**SCHOOL OF DIVINITY**

**RESEARCH ETHICS COMMITTEE**

**LEVELS 2–3: FULL ASSESSMENT FORM**

This form applies to all research that has been identified by level 1 self-assessment as requiring full assessment. It must be completed electronically by

* taught dissertation or fieldwork students, in conjunction with their supervisor, as soon as the research proposal has been approved
* research students, in conjunction with their principal supervisor, at the beginning of their project
* academic staff before a funded or unfunded research project commences

For students, the supervisor is responsible for ensuring that the form has been completed.

**Please attach your research proposal.**

Name:

Project title:

Student number (if applicable):

Degree programme (if applicable): PhD / MRes / PGT/ UG (delete)

Course (if applicable):

E-mail:

Name, institution and email address of any co-investigator or co-researcher:

Funder (if applicable):

If this is a research grant application that requires ethical review prior to submission, please state any deadline:

If the project requires ethical review within one or more other institutions, please state name(s) of institution(s) and whether approved, rejected or in processing:

**BENEFITS AND RISKS**

What are the objectives of the research requiring full ethics assessment?

Will you use personal data that has already been gathered? **NO YES** (delete)

Will you gather new personal data? **NO YES** (delete)

What personal data will you use or gather (e.g. religious beliefs, political opinions, moral views, ethnicity, race, disability, sexuality, health, trade union membership)?

How will you gather this (e.g. online survey, face-to-face survey, interviews, observation, experiment)?

Why is gathering this data necessary for the research?

Will the research findings be published or publicly presented, and if so, how?

How might the research benefit the individuals or groups studied and/or wider society?

**PROTECTING PARTICIPANTS**

**Profile of participants**

How many participants will you include in your sample?

What selection criteria will be used?

How will participants be recruited (e.g. poster, email, social media, personal approach)?

Will any participants

be under 16 years of age **NO YES** (delete)

be under 18 years of age **NO YES** (delete)

be elderly **NO YES** (delete)

have special educational needs **NO YES** (delete)

have a disability **NO YES** (delete)

be physically ill **NO YES** (delete)

be mentally ill **NO YES** (delete)

If YES to any, give details.

Will participants receive any financial or personal benefits?

If YES, please describe these.

**Risk management**

Could the research physically harm or discomfort participants? **NO YES** (delete)

If YES, give details and describe how this will be minimized.

Could the research cause participants stress or distress? **NO YES** (delete)

If YES, give details and describe how this will be minimized.

Will the research involve physical contact with participants? **NO YES** (delete)

If YES, give details and describe how this and any harmful effects will be minimized.

Will the research investigate illegal behaviour? **NO YES** (delete)

If YES, give details and describe how researcher integrity will be preserved.

Might the research lead to the disclosure of information about the abuse or neglect of children or vulnerable adults? **NO YES** (delete)

If YES, indicate the probability of a disclosure and your proposed response to this. If the probability is high, a warning must be included in the consent documentation.

Could the research findings be put to a use that could adversely affect individuals? **NO YES** (delete)

If YES, describe the likelihood and magnitude of this risk and the steps taken to protect the individuals.

Could the research findings be put to a use that could adversely affect groups? **NO YES** (delete)

If YES, describe the likelihood and magnitude of this risk and any steps taken to protect the group.

**ENGAGING PARTICIPANTS**

**Consent**

Will personal data be gathered about any individual without their knowledge?

 **NO YES** (delete)

If YES, list the data to be gathered and justify this.

Will personal data be gathered about any individual without their explicit consent?

 **NO YES** (delete)

If NO, state how consent will be obtained and documented. If YES, list the data to be gathered and justify this.

Is any participant unlikely to be able to give voluntary informed consent?

 **NO YES** (delete)

If YES, explain why and describe how consent will be obtained.

Will you be able to communicate with every participant in a shared written and spoken language?

 **YES NO** (delete)

If NO, describe how you will communicate with them.

**Information**

Will the purpose of the research be communicated to participants?

 **YES NO** (delete)

If YES, how? If NO, why not?

Will you comply with the General Data Protection Regulation by making participants aware of how information about them will be managed, used and stored and how they may access it or request correction or erasure?

 **YES NO** (delete)

If YES, how? If NO, state exemption basis.

Will the final published or presented research findings be given to participants? **YES NO** (delete)

If YES, how? If NO, why not?

**Withdrawal**

Will participants be notified in advance of their right to cease involvement at any time?

