UCL Department of  
Science and Technology Studies

Consider methods

In this document, you will describe your research methods and the steps you’ll take (1) to protect research subjects, and (2) to ensure informed consent in their participation. The process begins with screening to assess the type of consideration required.

*UCL policy requires all research involving “intervention or interaction with living human participants or the collection or study of data derived from living human participants” to receive ethical approval of methods prior to the start of data collection.*

Submit this form to STS Research Review Panel <STS.Ethics@ucl.ac.uk>.

Guidance is available via [www.ucl.ac.uk/sts/ethics](http://www.ucl.ac.uk/sts/ethics)

# Section 1: applicant

|  |  |  |
| --- | --- | --- |
| 1.1 | who are you? | name  email |
| 1.2 | what is your status within STS? (e.g., staff, student) |  |
| 1.3 | what is the title of this project? |  |
| 1.4 | who is the supervisor or line-manager? |  |
| 1.5 | who else is involved in this element of your project? |  |

# Section 2: methods and protocols

*These questions ask you to specific details of the research aims and methods for data collection.*

2.1 What are your **research questions**?

2.2 What **data** do you hope to collect?

2.3 What **population** do you want to investigate?

2.4 What **sample size** (how many participants) do you require from that population? How will you **recruit** participants to your study sample?

2.5 Which types of research **methods** do you plan to use for collecting data?

2.6 Describe your **protocols** for data collection for each method.

# Section 3: key issues for ethical approval

*These questions will help determine the level of ethical review required.*

3.1 Do you intend to collect data from individuals who should be considered members of any “**vulnerable group**”?

3.2 What **level of risk** should be set for the people participating as research subjects? Is it (1) minimum risk, or (2) more-than-minimum risk? **Justify** your answer.

3.3 For more-than-minimal risks, describe measures to be taken that will **reduce, mitigate, and otherwise manage** these risks.

3.4 Describe how you **inform** your research subjects *and* how you will document delivery of this information.

3.5 Describe how you will gain **consent** from your research subjects for their participation *and* how you will document their consent.

3.6 Describe how you will ensure research subjects are aware they may **withdraw** from participation at any time and without penalty.

3.7 Attach a version of any **information sheet** and **consent form** you propose to us in your research. Name the documents you’re attaching. Be sure these correspond with the protocols in your

# Section 3: review and approval

Applicants should leave this section blank.

|  |  |
| --- | --- |
| **supervisor or line manager** | name  email |
| Have you reviewed and approved the content of this application? |  |
| Signature |  |
| Comments |  |

|  |  |
| --- | --- |
| **STS approver** | name  email |
| Have you reviewed and approved the content of this application? |  |
| Signature |  |
| Comments |  |