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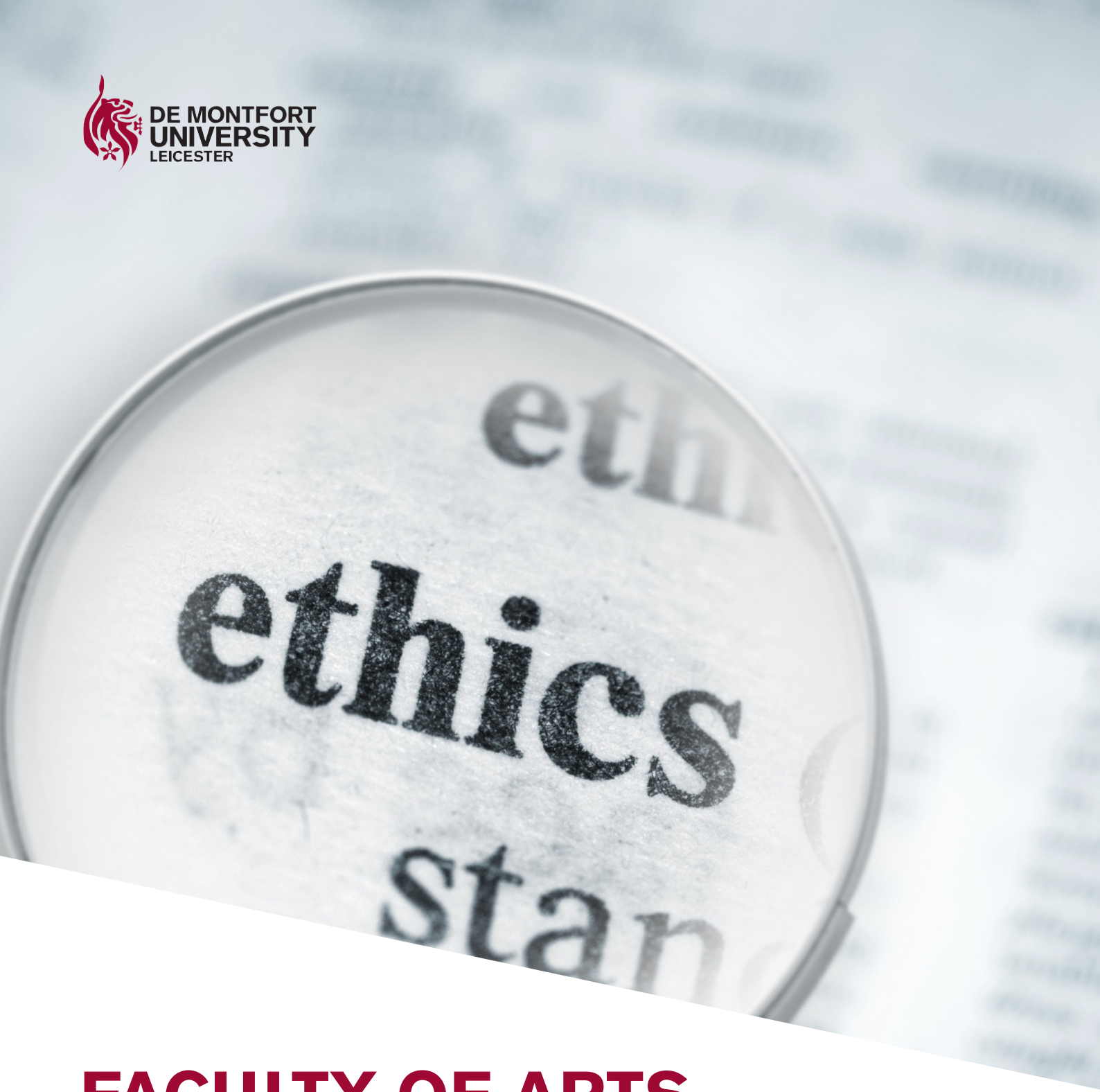

FACULTY OF ARTS, DESIGN & HUMANITIES

Research Ethics

Overview and Guide

Contents

Introduction

All taught undergraduate students, taught postgraduate students, research students and staff in the Faculty of Arts, Design and Humanities (ADH) who wish to undertake research must undertake an assessment of ethical risk of their proposed research activities. Initial assessment and if necessary a formal application and award of ethical approval must be obtained before commencing their research.

