UCL Department of Information Studies

**DEPARTMENT OF INFORMATION STUDIES**

**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 & students\* embarking on research with human participants must complete this form and submit it to the Chair of the DIS Research Ethics Committee (REC), Dr Andrew Flinn ([a.flinn@ucl.ac.uk](mailto:a.flinn@ucl.ac.uk)) **BEFORE** they start their research.

*\*(MA & MSc students registered for the INSTG099 Dissertation module are generally presumed to be doing research exempt from requirement for full UCL ethical clearance (ie their research does not involve vulnerable subjects and is non-sensitive, anonymised and non-invasive or interactive). However* ***all******students*** *whose research involves human subjects must discuss this with their supervisors at their first meeting, completing this short Departmental Research ethics application form (available on Moodle), and submitting this to the Departmental Graduate Tutor (Research) where appropriate.*

The REC Chair will review the form and decide whether:

* the proposed research is **exempt** from the full UCL Research Ethics Committee – the REC Chair will keep your form and no further action is required.
* the proposed research requires **further information or full** **approval by the UCL Research Ethics Committee** – the REC Chair will notify you (and if appropriate your supervisor) and advise on how to proceed.

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

**DEPARTMENT OF INFORMATION STUDIES**

**RESEARCH ETHICS APPLICATION FORM**

1. **Personal Details**

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

1. **For UCL students only**

|  |  |
| --- | --- |
| **Programme of study** | **Name of MA/MSc dissertation supervisor (if known) or Principal Supervisor (MPhil/PhD students)** |
|  |  |

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)** |
|  |

1. **Date form submitted to DIS REC Chair**

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

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

1. Proposed research is **exempt**
2. Proposed research requires **approval by the UCL Research Ethics Committee**

[delete as applicable]

If (2) Applicant notified on:

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