

Ethics Submission Document Checklist

This ethics submission document checklist is designed to help applicants who are planning on undertaking new projects or are planning on submitting an amendment to one of the central Ethics Review Panels (Health, Science and BAHSS).

If you are submitting a **new study**, please submit the documentation listed below (where applicable). Restrictions upon face-to-face research methods are in place during the COVID-19 pandemic. Please refer to the [COVID-19 Project Re-Start Guidance](#) if your project involves face-to-face participant interactions. If your research is planned to take place once the restrictions are lifted, you can apply for conditional approval and the additional documentation is not required.

If you are submitting an **amendment** the existing* approved submission documentation should be updated (any changes should be highlighted in a different colour), where necessary update your project end date and submit with any new documentation (where applicable).

For those projects which were **previously paused or received conditional approval** due to COVID-19 and you now wish for your project to resume face-to-face participant interactions please refer to [COVID-19 Project Re-Start Guidance](#) for details of additional documentation required for your amendment submission.

*Please note that the version numbers of the ethics application form and data protection checklist may have been revised since your original submission, please ensure you are using the latest versions.

Ethics Submission Type		New Project <input type="checkbox"/>	
		Amendment to existing <input checked="" type="checkbox"/>	
No	Documentation	Document Required	Submitted
1.1	Ethics Submission Checklist	Y <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1.2	Ethics Application Form [latest version and fully signed]	Y <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1.3	Data Protection Checklist [latest version]	Y <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1.4	Request for Face-to-Face Participant Interactions during COVID-19 Form [fully signed]	N <input checked="" type="checkbox"/>	<input type="checkbox"/>
1.5	COVID-19 Research Participant Pre-Visit Check Form	N <input checked="" type="checkbox"/>	<input type="checkbox"/>
1.6	Participant Information Sheet(s) (including COVID-19 information if applicable)	Y <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1.7	Consent Form(s) (including COVID-19 information if applicable)	Y <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1.8	Supporting Documentation		
1.8.1	<i>Introductory Letters/Emails</i>	Y <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1.8.2	<i>Advertisement(s) [including copy to be used on social media]</i>	N <input checked="" type="checkbox"/>	<input type="checkbox"/>
1.8.3	<i>Interview Schedules</i>	N <input checked="" type="checkbox"/>	<input type="checkbox"/>
1.8.4	<i>Focus Groups: Questions/Topics</i>	N <input checked="" type="checkbox"/>	<input type="checkbox"/>

1.8.5	Questionnaire(s) [any online questionnaires should be submitted as a pdf file]	N <input checked="" type="checkbox"/>	<input type="checkbox"/>
1.8.6	Relevant permission letter(s)/emails(s)	N <input checked="" type="checkbox"/>	<input type="checkbox"/>
1.8.7	Debrief Information Sheets	N <input checked="" type="checkbox"/>	<input type="checkbox"/>
1.8.8	Other please state:	N <input checked="" type="checkbox"/>	<input type="checkbox"/>
1.9	Risk Assessment(s)** <i>Please note if you are undertaking a lab-based experiment, lone-working, going to unfamiliar places or undertaking face-to-face participant interactions a Risk Assessment will be required.</i>		
1.9.1	Risk Assessment Form [fully signed]	N <input checked="" type="checkbox"/>	<input type="checkbox"/>
1.9.2	Travel Risk Assessment [fully signed] <i>(If research activity requires UK travel, or if you are already overseas and research activity involves travel).</i>	N <input checked="" type="checkbox"/>	<input type="checkbox"/>
1.9.3	Working within 2m Risk Assessment [fully signed]	N <input checked="" type="checkbox"/>	<input type="checkbox"/>
1.9.4	COVID PPE Request Form [fully signed]	N <input checked="" type="checkbox"/>	<input type="checkbox"/>
1.9.5	COSHH (Control of Substances Hazardous to Health) Risk Assessment Form [fully signed]	N <input checked="" type="checkbox"/>	<input type="checkbox"/>

** For help with completing Risk Assessments please refer to the guidance notes from the Safety, Health and Environment team which can be accessed from the intranet ([staff only](#)).