**SRA Ethics Appraisal Service – Application form**

This form is based on a template developed by the British Psychological Society.

**Please copy and paste text from existing documents where appropriate.**

**If you are unable to answer a question, please say why – for example: ‘Not applicable’, ‘Not known at this stage’.**

1. **SUITABILITY OF YOUR PROJECT FOR SRA APPRAISAL**

Please confirm that your project is **NOT** eligible for review by an ethics committee, or by a review system in your organisation?

1. **CONFIRMATION OF FEES**

If this application is accepted as suitable for appraisal by the SRA, a fee will be chargeable based on an assessment of the complexity of the work involved:

* Standard complexity: £800
* Enhanced complexity: £1100

VAT is not added as the SRA is an educational charity, and not registered.

**We will let you know the fee and await your confirmation before proceeding**. At this point you need to arrange for a Purchase Order covering the full amount, so that we can invoice you after the appraisal.

**Your details:**

|  |  |
| --- | --- |
| Name: |  |
| Organisation: |  |
| Job title: |  |
| Telephone: |  |
| Work email: |  |
| Date: |  |

1. **PROJECT IDENTIFICATION AND RATIONALE**

**1. Title of project**

**2. Abstract**

A summary of the project, in 200 words or fewer.

1. **ABOUT THE RESEARCH APPROACH AND METHODOLOGY**

**3. Methodology**

Outline the research method(s) that will be employed to collect and analyse data.

**4. Benefits**

Who will benefit from this research? What gaps in understanding it is intended to fill? (100 words maximum).

**5. Participants**

* Sensitivity of the topic for participants

Please describe any concerns you have about the topic of the research being sensitive for participants, and how you plan to address this.

* Sensitive information

Will the research involve accessing sensitive information held by public bodies, such as case files?

Yes / No

**6. Recruitment procedures**

Give details of how potential participants will be identified and approached.

Describe any risk of coercion or conflict of interest and how these will be addressed.

**7. Payments / gifts to participants**

What types of incentive or recompense, if any, will you offer to research participants?

**8. Consent**

* How will consent to participate be sought?
* If applicable, how will consent be obtained for those who do not have capacity?
* Will requests for consent include contact information, eg. of the lead researcher, or project manager?

Yes / No

* Will requests for consent include information on how research data will be stored and disseminated/published and destroyed or retained?

Yes / No

IF YOU ANSWERED ‘NO’ to any of the Yes/No consent questions, please explain, for each one, your rationale for not providing the information to participants.

 **9. Confidentiality and anonymity**

* What steps will you take to maintain participants’ confidentiality throughout the research process?
* There are specific reporting obligations in UK law, relating to child protection offences (physical or sexual abuse of minors), the physical abuse of vulnerable adults, money laundering and other crimes covered by prevention of terrorism legislation. These obligations are concerned with serious and immediate harm to others. How will these be explained to participants?
* What level of anonymity / de-identification will participants have and how will this be explained? Please outline practical measures to ensure anonymity including how you will ensure that participants’ anonymity is preserved in presentations, reports etc.

**10. Location(s) of data collection, for in-person research:**

* Where will data will be collected from participants?
* If it will take place on private, corporate or institutional premises, indicate what approvals are required.
* How will you ensure that the participants are comfortable and safe in the location chosen?
* Is the location accessible to participants with additional needs?
* If data will be collected online e.g. by video-conference or phone, what additional safeguards will you put in place?
1. **OTHER ETHICAL CONSIDERATIONS**

**11. Which published research ethics guidelines will be followed in this research?**

**12. Data protection and information security**

Please confirm that you will process and store data in line with GDPR and the UK Data Protection Act 2018. (You can refer to the 2020 [MRS/SRA guidelines](https://www.the-sra.org.uk/SRA/Resources/Good-practice/SRA/Resources/Good-Practice.aspx) and the [Guide to GDPR](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/) from the Information Commissioner’s Office.)

**13. Research data management, disseminating and publishing research outcomes**

If not covered elsewhere in your application, please give details of how participant data will be managed including retention, archiving, destruction and publishing open datasets.

If the research is receiving financial support from a funding body, do they require access to / a copy of the participant data?

Yes / No

If yes:

* will you tell participants about this, as part of seeking consent?
* what steps will you take to ensure the data is anonymised?

**14. Withholding of information**

Give details and justify the withholding of any information from participants, or misrepresentation or other deception that is an integral part of the research. Explain any covert observation to be conducted, and the rationale for it.

**15. Risk of harm**

* Detail any foreseen risks to participants, and researchers
* If your proposed research involves children or adults lacking capacity or who are otherwise vulnerable, please confirm that the requirements of the Disclosure and Barring Service have been met

Yes / No

* Will you offer participants information or contacts for emotional and practical support, if needed? If so, give details.

**16. Debriefing**

* Will information be given to participants after data collection to inform them of the outcomes of their participation and the research findings more broadly?
* How will researchers be supported if collecting potentially distressing data?
1. **PROJECT MANAGEMENT**

**17. Funding for the research**

Please provide details of the main funding body.

Name of funding organisation:

Has funding been confirmed? Yes / No

**18. Other project-related risks**

Are there any additional risks associated with your project, which have not been

identified above? If so, please describe.

1. **SUPPORTING DOCUMENTS**

**19. Please confirm the availability of supporting documents.** We may ask to see these as part of the review.

|  |  |  |  |
| --- | --- | --- | --- |
| **DOCUMENT:** | **Available** | **Not available** | **Not applicable** |
| Consent and Participant information  |  |  |  |
| Safeguarding protocol |  |  |  |
| Questionnaire / interview guide |  |  |  |
| Email(s) or letter(s) from any gatekeepers agreeing that the research can take place |  |  |  |
| Publicity / information leaflet for potential participants |  |  |  |

**Research ethics applications – collection and use of data**

information is securely held on the SRA server and password protected when emailed between members of the committee. The SRA’s privacy notice can be found [here](https://www.the-sra.org.uk/SRA/About/Privacy-Notice/SRA/About/Privacy-Notice.aspx).

**Please send the completed form to** **admin@the-sra.org.uk** **with ‘Ethics appraisal request’ in the subject header.**