

Faculty of Arts, Design and Humanities Ethics Application Form TAUGHT STUDENT (BA, BsC, MA, MsC)

Please complete section A and B in the first instance

If any ethical issues are identified in section B, please continue to complete the rest of the form

Only electronic versions of the forms must be completed/submitted (word documents only)

Forms must be checked and signed by your Tutor in the first instance

For resubmissions please ensure that you track all changes

All notes highlighted in orange indicate where further action may be required by you (the applicant) or additional information may be suggested to assist you with the completion of this form

ADH Ethics Overview Guide, sample application forms, supporting document templates and submission deadline dates and links to university guidance can be located at the [ADH Ethics website](#)

If your research involves using 1) human tissue or fluid samples or 2) animals, you MUST seek guidance from the ADH Head of Research Ethics before planning the project.

Section A: Researcher Details

This section is a mandatory requirement and MUST be completed by ALL applicants

Once you have completed this section please complete **Section B**

1. Researcher Details

First name:	Add your first name	Surname:	Add your surname (last name)
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DMU e-mail address:	Add your DMU e-mail address only. All communication regarding your application will be submitted to your DMU e-mail address
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School (please indicate with a tick ✓):

Humanities and Performing Arts	<input checked="" type="checkbox"/>	Art, Design and Architecture	<input type="checkbox"/>	Fashion	<input type="checkbox"/>
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Study Level (please indicate with a tick ✓):

Undergraduate (BA, BsC...)	<input checked="" type="checkbox"/>	Taught Postgraduate (MA, MsC...)	<input type="checkbox"/>
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If you are an academic member of staff, PhD or MPhil student please do not use this form. Please complete the PGR and Research Staff Ethics Application form available on the [ADH Ethics website](#).

For Student Submissions Only:

Module Title:	Add module title
Module Tutor/ Supervisor name:	Add tutor/supervisor name

Section B: Disclaimer

This section is a mandatory requirement. ALL fields MUST be completed by ALL applicants to ascertain if ethics approval is required

2. Activity Declaration (Tick ✓ as applicable all of the following questions and refer to the notes below)	YES	NO
Does the research involve human or animal participants, human data * (including observational study)?	✓	
Does the research present an indirect or physical risk to participants (human or animal)?	✓	
Does the research involve any activities which may pose a risk to the environment?	✓	
Does the research involve observing, interacting or otherwise with children (under the age of 18) or with adults at risk **?	✓	
Does the research raise ethical issues due to the potential social or environmental implications of the study?	✓	
Does the research re-use previously collected or archived personal data which is sensitive in nature, or enables the identification of individuals?	✓	
Does the research involve topics concerned with the following 'sensitive research' areas: illegal activities, including the collection of source data, e.g. ethics statistics, or access to web sites normally prohibited on university servers, or extremism and radicalisation, pornography etc.	✓	
Tutor/Supervisor use only ***		
Tutor/Supervisor Name:	Write name here (To be completed by Tutor/Supervisor/Line Manager only)	Date: DD/MM/YYYY

PLEASE NOTE:

If the applicant answers YES to one or more questions in section 2

It is recognised that certain ethical issues have been identified which, depending on the level of risk may require formal assessment by Faculty Research Ethics Committee (FREC) or Design Research Ethics Sub-Committee (DRESC) before undertaking any data collection associated with the proposed research activity. To obtain approval the applicant MUST complete all fields in Section C – H of this application form. Fully completed ethics forms MUST be submitted for checking, authorisation and risk assessment by the applicant's tutor in the first instance, who MUST complete section 13 of this form.

***** If the applicant answers NO to all questions in section 2**

It is identified that there are NO ethical issues and the proposed study does not require formal FREC assessment.

