**USE THIS FORM**

* If your proposal involves human participants, or personal data in any way. This includes
  + collection of new data from human participants (e.g. interview, observation, survey)**.**
  + use of secondary data (e.g. existing survey data, interview transcripts).

**DO NOT USE THIS FORM**

If your research involves NHS patients, data, staff or facilities.  You will require approval from the Health Research Authority and /or NRES Ethics approval; contact [researchgovernance@medschl.cam.ac.uk](mailto:researchgovernance@medschl.cam.ac.uk) with a copy to [research-ethics@eng.cam.ac.uk](mailto:research-ethics@eng.cam.ac.uk)

* If your research involves animals or animal/human tissue samples,
  + contact both Dr Timothy O'Leary ([tso24@cam.ac.uk](mailto:tso24@cam.ac.uk))   
     and Prof. Michael Sutcliffe ([mpfs1@cam.ac.uk](mailto:mpfs1@cam.ac.uk)).

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Funding body  (if any) | |  | | | | | | |
| Title of Project: | |  | | | | | | |
| Full name of applicant: | |  | Staff | Under Grad. | Post Grad. | | CRSID: | |
| PI / Supervisor(s) | |  | | | | | CRSID: | |
| Division |  | | X5 and/or RG number (if available) | | | | | |
| Date: |  | | | | | Yes | | No |
|  | Does the proposal involve collection of new data from human participants? | | | | |  | |  |
|  | Does the proposal involve the use of secondary data human participants? | | | | |  | |  |

Shouldyou wish to undertake research at other institutions in addition to the University of Cambridge, please apply to the relevant institutional Research Ethics Committee(s) and keep the Engineering Department’s Research Ethics Committee informed

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|  | *Mark with X in box* | Yes | No |
| 1 | Will your study involve deliberately misleading human subjects in any way? |  |  |
| 2 | Is there any risk of participants experiencing physical or psychological distress or discomfort? |  |  |
| 3 | Does the research involve children or other vulnerable populations? |  |  |

There are two routes for ethics review

* + Light Touch  
    For straightforward applications: **COMPLETE PART A only**
  + Full review  
    For complex applications and any with answers YES to Q1, 2 or 3**: COMPLETE PART B only**

You can choose which route to follow but if you select Light Touch the committee may require you to complete the full form later. Your [divisional representative](https://www.researchandfinance.eng.cam.ac.uk/ethics) can advise you on the appropriate route.

**As lead researcher you are obliged to bring to the attention of the Engineering Department’s Research Ethics Committee any issues with ethical implications not clearly covered by the above checklist.**

# PART A Light Touch

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| --- |
| **Give a brief description of** **the purpose of the research, the participants or data used in your study and the procedures involved.** *Where appropriate, please indicate 1) whether any personal data will be shared or stored in services located outside the EEA; 2) how long such personal data will be retained or the criteria on which this will be determined; 3) what security measures will be in place to protect such personal data (e.g. pseudonymisation or limitations on access).* |

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| **If your study involves human participants, when will consent be obtained?**  **(Please attach a Participant Consent form and a Participant Information sheet)**  ***(a) Prior to the investigation? OR at the time of the investigation?***  ***(b) Will consent be verbal OR written OR electronic via computer?  (if not written, please justify this)***  ***(c) Will consent be personal OR third party on behalf of the participant?***  ***(d) How will participants be selected*** |
|  |

YOU SHOULD NOW PROCEED TO **PART C** AND IGNORE **PART B**

# PART B Full Review

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| **Briefly describe the purpose of the research, the participants or data used in your study and the procedures involved. (Please attach any detailed research proposal, if submitted or to be submitted for grant application)** |
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| **If there is there any risk of any participants experiencing physical or psychological distress or discomfort please, give details of what you will tell them to do if they should experience any problems (e.g. who they can contact for help).** |
|  |

# PART B Full Review

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| **If your study involves human participants, when will consent be obtained?**  **(Please attach a Participant Consent form and a Participant Information sheet)**  ***(a) Prior to the investigation? OR At the time of the investigation?***  ***(b) Will consent be verbal OR written OR electronic via computer? (if not written, please justify this)***  ***(c) Will consent be personal OR third party on behalf of the participant?***  ***(d) How will participants be selected*** |
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| **Please describe what arrangements you will be making for ensuring anonymity and confidentiality. To ensure compliance with the General Data Protection Regulation participants must be informed of what information will be held about them and who will have access to it (this relates to information that is identifiable or could potentially be linked back to an individual. If participants are to be identified in the published data/results, please describe the means by which you will gain their informed consent. Please include the steps that will be taken to ensure that personal data on research participants is kept secure.** |
| *In your answer please consider the following:*  *a) from whom it is expected that such personal data will be collected;*  *b) what types of such personal data are planned or likely to be collected;*  *c) whether it is expected that such personal data will be shared outside the research team and if so with whom;*  *d) whether it is expected that any such personal data will be shared or stored in services located outside the EEA;*  *e) how long such personal data will be retained or the criteria on the basis of which this will be determined;*  *f) what security measures will be in place to protect such personal data (e.g. pseudonymisation or limitations on access).* |

# PART B Full Review

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| **Ethical issues raised by the project and how these will be addressed:**  Points that should be considered include: participants and consent; permissions from organisations involved; confidentiality and anonymity; whether any inclusion / exclusion criteria or special / vulnerable populations are involved (including under 18s); right to withdrawal; deception; potential risks to participants or researchers. |
|  |

**CONTINUE TO PART C**

# PART C All Applications

Declaration

I have read and am familiar with the webpage [Ethical review of research with human participants](https://www.researchandfinance.eng.cam.ac.uk/ethics) and (if appropriate) have discussed it with my divisional representative.

|  |  |  |
| --- | --- | --- |
| **Signed: …………………………………….....**  *(UG or PG researcher, if applicable)* | **Print Name: …………………………………..** | **Date: ……………….** |
| **Signed: …………………………………….….**  *(PI or Supervisor, if applicable)* | **Print Name: …………………………………..** | **Date: ……………….** |

THIS FORM, ANY ATTACHMENTS, TOGETHER WITH YOUR CONSENT FORM AND PARTICIPATION INFORMATION SHEET, SHOULD BE SUBMITTED TO   
[RESEARCH-ETHICS@ENG.CAM.AC.UK](mailto:research-ethics@eng.cam.ac.uk)

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| **STATEMENT OF ETHICAL APPROVAL**  This project has been considered using agreed Department of Engineering procedures and is now approved. | | |
| **Signed: …………………………………………….**  *(on behalf of the Research Ethics Committee)* | **Print Name: ………………………………......................** | **Date: ….…………............** |