This document provides guidance on making this assessment and guidance on making an application and the procedures for Research Ethics applications which apply.

All the ADH guides, processes, forms and supporting documents relating to this process are available on the ADH Faculty Ethics Procedures website. A link to the website can be found in the *'Ethical Codes and Further Reading'* section of this guide.

Research Activities Requiring Ethical Review

De Montfort University requires that ethical approval is obtained by all Faculty of Arts, Design and Humanities staff members and students who wish to engage in research in which there is deemed, by initial assessment, to be a greater than low level of ethical risk.

The definition of low ethical risk is activities for which all of the questions in Section B: 3 'Activities Checklist' and Appendix 1 'Sensitive Research' of the ADH Research Ethics Application Form can be truthfully answered NO.

Research which has a medium or high level of ethical risk is **notifiable** and therefore the person undertaking the research must complete and submit an **ADH Research Ethics Application Form** to obtain ethical approval before any of the activities involving notifiable ethical risk are undertaken.

The ADH Research Ethics Application Form is submitted to the ADH Faculty Research Ethics Committee (FREC), except for applicants in the School of Design who submit to the Design Research Ethics Sub Committee (DRESC), which in turn reports to the FREC.

For both submission routes please refer to the relevant sections in this guide below.

It is the responsibility of the competent authority to initially assess the level of ethical risk of the proposed research by referring to the sections in the application form listed above. Please refer to the *'Competent Authority for Initial Assessment of Ethical Risk'* section in this guide for details.

Competent Authority for Initial Assessment of Ethical Risk

The level of ethical risk associated with a potential activity must be initially assessed by a **competent authority** and **it is the competent authority's responsibility to ensure that this initial assessment of ethical risk is carried out and is accurate**.

1) In the case of **taught undergraduate and taught postgraduate students** the competent authority for initial ethical risk assessment is the **course or module leader**.
2) In the case of **PhD research students** it is the **supervisory team** with the main onus falling on the 1st supervisor.
3) For **staff** it is the **individual staff** member's responsibility to carry out this initial assessment of ethical risk (through self-assessment) and it is strongly recommended that to support this there should be a meaningful discussion about the proposed activity with colleagues involved in research.
4) For **research teams in funded (including commercial) research projects** it is the **Principal Investigator (PI)**. Where DMU staff are participants in, but not the PI in a multi-agency/institution research project, confirmation of research ethics compliance should be obtained from the PI's institution as part of the project bid/collaborative agreement.
5) For **research teams in Cross Faculty research projects within DMU**, ethical assessment and approval should be undertaken **by the PI's Faculty**.

The competent authority for initial assessment of ethical risk should use the **ADH Research Ethics Application Form** as a checklist when making this assessment by closely examining **Section B: 3 'Activities Checklist'** and **Appendix 1 'Sensitive Research'** in the ADH Research Ethics Form and noting the exact definitions of activities which constitute a level of notifiable risk and the exact definitions of activities which constitute a level of notifiable risk.

Remember, if the applicant answers YES to any of the questions in the Section B: 3 'Activities Checklist' or Appendix 1 'Sensitive Research' then the research is greater than low risk and the applicant is required to complete an ADH Research Ethics Application Form and obtain ethical approval from the relevant committee.

If at any point subsequent to an initial assessment of low ethical risk the research is amended such that it involves activities where one or more of the questions in the ADH Research Ethics Application Form can be answered YES, the activity (if it has begun) must be immediately halted and the ADH Research Ethics Application Form and any associated required documents must be completed and submitted to the appropriate committee in the normal way.

If in any doubt at any point, complete and submit an ADH Research Ethics Form, even if you have answered NO to all of the questions. For submission procedures please see below.

Exemption for Literature and reviews using publically available data

Research that **only** involves literature and systematic reviews using publicly available data are deemed to have **low ethical** risk and **do not** require ethical approval. Exception is where the research is for an application to study for a research degree, in which case an ADH Research Ethics Application is required as a matter of course.

