



## Application for Ethical Approval with Adult Participants

Please ensure you have read through the guidance provided in the link below before completing this form:  
[Ethical Approval for Research | Department of Politics and International Studies \(POLIS\) \(cam.ac.uk\)](#)

The following documents must be included in your application:

- Detailed Research Proposal
- Interview schedules, Questionnaires, Focus Group schedules etc
- Participant Information Sheet (including GDPR statement from appendix or [here](#))
- Participant Consent Form

Failure to provide **all four items**, or representative drafts, will result in your approval being withheld by the Ethics, Risk and Fieldwork Committee until the missing items are produced.

### Personal Information

Full name:

Email address:

Telephone number:

### Name of Programme:

(e.g. MPhil in African Studies):

### Supervisor Details:

Name:

Department

Email address:

### Title of dissertation:

### Date of your first year registration exercise (PhDs only):

### Supervisor Signature:

Date:

**1. Briefly describe the focus of your research:**

**2. Briefly describe the design, method and procedure of your research. In particular describe the aspects of the research that involve human subjects (such as interviews, surveys, focus groups)**

**3. Please give details of the participants – who (with inclusion and exclusion criteria, and notes as to any personal/professional links you may have with them), how many, how potential participants will be identified and recruited:**

**4. Describe any risk, discomfort or inconvenience to which participants may be subjected. Include information about:**

**(a) Procedures that for some people could be physically stressful or might impinge on the safety of participants. Which control measures are in place to minimise these risks?**

**(b) Procedures that for some people could be psychologically stressful. What control measures are in place to minimise these risks?**

**5. Will participants be paid? If so, how much?**

**6. How will consent be obtained? Consider the following four points:**

**(a) When** (Prior to the investigation OR At the time of the investigation?)

**(b) How** (Will consent be verbal, written, OR electronic? If not written, please justify this and explain the process)

**(c) Will consent be personal OR third party on behalf of the participant?**

(if third party, consider whether this will warrant a 'Vulnerable Adult' form instead)

**(d) Will personally identifiable information be made available beyond the research team? If so, to whom, and how will consent be obtained for the sharing of this information and its use by other parties?**

**7. What will participants be told about the study? What information about the research procedure or the purposes of the investigation will be withheld (if anything)?**

**8. At the end of the research, what will participants be told about the investigation? Include:**

- (a) debriefing,**
- (b) ways of alleviating any distress that might be caused by the study and**
- (c) ways of dealing with any problem relating to the focus of the study that may arise.**

**9a. If data is to be analysed or stored on a computer, you must make arrangements to comply with the Data Protection Act. What types of data will be collected and how will it be handled?**

**9b. What measures have been taken to ensure confidentiality, privacy and data protection during and beyond the end of the project? Will any data be stored or shared with services outside of the European Economic Area?**

**10. If the research is to be conducted outside the UK, please detail any links to overseas institutions and how the researcher will be supported and protected**  
(e.g. confirm completion of dept. risk assessment procedures)

**Please confirm **before signing**:**

	Yes	No
I have included when the activity will take place	<input type="checkbox"/>	<input type="checkbox"/>
I have described your participants	<input type="checkbox"/>	<input type="checkbox"/>
I have clearly explained what the activity will involve	<input type="checkbox"/>	<input type="checkbox"/>
I have clearly explained the activity's purpose	<input type="checkbox"/>	<input type="checkbox"/>
I have noted if there are any special risks	<input type="checkbox"/>	<input type="checkbox"/>
I have attached <b>all</b> of the items listed in the checklist on page 1	<input type="checkbox"/>	<input type="checkbox"/>

**Student Signature:**

**Date:**

**Once completed and signed, please send to your programme administrator.**

## Basic GDPR privacy notice

Approved wording for inclusion in a Participant Information Sheet or separate Privacy Statement document provided to participants for projects that are solely sponsored by the University. We strongly recommend using the document [here](#) to tailor your own statement, but if this is not possible then the text below will provide basic coverage for projects with only simple data requirements.

Cambridge University is the sponsor for this study based in the United Kingdom. We will be using information from you in order to undertake this study and will act as the data controller for this. Cambridge University will keep identifiable information about you **[for x years after the study has finished/in compliance with the funder's terms]**.

As a University we use personally-identifiable information to conduct research to improve health, care and services. As a publicly-funded organisation, we have to ensure that it is in the public interest when we use personally-identifiable information from people who have agreed to take part in research. This means that when you agree to take part in a research study, we will use your data in the ways necessary to conduct and analyse that research study to our high academic standards.

Your rights to access, change or move your information are limited, as we need to manage your information in specific ways in order for the research to be reliable and accurate. If you withdraw from the study, we will keep the information about you that we have already obtained but not gather any more. To safeguard your rights, we will use the minimum amount of personally-identifiable information possible to achieve the research's aims.

For general information about how we use your data please go to:

<https://www.information-compliance.admin.cam.ac.uk/data-protection/research-participant-data>