

1. Initial Project Design Completed

- Before beginning the project check the information on the [Sensitive Research](#) web page, including the PDF of filter questions, to ascertain if your research might be classed as sensitive.
- If you are seeking funding for the project inform the RBI/RIOs that the research may be into 'sensitive' areas at time of application – see [Policy](#) for details.
- Even if funding is not being sought then ethical approval *must* still be applied for.

2. Applying for Ethical Approval

- Complete the appendix questions in the Faculty ethical application form . This identifies to reviewers whether the research is classed as 'sensitive'.
- State any specific risks/challenges that need to be mitigated in body of the form.

Once ethical approval has been obtained:

3. Accessing Prohibited Websites

- If your research requires access to web sites normally prohibited on university servers you need to contact the [ITMS helpdesk](#) to arrange for these restrictions to be removed.
- Depending on the nature of the websites you wish to access extra provisions may be necessary.

4. Storing Raw Research Materials

- Certain types of sensitive research require additional considerations (see **11.1** of the Policy).
- All research materials and data for research into the areas listed in 11.1 must be stored securely in a password-protected central store. Two options may be requested from ITMS: a SharePoint group or Secure File Share.
- You should scan and upload physical documents and data to the secure storage area. Where this is not possible, you must keep all materials in a locked filing cabinet or similar on University premises.

5. Transmitting Research Material

- If you are part of a large collaborative project a SharePoint group will allow you to share (and limit access to) materials with co-Is.
- To send individual materials on a 'one-off' basis use [Zend](#) (but be aware this still carries a risk).
- If materials must be transported (e.g. for the purposes of attending a conference) use an encrypted memory stick (available free from your School/Department).

6. Conducting Research

- If the project design changes **new ethical review and approval** is required.
- If anyone queries the use of research materials refer them to the RBI, Security, or Library Services who will have a record of the project on a central register.

7. End of Project

- If your raw research materials relate to those listed in 11.1 of the policy then you must destroy them.
- For other topics you will need to consider carefully what data /research materials you will keep and or make available. Please contact openaccess@dmu.ac.uk for guidance on the various options.