To confirm that there are no ethical risks identified the applicant must complete this section of the form and forward onto their tutor for authorisation. For data recording purposes this application MUST be submitted to the following e-mail address: ADHethics@dmu.ac.uk by the tutor (copying in the applicant) from a DMU e-mail account

*** Human data** may be defined as non-numerical information (e.g. opinions, preferences, responses, ideas) collected from human beings through structured or unstructured methods (e.g. interviews, surveys, questionnaires or focus groups)

****Adult at risk** is defined by the Department of Health as 'a person aged 18 years or over who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation', Department of Health paper, 'No Secrets' <https://www.gov.uk/government/publications/safeguarding-policy-protecting-vulnerable-adults/sd8-opgs>

Section C: Project Proposal

This section MUST be completed by the applicant if they marked YES to one or more questions in section B
Once you have completed this section please complete the rest of this form.

3. Project Details

Project Title: *Add project title – make it short sharp and clear. You can add abbreviations but ensure that you list the full title as well.*

Project Start date: *DD/MM/YYYY* Expected End Date: *DD/MM/YYYY*

Is this the first time you have requested ethical approval for this study/project? Please indicate with a 'Yes' or 'No' *No*

If you answered “no” to the above, please submit your previously approved Ethics Application to accompany this submission.

Project Outline:

Give a brief overview - Recommended: list bullet points. For examples see [sample application form](#)

Subject area and background of the study:

- What is the study about? Give a brief overview*
- What is the reason for this study? (For example: is it for a thesis, dissertation or research project? or describe the study's value to your project)*
- Will the project being funded by a third party and who is funding the study? A simple sentence to say “This research is not being funded” will be sufficient if this does not apply.*

Purpose, aims and objectives of the research:

- What will the study lead to? Consider possible outcomes or benefits for yourself and the participant*
- How will the research assist you with completing your dissertation or study?*
- How will you be recruiting participants? What methods will you use?*
- Who will you be participating in this study? What is their age or background and why have they been chosen? Are they an individual or are they part of a company or organisation?*
- How will you be securing the data collected? This should be either a password protected file or encrypted device*
- Where will the research take place? Will the research take place overseas? Likewise if you are not doing research overseas, just provide a sentence to that effect “I will not be conducting research overseas”*

Brief description of research procedures (methods, tests etc):

- What methods or tests will you be using? For example: Interviews, questionnaires, online surveys, observational study, focus group. Ensure that it matches what you have stated below.*
- How will the study be recorded? For example: Video recorded, audio recorded, photographed etc.*
- How will you be storing the data collected? For example on a password protected device on DMU campus*
- Will you inform the participant of the study? Request consent? Will you be providing participants with a Participant Information Sheet/Participant Consent Form or Parent/Guardian Consent form?*

Section D: Ethical Issues Checklist

This section MUST be completed by the applicant if they marked YES to one or more questions in section B
Once you have completed this section please complete the rest of this form.

For sample forms, document templates and additional information relating to any of the supporting documents listed below please refer to faculty templates and guidance located at the [ADH Ethics website](#)

4.1 Principal data collection methods		YES	NO	SUPPORTING DOCUMENT REQUIRED If you mark YES to any of the data collection methods within question 4.1 please provide copies of the Participant Information Sheet and Participant Consent Form (using the templates available on the ADH Ethics website) for assessment and submit with your application. Please note that questionnaires and question lists are not required for FREC/DRESC assessment but must be referred to their Tutor
Please tick ✓ as applicable for all of the relevant methods and refer to notes highlighted to the right				
Interviews		✓		
Questionnaires		✓		
Audio/video recordings		✓		
Online surveys		✓		
Observations		✓		
Focus groups/workshops		✓		
Documents/archives		✓		
Other (please briefly specify)	If none of the methods above relate to your proposed study then please specify the methods you will be using in this text box. Keep this statement brief and concise.	✓		

4.2 Anonymisation of data		YES	NO
Please tick ✓ as applicable for the following question			
Will you be anonymising the data collected from participants?		✓	
If you mark YES please briefly state how and why you will be anonymising that data. For examples see sample application form	How: Consider anonymising the participant by identifying them with an unidentifiable ID number, e.g. "Participant A". (Do not use their initials as this may identify them) Why: For example: to maintain confidentiality, you may be using data personal to the participant. Keep this statement brief and concise.		