There must be an initial assessment undertaken by the competent authority to confirm that the proposed research **only** involves literature and systematic reviews and that there is no other notifiable research involved. For a definition of competent authorities refer to the *'Competent Authority for Initial Assessment of Ethical Risk'* section of this guide.

The definition of Literature and systematic reviews are library based studies that only use public/published literature or reports with no collection of data. Publicly available data includes such things as Unistats, Office of National Statistics data/reports, crime statistics, health statistics, hospital waiting times, etc.

Special Procedure for the School of Design

(For Design Taught Undergraduate & Taught Postgraduate applications only)

Special arrangements apply to the approval of research ethics applications in the School of Design, where a sub-committee called DRESC (Design Research Ethics Sub-Committee) is in place to receive and assess applications (from taught undergraduate and taught postgraduate students only) whose research projects are considered by the competent authority to have a greater than low ethical risk. (For the definition of competent authorities and risk assessment, please refer to the *'Competent Authority for Initial Assessment of Ethical Risk'* and '*Research Activities Requiring Ethical Review*' section of this guide). DRESC was established to facilitate faster assessment of applications from taught students on courses at the School of Design and it reports directly to FREC**.**

Research Ethics applications should be submitted by e-mail from an official DMU e-mail account using the **ADH Research Ethics Application Form** to the DRESC e-mail address located in the *'Contacts'* Section of this guide.

Applicants are given multiple chances to resubmit to the DRESC e-mail and submission deadlines are not imposed for these applications.

All other School of Design research students and staff must still submit their research ethics applications directly to the FREC using the standard ADH Research Ethics submission process and forms. Please refer to 'Submitting *an application to the Faculty Research Ethics Committee (FREC)* section of this guide for details of how to submit.

Submitting an Application to the Faculty Research Ethics Committee (FREC)

All taught undergraduate students, taught postgraduate students, research students and staff in the Faculty of Arts, Design and Humanities (ADH) who wish to undertake research (including commercial research) must undertake an assessment of ethical risk of their proposed research activities. If on initial assessment this is found to be greater than low risk an **ADH Research Ethics Application Form must** be submitted to the Faculty Research Ethics Committee (FREC) for all schools except for selected submissions from the School of Design.

For all taught undergraduate and taught postgraduate student submissions from the School of Design please refer to the *'Special Procedure for the School of Design'* section of this guide.

Research Ethics applications of this kind should be submitted by e-mail from an official DMU e-mail account using the ADH Research Ethics Application Form to the FREC e-mail address located in the *'Contacts'* Section of this guide.

FREC submission deadline dates across the faculty have been allocated throughout the year to ensure that the application review process is managed effectively and all applications are reviewed in a timely manner.

To view these submission dates, please refer to the ADH Faculty Ethics Procedures website. A link to the website can be found in the *'Ethical Codes and Further Reading'* section of this guide.

Ethical Review to Begin a Research Degree

For candidates making an application to begin a research degree (MPhil / PhD), the completed **ADH Research Ethics Application Form** should accompany a copy of the **'Application to Register for a Research Degree'** form when this is submitted for ethics approval to the FREC. To obtain this form and to complete it the applicant must contact and liaise with their supervisor.

Research Grant Applications by Staff

All externally and internally funded research projects made by ADH staff members or eligible research students are required to undergo ethical review if the research involved is deemed as having a greater than low level of risk and must obtain ethics approval from the FREC. Applicants must follow the standard faculty processes to assess ethical risk. Please refer to the *'Competent Authority for Initial Assessment of Ethical Risk'* and *'Research Activities Requiring Ethical Review'* section for further guidance. This process also applies to commercial research/consultancy projects.

By carrying out research (funded or unfunded) without applying for and being granted ethical approval, the staff member will have had the ethical risk assessed to confirm that their research

meets with the definition of low ethical risk. If at any stage the research is found to involve activities with greater than low ethical risk, and formal ethical approval has not been granted then FREC will advise the Faculty Senior Executive who are empowered to suspend or terminate the research activity.

Staff are also required to notify FREC immediately of any changes to the ethical risk of either proposed or active research during the project.

