UNIVERSITY OF CAMBRIDGE
Department of Politics and International Studies

Application for Ethical Approval of a Research Project Involving Participants under 18

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)

Low Risk Cases

Low risk cases are defined as those where the research is taking place in an institutional setting (e.g. school, young offender institution, hospital, 'looked after' children in local authority care).

Under 16s

You must ensure that -

- **When conducting interviews, a professional is present at all times.**
- Parental/gatekeeper consent is obtained.
- Appropriate measures are in place for informed consent/involvement of participants where competent.
- Survey design is appropriate to the age group, and use of non-adult participants is warranted.
- You have considered the potential for distress/adverse effects among non-adult participants, e.g. embarrassment, non-understanding, fear of authority etc.

16-18 year olds

You must ensure that -

- **When conducting interviews, a professional is present at all times**.
- Written informed consent is obtained.
- Parental/gatekeeper knowledge has been obtained. Formal consent may be required in some settings.
- Participant information and participant consent documentation is appropriately drafted.
- Survey design is appropriate to the age group, and use of non-adult participants is warranted.
- You have considered the potential for distress/adverse effects among non-adult participants, e.g. embarrassment, non-understanding, fear of authority etc.

High Risk Cases

High risk cases are defined as those where the research is taking place in a non-institutional setting – for example, in the child's home.

You must ensure that –

- **When conducting interviews, a professional is present at all times**.
- Parental/gatekeeper consent is obtained.
- **The interviews are conducted in an externally observable space (for example, a room with a glass window open to view from the outside) or with an appropriate adult in an adjacent room.**
- Written informed consent is obtained.
- Participant information and participant consent documentation is appropriately drafted.
- Survey design is appropriate to the age group, and use of non-adult participants is warranted.
- You have considered the potential for distress/adverse effects among non-adult participants, e.g. embarrassment, non-understanding, fear of authority etc.

The following documents must be included in your application:

- Detailed Research Proposal
- A statement from your supervisor regarding the suitability and viability of the proposed approach
- Your Risk Assessment Form (if applicable)
- Evidence of training in the research methods indicated (a copy of your Training Log, or equivalent)
- Interview Schedules and questionnaires (including tailored GDPR statement from here)
- Participant Information Sheet and/or Parental Information Sheet
- Participant Consent Form and/or Parental Consent Form
- Details of the professional who will accompany you for the interviews/focus groups

Failure to provide **all 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:

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

Supervisor Signature:

Date:

1. Briefly describe the focus of your research.

2. Describe the study design, method and procedure. In particular, describe the aspects of the research that involve human subjects (such as interviews, surveys, focus groups), how the design is appropriate to the age group of the participants and why the use of non-adult participants is warranted. With reference to page one, please also advise whether your research is classed as low risk or high risk.

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 are identified and recruited – with reference to the guidance on page one of this form:

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. Consent – please discuss how this will be obtained with reference to the guidance on page one and to the following questions:

(a) When will consent be obtained?
(b) Will consent be verbal OR written OR electronic via computer? (if not written, please justify this)
(c) Who will be providing consent on behalf of the participants?
(d) Will personally identifiable information be made available beyond the research team? If so, to whom, and how will consent be obtained for sharing of personal information and its use by other parties?

7. Please give details of the locations of the interviews/focus groups etc, and the professional who will be present with you.

8. Please give details about your procedures for dealing with information arising in the course of your research that is a cause for concern, such as disclosures from participants or behaviours or incidents observed that raise significant concerns about the safety or wellbeing of participants or other people.

9. 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)?

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 types of data will be collected and how will it be handled?

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?

12. 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	☐	☐
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:

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. To safeguard your rights, we will use the minimum amount of personally-identifiable information possible.

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