4.3 Working with children/ adults at risk		YES	NO	SUPPORTING DOCUMENT REQUIRED If you mark YES within question 4.3 please provide copies of the copies of the Parent/Guardian Consent Form (using the templates available on ADH Ethics website) for assessment and submit with your application
Please tick ✓ as applicable all of the following questions and refer to notes highlighted to the right				
Will you be observing, interacting or otherwise with the following participants?				
Children (under the age of 18)		✓		
Adults without capacity to consent		✓		
Those with learning disabilities		✓		
Adults at risk		✓		
Other (please briefly specify)	If none of the participants listed above relate to your proposed study then please specify in this text box. Keep this statement brief and concise.	✓		

4.4 Injury risk declaration			
Please tick ✓ as applicable for the following question and refer to notes highlighted to the right	YES	NO	SUPPORTING DOCUMENT REQUIRED If you mark YES to question 4.4 please provide a DMU Risk Assessment Form and submit with your application - Please liaise with your tutor and consult with your Faculty Health and Safety Officer for this form
Will you be researching into activities that may involve a risk of personal injury to the participants?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

4.5 Human behaviour declaration		
Please tick ✓ as applicable for the following question	YES	NO
Will your research be supporting innovation that might impact on human behaviour? e.g. Behavioural Studies and/or Activities which may pose a physical risk to other people not directly participating in the research	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If YES please briefly specify. For examples see sample application form	Will you be conducting a study where you will be physically involved with participants or if you will be undertaking an activity that may involve harm or risk, physically or otherwise? Keep this statement brief and concise.	

4.6 Environmental risk declaration			
Please tick ✓ as applicable for the following question and refer to notes highlighted to the right	YES	NO	SUPPORTING DOCUMENT REQUIRED If you mark YES to question 4.6 please provide a DMU COSHH Form and submit with your application - Please liaise with your tutor and consult with your Faculty Health and Safety Officer for this form
Will your research involve any activities which may pose a risk to the environment using a potentially hazardous substance?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If YES please briefly specify. For examples see sample application form	Describe exactly what will be used, how and why. Keep this statement brief and concise.		

4.7 Sensitive Research declaration		
Please tick ✓ as applicable for the following question	YES	NO
Will you be researching topics that are concerned with the following 'sensitive research' areas: illegal activities, including the collection of source data, e.g. access to web sites normally prohibited on university servers, or extremism and radicalisation, pornography etc.?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If YES please briefly specify. For examples see sample application form	Using the examples above give an overview of the topic and concern, highlighting to the reviewer exactly which sensitive research area you will be studying and why Keep this statement brief and concise	

Section E: How Ethical Issues Will Be Addressed

This section **MUST** be completed by the applicant if they marked YES to one or more questions in section B
Once you have completed this section please complete the rest of this form.

5. Ethical Issues – Please state briefly how all ethical issues (identified in Section D: Ethical Issues Checklist) will be addressed, describing the research methods that you will use

IMPORTANT NOTICE: Please refer to the ADH Sample Application form for possible examples available on the [ADH Ethics website](#)

(Recommended: list bullet points)

Please refer to the university's Ethics and Governance support advice [here](#)

Consider the following points:

