



Full Ethics Application — Checklist

Before submitting your full ethics application, please go through this checklist to ensure that you have not forgotten anything. This list is not complete, but it will reduce the chances of your application being rejected for the most common mistakes.

1 Before you begin

- Have you looked at the guidance in the [Student Handbook](#)?

2 Missing documents

Are all of these present (if applicable, or if they are not applicable, have you explained why they are not)? Remember to use the templates from the [UTREC website](#).

- Participation Information Sheet
- Consent form
- Debrief form
- Advertisements
- Questionnaire
- Interview questions
- Site permissions
- Any external approvals

3 Consistency across documents

Are these consistent across all of your documents?

- Dates (use the [ISO 8601](#) format or spell out month names to reduce ambiguity, e.g. 1st April 2000)
- Data storage location and period
- Anonymity (e.g. will data be anonymous)
- Sharing (e.g. if you say data will be shared in the application, then this should be stated in the information sheet)
- Inducements (if any)

4 Project Description (page 1)

Are these described clearly?

- Topic of study
- Participants: who they are
- Participants: how they are recruited
- Location of study
- Method

5 Ethical Considerations (page 1)

Are these described briefly?

- A list of ethical issues: not just *how* you will address them but *what* they are
- How you will obtain informed consent (and if not, why)
- The type of data being collected
- The data “lifecycle” (data handling, data transfer, data storage, data retention, data anonymisation)

And:

- Have you listed each of the risks and explained in detail how you will mitigate them in Question 31 (Ethical Risks)?
- If you have answered NO to any of questions 13–26, have you explained why in Question 31?

6 Data Management (Question 30)

- Are you storing your data on the encrypted School servers or OneDrive? If not, have you explained why and have you looked at the University guidance on [Research Data Management](#)?

7 Funding

If your project is externally funded, have you:

- Checked that the funder is on the [UTREC list of pre-approved funders](#)?
- Asked your supervisor to submit a [Ethical Research Funding Review Application](#) if it is not?

8 Projects involving children

If you are intending to work with children, have you:

- Spoken to the [UTREC Child Panel Representative](#)?

9 Security-sensitive research

If your project involves accessing, possessing, using or disseminating security-sensitive or extremism-related material (check with your supervisor), have you:

- Completed the [security-sensitive research declaration](#)?

10 Research outwith the University

If your work involves travel beyond the University, have you:

- Completed a [fieldwork risk assessment](#)?

11 Social media

If you are using/measuring social media, have you:

- Read the [UTREC guidance](#)
- Outlined any mechanisms for ensuring privacy
- Explained this in the participant information sheet and/or consent form

12 Secondary data

If you are using datasets from another source, have you provided:

- A clear description of the datasets?
- Evidence that you have permission to use them?

13 Online surveys/questionnaires

If you are conducting an online survey, remember to:

- Read the [UTREC guidance](#)
- Explain that you are using Qualtrics, and if not why
- Include the opening statement that will go at the beginning of your survey (use the [example statement](#) from the UTREC website)

14 Finally, don't forget

- Have you ticked all of the boxes in the declaration? Note that Computer Science does not currently have any relevant professional guidelines, although you may want to read the [ACM Code of Ethics](#).
- Have you signed your form?
- Has your supervisor signed your form?
- Have you scanned your form (using a scanner rather than a smartphone)?