Faculty of Engineering and Physical Sciences Proportionate Review Ethics Application – Question Specific Guidance

1.	Approximately how many participants do you plan to recruit?
Please provide details of the number of participants you intend to recruit. This should include the age-range of participants. If your project relates to previously collected data being used in anonymised form for research purposes, briefly outline how and why the data was originally collected. You should provide assurances that you have appropriate permissions from the originating institution to have the data.	

2.	How will you identify and recruit the participants?
The REC will expect to see clear information on how prospective participants will be identified, approached and recruited.	

3.	How and what will individuals be told about the research? *(a copy of the Participant Information Sheet must be attached to this application)*
Provide details on what information will be given to prospective participants, and when this will be done.	

4.	How will participants provide consent? *(a copy of the Consent Form (if applicable) must be attached to this application)*
Explain how you will obtain informed consent from participants, how this will be recorded and when it will occur.	

5.	Briefly describe what your participants will do in the study *(a copy of the study protocol must be attached to this application)*
Give a clear explanation of what participants will be asked to do in the study, including details of the time commitment involved, the number of study visits, duration and what will happen at each study visit.	

6.	How will you deal with any ethical issues that the study raises?
Not all studies will have significant ethical issues. You should identify the potential ethical issues which may arise and provide information on how these will be managed.	

Data security and participant confidentiality

1.	Will data be anonymised such that individual responses cannot be identified? *If yes, describe how you will do this.*	**Yes** ☐	**No** ☐
Provide a clear explanation of how data will be anonymised so that personal information is not identifiable.			

2.	If data is not anonymised describe what steps will be taken to preserve the confidentiality of the data.
Clearly outline how data will be held confidentially. If there are limits to the confidentiality which can be assured, then participants must be made aware of this in the Information Sheet and a clause inserted in the Consent Form to this effect.	

3.	Where will all forms of the data be stored?
Provide full information on what forms of data will be created, how these will be retained, backed up and disposed of.	

4.	Who will have access to the data?
It should be clear who will require access to study data and how this will be managed.	

5.	Where will Consent Forms be stored?
Provide details on where the study Consent Forms will be stored.	

6.	Will individually identifiable information be given to third parties or available through publications, etc? *If yes, state why this is necessary and demonstrate that participants are made aware of this.*	**Yes** ☐	**No** ☐
If identifiable information may be given to third parties or used in publications this should be justified. The Information Sheet should clearly describe how the participant's information will be used and distributed and the Consent Form should include specific clauses in relation to these.			