- Your study may require you to complete the following faculty approved templates a) Participant Information Sheet and b) relevant Consent Form.
If this applies you must state here that you will a) provide the participant/organisations with full details of the study in non-specialist language, using the faculty approved Information Sheet (this will allow participant to make an informed decision whether to take part or not) and b) confirm in writing if the participant: is willing to take part; agrees to their data to be used; acknowledges that they have read and understood the proposed study by completing a consent form. (If you are obtaining data or otherwise working with participants under the age of 18 or with adults at risk, written consent must be obtained from a parent/guardian using the Parent/Guardian Consent Form). Example text "I will be interviewing participants aged 15 – 17. Therefore I will provide them with a Participant Information Sheet and obtain written consent from a Parent/Guardian using the faculty approved Parent/Guardian Consent Form (see document attached to this application)"
- You must state in this section that (where applicable) participants will be informed that participation is voluntary and granted the right and freedom to withdraw from the study.
- All human data must be stored securely on DMU campus on either a password protected or encrypted device. Be specific about how and where you will be storing the data collected and who will have access to it. (If you are a student you tutor/supervisor will apply, if you are a member of staff this will be your Line Manager). Storage methods to consider: encrypted data stick/locked filing cabinet/password protected device such as laptop or DMU computer etc.
- Indicate where the research will take place. Researchers must minimise personal risks 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 refer to DMU's Lone Worker Policy (available from POD/HR).
- All researchers (applicants) must confirm that they will obtain full approval of their ethics application and any required supporting documents before any data collection takes place. Failure to do so may lead to disciplinary action, withdrawal of the study, or if a project is funded externally lead to a funding body taking action against the university. It is also important to state here that you will obtain informed consent from participants before the study takes place.
- Your study may require you to obtain or work with data that may be culturally, legally, politically sensitive (e.g. studies classes as sensitive research, some aspects of personal body form and intimate health etc.). If you are conducting research into sensitive topics please indicate that you will not conduct any part of this study until you have obtained approval from the Faculty Head of Research Ethics/University Research Ethics Committee. If you are conducting a study that may cause physical and/or psychological harm or distress provide details of how you will protect participants' interests and protecting them from harm.

Section F: Ethical References and Additional Factors

This section MUST be completed by the applicant if they marked YES to one or more questions in section B
Once you have completed this section please complete the rest of this form.

6. To which ethical codes of conduct have you referred?			COMPULSORY This section MUST be completed as a COMPULSORY REQUIREMENT By government law all data must be handled in accordance with GDPR and all researchers must comply to DMU's guidelines for Good Research Practice
Please tick ✓ as applicable all of the following questions	YES	NO	
a) I confirm that all information collected will be processed by use in accordance GDPR 2018	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b) I confirm that I will follow DMU's ethical codes of conduct for Good Research Practice	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c) Are there any other ethical codes not listed above that you will be referring to? If YES please specify and include any links below:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Name: add name of ethical code (if applicable)	Web address: add web address (if applicable)
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7. Additional factors		
Please tick ✓ as applicable for the following question	YES	NO
Are there other additional factors that could/will give rise to ethical concerns e.g. communication difficulties?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If YES please specify. For examples see sample application form	For example: Translating documents into a different language - All applicants whose research requires the use of information/consent forms will complete the faculty approved templates (which are in English) and submit them with their application for research ethics approval. Once approval has been granted these documents should then be translated into another language for distribution in the field. It is your (the applicant) and their tutor/supervisor's joint responsibility to ensure that the non-English versions of the form have the same meaning and sense as the approved English versions. Translated versions of the forms are NOT required for inspection (only the DMU English ones). Translated versions may be requested if the Faculty Head of Research Ethics deems it necessary. If there are no factors you could state that "There are no additional factors will give rise to any ethical concerns."
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Section G: Questions for Ethical Approval of Sensitive Research

This section MUST be completed by the applicant if they marked YES to one or more questions in section B. Once you have completed this section please complete the rest of this form. Further guidance can be located at: <http://www.dmu.ac.uk/research/ethics-and-governance/sensitive-research.aspx>

ALL RESEARCH WHICH ANSWERS YES TO ONE OR MORE QUESTIONS IN SECTION G IS CLASSED AS HIGH RISK AND MUST BE REFERRED TO ADHethics@dmu.ac.uk FOR CONSIDERATION BY THE FACULTY HEAD OF ETHICS ONCE FULLY COMPLETED AND AUTHORISED BY THEIR TUTOR

