**SHSC Ethical Review Feedback Sheet: Worktribe Application**

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| **PI Name:** |  |
| **Supervisor/Co-applicants:** |  |
| **Study Title:** |  |
| **Study Reference:** |  |
| **Name(s) of Reviewer(s):** |  |

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| **Comments** | | |
| **Worktribe section – General Information (Summary, Details and Scope)** | | |
| **Area** | **Reviewer comments** | **Applicant response** |
| Is all the required information provided (including start and end dates of study from start of data collection)? | . |  |
| **Worktribe section – Methodology** | | |
| Are there any areas to resolve in methodology section? |  |  |
| **Worktribe section – Human Participants** | | |
| Are there any areas to resolve in Human Participants section?  (*note this section must be included unless NHS REC sponsorship review is required and IRAS application included in documents*) |  |  |
| **Section – Data Management** | | |
| Are there any areas to resolve in Data Management section? |  |  |
| **Ethical Considerations Raised by the Project** | | |
| Are there any ethical issues that have not been addressed adequately? |  |  |
| **Identification and Mitigation of Potential Risks** | | |
| Have the identified risks been adequately identified/mitigated? |  |  |
| **Justification of High Risk Projects** | | |
| Have the provided a justification of the potential high risk project? |  |  |
| **Supporting Documents** | | |
| Has the Document Checklist been completed (student projects) and submitted with Application Form and all relevant documents included? |  |  |
| Where applicable, are additional materials on headed paper? |  |  |
| Is the language on any additional materials appropriate? |  |  |
| Are the contact details for the researcher, the supervisor and the independent advisor provided on the Participant Information Sheet and other relevant supporting documents? |  |  |
| Have they provided relevant permissions or identified gatekeepers who will send the study information to potential participants? |  |  |
| **Protocol** | |  |
| Please detail any further clarifications that are required in the protocol |  |  |
| **Participant invitation** | | |
| Please detail any changes that are needed to the participant invitation |  |  |
| **Participant Information Sheet** | |  |
| Please detail any changes that are needed to the participant information sheet |  |  |
| Is there information about the maintenance of privacy and confidentiality for the participant’s personal details? |  |  |
| **Consent Form** | |  |
| Is the form structured appropriately, providing clear evidence of informed consent? | Yes  Please upload consent form as a separate document rather than attaching it as an appendix to the protocol. |  |
| **Privacy Notice and Privacy Impact Assessment** | |  |
| Has the email with governance approval been uploaded?  Are there any concerns about the Privacy Notice and Privacy Impact Statement? |  |  |
| **Data Management Plan (DMP)** | |  |
| Has the email with governance approval been uploaded?  Are there any concerns about the DMP? |  |  |
| **Oath of Confidentiality (OC)** | |  |
| Mandatory form for **All** students, please ensure OC is signed by DOS/supervisor. |  |  |
| **Risk Assessment** | |  |
| This form should be included if project involves field work, lone working or has potential risks to participants/researchers. |  |  |
| **Other additional materials (e.g. protocol, debrief, questionnaires, interview schedules, stimuli, recruitment posters/text; permissions) as required** | |  |
| Are there any concerns about any other additional materials? |  |  |
| **General Comments** | |  |
|  | |  |

**Recommendation of Reviewers:**

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|  | Please select one | Please summarise changes required |
| Favourable Opinion |  |  |
| Changes required |  |  |
| Defer |  |  |
| Rejected |  |  |