Approved Applications

Applicants will be notified of the outcome of their ADH Research Ethics Application Form by e-mail. If unconditional approval is granted the applicant can begin to undertake the research to which the application relates. For postgraduate research students the supervisor, student and the Graduate School Office are notified simultaneously of the outcome by the FREC Servicing Officer.

Rejected Applications

If an application is rejected a request to resubmit will be communicated via e-mail to the applicant and tutors/supervisor. Feedback provided by FREC/DRESC must be considered by the applicant and their tutor/supervisor and amendments should be made in line with FREC/DRESC recommendations. A re-submission deadline date will be stipulated to the applicant via e-mail.

Applicants must **not** undertake any of the notifiable research activities to which ethical approval directly relates until research ethics approval has been unconditionally granted.

Application Form Guide

The **ADH Research Ethics Application Form** asks for basic information which allows the FREC/DRESC to assess the risks involved in relation to a range of legal and ethical requirements under UK law and academic best practice.

Applications offered up on out of date or previous versions of the forms will not be accepted for review by FREC/DRESC.

All current and up-to-date application forms, supporting document, templates and sample applications can be found on the ADH Faculty Ethics Procedures website. A link to the website can be found in the *'Ethical Codes and Further Reading'* section of this guide.

Ethics Form Application Requirements

ADH Research Ethics Application Forms should be completed and submitted for approval along with any supporting documents which may include:

- Faculty approved Participant Information Sheet
- Faculty approved Participant Consent Form
- Faculty approved Participant Parent/Guardian Consent Form

Please refer to the *"Supporting Document Templates"* section of this guide below for further information.

Failure to attach any relevant supporting documents (if required) will result in automatic rejection of the application.

To avoid errors in the ADH Research Ethics Application Form and an application being rejected in the first instance it is advised that before completing the form applicants should carefully consult the **ADH Sample Ethics Application Form** and the **ADH Ethics Application Form Checklist Form.** Both forms can be found on the ADH Faculty Ethics Procedures website. A link to the website can be found in the '*Ethical Codes and Further Reading'* section of this guide.

All ethics application forms must include the applicant's physical signature and be physically signed and approved by their tutor/supervisor. The Appendix 1 'Sensitive Research' must also be physically signed by the applicant and if necessary their supervisor. Failure to obtain all the required signatures and authorisation will result in automatic rejection of the application. Staff submissions will not require a signature from another academic member of staff.

Please refer to the *'Competent Authority for Initial Assessment of Ethical Risk'* and *'Research Activities Requiring Ethical Review'* sections for further guidance.

Appendix for Sensitive Research

Sensitive Research topics include:

- Research into illegal activities or activities of a sensitive nature, including the collection of source data of e.g. gangs, illegal acts, crime or the dark web, etc.
- 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 extremism, radicalisation and terrorism.

It is not envisaged that taught undergraduate or taught postgraduate students would normally propose undertaking research involving these subject areas. Supervisors must take care to ensure

that all applicants complete **'Appendix 1: Questions for Ethical Approval of Sensitive Research - Researching Illegal Activities'** and are advised of the relevant policies located at the back of the ADH Ethics Application Form.

Failure to complete the Appendix 1 'Sensitive Research' section of the ADH Research Ethics Application Form will result in automatic rejection of the application.

Completing the Appendix 1 'Sensitive Research' in the ADH Research Ethics Application Form will demonstrate to FREC/DRESC, that the applicant has understood what is deemed as sensitive research and if their application is sensitive or not. This must be completed in full by all applicants (even if the proposed research does not involve these issues). All checkboxes and agree boxes and must be marked with a cross and must also include the applicant's physical signature. The appendix can be found at the back of the ADH Research Ethics Application Form.

To assist in completing the appendix correctly, refer to the **Sample ADH Ethics application Form** and the **ADH Research Ethics Application Form Checklist** available on the ADH Faculty Ethics Procedures website. **A link to the website can be found in the *'Ethical Codes and Further Reading'* section of this guide.**

If an application is deemed to contain research of a sensitive nature and is approved by FREC/DRESC, the applicant must follow the DMU Policy on Conducting Sensitive Research. A link to this can be found in the *'Ethical Codes and Further Reading'* section of this guide.

