**UNIVERSITY OF CAMBRIDGE**

**Department of Politics and International Studies (POLIS)**

**Application for Ethical Approval with adult participants**

**CHECK-LIST OF DOCUMENTS TO ENCLOSE WITH THE APPLICATION**

**Please note that this is only a list of essential documents that would be required for the consideration of your application by the committee. Please attach any further documentation that you think might help the committee in reaching a decision about your application.**

* Detailed Research Proposal
* Interview schedules, Questionnaires, Focus Group schedules etc
* Participant Information Sheet
* Participant Consent Form

**Full Name:**

**Course Description (e.g. MPhil in African Studies):**

**Contact Details – please include both email and telephone number:**

**Supervisor Details - Please include the name, department and contact details of your supervisor:**

**Student Signature:**

**Date:**

**Supervisor Signature:**

**Date:**

**1. Briefly describe the aims of the research.**

**2. 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. risk assessment procedures)**

**3. Briefly describe the study design, method and procedure. Include information about:**

 **(a) personal questions, interview schedules, questionnaires**

 **(b) duration and frequency of assessment sessions**

**4. 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 are identified and recruited:**

**5. Describe any 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,**

**(b) procedures that for some people could be psychologically stressful.**

**(c) what has been done to assess, obviate or minimise these risks**

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

**7. What will participants be told about the study?**

 **(a) aims**

 **(b) procedures**

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

**9. When will consent be obtained?**

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

**(b) Will consent be verbal OR written OR electronic via computer? (if not written, please justify this)**

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

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

**10. 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.**

**11. If data is to be analysed or stored on a computer, you must make arrangements to comply with the Data Protection Act (see your Departmental Data Protection Officer). What measures have been taken to ensure confidentiality, privacy and data protection during and beyond the end of the project?**

**RISK ASSESSMENT**

**There is specific guidance for completing this section on the website –** [**www.polis.cam.ac.uk/graduate-student-resources/ethical-approval-for-mphil-research**](http://www.polis.cam.ac.uk/graduate-student-resources/ethical-approval-for-mphil-research)

**Please ensure you have read through that guidance before completing this section.**

**Identify the potential hazards/risks involved in your research – both for yourself, and your participants.**

**Is the risk: High, Medium or Low?**

**What control measures are in place?**

**If any of the hazards are High risk, what have you done to take this into account and mitigate the risk?**

**Before signing the form, have you specified:**

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| When the activity will take place? |  |  |
| Who is involved? |  |  |
| What will the activity involve? |  |  |
| What is the purpose of the activity? |  |  |
| Are there any special risks? |  |  |