UCL Department of Greek and Latin

**DEPARTMENT OF GREEK AND LATIN**

**RESEARCH ETHICS APPLICATION FORM**

# **Guidance notes**

UCL expects all staff and students to follow its Research Ethics regulations (<http://ethics.grad.ucl.ac.uk/>).

All staff & PGR students\* embarking on research with human participants must complete this form and submit it to the Chair of the Greek & Latin Research Ethics Committee Maria Wyke ([m.wyke@ucl.ac.uk](mailto:m.wyke@ucl.ac.uk)), **before** they start their research.

*\*(MA students registered for the Dissertation module are generally presumed to be doing research exempt from requirement for full UCL ethical clearance (i.e. their research does not involve vulnerable subjects and is non-sensitive, anonymised and non-invasive or interactive, see UCL guidance on research exempt from requiring more than just Departmental level approval at* [*https://ethics.grad.ucl.ac.uk/exemptions.php*](https://ethics.grad.ucl.ac.uk/exemptions.php)*).*

*However* ***all******students*** *whose research involves human subjects must follow the process outlined on the Postgraduate Moodle page concerning research ethics and discuss their research approach with their MA tutors and then supervisors at their first meeting.*

The Greek & Latin REC Chair will review the form and decide whether:

* the proposed research is **exempt** from further UCL Research Ethics Committee review;

**Or**

* the proposed research requires **further information / clarification or full** **approval by the A&H Local Research Committee (low risk) or the full UCL Research Ethics Committee (high risk)** – the REC Chair will notify you (and if appropriate your supervisor) and advise you on how to proceed.

**Changes to previously exempt research projects**: if you are planning to change your research project or methodology, you **MUST** contact the Dept REC Chair as soon as possible and provide relevant details as your project may now no longer be exempt.

Please also note that in addition to research ethics (whether exempt or not), researchers collecting and processing personally identifiable data of any kind (e.g. email addresses of interviewees or IP addresses of survey participants, personal data from interviews or surveys, etc.) in the course of their research will need to apply for data protection registration (<https://www.ucl.ac.uk/data-protection/guidance-staff-students-and-researchers/research/research-registration-guidance>).

UCL researchers (staff and doctoral students), who are planning to conduct fieldwork, should consult the [Framework for starting or resuming fieldwork at non-UCL settings](https://www.ucl.ac.uk/research/integrity/framework-starting-or-resuming-fieldwork-non-ucl-settings) and apply for an [approval through RiskNET separately](https://www.ucl.ac.uk/safety-services/) to this form.

# **DEPARTMENT OF GREEK & LATIN**

# **RESEARCH ETHICS APPLICATION FORM**

1. **Personal Details**

|  |  |  |
| --- | --- | --- |
| First Name | Surname | Email |
|  |  |  |

1. **For UCL PGR students only**

|  |  |
| --- | --- |
| **Programme of study (MA,PhD, etc.)** | **Title (provisional) of dissertation and name of Principal Supervisor** |
|  |  |

1. **All applicants**

|  |
| --- |
| **Brief description of proposed & suggested research methodology (including details of topic, human participants and plans for anonymity, procedures to acquire and document informed consent from participants etc.)** |
| *Brief Description of Research topic*  *Outline Research Methods / Data Collection practices*  *Brief details of participants (age, approx. number, characteristics)*  *Will research be collected / reported anonymously or pseudo-anonymously? If not, why not?*  *Brief outline of how the informed consent of research participants is to be obtained and documented? (if you have draft Information sheets / consent forms please attach)*  *What personal identifiable data do you anticipate collecting and how will you be storing this?*  *Briefly outline any ethic issues you anticipate arising out of this research and how you will address them? (including consideration of any possible harm or distress to participants or researchers and how these risks will be addressed and minimised, what rights do participants have (withdraw, etc)* |

1. **Exemptions. If you believe you research is exempt from requiring further approval from the full UCL Research Ethics Committee (see list of exemptions and circumstances of exempt research** [**https://ethics.grad.ucl.ac.uk/exemptions.php**](https://ethics.grad.ucl.ac.uk/exemptions.php)**)please briefly say why and indicate which exemption/s you are claiming:**

Reason for exemption

1. **Primary Investigator (Supervisor/MA/PGR Tutor)**

Name: ………………………………………………………………………………………………

Signature: …………………………………………………………………………………

1. **Date form submitted to G&L REC Chair**

|  |
| --- |
| **Date:** |

**FOR OFFICE USE ONLY (to be completed by REC Chair)**

1. Proposed research is **exempt from requiring further approval**
2. Proposed research requires **approval by the A&H Local Research Committee (low risk) or the full UCL Research Ethics Committee (high risk)**

[delete as applicable]

If (2) Applicant notified on:

Chair UCL DEPT of G&L REC Name: …………………………………………………………

Signature: ……………………………………………………………………………………………(Chair UCL DEPT REC)