Supporting Document Templates

In **Section B: 3 'Activities Checklist'** of the **ADH Research Ethics Application Form**, if the applicant marks YES in the checklist they must provide the relevant supporting document indicated in the form.

In the Faculty, research often involves data acquisition by surveys or interviews and UK law requires various permissions and demonstration of compliance to be undertaken by those carrying out research. To assist students and staff De Montfort University Legal Services has prepared a number of supporting document templates to cover the majority of commonly encountered legal requirements.

A link to the following supporting documents can be found in the *'Ethical Codes and Further Reading'* section of this guide:

- Participant Information Sheet
- Participant Consent Form
- Participant Parent/Guardian Consent Form

They must not be modified other than to fill in the required highlighted fields and must be completed by the applicant to clearly fit the remit of the project. No other templates should be used in relation to surveys and interviews.

Copies of the template must be attached to the end of the ADH Research Ethics Application Form and submitted as a **single, combined document.** Documents can be combined into a single file as a word document, pdf, or scanned copy of the form and supporting documents.

It should be stated here that **participant** signatures and details are not required to be entered on the supporting documents for the purposes of research ethics approval. Signatures of the applicant and if necessary their supervisor **are always** required on the **ADH Research Ethics Application Form**. When the research has been granted approval by the FREC/DRESC and the research has commenced, then dates and signatures are required on the copies of the supporting documents used in the field.

Failure to complete and submit any required supporting documents with an application will result in automatic rejection of the application.

Applicants must not submit questionnaires, interview questions, separate project proposals or thesis/dissertations to FREC/DRESC when they submit their ethics application. These will not be assessed by the relevant committee.

Translation of English Language Pro-forma / Supporting Documents

All applicants whose research requires the use of information/consent forms will complete the DMU approved templates which are in English and submit them with their application for research ethics approval. The applicant must have the full understanding that should these documents then be translated into another language for distribution in the field that it is the applicant and the applicant and tutor/supervisor's joint responsibility to ensure that the non-English version of the form has the same meaning and sense as the DMU approved English versions. Any translated versions of the forms are NOT automatically required for inspection by the FREC/DRESC in order to gain ethics approval (only the DMU English ones). Translated versions may be requested if FREC/DRESC deems it necessary.

It is the Competent Authority's responsibility to ensure that the applicant is aware of these requirements. Please refer to the *'Competent Authority for Initial Assessment of Ethical Risk'* section for further information.

Participant Information Sheet Content

The **Participant Information Sheet** is required for study which requires researchers to give potential participants information about the study concerned so that they can make an informed decision regarding whether or not to participate. If a Participant Information Sheet is required all the fields in the template must be completed by the applicant.

The template must not be modified in any way other than to fill in the required highlighted fields.

The **Participant Information Sheet** MUST describe exactly what taking part in the study will involve. For example, 'participants will take part in a one hour interview with the researcher'. The fields giving this and other required information must be written in English which is appropriate and easy to understand. For the researcher's own safety, personal contact details should not be included on this form, and only a university e-mail address from a tutor/supervisor should be used.

The Participant Information Sheet must be submitted with the application form by attaching it to the end of the ADH Research Ethics Application Form and submitted as a single combined document as this will be considered as part of the ethics application.

Participant Consent Form Content

The **Participant Consent Form** is required to accompany the **Participant Information Sheet** for study which requires potential participants to consent to their data being used anonymously or otherwise. All the fields in the template must be completed by the applicant other than those left for completion by the participant.

The template must not be modified in any way other than to fill in the required highlighted fields.

Consent by dated signature should be obtained in person by the applicant from the participant. If, however, there is a long delay between obtaining consent and the participant taking part in the study, then the researcher must re-confirm the participant's willingness to take part. Having given consent, a participant can still withdraw from the study at any time without giving a reason because participation must always voluntary. For further details please refer to the *'Withdrawal of Data'* section in this guide.

The **Participant Consent Form** must be submitted with the application form and **Participant Information Sheet** by attaching it to the end of the **ADH Research Ethics Application Form** and submitted as a single combined document as this will be considered as part of the application.

