UNIVERSITY OF CAMBRIDGE
Department of Politics and International Studies

Undergraduate Application for Ethical Approval Form

The following documents must be included in your application:

- Interview schedules, Questionnaires, Focus Group schedules etc
- Participant Information Sheet (when applicable)
- Participant Consent Form (when applicable)
- If relevant and already obtained, permission to use controlled datasets

Personal Information

Full Name:

Email address:

Telephone number:

College:

Name and email address of DoS:

Title of dissertation:

If conducting interviews/focus groups, please provide details of who will be supervising you. (Please note, students conducting "professional" interviews do not require supervision)

Name of Supervisor:

Department:

Email address:

Supervisor Signature:

Date:

1. Briefly summarise the proposed dissertation:

2. Briefly describe the design, method and procedure of your research. If there are aspects to your research that involve human participants, describe these aspects in some detail (such as interviews, surveys, focus groups)

IF YOUR STUDY DOES NOT INVOLVE PARTICIPANTS, PLEASE SKIP TO QUESTION 9

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:

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's aims and procedures? 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?

9. If you are using administrative or controlled data, please give details of how permission has been/will be obtained and any conditions of use (and how you will comply with these).

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 ugradadmin@polis.cam.ac.uk

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 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