8. Sensitive Research

Please tick ✓ as applicable all of the following questions	YES	NO
1. Does the intended research include research into illegal activities? (This may include, but is not limited to, research into hate crime, theft, fraud, or harmful and illegal cultural practices, etc.). Please note: the university does not permit any crime to be committed for research purposes, such as accessing images of paedophilia or child abuse, unless special permission has been granted by the Home Office.		<input checked="" type="checkbox"/>
2. Does the research involve deception? (if yes, please give brief details as to why/how in the space below)		<input checked="" type="checkbox"/>
3. Will the research require the use of sites usually prohibited on university computers (e.g. pornography or the sites of these prohibited organisations)?		<input checked="" type="checkbox"/>
4. Has the research been commissioned under a commercial contract requiring secure storage for related materials?		<input checked="" type="checkbox"/>
5. Does the intended research fit into any of the following categories? If so, please indicate which in the points below:		
a) Terrorism, extremism, terrorist or extremist organisations or groups, extremist ideologies, radicalisation, de-radicalisation		<input checked="" type="checkbox"/>
b) Commissioned by the military or GCHQ:		<input checked="" type="checkbox"/>
c) Commissioned under an EU/US security call or similar:		<input checked="" type="checkbox"/>
d) Involve the acquisition of security clearances (including the Official Secrets Act):		<input checked="" type="checkbox"/>

9. Accessing Websites for the Research Areas Outlined in Section 9, question 5 a - e

Please tick ✓ as applicable the following question and refer to the note highlighted below	YES	NO
Will your research involve visits to websites that might be associated with radicalisation or terrorist/extremist organisations or groups?		<input checked="" type="checkbox"/>
<p><i>If you answer YES to question 9 you are advised that such sites may be subject to surveillance by the police and accessing those sites might lead to police enquiries. It is strongly recommended that you use your university network address, once you have received ethical approval, which will ensure these activities are flagged as a legitimate part of your research. Whilst acquiring ethical approval for this project and adhering to University guidance on accessing websites and storing related materials securely will allow the University to verify the legitimacy of you accessing these websites, it cannot guarantee legal protection.</i></p>		
If you answered YES please acknowledge that you understand this risk by marking the 'I Agree' box with a tick (✓)	I Agree	<input type="checkbox"/>

10. Storage and Transmission of Research Materials		
<p>The secure storage of data and research material is strongly recommended to all who answered YES to section 8 question 5 (although all researchers may make use of the Information Media Technology Services (ITMS) provisions detailed in this form). Please note that anyone storing participants' personal data is subject to separate legislation and requirements. Details are outlined here, and in the university's Research Records Retention Policy.</p>		
Please tick ✓ as applicable for the following questions and refer to notes highlighted below	YES	NO
Does your research involve the downloading and storage on a computer of any materials relating to extremism or radicalisation (for example, records, statements or other documents)?		<input checked="" type="checkbox"/>
<p><i>If you answered YES to question 10, you should request a secure file share from ITMS to be created for your project, with access restricted to you, or if absolutely necessary, any internal co-investigator(s). The research materials should not be kept on a personal computer, and all online research in this area should be done on university servers. Physical data should be scanned and uploaded to the password-protected server; where this is not possible, it should be kept in a locked filing cabinet or similar on university premises.</i></p> <p><i>You will need to agree to store all materials relevant to question 9 and question 11, as well as any other materials related to your research project in accordance with this advice in order to gain ethical approval.</i></p>		
If you answered YES please confirm you will store all research documents in accordance with this advice by marking the 'I Agree' box with a tick (✓)	I Agree	<input checked="" type="checkbox"/>

11. Storage and Transmission of Research Materials		
Please tick ✓ as applicable for the following question and refer to the note highlighted below	YES	NO
Might your research involve the electronic transmission of such materials to project Co-Investigators?	<input checked="" type="checkbox"/>	
<p>NOTE: <i>The Terrorism Act (2006) and the Counter-Terrorism and Security Act (2015) outlaw the dissemination of terrorist publications if the individual concerned has the intention to encourage or induce others. Publications disseminated for the purposes of an approved and clearly defined research project should not amount to an offence, because the requisite intention is unlikely to be present. However, you are advised to exercise caution and avoid dissemination of raw research materials where possible.</i></p>		
If you answered YES you will need to agree to only transmit these materials to Co-Investigators after they have been password-protected and that you will only use 'Zend', which encrypts materials in transmission by marking the 'I Agree' box with a tick (✓)	I Agree	<input checked="" type="checkbox"/>

