Applicant name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Research Stage | Application Form Section  | Ethics Question | Response | Clarification |
|  |  |  | N/A | Yes | No | Point to clarify with applicant or proxy |

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| Question/ focus | Title; Type of study | Is the research outcome aiming to ‘do good’? |  |  |  |  |
|  | 3.1. Summary3.2. Project dates | Is there enough information to assess the validity of the project? |  |  |  |  |

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| Recruitment | Supporting documents communications/ information sheet | Are the participants given sufficient information about the research in order to make an informed decision to take part? |  |  |  |  |
|  |  | Is the recruitment material in language appropriate for the participants being recruited? |  |  |  |  |
|  |  | Are participants likely to need support in making a decision? If so, are support needs clearly assessed?If needed are interpreters or MAKATON in place? |  |  |  |  |
|  |  | Are there sufficient details about the nature of the population being recruited from? |  |  |  |  |
|  |  | Are there sufficient details given about inclusion and exclusion criteria? |  |  |  |  |
|  |  | Where appropriate, is Lancaster University branding used on the recruitment material? |  |  |  |  |
|  | 3.4 Recruitment / 3.9. Consent procedure | Is the recruitment process set up to avoid coercion? |  |  |  |  |

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| Research Stage | Application Form Section  | Ethics Question | Response | Clarification |
|  |  |  | N/A | Yes | No | Point to clarify with applicant or proxy |
| Data Collection | 3.10. Discomfort during data collection | Have details been given about how participants will be treated? Will they be treated respectfully and offered support options if needed:* during data collection?
* after data collection?
 |  |  |  |  |
|  | Information sheet / contact details | If participants are unhappy about any aspect of their involvement in research are contact details included so they can discuss the issues with appropriate staff? |  |  |  |  |
|  | 3.3–3.8 data collection, management, protection and storage of data3.16 dissemination | Are sufficient details given about confidentiality? (Will confidentiality be upheld and maintained?)If not, is it clear to participants in what circumstances confidentiality may be breached? |  |  |  |  |
|  | Consent form | Are participants informed of when they are no longer able to withdraw their consent? |  |  |  |  |
|  |  | Are participants informed of the potentially sensitive or distressing topic of the research?  |  |  |  |  |
| Data Analysis |  | Are participants informed as to who will have access to their data and if it will be anonymous (e.g. transcribers; research teams)? |  |  |  |  |
|  |  | Will the data be encrypted when transferred? |  |  |  |  |
| Data Storage |  | Will electronic and hard copies of the data be created? |  |  |  |  |
|  |  | Are details given about: i) Where the data will be stored and by whom?ii) When and how the data will be destroyed, and by whom? |  |  |  |  |
| Research Stage | Application Form Section  | Ethics Question | Response | Clarification |
|  |  |  | N/A | Yes | No | Point to clarify with applicant or proxy |
| Dissemination |  | Are details given about: i) Whether the data will be anonymised when disseminated? ii) Where, how, and to whom the data is likely to be disseminated? |  |  |  |  |
|  |  | Is consideration given to the language or support needs of people in receipt of the findings? |  |  |  |  |

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| --- | --- |
|  | RESEARCHER |
| Autonomy | 1.4 Supervisors | Is there supervisory support in place? |  |  |  |  |
|  | 3.11 Risks to researcher (s) | Has the researcher (s) ensured their own safety (i.e. lone worker policy)? |  |  |  |  |
|  | 3.17 Additional ethical needs | If research exceptionally stressful has the researcher (s) ensured additional supervisory support? |  |  |  |  |
|  |  | Has consideration been given to the researcher’s physical and emotional needs arising from the research? |  |  |  |  |

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|  | REVIEWER |  |
|  |  | Have you marked up *essential*\* corrections or typos as track changes (sticky notes if pdf) for the applicant?\* i.e. only marked up if the *meaning of text* is unclear in application form or supporting documents |  |  |  |  |  |