# Undergraduate Study Proposal Ethics Checklist

For undergraduate research, please complete the checklist and submit to the ethics and research governance coordinator.

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| Details of Principal Investigator and study description |
| For student projects, name the student’s supervisor as the Principal Investigator. Add the student’s name and details of all other co-investigators or collaborators at the end of the form. |
| 1. Name (incl. title)
 |  |
| 1. Faculty
 |  |
| 1. Faculty and

Department |  |
| 1. Email

*Imperial College not private* |  |

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| --- | --- |
| Projecttitle |  |
| Brief project description *Include details of any impact on humans or on the environment now or up to 10 years in the future:* |

**Please complete all sections.**

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| : Audits and service evaluations |

1. Do you consider your study to be a service evaluation or an audit?

A **service evaluation** is a way to define or measure current practices within a service. The results of the service evaluation help towards producing internal recommendations for improvements that are not intended to be generalised beyond the service area. Therefore, a service evaluation is designed to answer the question "what standard does this service achieve?".

An **audit** is a way to understand whether a service is meeting defined standards of best practice (these may be achieved through a service evaluation or/and research). The results of an audit help to enforce good practice and produce internal recommendations for any necessary improvements. An audit is therefore designed to answer the question "does this service reach a predetermined standard?"

**Yes** [ ]  **No** [ ] If **No** go to next section. If **Yes** proceed to **Part 3a**

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| : Educational research? |

1. Is your study pedagogic research?

*Pedagogic research is research where the theoretical framing of the research question concerns teaching and learning, and the research question itself investigates an aspect of teaching or learning.*

**Yes** [ ]  **No** [ ] If no go to next section. If **Yes** proceed to **Part 3b**

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| : NHS related study |

1. Does the research proposal involve the recruitment of staff, patients, or data through the NHS, via NHS professional roles or the use of NHS premises and/ or their equipment?

**Yes** [ ]  **No** [ ] If no go to next section. If **Yes** proceed to **Part 3c**

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| : Researcher safety |

1. Does the research involve any potential risks to the researcher(s) such as lone working, working in a dangerous or isolated location, environmental hazards and emotional risks associated with sensitive research?

*This includes lone working on campus out of hours (this does not include the library) or performing research procedures on individuals alone, outside campus or in person on campus.*

**Yes** [ ]  **No** [ ]

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| : Secondary Data, data protection and other ethics considerations |

1. Does the research proposal involve access of personal and confidential data, or sensitive data from third parties (organisations/individuals)?

*The third parties do not include your research participants.*

**Yes** [ ]  **No** [ ]

1. Does the research proposal involve the use of visual recording without consent?

*If the research involves visual recording of intrusive procedures, please select yes here.*

*If you ask any questions that could result in sensitive information being shared, your project may require additional ethics approval.*

**Yes** [ ]  **No** [ ]

1. Is there any aspect of the research proposal which could potentially cause harm to the reputation of the College? i.e. could the research be considered controversial or prejudiced?

**Yes** [ ]  **No** [ ]

1. Does the research proposal pose any potential conflicts of interest?

**Yes** [ ]  **No** [ ]

1. Does the research proposal involve collection or extraction of data from abroad (this does not include publicly available data)?

*This also includes virtual research (i.e. online interviews) involving individuals from abroad.*

**Yes** [ ]  **No** [ ]

1. Does the research proposal involve activities which could temporarily or permanently damage the environment?

**Yes** [ ]  **No** [ ]

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| : Research involving human participants |

1. Is the research proposal part of a clinical trial?

**Yes** [ ]  **No** [ ]

1. Does the research proposal involve the research involving drugs/medication?

**Yes** [ ]  **No** [ ]

1. Does the research proposal involve tissue samples from deceased persons?

**Yes** [ ]  **No** [ ]

1. Does the research proposal involve genetically modified materials?

**Yes** [ ]  **No** [ ]

1. Does the research proposal involve invasive or potentially intrusive procedures, administration of substances, use of human tissue samples, or DNA/RNA analysis?

*This may include blood sampling, tissue biopsy, imaging, EEG, ultrasound, radiation, MRI, or fMRI.*

**Yes** [ ]  **No** [ ]

1. Is there a risk of physical harm, psychological harm, or discomfort for participants, or prolonged or repetitive testing which may be a burden to the participants?

**Yes** [ ]  **No** [ ]

1. Does the research proposal involve any medical device in the UK that are CE marked and is it being used outside its product limitation, or any non-CE marked products?

**Yes** [ ]  **No** [ ]

1. Does the research proposal involve vulnerable participants?

*This includes children (15 years or younger), people known to have additional support of educational needs, people with cognitive impairments at the time of the research (e.g. due to a health condition, emotional state, drug or alcohol use), patients or carers, people recruited through self-help or support groups.*

*If the participants may lack capacity to give fully informed consent or may lose capacity to give fully informed consent during the project, please contact RGIT.*

**Yes** [ ]  **No** [ ]

1. Does the research proposal involve prisoners or young offenders?

**Yes** [ ]  **No** [ ]

1. Does the research proposal involve participants disclosure of any illegal or harmful activity due to the nature of the research?

**Yes** [ ]  **No** [ ]

1. Will the research involve discussion or collection of information on potentially sensitive, embarrassing, or distressing topics?

*This may include (but not limited to) topics relating to protected characteristics as described in the Equality Act 2010, the collection of special category data as defined in the Data Protection Act 2018, health conditions or behaviour which participants may find difficult or embarrassing to discuss.*

**Yes** [ ]  **No** [ ]

1. Is it possible that this research will lead to awareness or the disclosure of actual or intended harm to a participant or other individual?

*This may include disclosure of a participant's intent to harm themselves or another, abuse or neglect.*

**Yes** [ ]  **No** [ ]

1. Does the research proposal involve a researcher who may be in a position of influence or authority over participants that could give rise to a perceived pressure to participate (i.e. lecturers/teachers and students)?

**Yes** [ ]  **No** [ ]

1. Will the research involve actively deceiving participants?

**Yes** [ ]  **No** [ ]

1. Will undue incentives for participants be offered? Incentives should be proportionate to the burden imposed and justified by the benefits.

**Yes** [ ]  **No** [ ]

**A.** If you answered **Yes** to **Section A** your study does not require ethics approval and you may commence your study.

**B.** If you answered **Yes** to **Section B** , visit the [EERP](https://www.imperial.ac.uk/research-and-innovation/support-for-staff/education-ethics/the-eerp-process/) website for more information.

**C.** If you answered **Yes** to **Section C**, visit the [HRA REC](https://www.imperial.ac.uk/research-and-innovation/research-office/research-governance-and-integrity/project-planning/obtaining-ethics-approval-/hra-rec-approval-process/) website for more information.

If you answered **No** to **sections D, E and F**, your study will require ethics review and can be reviewed and approved at departmental level. Please sign and date the form and email it to the Ethics and Research Governance Coordinator.

If you answered **Yes** in **Sections D, E** **and F** further ethical review may be required. Please seek advice from Ethics and Research Governance Coordinator and visit the [Imperial College Research Ethics](http://www.imperial.ac.uk/research-ethics-committee/) website for more information.

By signing below (digital signatures accepted), you certify that the information provided is true and correct to the best of your knowledge. Applicants should expect to get an acknowledgement within 3 working days.

**Student’s name(s) and signature(s) Date**: Click or tap to enter a date.

**Supervisor’s name and signature Date:** Click or tap to enter a date.