**Imperial College Education Ethics Research Process (EERP) Application Form**

**Section A - Investigator(s)**

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| **Principal Investigator**  *Please name the person performing the research here. If the application is for a student project, please name the supervisor below and add details of all other co-investigators or collaborators as appropriate* | |
| 1. Name: |  |
| 1. Email:   Imperial College not private |  |
| 1. Title of study: |  |
| 1. Summary of skills, experience relevant to the study and in any procedures to be used.   (50 words max) |  |
| 1. Is this a student project? | YES  NO if ‘YES’ you must complete 6-9 below |
| 1. Supervisor Name; |  |
| 1. Supervisor Email:   Imperial College not private |  |
| 1. Course of study: |  |
| 1. Please confirm the supervisor has read and agreed to this application? | YES  NO  EERP may verify this with your supervisor |

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| **Co-investigators**  *If there are more than 3 co-investigators, please use a separate sheet and follow the format below* | |
| 1. Name: |  |
| 1. Position: |  |
| 1. Email:   Professional / College not private |  |

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| 1. Name: |  |
| 1. Position: |  |
| 1. Email:   Professional / College not private |  |

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| 1. Position: |  |
| 1. Email:   Professional / College not private |  |

**Section B – Project Summary**

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| **Project summary** ...  *Please provide brief details about your proposed project using simple* ***LAY*** *terms:* | | |
| 1. What is your Main Research Question? |  | |
| 1. Rationale   Please briefly describe the reason for the study. What do you hope to find? Why may this be important? |  | |
| 1. Proposed dates | Start Date  From the start of advertising / recruitment | End Date  To the end of data collection / analysis |
| 1. Methods:   Please check the box of any/all of the list of methods that you intend to use. If you are intending to use methods that are not in the list please provide brief details in the space to the right. | Questionnaires  Observation (including ethnographic research)  Interviews  Secondary analysis of pre-existing data  Focus Groups  Other (please give details below) | |
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| 1. Location(s):   Where will you do your research? |  | |
| 1. Participants:   Please clearly state what sort of people you plan to recruit into the project, and describe any inclusion/exclusion criteria |  | |
| 1. Recruitment:   Please clearly state how your study population (defined above) will be recruited. |  | |
| 1. Consent:   Please provide brief details in the space to the right of how participants will be consented.  You should explain why if your participants will not give consent &/or if the consent is not fully informed.  You should briefly explain your withdrawal process | Please answer each of these questions **DO NOT** leave any answers blank  Will your planned research involve individuals who are not able to give informed consent eg children (<15 yrs) or vulnerable adults?  YES  NO  Will participants be included without explicit consent (e.g. observational studies)?  YES  NO  Will participants get an information sheet with adequate reading time?  YES  NO  N/A  Will participants (except those just completing questionnaires) sign a consent form?  YES  NO  N/A  Will participants have the right to withdraw from the study without ‘cost’?  YES  NO  N/A  Will participants have the right to withdraw and remove ‘their data’?  YES  NO  N/A | |
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| 1. Bias and positionality | Please briefly summarise your position and any potential bias in the study. | |
| 1. Summary of Method(s):   Please provide brief details of what you will do and what will happen to participants.  There is no need to repeat details from sections 19-27 (above), but describe how they fit together and how participants will experience the study | Please briefly (<500 words) summarise your methods. | |