The **Participant Consent Form** allows the participant to confirm the following:

- That the participant has read and understood the Participant Information Sheet for the study
- That participation is voluntary and that at any time and they are free to withdraw without giving any reason. If they withdraw, their data will be removed from the study and destroyed
- That University Research Ethics Committee have reviewed and approved the study
- That the participant gives permission to the University and those authorised by the University to audio or video record them and that the participant grants the University the right to authorise others to make the recordings available across all platforms and in all media

- To agree that personal data will be managed, stored and archived at the University in accordance with the UK Data Protection Act 1998 and General Data Protection Regulation 2018 (GDPR) when it comes into force
- The participants' responses will be kept confidential and anonymised in any reports or publications and will not be identified in any reports or publications
- The participant has understood that sensitive personal data may be collected and may include information relating to race or ethnic origin, political opinions, religious beliefs, physical/mental health, trade union membership, sexual life or criminal activities
- The participant has understood how the research will be written up by the researcher
- The participant will give permission to other researchers and regulatory authorities to have access to the data in relevant future research
- The participant has understood how to raise any concerns or complaints about the proposed study
- The participant is aware that there are no compensation arrangements
- The participant will inform the researcher if their contact details change

Exemption from Participant Consent

Not all studies require written consent from participants. For example, with anonymous postal surveys, some forms of anonymous on-line surveys or anonymous on-the-street surveys where no personal data, audio or images of the participants are acquired, consent is implied by the participant completing the survey. If this form of anonymised data acquisition is to be the ONLY method of data acquisition involving people then this should be stated clearly and unequivocally in **Section A: 2 'The research methods** 'of the **ADH Research Ethics Application Form.** In such cases a Participant Consent Form may not be required and may be removed from the application.

Applicants should note that in these circumstances it is still good practice to supply a participant information sheet but this is not required for ethical approval.

For further information relating to internet based research please refer to the *'Internet-Mediated Research'* section of this guide.

Parent/Guardian Consent Form

For studies which invite participation from identifiable children (persons under 18 years of the age), written consent from a parent/guardian is required before they may take part in a study. A study may include observing, interacting or otherwise working with children (under the age 18) and vulnerable people. If the proposed research involves this kind of participation then a **Parent/Guardian Consent Form** will be required.

All the fields in the template must be completed by the applicant other than those left for completion by the parent /guardian.

The template must not be modified in any way other than to fill in the required highlighted fields.

There is no exemption under any circumstances from obtaining Parent/Guardian Consent if children (persons under the age of 18) are to be subjects/participants in the research. The applicant may also need to consider Disclosure and Barring Service (DBS formerly CRB) checks and safeguarding issues.

If the Parent/Guardian Consent Form is required, then the legally approved template must be submitted with the application form by attaching it to the end of the ADH Research Ethics Application Form and submitted as a single combined document. It will be considered as part of the application.

Taking Consent from Vulnerable People or People in Difficult Situations

Some participants are considered to be vulnerable, such as those with a learning disability or those who may be dependent in some manner upon the researcher conducting the study. In these cases, it is important that additional measures are considered when obtaining consent from vulnerable participants - e.g. this may include having a carer or advocate present. In all circumstances involving children, consent must be obtained from parents or guardians. The applicant may also need to consider DBS (formerly CRB) checks, safeguarding issues and vulnerable adults' policy. Some participants may be protected by the Mental Capacity Act. In this case, researchers should seek expert advice (such as the British Psychological Association) and consult professional ethical codes before making an application.

Recruitment

Researchers must ensure that recruitment to the study is fair, not subject to duress, and complies with data protection legislation. It is not sufficient to state, for example, that four children out of a class of thirty will be selected to participate. Applicants must describe the selection process, providing inclusion or exclusion criteria where deemed necessary. Researchers must be careful that participants do not feel pressurised into taking part in studies. Indeed, this is especially relevant to situations where participants are in dependent relationships with researchers, for example employers and employees, students and lecturers.

Withdrawal of Data

It must be made clear to potential participants whether or not it is possible to withdraw their data if they elect to withdraw from the study. Where data is collected by anonymous survey, it is clearly not possible to withdraw data. There may be other occasions on which the withdrawal of data may not be possible, e.g. some qualitative investigation methodologies. In such cases, the potential participants must be informed that if they withdraw from the study, data provided up to that point in time may still be included in the study.

