**Ethics Application Form Checklist**

In order to ensure that you have completed your form correctly your application should be completed in collaboration with your tutor if you are a student.

Completed applications should be submitted to the Committee Servicing Officer as a **single document, combining your application form and supporting documents into one.** Regular submission dates are allocated throughout the year. Please refer to the DMU website to view these dates. Any applications received after these dates will not be considered until the next submission deadline. For all ADH Ethical, procedures and supporting documents please follow this link:

<http://www.dmu.ac.uk/research/ethics-and-governance/faculty-specific-procedures/art-design-and-humanities-ethics-procedures.aspx>

**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.**

|  |  |
| --- | --- |
|  | **Completed** |
| **Section 1** – This section **must** be completed in full |   |
| **Section 2** – This section **must** be completed in full |   |
| **Section 3** – This section **must** be completed in full |   |
| **If you marked YES to Conducting Interviews and / or undertaking any of the following: i) Making audio or video; Collecting storing and using personal data about identifiable, living people; ii) Observing adult human behaviour involving identifiable individuals; iii) Using archived personal data in which living individuals are identifiable. If you do not supply the following 2 supporting documents your application will be automatically declined.** 1. Participant Information Sheet
2. Participant Consent Form

Supporting document templates are located on the ADH Ethics DMU website. <http://www.dmu.ac.uk/research/ethics-and-governance/faculty-specific-procedures/art-design-and-humanities-ethics-procedures.aspx>  |  |
| **Participant Information Sheet** The Participant Information Sheet 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.  |   |
| **Participant Consent Form**The Participant 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 have marked YES to observing, interacting or otherwise working with children (under the age 18) you MUST provide a Parent / Guardian Consent Form, using the ADH Template provided.** **If you do not supply this supporting document your application will be automatically rejected.**Please use the supporting document template located on the DMU website. [www.dmu.ac.uk/research/ethics-and-governance/faculty-specific-procedures/art-design-and-humanities-ethics-procedures.aspx](http://www.dmu.ac.uk/research/ethics-and-governance/faculty-specific-procedures/art-design-and-humanities-ethics-procedures.aspx) 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 personal injury to the participants, you must provide a DMU Health and Safety Risk Assessment Form** Failure to supply this supporting document your application will be automatically rejected. For the supporting document you must consult your Faculty Health & Safety Officer. |   |
| **If you marked YES to participating in activities which may pose a risk to the environment, provide a DMU COSSH Risk Assessment Form**If you do not supply this supporting document your application will be automatically rejected. The COSSH Risk assessment form is available on the DMU website at the following link: <https://www.google.com/url?q=http://www.dmu.ac.uk/documents/dmu-staff/pod/hs-policies/coshhelectronicworksheet.docx&sa=U&ved=0ahUKEwjB8sDCq43SAhUJwxQKHeb3DbwQFggEMAA&client=internal-uds-cse&usg=AFQjCNElETqZszgvvJZzdN2nBQywom3jhw>  |   |
| **Section 4** This section **must** be completed in full if you have answered **yes** to any of the questions in section 3. If you do not complete this section your application will be automatically rejected. If you answered NO to ALL the questions in section 3, please skip sections 4 & 5, go to straight to section 6 and complete the rest of the form. |   |
| **Section 5** This section **must** be completed in full if you have answered **yes** to any of the questions in section 3. If you do not complete this section your application will be automatically rejected. If you answered NO to ALL the questions in section 3, please skip sections 4 & 5, go to straight to section 6 and complete the rest of the form.Issues identified in section 4 should be addressed in this section.Helpful hints to consider when completing section 4 & 5.* 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
 |   |
| **Section 6** – This section **must** be completed in full Please refer to this link <http://www.dmu.ac.uk/research/ethics-and-governance/research-integrity-and-ethics.aspx> Here you will locate DMU’s Guidelines for Good Research Practice <http://www.dmu.ac.uk/documents/research-documents/ethics-faculty-procedures/ethics-and-governance-general-/dmu-guidelines-good-research-practice.pdf> 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. |   |
| **Section 7** – This section **must** be completed in full. |   |
| **Section 8**This section must be signed and dated by the applicant or the application will be automatically declined. Handwritten or electronic signatures **must** be used. |   |
| **Section 9**Must be signed by First Supervisor / Tutor (If applicant is a student) Handwritten or electronic signatures **must** be used.  |   |
| **Appendix 1: Questions for Ethical Approval of Sensitive Research. (This section must be completed in full even if your research is not deemed as sensitive). Applications will be automatically declined if this section is not completed in full** |   |
| 1. Complete Appendix checklist in section 11, 12, 13 & 14.
 |   |
| 1. Complete all I agree boxes on page 6 & 7 of Appendix
 |   |
| 1. Sign and date Appendix on page 8. Handwritten or electronic signatures **must** be used.
 |   |