



UNDERSTANDING ETHICS PROCEDURES

# Formal Ethics Assessment Checklist

Please ensure that you have completed your **Formal Ethics Assessment** correctly and do contact your Tutor for support if you have any queries.

This **Ethics Application Form Checklist** will help you to identify which additional forms and supporting documents you will need to include.

Completed applications should be submitted to your Tutor as a single document, combining your application form, additional forms and supporting documents into one. This should be uploaded to the Virtual Learning Studio.



**Note:** All sections of the **Formal Ethics Assessment** must be completed in full. Failure to complete your application correctly could result in your application being automatically declined and will delay the approval process. **To ensure you have completed your form correctly, please refer to the checklist below.**

## Ethics Application Form Checklist

Item	Complete
<b>Section 1: Personal and Project Details</b>	<input type="checkbox"/>
<b>Section 2: Research Methodology</b>	<input type="checkbox"/>
<b>Section 3: Risk to Researchers</b> If you marked <b>YES</b> to researching into activities that have a risk of distress, discomfort, or personal injury to any member of the research team, you must provide a <b>Health and Safety Risk Assessment Form</b> . If you do not supply this supporting document, your application will be automatically rejected.	<input type="checkbox"/>

<p>If you marked <b>YES</b> to participating in activities which will involve the use of hazardous or controlled substances and/or may pose a risk to the environment, you must provide a <b>COSSH Risk Assessment Form</b>. If you do not supply this supporting document your application will be automatically rejected.</p> <div data-bbox="218 522 1302 789" style="border: 1px solid #ccc; border-radius: 10px; padding: 10px; margin-top: 10px;"> <p><b>i</b> <b>Note:</b> Supporting document templates are located on the <b>National Design Academy Understanding Ethics Procedures Hub</b>.</p> </div>	
<p><b>Section 4: Human Participants</b></p> <p>If you marked <b>YES</b> to involving human participants and/or conducting Interviews and/or undertaking any of the following:</p> <ul style="list-style-type: none"> <li><b>i)</b> Making audio or video; Collecting storing and using personal data about identifiable, living people;</li> <li><b>ii)</b> Observing adult human behaviour involving identifiable individuals;</li> <li><b>iii)</b> Using archived personal data in which living individuals are identifiable</li> </ul> <p>You must provide the following supporting documents:</p> <ul style="list-style-type: none"> <li><b>i) Participant Information Sheet</b></li> <li><b>ii) Participant Consent Form</b></li> </ul> <p>If you do not supply both supporting documents, your application will be automatically rejected.</p> <p><b>The Participant Information Sheet and Participant Consent Form</b> must be completed in collaboration with your tutor to ensure all grammatical errors are checked. Please edit these document to fit the remit of your study.</p> <div data-bbox="218 2116 1302 2383" style="border: 1px solid #ccc; border-radius: 10px; padding: 10px; margin-top: 10px;"> <p><b>i</b> <b>Note:</b> Supporting document templates are located on the <b>National Design Academy Understanding Ethics Procedures Hub</b>.</p> </div>	<input type="checkbox"/>

### Hints to consider when completing the Participant Information Sheet and Participant Consent Form

- Providing participants with full details of the objectives of the research
- Providing information appropriate for those whose first language is not English
- Voluntary participation with informed consent
- Written description of involvement
- Freedom to withdraw
- Keeping appropriate records
- Signed acknowledgement and understanding by participants
- Relevant codes of conduct/guidelines

If you have marked **YES** to observing, interacting or otherwise working with children (under the age 18) or vulnerable adults you **MUST** provide a **Parent/Guardian Consent Form**. If you do not supply this supporting document, your application will be automatically rejected.


The **Parent/Guardian Consent Form** must be completed in collaboration with your tutor to ensure all grammatical errors are checked. Please edit this document to fit the remit of your study.

If you marked **YES** to researching into activities that have a risk of distress, discomfort or personal injury to the participants, you must provide a **Health and Safety Risk Assessment Form**. If you do not supply this supporting document, your application will be automatically rejected.



**Note:** Supporting document templates are located on the **National Design Academy Understanding Ethics Procedures Hub**.

### Section 5: Involvement of Animals

<p><b>Section 6: Data Management</b></p> <p>You must state that information collected will be processed by use in accordance with <b>General Data Protection Regulation (GDPR) 2018</b> and that you will follow ethical codes of conduct for Good Research Practice.</p> <div style="border: 1px solid #ccc; border-radius: 10px; padding: 10px; margin: 10px 0;"> <p> <b>Note:</b> You can access the Guidelines for Good Research Practice on the <b>National Design Academy Understanding Ethics Procedures Hub</b>.</p> </div> <p>These guidelines will provide you with some useful information when completing your application form and when conducting your research. If you are referring to any other guidelines other than the Guidelines for Good Research Practice, please indicate these as well.</p>	<input type="checkbox"/>
<p><b>Section 7: Student Declaration</b></p> <p>This section must be completed in full, signed and dated by the student, or the application will be automatically rejected. Handwritten or electronic signatures must be used.</p>	<input type="checkbox"/>
<p><b>Section 8: Tutor Decision and Declaration</b></p> <p>This section must be completed in full, signed and dated by the Tutor. Handwritten or electronic signatures must be used.</p>	<input type="checkbox"/>