Confidentiality and Anonymity

Researchers must ensure the confidentiality and anonymity of participants and their data as much as possible. Potential participants for focus group studies should be reminded that confidentiality and anonymity cannot be guaranteed, since participants are not necessarily bound by a code of conduct. Similar warnings should be included for participants in 'small world' studies, in which there are only a small number of people in a population that fit a certain profile.

If researchers become aware of risk of harm, they have a responsibility to take appropriate action, especially if this includes risks to children or vulnerable adults. Action may include informing the police or other authority. This action may supersede confidentiality. If this or a similar situation arises or looks likely to arise the competent authority (e.g. tutor, supervisor) and Chair of the FREC should be advised immediately.

All personal information must be stored and processed in accordance with UK data protection legislation. For further information please refer to the *'Data Storage'* section of this guide.

Data Storage

Data must be stored securely to protect participants and researchers. Hard copy records should be stored in locked rooms, in locked filing cabinets. Electronic records should be password-protected and backed up. Encryption software may be advised for some electronic data. Great care should be taken if using memory sticks or laptops. Organisations and funding bodies have varying requirements regarding the duration of data storage. DMU requires that raw and analysed data from all studies (completed questionnaires, audio/video recordings, diaries, observational recordings, laboratory notebooks and e-mails) should be kept for five years after the completion of the project. Data generated from projects that may have a secondary use for further research should be kept for the life of the project plus ten years. If a study is funded, sponsored or conducted within an organisation which has more extensive data storage requirements, then the researcher must comply with these specifications. Participants must also ensure that all their record keeping remains compliant with the data protection legislation that pertains at that time.

Access to Data

Access to data should be controlled in order to prevent unauthorised use. The research proposal, **Participant Information Sheet** and **Consent Form** should all identify who has access to the data. Usually, access is restricted to named members of the research team, or the research student and their tutor/supervisor. However, there have been several cases where researchers have successfully refused external requests for data in view of access statements in Participant Information Sheets or Consent Forms.

Data Protection

All research performed by DMU staff or students must comply with current UK data protection legislation. This covers issues relating to accessing, obtaining and storing data. Several key issues are relevant to research projects. Researchers who wish to access identifiable personal data held by an organisation such as a school must have explicit permission from the children. Where the children are under 13 years of age, the consent of a parent is also required. Accessing personal data for research purposes without permission contravenes UK data protection legislation, except where that information is accessible in the public domain. Therefore, researchers must obtain permission from the host organisation in order to access data. Only personal data which is relevant to the research project should be collected. For example, do not ask for participants' names or family details unless this is fundamental to the study. Researchers should consider prior to the commencement of collection whether anonymisation or pseudonymisation is possible. Personal data must be processed in accordance with the UK's data protection legislation. Data must be held securely and access should be limited to researchers specified in the research protocol/proposal, Participant Information Sheet or Consent Form.

Ensuring the Safety of Researchers

Researchers must minimise personal risk to themselves. Where possible, data collection should be conducted on DMU premises, a host organisation's premises, or in a public place. If data has to be collected in a private area such as a participant's home, then researchers should carry a mobile phone, provide details of their whereabouts to a colleague, and contact the colleague after data collection is complete to confirm their safety. DMU Lone Worker Policy (available from People and Organisational Development (POD)/Human Resources (HR) or via Supervisors/Programme Leaders) provides more information. Researchers must refrain from giving out personal contact details, especially in recruitment material. This includes personal e-mail addresses and personal mobile phone numbers.

Internet-Mediated Research

Using the internet to conduct research raises additional concerns. For example, participants can be identifiable or anonymous; they can explicitly consent to participate, or they can be invisibly observed without their knowledge. Key issues inherent when researching online include: *verifying identity; public/private space; informed consent; levels of control; withdrawal; debriefing; deception; monitoring; protection of participants and researchers; and data protection*.

Feeding Back to Participants

Informing participants of findings is encouraged as part of the dissemination strategy. This might involve sending participants a short summary report of the findings at the end of the study.