DEFINITIONS
<p>Illegal activities incorporates any illegal activity; for example, trespassing, theft, or online piracy</p> <p>Hate Crimes are those committed against someone because of their disability, gender-identity, race, religion or belief, or sexual orientation.</p> <p>Harmful and illegal cultural practices: these include violence against women and girls, Female Genital Mutilation (FGM), forced marriage, child sexual exploitation and honour-based violence.</p> <p>Accessing prohibited websites: You will need to seek permission from ITMS; advice on how to gain permission is available from the ITMS helpdesk.</p> <p>Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism</p> <p>De-radicalisation usually refers to activity aimed at a person who supports terrorism and in some cases has engaged in terrorist related activity, which is intended to effect cognitive and/or behavioural change leading to a new outlook on terrorism and/or disengagement from it.</p> <p>Secure File Share: You will need to ask ITMS to create a Secure File Share for your project, with access restricted to yourself, or if absolutely necessary, any internal co-investigator(s). Advice is available from the ITMS helpdesk.</p> <p>Zend: advice on using Zend is available from the ITMS helpdesk.</p>

Section H: Authorisation and Approval

BEFORE COMPLETING THIS SECTION PLEASE REFER TO THE NOTE BELOW:

- Applications must undergo formal assessment BEFORE undertaking any data collection directly associated with the proposed research activity
- Applicants must submit their fully completed application and supporting documents **from an official DMU e-mail account** to their Tutor for checking, authorisation and risk assessment in the first instance
- Please consider naming and numbering documents appropriately to assist reviewers
- **Accepted file formats: word.doc / word.docx** – only electronic forms must be completed/submitted
- Signing **Section H (12 – 13)**, confirms that the applicant and Tutor has read, understood and will/assist the applicant to comply with the ethical procedures stated in this application
- If you are requested to resubmit please use the same completed form and clearly track/highlight all changes

ADH Ethics Overview Guide, sample application forms and supporting document templates and submission dates can be located the [ADH Ethics website](#)

12. Applicant – Checklist and Authorisation

Please check your application and tick ✓ as applicable to the following questions		YES	NO
a) I declare that I have completed all fields, understand and will comply with the ethical procedures declared in Section A – H of this application form		<input checked="" type="checkbox"/>	
b) I confirm that I have consulted with the Sample ADH Ethics Application when completing this form - available on the ADH Ethics website		<input checked="" type="checkbox"/>	
c) I confirm that I have referred this ethics application to my Tutor		<input checked="" type="checkbox"/>	
d) I confirm that I have read the Responsibilities of the Researcher guidelines and I will comply with them		<input checked="" type="checkbox"/>	
e) I confirm that I have completed Section G Questions for Ethical Approval of Sensitive Research (COMPULSORY)		<input checked="" type="checkbox"/>	
f) I declare that I have considered the ethical implications of the research proposed in this application and understand that I must not undertake any research activity until this form is fully approved		<input checked="" type="checkbox"/>	
g) If the circumstances of my study changes I agree to re-apply for ethical approval before commencing with my research		<input checked="" type="checkbox"/>	
h) I confirm that I have submitted for assessment the following required supporting documents (listed below) with this application form. Please refer to section D of this form to ensure the correct documents are submitted			
Participant Information Sheet	<input checked="" type="checkbox"/>	Consent Form	<input checked="" type="checkbox"/>
DMU Health and Safety Assessment Form	<input checked="" type="checkbox"/>	DMU COSHH Risk Assessment Form	<input checked="" type="checkbox"/>
Applicant Name:	<i>Write name here (To be completed by applicant only)</i>		Date: <i>DD/MM/YYYY</i>

