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 & PGR students\* embarking on research with human participants must complete this form and submit it to the Chair of the DIS Research Ethics Committee (REC), [dis-ethics@ucl.ac.uk](mailto:dis-ethics@ucl.ac.uk) **before** they start their research.

*\*(MA & MSc students registered for the INSTG062 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, see UCL guidance on research exempt from full UCL research ethics committee consideration 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 relevant INST0062 Moodle page (*[*https://moodle.ucl.ac.uk/course/view.php?id=25234#section-9*](https://moodle.ucl.ac.uk/course/view.php?id=25234#section-9)*) and discuss their research approach with their personal tutors and then supervisors at their first meeting. Further advice and guidance on the exemptions and further research ethics processes are available from the* [*Chair of the DIS Research Ethics Committee (REC)*](mailto:dis-ethics@ucl.ac.uk)*)*

The DIS REC Chair will review the form and decide whether:

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

**Or**

* 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 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 [DIS REC Chair](mailto:dis-ethics@ucl.ac.uk), 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 INFORMATION STUDIES**

# **RESEARCH ETHICS APPLICATION FORM**

1. **Personal Details**

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

1. **For UCL PGR students only**

|  |  |
| --- | --- |
| **Programme of study (MA, MSc, MRes, MPhil, 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?*  *Briefly outline any ethic issues you anticipate arising out of this research and how you will address them?* |

1. **Exemptions. If you believe you research is exempt from requiring further approval from the full UCL Research Ethics Committee (see list of exemptions ad 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. **Investigator (Supervisor/Personal Tutor for PG Students)**

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

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

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

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

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

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

[delete as applicable]

If (2) Applicant notified on:

Chair UCL DIS REC Name: …………………………………………………………

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