Human Tissue Act

If research is being conducted using biological samples collected from humans, this is governed by the Human Tissue Act which serves to regulate the removal, storage and further utilisation of such human-derived specimens (tissue biopsies and bio-fluids). DMU does not currently hold a licence to store human tissue; however this does not mean that such research cannot be conducted at DMU.

Research on human tissue can be conducted if:

- Project specific ethical approval has been sought from the National Research Ethics Service (NRES)
- The human tissue is obtained from a National Research Ethics Service (NRES) approved human tissue bank and stored at the human tissue bank
- Tissue is anonymised and has come from an NRES-approved human tissue bank
- Tissue is rendered acellular

Insurance Cover

DMU students and staff are covered by DMU's public liability and professional indemnity insurance policies to undertake laboratory work, interviews, questionnaires and observations on or off campus (with some exceptions). This includes cover for experimental studies which are considered by DMU to have a low risk of injury to participants or research staff. Risk assessment forms can be obtained from Faculty Risk Assessors or via Supervisors/Programme Leaders. If a researcher wishes to undertake a study where there is a high risk of injury to participants or research staff, the FREC Chair must be contacted to determine if the proposed study will be covered by DMU's existing insurance policy, and also if there are any additional financial costs to the research team.

Useful Links

Ethical Codes and Further Reading

ADH Guides, Supporting Document Templates, Sample Forms

ADH application forms, supporting document templates, sample applications and ADH Guides can be found on the Arts, Design and Humanities Ethics Procedures DMU website:
http://www.dmu.ac.uk/research/ethics-and-governance/faculty-specific-procedures/art-design-and-humanities-ethics-procedures.aspx

DMU Ethical Codes of Conduct

All research studies must comply with the DMU ethical codes of conduct for Good Research Practice available at the following link and be processed in accordance with the provisions of the Data Protection Act 1998 and General Data Protection Regulation 2018 (GDPR), when it comes into force.
http://www.dmu.ac.uk/documents/research-documents/ethics-faculty-procedures/ethics-and-governance-general-/dmu-guidelines-good-research-practice.pdf

Conducting Sensitive Research Policy

Researchers must follow DMU Policy on Conducting Sensitive Research when researching studies into sensitive or illegal activities such as gangs, pornography, illegal acts, terrorism, crime or the dark web, etc. Further Information is available at:

http://www.dmu.ac.uk/research/ethics-and-governance/sensitive-research.aspx

Additional Codes

Additional codes may also be relevant such as:

- British Psychological Society (BPS) - http://www.bps.org.uk/
- British Educational Research Association (BERA) - http://www.bera.ac.uk/
- British Sociological Association Ethics (BSA) - http://www.britsoc.co.uk/
- British Society of Criminology http://www.britsoccrim.org/codeofethics.htm

The following links may provide useful additional information;

- National Research Ethics Service (NRES - http://www.nres.nhs.uk/
- Department of Health: Mental Capacity Act (MCA) https://www.gov.uk/government/publications/mental-capacity-act-deprivation-of-liberty-safeguards

- Department of Health: Adult Safeguarding
  https://www.gov.uk/government/publications/adult-safeguarding-statement-of-government-policy-10-may-2013
  Department of Health: Safeguarding Children
  https://www.gov.uk/government/organisations/department-for-education/series/safeguarding-children

Contacts

Faculty Research Ethics Committee (FREC)

Ethics forms to be reviewed by FREC must be submitted to the following address. Please refer to details in the document above before submitting an application.

FREC Servicing Officer
ADH Research & Innovation Office
Faculty of Arts, Design & Humanities
Clephan Building, Room 0.08
adhethics@dmu.ac.uk

Design Research Ethics Sub-Committee (DRESC)

Ethics forms to be reviewed by DRESC must be submitted to the following address. Please refer to details in the document above before submitting an application.

(For School of Design taught undergraduate and taught postgraduate applications only)
dresc@dmu@ac.uk

Faculty Research Ethics Committee - Chair

Dr Douglas Cawthorne
DCawthorne@dmu.ac.uk

Faculty Research Ethics Committee – Deputy Chair

Dr Kelley Wilder
kwilder@dmu.ac.uk