**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 a list of the essential documents that will be required for the consideration of your application by the Ethics Committee. *Failure to provide all four items or representative drafts will result in your approval being withheld until the missing items are produced.***

[ ]  **Detailed Research Proposal**

[ ]  **Interview schedules, Questionnaires, Focus Group schedules etc**

[ ]  **Participant Information Sheet (including GDPR statement from appendix or** [**here**](https://www.polis.cam.ac.uk/Research/GDPRPrivacyTemplateforInterviewParticipantsDJ0818RM.docx)**)**

[ ]  **Participant Consent Form**

**Please also attach any further documentation that you think might help the committee in reaching a decision about your application.**

**Full Name:**

**Course Title:**

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

**Date of your First Year Registration exercise (PhDs only):**

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

**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. confirm completion of dept. 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**

**(c) what types of data will be collected and how it will be handled (anonymisation?)**

**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 will be 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. 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 via computer? (if not written, please justify this + explain process)**

**(c) Will consent be personal OR third party on behalf of the participant? (if third party, consider whether this will warrant a VA 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?**

**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. 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?**

**ETHICAL RISK ASSESSMENT**

**(Please note this is separate from the Risk Assessment process required for Leave to Work Away)**

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

**Please confirm before signing:**

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| I have included when the activity will take place | [ ]  | [ ]  |
| I have described your participants | [ ]  | [ ]  |
| I have clearly explained what the activity will involve | [ ]  | [ ]  |
| I have clearly explained the activity’s purpose | [ ]  | [ ]  |
| I have noted if there are any special risks | [ ]  | [ ]  |
| I have attached **all** of the items listed in the checklist on page 1 | [ ]  | [ ]  |
|  |  |  |

**Student Signature:**

**Date:**

Appendix

**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***](GDPR%20privacy%20notice%20to%20be%20included%20in%20participant%20information%20sheets) ***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