own students, prison inmates, etc.)?
 - Is a Disclosure and Barring Service (DBS) check required?

- Does the study involve participants age 16 or over who are unable to give informed consent (i.e. people with learning disabilities)? NOTE: All research that falls under the auspices of the Mental Capacity Act 2005 must be reviewed by NHS NRES.
 - Will the study require the co-operation of a gatekeeper for initial access to the groups or individuals to be recruited? (i.e. students at school, members of self-help group, residents of Nursing home?)
 - Will it be necessary for participants to take part in your study without their knowledge and consent at the time (i.e. covert observation of people in non-public places)?
 - Will the study involve discussion of sensitive topics (i.e. sexual activity, drug use, criminal activity)?
 - Are drugs, placebos or other substances (i.e. food substances, vitamins) to be administered to the study participants or will the study involve invasive, intrusive or potentially harmful procedures of any kind?
 - Will tissue samples (including blood) be obtained from participants? Note: If the answer to this question is 'yes' you will need to be aware of obligations under the Human Tissue Act 2004.
 - Could your research induce psychological stress or anxiety, cause harm or have negative consequences for the participant or researcher (beyond the risks encountered in normal life)?
 - Will your research involve prolonged or repetitive testing?
 - Will the research involve the collection of audio
 - Is this audio collection **solely** for the purposes of transcribing/summarising and will **not** be used in any outputs (publication, dissemination, etc.) and will **not** be made publicly available?
 - Will the research involve the collection of photographic or video materials?
 - Will financial or other inducements (other than reasonable expenses and compensation for time) be offered to participants?
 - Please explain why your research project involves the above mentioned criteria (be sure to explain why the sensitive criterion is essential to your project's success). Give a summary of the ethical issues and any action that will be taken to address these. Explain how you will obtain informed consent (and from whom) and how you will inform the participant(s) about the research project (i.e. participant information sheet).
- NO
- Continue to the next question

6.0 Final Review

- Will you have access to personal data that allows you to identify individuals OR access to confidential corporate or company data (that is not covered by confidentiality terms within an agreement or by a separate confidentiality agreement)?
 - Please explain below why your research requires the collection of personal data. Describe how you will anonymize the personal data (if applicable). Describe how you will collect, manage and store the personal data (taking into consideration the Data Protection Act and the 8 Data Protection Principles).
- Will your research involve experimentation on any of the following: animals, animal tissue, genetically modified organisms?
- Will your research take place outside the UK (including any and all stages of research: collection, storage, analysis, etc.)?

- Does the country in which you are conducting research require that you obtain internal ethical approval (i.e. beyond that required by Bournemouth University)?

7.0 Attachments

- Please upload all relevant documents pertaining to your ethics checklist (e.g. summary document, participant information sheet, consent form, risk assessment, etc.). These documents will be made available to your supervisor/Research Ethics Panel and will help to ensure a timely review of your ethics checklist. The maximum file size is 2 MB and the following extensions are accepted: doc, xls, docx, xlsx, pdf, txt, ppt, pptx. The maximum file size is 2 MB and the following extensions are accepted doc, xls, docx, xlsx, pdf, txt, ppt, pptx.

8.0 Researcher Statement

- I believe the information I have given is correct. I have read and understood the BU Research Ethics Code of Practice, discussed relevant insurance issues, performed a health & safety evaluation / risk assessment and discussed and issues / concerns with the Project Supervisor / School Ethics Representative. I understand that if any substantial changes are made to the research (including methodology, sample etc), then I must notify the Project Supervisor / School Ethics Representative and may need to submit a revised Initial Research Ethics Checklist. By submitting this form electronically I am confirming the information is accurate to my best knowledge.