# Undergraduate Study Proposal Ethics Checklist

If you are unaware if your study requires ethics approval, please complete the checklist and submit to the [ethics and research governance coordinator.](mailto:rgitcoordinator@imperial.ac.uk)

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| --- | --- |
| Details of Principal Investigator and study description | |
| For student projects, name the student’s supervisor as the Principal Investigator. Add the student’s name and details of all other co-investigators or collaborators at the end of the form. | |
| 1. Name (incl. title) |  |
| 1. Faculty |  |
| 1. Faculty and   Department |  |
| 1. Email   *Imperial College not private* |  |

|  |  |
| --- | --- |
| Projecttitle |  |
| Brief project description  *Include details of any impact on humans or on the environment now or up to 10 years in the future:* | |

**Please complete all sections.**

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| : Audits and service evaluations |

1. Do you consider your study to be a service evaluation or an audit?

A **service evaluation** is a way to define or measure current practices within a service. The results of the service evaluation help towards producing internal recommendations for improvements that are not intended to be generalised beyond the service area. Therefore, a service evaluation is designed to answer the question "what standard does this service achieve?".

An **audit** is a way to understand whether a service is meeting defined standards of best practice (these may be achieved through a service evaluation or/and research). The results of an audit help to enforce good practice and produce internal recommendations for any necessary improvements. An audit is therefore designed to answer the question "does this service reach a predetermined standard?"

**Yes  No** If **No** go to next section. If **Yes** proceed to **Part 3a**

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| : Educational research? |

1. Is your study pedagogic research?

**Yes  No** If no go to next section. If **Yes** proceed to **Part 3b**

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| : NHS related study |

1. Does the research proposal involve the recruitment of staff, patients, or data through the NHS or the use of NHS premises and or their equipment?

**Yes  No** If no go to next section. If **Yes** proceed to **Part 3c**

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| : Researcher safety |

1. Does the research involve any potential risks to the researcher(s) such as lone working, working in a dangerous or isolated location, environmental hazards and emotional risks associated with sensitive research?

**Yes  No**

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| : Secondary Data, data protection and other ethics considerations |

1. Does the research proposal involve access of personal and or confidential data, or sensitive data from third parties?

**Yes  No**

1. Does the research proposal involve the use of visual recording?

**Yes  No**

1. Is there any aspect of the research proposal which could potentially cause harm to the reputation of the College? i.e. could the research be considered controversial or prejudiced?

**Yes  No**

1. Does the research proposal pose any potential conflicts of interest?

**Yes  No**

1. Does the research proposal involve collection or extraction of data from abroad (this does not include publicly available data)?

**Yes  No**

1. Does the research proposal involve activities which could temporarily or permanently damage the environment?

**Yes  No**

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| : Research involving human participants |

1. Is the research proposal part of a clinical trial?

**Yes  No**

1. Does the research proposal involve the research involving drugs/medication?

**Yes  No**

1. Does the research proposal involve samples from deceased persons?

**Yes  No**

1. Does the research proposal involve genetically modified materials?

**Yes  No**

1. Does the research proposal involve physically intrusive procedures, administration of substances, use of bodily materials, or DNA/RNA analysis?

**Yes  No**

1. Does the research proposal involve ultrasound or sources of ionizing and non-ionizing radiation e.g. MRI, fMRI?

**Yes  No**

1. Does the research proposal involve any medical device in the UK that are CE marked and is it being used outside its product limitation or any non-CE marked products?

**Yes  No**

1. Does the research proposal involve vulnerable participants? i.e. children (15 years or younger), adults (16 years or over) who are unable to consent, people in care, the mentally ill or individuals with learning difficulties or with a communication or developmental requirement??

**Yes  No**

1. Does the research proposal involve prisoners or young offenders?

**Yes  No**

1. Does the research proposal involve participants disclosure of any illegal or harmful activity due to the nature of the research?

**Yes  No**

1. Will personally sensitive subjects be discussed that participants might not be willing to otherwise talk about in public or have the potential to induce stress, anxiety or negative consequences on the participant?

**Yes  No**

1. Does the research proposal involve a researcher who may be in a position of influence or authority over participants that could give rise to a perceived pressure to participate (i.e. lecturers/teachers and students)?

**Yes  No**

1. Will undue incentives for participants be offered? Incentives should be proportionate to the burden imposed and justified by the benefits.

**Yes  No**

**A.** If you answered **Yes** to **Section A** your study does not require ethics approval and you may commence your study.

**B.** If you answered **Yes** to **Section B** , visit the [EERP](https://www.imperial.ac.uk/research-and-innovation/support-for-staff/education-ethics/the-eerp-process/) website for more information.

**C.** If you answered **Yes** to **Section C**, visit the [HRA REC](https://www.imperial.ac.uk/joint-research-compliance-office/project-planning/ethics-approval-/hra-rec-approval-process/) website for more information.

If you answered **No** to **sections D, E and F**, your study will require ethics review and can be reviewed and approved at departmental level. Please sign and date the form and email it to the [Ethics and Research Governance Coordinator](mailto:rgitcoordinator@imperial.ac.uk).

If you answered **Yes** in **Sections D and E** **and F** further ethical review is required. Please seek advice from [Ethics and Research Governance Coordinator](mailto:rgitcoordinator@imperial.ac.uk) and visit the [Imperial College Research Ethics](http://www.imperial.ac.uk/research-ethics-committee/) website for more information.

By signing below (digital signatures accepted), you certify that the information provided is true and correct to the best of your knowledge. Applicants should expect to get an acknowledgement within 3 working days.

**Student’s name(s) and signature(s) Date**: Click or tap to enter a date.

**Supervisor’s name and signature Date:** Click or tap to enter a date.