13. Tutor – Authorisation				
BEFORE COMPLETING THIS SECTION PLEASE REFER TO THE NOTE BELOW:				
<ul style="list-style-type: none"> - Tutors MUST confirm that they fully authorise the content of the application and supporting documents by completing this section in full. Forms must be checked and risk assessed in the first instance by the Tutor - By completing this section the tutor confirms that they have read, understood and will support the applicant to comply with the above ethical procedures stated in this application - Accepted file formats: word.doc / word.docx – only electronic forms must be submitted - Sample application forms are available to assist you with your assessment 				
Please tick ✓ as applicable				
a) Risk Assessment: I declare the research proposed in this application to be (please refer to the guidance below to assist you with your decision):				
If LOW RISK* please tick (✓)		If MEDIUM RISK** please tick (✓)		If HIGH RISK*** please tick (✓)
b) I confirm that I have read and agreed the content of this form and fully support the research proposed in this application				✓
c) I declare that the applicant named above has completed their application in collaboration with myself as the applicant's tutor and will be working under my supervision				✓
d) I confirm that the applicant has completed all fields in Section A – H of this application form				✓
e) I confirm that I have assessed and agreed the content of all supporting documents required as part of this submission (as indicated in Section D of this form)				✓
Name:	<i>Write name here (To be completed by Tutor/Supervisor/Line Manager only)</i>	Date authorised:	<i>DD/MM/YYYY (For first submissions only)</i>	
		Date re-authorised: (Resubmissions only)	<i>DD/MM/YYYY For resubmissions only that have already undergone FREC approval</i>	
Title/Role:	<i>Add title/role</i>	Department/Module:	<i>Add department and module</i>	
Low Risk* <i>Provided that these do not touch on sensitive topics/topics or questions which may be of a personal nature – Anonymous interviews, questionnaires market or opinion research, customer satisfaction surveys, previously collected anonymous data held by the university which cannot be traced back to the individuals who provided them, observations of performances/ behaviour, service level assessments. Low risk tutor authorised forms are granted full approval and must be submitted by the tutor (copying in the applicant) to ADHethics@dmu.ac.uk to be logged and filed</i>		Medium Risk** <i>Studies where anonymity cannot be maintained (e.g. face-to-face focus groups, workshops and interviews), collection of and/or research using human tissue/fluids, studies which involve participants under 18 or adults at risk, studies that induce anxiety, stress or other harmful psychological states</i> Medium risk Tutor authorised forms MUST undergo assessment by the relevant committee. Applicants must not conduct research of this type without written approval from the relevant committee. Applications must be submitted by the tutor (copying in the applicant) to one of the following relevant e-mail addresses: School of Design applications DRESC@dmu.ac.uk ; Other School applications ADHethics@dmu.ac.uk		High Risk*** <i>Research topics concerned with the following 'sensitive research' areas: illegal activities, including the collection of source data, e.g. ethics statistics, or access to web sites normally prohibited on university servers, or extremism and radicalisation. Studies which will need to be reported to University Research Ethics Committee (UREC). High risk tutor authorised forms MUST undergo assessment by the Faculty Head of Research Ethics. Applications must be submitted by the tutor (copying in the applicant) to ADHethics@dmu.ac.uk Applicants must not conduct research of this type without written approval from the Faculty Head Research Ethics</i>

14. Medium Risk Reviewer Outcome – (Assessor Use Only)				
First Submission Outcome (tick ✓ as applicable)				
Approved		Rejected	<input checked="" type="checkbox"/>	DD/MM/YYYY
Comments/feedback:				
<p><i>Please amend the following:</i></p> <p>1. Participant Information Sheet and Parent/Guardian Consent form has not been provided. Please complete using the faculty approved template available on ADH Ethics website</p> <p>2.</p> <p>3.</p> <p>4.</p>				
Resubmission Outcome: (tick ✓ as applicable)				
Approved		Rejected	<input checked="" type="checkbox"/>	DD/MM/YYYY
Comments/feedback:				

15. High Risk Reviewer Outcome – (ADH Head of Research Ethics Use Only)			
Name:			
Assessment Date:	DD/MM/YYYY		
Outcome (tick ✓ as applicable)			
I declare that high ethical risks have been identified which must be referred to UREC before granting full approval.		<i>Please do not conduct any research proposed in this application until full UREC approval has been obtained</i>	
I declare that high ethical risks have been identified and the following rules must be adhered to by the applicant and their Tutor as indicated in the recommendations box below.		<i>Please do not conduct any research proposed in this application until you (the applicant) has confirmed that this has been addressed in writing</i>	
Recommendations required to conduct sensitive research			
(Clearly indicate what is required)			
ADH Head of Research Ethics Outcome: I declare this application to be (Please tick ✓ as applicable)			
Approved		Rejected	