 **YES NO** (delete)

If YES, how? If NO, why not?

Are any participants likely to need debriefing or similar support?

 **NO YES** (delete)

If YES, describe the provision that will be in place.

**Data protection and privacy**

**Format**

Will audio recordings be made? **NO YES** (delete)

Will video recordings be made? **NO YES** (delete)

If YES to either, how will the recordings be stored and used and who will have access to them?

**Storage**

How will contact details be stored?

What security arrangements will control access to the data (e.g. computer password, lockable storage for paper questionnaires)?

Will data or recordings be destroyed at the end of the project? **YES NO** (delete)

If YES, how will they be destroyed?

If NO, how long will they be retained and how will they be eventually disposed of?

**Processing**

Will data be pseudonymised (i.e. processed to be unattributable to an individual without additional information)? **YES NO** (delete)

Will data be anonymised (i.e. aggregated so that it cannot be converted back into an attributable format)? **YES NO** (delete)

For quantitative datasets, what is the minimum sample size you will report on?

Will individuals be identified in submitted or published work? **NO YES** (delete)

If YES, how will consent to identification be obtained?

If NO, how will anonymity be preserved?

Please describe any further steps to protect participant privacy.

**Transfer**

Will raw data be shared with any other person or organisation outside the University of Edinburgh (e.g. co-investigator at another institution)? **NO YES** (delete)

If YES, state whom or which, justify this and explain how the data will be securely transferred and stored.

For further information please see the webpages of the Research Data Service:

<https://www.ed.ac.uk/information-services/research-support/research-data-service/>

**Conflicts of Interest**

Will the research be likely to bring you, a family member or close friend financial gain (beyond reimbursement of expenses incurred or payment of an ongoing studentship or salary)? **NO** **YES** (delete)

Will the research be likely to bring you, a family member or close friend personal gain (e.g. gifts, favours)? **NO** **YES** (delete)

If YES to either, describe the conflict of interest and measures taken to address it.

If you are a University employee, the University’s Policy on Conflict of Interest applies. Please read this and take appropriate action:

<https://www.ed.ac.uk/files/atoms/files/conflict_of_interest.pdf>

**PREVENTING TERRORISM**

Will your research concern groups or individuals that may be considered terrorist or extremist? **NO YES** (delete)

If NO, please proceed to next section.

If YES, which group(s) or individual(s)?

Will you store records, statements or other documents that could be interpreted as promoting or endorsing terrorist or extremist acts?

 **NO YES** (delete)

If YES, you should store these electronically on secure University filespace and/or a secure physical University location. The Research Ethics Committee convenor will have access to these locations. You must not transmit the material to any individual or organisation outside of your research team. The University Compliance Group convenor will have access to a list of document titles (although not to their contents).

Will you visit websites that might be associated with terrorist or extremist organisations?

 **NO YES** (delete)

If YES, you should be aware that such websites may be under police surveillance and that accessing them from University IP addresses might result in Police enquiries.

Will you be inviting speakers or holding events that could be viewed as promoting terrorism or extremism?

 **NO YES** (delete)

If YES, please refer to the University’s Policy on Speakers and Events:

<https://www.ed.ac.uk/files/atoms/files/speakers_and_events_policy_templated_final.pdf>

For further information, please see <https://www.ed.ac.uk/university-secretary-group/prevent-duty>

**Declaration**

I/We confirm that I/we have conducted an accurate full ethics assessment for the proposed research project.

Signature of student (if applicable):

Date:

Signature of academic staff member/supervisor (in all cases):

Date:

Please email the completed form and, for all research involving human subjects, the completed Participant Information Sheet to the Research Ethics Committee administrator (Karen.Duncan@ed.ac.uk).

It will then be determined whether level 2 or level 3 review is required.

Level 2 review is conducted by a member of the Research Ethics Committee.

Level 3 review is conducted by the Research Ethics Committee collectively. Research reviewed at this level is likely to: involve vulnerable participants, potentially harm or discomfort participants or other individuals or groups, be conducted without explicit participant consent, potentially undermine participant privacy or concern groups that may be considered terrorist or extremist.

If any additional information is needed, the form will be returned for this to be added.

**APPROVAL**

The proposed project has been assessed as requiring ethical review at

**Level 2 Level 3 (delete)**

It has passed review and the research may therefore now commence.

Signature:

Name:

Role: Research Ethics Committee member/convenor (delete)

Date: