

**UNDERSTANDING ETHICS PROCEDURES**

**Ethics Pre-Screening Form**

This form will help you to establish whether an application for research ethics approval is required.

You should complete this form in collaboration with your tutor to ascertain if an ethics application is required.

**This form should be completed and uploaded to the Virtual Learning Studio.**

|  |  |  |
| --- | --- | --- |
| **Student Details [Ref: S1-A]** | | |
| Student Name | Click or tap here to enter text. | |
| Student Number | Click or tap here to enter text. | |
|  | | |
| **Study Level (Please indicate with a tick) [Ref: S1-B]** | | |
| Undergraduate (BA, BSc) | |  |
| Postgraduate (MA, MSc) | |  |
|  | | |
| **Module Code (UG & PG Students) [Ref: S1-C]** | Click or tap here to enter text. | |
|  | | |
| **Project Information [Ref: S1-D]** | | |
| Project Title | Click or tap here to enter text. | |

*Please proceed to the list of questions in the subsequent pages.*

**Part 1: Pre-screening Questionnaire [Ref: S2-A]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Publicly Available Data** | **Further Guidance** | **Yes** | **No** |
| Does your research involve **only** secondary data? | Secondary data is data that is already in the public domain, such as:  Data curated for public access and display or for re-use by researchers, material held in archives or private collections.  Published literature or library/archival materials which have been specifically curated for general public access or display.  Literature reviews, meta-analysis or re-use of published data.  Refer to the Research Ethics Code of Practice for further details regarding secondary data. |  |  |

|  |
| --- |
| If you answered “**YES**” to the above question in “**Part 1**”, a formal ethics application is **NOT** required. |

Therefore, please complete “Part 3: Declaration” section at the end of this form.

In the case that an ethics application is not required, please subsequently follow the process outlined below:

* For Undergraduate/Postgraduate student applicants (BA, BSc, MA, MSc…): Your tutor will need to retain a copy of this form at module/programme level (within your student portal on the Virtual Learning Studio).

(Please **DO NOT** submit this form to De Montfort University, DMU).

|  |
| --- |
| If you answered “**NO**” to the above question in “**Part 1**”, please complete **“Part 2**” and “**Part 3**” of this document. |

**Part 2: Activity Declaration [Ref: S3-A]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity Declaration** | **Further Guidance** | **Yes** | **No** |
| Will your research involve human participants? | This includes any procedures or activities involving living participants and the use of data or tissue obtained from living individuals (e.g. interviews, questionnaires, observational studies, focus groups, workshops, user tests) whether directly or indirectly.  If your research includes the collection of human tissue, please seek advice from the director of your course at the National Design Academy. |  |  |
| Will your research involve the use of animals? | This includes any research involving live animals (e.g. intervention, manipulation of conditions or observation) and animal tissue. Tissue (or material derived from animal tissue e.g. cell lines) which has been obtained from commercial sources will not normally require ethical review. |  |  |
| Does the project have the potential to cause environmental damage or harm? | This includes the use of equipment, materials, techniques or research results that could have an impact on the environment, ecology, hydrology or on local communities during or after the research project. |  |  |
| Does this project involve the use of security sensitive, sensitive information or restricted materials? | Undergraduate and Postgraduate Students should not conduct Sensitive or High-Risk research.  Please refer to the DMU Conducting Sensitive Research page and Conducting Sensitive Research Policy.  [DMU’s Conducting Sensitive Research Page](https://www.dmu.ac.uk/research/ethics-and-governance/sensitive-research.aspx)  [DMU’s Conducting Sensitive Research Policy](https://www.dmu.ac.uk/documents/research-documents/ethics-faculty-procedures/conducting-sensitive-research-policy.pdf)  Research into illegal activities, including the collection of source data, e.g. crime statistics.  Research which requires access to web sites normally prohibited on university servers; including, but not limited to; pornography, or the sites of any of the organisations proscribed by the UK Government.  Research into/storing or disseminating security sensitive information relating to extremism, terrorism and/or radicalisation. |  |  |
| Does your project require external ethical review? | External review is required for research involving NHS patients, staff, data or facilities (includes contractors providing services under contract with care services or commissioners). Further examples include:  UK Social Care organisations or service users (includes contractors providing services under contract with care services or commissioners).  Clinical Trials of Investigational Medicinal Products, Medical Devices or Gene Therapy Medicinal Products.  The prison service, offenders or participants on probation. Any member of the research team or participants who are members of the Armed Forces or their entitled dependents.  The administration of ionising radiation.  Research regulated under the Animals (Scientific Procedures) Act 1986 (ASPA).  Research that may be regulated under the Human Fertility & Embryology Authority  Please seek advice from your tutor before proceeding any further if your research involves any of the above. |  |  |
| Does your research involve secondary data not covered in “Part 1” | This may include *identifiable data\** that is not in the public domain, or where consent was not provided for reuse of data beyond the purpose for which it was originally collected.  *\* An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.* |  |  |

|  |
| --- |
| If you answer “**YES**” to one or more of the questions in “**Part 2**”, completion of “**Formal Ethics Assessment**” IS required |

Please complete “Part 3: Declaration” below, please subsequently follow the process outlined below:

* For Undergraduate/Postgraduate student applicants (BA, BSc, MA, MSc…): Your tutor will need to retain a copy of this form at module/programme level (within your student portal on the Virtual Learning Studio).

(Please **DO NOT** submit this form to De Montfort University, DMU).

**Part 3: Declaration (for all applicants) [Ref: S4-A]**

|  |  |  |
| --- | --- | --- |
| **Declaration** | | |
| I agree to take full responsibility for the information provided in this form and… | | |
| I understand that an Ethics Application **IS** required, and I confirm that **I WILL** **NOT** commence with my research until my Ethics Application has been granted full ethics approval.  *Or* | |  |
| I understand that **I DO NOT** need to submit an Ethics Application and I will monitor my research as it progresses and will reassess the need for an ethics application periodically. | |  |
|  | | |
| **Name:** | Click or tap here to enter text. | |
| **Date:** | Click or tap here to enter text. | |

**Part 4: Tutor Declaration (for the completion of the applicant’s tutor) [Ref: S5-A]**

|  |  |  |
| --- | --- | --- |
| **Declaration** | | |
| As the applicant’s tutor, I agree with the information provided in this form and I will monitor this student’s research as it progresses and will reassess the need for an ethics application periodically. | |  |
|  | | |
| **Name:** | Click or tap here to enter text. | |
| **Date:** | Click or tap here to enter text. | |