Application Form and Document Checklist

*(please submit with your application documents)*

|  |  |
| --- | --- |
| **Application must be complete**  *All relevant fields are complete* |  |
| **Application is submitted 4 weeks in advance of data collection**  *Please ensure that the date of data collection is clearly stated and allows for sufficient time for ethical review and any updates/amendments that may be required. Data collection should not start before ethical approval is given.* |  |
| **Includes a Participant Information Sheet (plain language summary) on headed paper**  *For examples we recommend that you use the HRA*[*: http://www.hra-decisiontools.org.uk/consent/*](http://www.hra-decisiontools.org.uk/consent/) |  |
| **Includes an Informed Consent Form on headed paper**  *For examples we recommend that you use the HRA:* [*http://www.hra-decisiontools.org.uk/consent/*](http://www.hra-decisiontools.org.uk/consent/) |  |
| **Includes protocol (as required)** *Please use your own protocol or use a protocol template, i.e. the HRA:* [*https://www.hra.nhs.uk/planning-and-improving-research/research-planning/protocol/*](https://www.hra.nhs.uk/planning-and-improving-research/research-planning/protocol/) |  |
| **Includes Interview/Survey Questions/Audio/Video-recording/Poster/Debrief (as required)**  *Provide a copy of questionnaire/s; interview themes/online questionnaire URL or observation proforma (an indicative list can be sent, but final version must be sent as amendment prior to data collection if not provided in the initial application).*  [*Please ensure to check the list of University approved tools here*](https://livenapierac.sharepoint.com/:w:/r/sites/rio/RDM/_layouts/15/Doc.aspx?sourcedoc=%7Bda6c20f1-5cc8-47e4-96da-ef0aed3d4536%7D&action=edit&wdPreviousSession=235de8cf-1355-4167-aeb7-ee239f6c5f36)*.*  *Researchers are responsible for obtaining all necessary licences or copyright agreements needed to use any data collection tools, diagnostic tools or software platforms used in the research project. Failure to do so may impact your ability to publish data collected without an appropriate licence from the licence owner.*  *If audio/video-recording are used please make sure the permission is evidenced in the consent form*  *The recruitment poster, social media statement etc must include the researcher/supervisor contact details; statement that the named individual can be contacted for further information about project; and a statement that the study has received relevant ethical approvals*  *A debrief may be required for some studies in order to sign-post participants to relevant support services at the end of the study* |  |
| **Includes relevant data management form**  *It is mandatory to complete the relevant data management form for your study prior to submitting the ethics application. This document should be sent for review to* [*RDM@napier.ac.uk*](mailto:RDM@napier.ac.uk)*details and templates can be found here:*[*https://staff.napier.ac.uk/services/research-innovation-office/research-data/Pages/introduction.aspx*](https://staff.napier.ac.uk/services/research-innovation-office/research-data/Pages/introduction.aspx) |  |
| **Includes a privacy notice (PN) and Privacy Impact Assessment (PIA)**  *It is mandatory to complete the privacy notice and privacy impact statement for studies that collect personal data from the participants. It is the researcher’s responsibility to get these checked prior to submission to the ethics committee by contacting* [*dataprotection@napier.ac.uk*](mailto:dataprotection@napier.ac.uk)  *The PN and PIA forms can be found at:* [*https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/ProcessingDataforResearch.aspx*](https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/ProcessingDataforResearch.aspx) |  |
| **Has attached written permission(s) from relevant outside organisation(s) (as required)**  *Written permissions are required from external organisations to recruit participants, collect data or use of premises* |  |
| **Includes data sharing agreement (as required)**  *If required please contact Research Data Management (*[*RDM@napier.ac.uk*](mailto:RDM@napier.ac.uk)*) and Governance (*[*dataprotection@napier.ac.uk*](mailto:dataprotection@napier.ac.uk)*) f*o*r advice* (*i.e. use of secondary data sets, data sharing with other universities, NHS or other organisations (nationally or internationally).* |  |
| **Includes completed risk assessment form (as required)**  *Please see risk assessment template in list of ethics application documents* |  |
| **All students require to provide an oath of confidentiality**  *Please see oath of confidentiality template in list of ethics application documents, please see:* [*https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/ProcessingDataforResearch.aspx*](https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/ProcessingDataforResearch.aspx) |  |
| **The declaration is signed and dated** |  |
| **The Director of Studies/Supervisor(s) have read, signed and dated the declaration (student requirement)** |  |