**Section C – Ethical Issues**

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| **Ethical Issues …**  *Please carefully consider these ethical issues and provide the required details using simple* ***LAY*** *terms:* | |
| 1. Confidentiality:   Please clearly state how you will manage the confidentiality of your data and the privacy of your study population. | Please answer each of these questions **DO NOT** leave any answers blank  Will all data be anonymised as soon as possible?  YES  NO  N/A  Will identifiers &/or pseudonyms be stored securely & separately from the data?  YES  NO  N/A  Will data & records be held securely and in accordance with Imperial guidelines?  YES  NO |
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| 1. Incentives / benefits:   If using incentives please concisely explain what these are, why they are appropriate / proportionate and how the process will be managed.  Please briefly (<300 words) summarise any other likely ‘advantages’ or ‘benefits’ that may result from participating in your study. | Will you offer any financial or other incentives for participating?  YES  NO |
| What are the potential ‘advantages’ or ‘benefits’ from participating in the study? |
| 1. Risk(s) / Disadvantage(s):   Please briefly summarise any likely ‘risks’ or ‘disadvantages’ or ‘costs’ that may result from participating in your study  Briefly explain why these are justified and how they will be mitigated | What are the potential ‘risks’ or ‘disadvantages’ from participating in the study? |
| 1. Timing:   Please briefly summarise any likely issues relating to timing or critical time points in your study  Briefly explain why these are justified and how they will be mitigated or managed | Please answer each of these questions **DO NOT** leave any answers blank  Have you considered and planned for key issues of timing in your study (eg important deadlines, time-critical data collection or times when participants may be busy or unavailable)?  YES  NO  Have you thought about the timing of your study to avoid any particularly stressful or busy times for participants (such as exam times)?  YES  NO  Have you thought about the time required to complete questionnaires, participate in interviews or focus groups etc and done your best to minimise the time inconvenience while not compromising the data collection?  YES  NO  Do you foresee any significant delay in dissemination /publication?  YES  NO  Do you foresee any potentially significant issues with timing?  YES  NO |
| 1. Power:   Please briefly summarise any likely issues relating to power / influence in your study  Briefly explain why these are justified and how they will be mitigated or managed | Please answer each of these questions **DO NOT** leave any answers blank  Is the researcher likely be perceived to be in a position of influence / authority over participants?  YES  NO  Is the researcher likely to be perceived to have influence over participants’ future?  YES  NO  Will the researcher be assessing or evaluating participants?  YES  NO  Will the researcher be teaching participants?  YES  NO  Are there any potential conflicts of interest or what could be perceived as a conflict of interest by a reasonable observer?  YES  NO |
| 1. Coercion:   Please briefly summarise any likely issues relating to potential coercion in your study  Briefly explain why these are justified and how they will be mitigated or managed | Please answer each of these questions **DO NOT** leave any answers blank  Have you considered perceived and / or actual coercion?  YES  NO  Are there any likely actual or perceived pressures such that participants may feel pressured or obliged to volunteer for the study?  YES  NO |
| 1. Sensitive Issues:   Please briefly summarise any potentially sensitive issues directly relating to your study  Briefly explain why these are justified and how they will be mitigated or managed | Please answer each of these questions **DO NOT** leave any answers blank  Is there any aspect of the proposed research that would be likely to cause reputational harm to participants, others or College?  YES  NO  Will you be explicitly collecting sensitive or personal (primary or secondary) data such as sexual history, or records of illegal or immoral behaviour?  YES  NO  Will personallysensitive or embarrassing issues be explicitly discussed such that participants may be unwilling to talk about them?  YES  NO  Is it likely participants will disclose any illegal or harmful activity as a direct result of the proposed research?  YES  NO  Will your planned research **focus on** sensitive issues such as bullying, cheating, un-professional practice (anything that may result in a strong emotional response)?  YES  NO  If sensitive issues arise unexpectedly in interviews or similar you should seek appropriate existing professional support available and maintain confidentiality unless you have cause to suspect that the individual is a risk to themselves &/or others. In these circumstances well-being takes precedence over privacy?  Please confirm you will take this approach  YES  NO |
| 1. Harm:   Please briefly summarise any potential for stress or harm to participants in your study  Briefly explain why this is justified and how it will be mitigated or managed | Please answer each of these questions **DO NOT** leave any answers blank  Is the study likely to result in undue stress or anxiety for participants?  YES  NO  Does your study have the potential to harm or result in negative consequences for the participants &/or researcher(s)?  YES  NO |
| 1. Ethical Summary:   Please provide brief details of the ethical issues you have identified in your study, why they are necessary and how you will mitigate against the risks  There is no need to repeat details from sections 29-36 (above), but provide an integrated account of the ethical issues relevant to your proposed study and how you will manage them | Please briefly (500 words max) summarise the main ethical issues you have identified in your proposed study, why they are necessary and how you will mitigate against the risks |

**Section D – Documentation and Declaration**

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| **Supporting documents…**  *Please check the boxes for any relevant documentation that you attach to the application.* | |
| Participant information sheet:  Participant Consent Form:  Email & material inviting participation:  Questionnaires:  Interview / Focus Group Questions:  Observation schedule:  Time line or Gant Chart: | Please attach the following documents to your application as appropriate                Example templates for some documents are available on the website here <http://www3.imperial.ac.uk/edudev/ethics> |

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| **Self-declaration…**  *Please check the boxes as appropriate for your application.* |
| Please answer each of these questions **DO NOT** leave any answers blank  Do you have a collaborative agreement in place?  YES  NO  In process  N/A  Do you have a data access agreement in place?  YES  NO  In process  N/A  Do you have a data sharing agreement in place?  YES  NO  In process  N/A  Have you completed an Imperial College risk assessment?  YES  NO  In process  N/A  Have you considered how you will comply with the General Data Protection Regulations when storing and handling participant data?  YES  NO  In process  N/A  Have you had a Disclosure and Barring Service (DBS) check carried out?  YES  NO  In process  N/A  Have you aligned your research with best practice outlined in the BERA guidelines?  YES  NO  Has this work (or aspects of it) received ethical approval elsewhere?  YES  NO  In process  If ‘YES’ please supply **brief** details below |

**Signatures Page - PI Declaration**

I declare that:

* I undertake to abide by the ethical principles underlying the Declaration of Helsinki (1964) and subsequent amendments and good practice guidelines on the proper conduct of research.
* I undertake to abide by the Data Protection Act 2018 and General Data Protection Regulation (Europe) and any applicable local laws.
* I undertake to abide by all local laws and regulations for non-UK research.
* I will report any adverse or unforeseen events which occur to the Ethics and Research Governance Co-ordinator within 24 hours.
* I will provide an annual progress report of the project until the end of the study.
* I will provide notification of the end or early termination of the research project.
* I will provide notification of amendment to EERP / SETREC if there are any changes to the research protocol or personnel which affect the ethical aspects of the project.
* I will assist EERP / SETREC in any continuing review of the project deemed necessary by reviewers or the Committee.
* All information on this form is correct.

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| Name: |  |
| Signature: |  |
| Date: |  |
| If full committee review is required would you be willing to attend the SETREC meeting to answer any questions about your proposal?  YES  NO | |

**Any attendance must be by the PI named in section A of this application form. If this is a student application, the supervisor may also be present. Attendance at the meeting will give you the opportunity to answer any questions concerning ethics raised by the committee.**

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| ***EERP decision*** (please indicate below the decision and the reasons for it) | | |
| Decision: | Approve  Reject  Refer to Committee | |
| Reason: |  | |
| Required Amendments: |  | |
| **Signature:** |  | **Date:** |