## Ethics checklist and declaration

This form should be completed by ***all*** those seeking external funding for a Research or Knowledge Exchange project. It represents Step 6 of Solent’s Bid Process. It is ***not*** an application for Ethical Approval for the project. You ***must*** still apply for [Ethical Approval](https://www.solent.ac.uk/research-innovation-enterprise/researcher-support/research-integrity) if your funding application is successful. The purpose of this form is to help you consider the ethical implications of your project at the bid writing stage.

Solent University requires that ethical clearance must be obtained before any research project or innovation activity can commence and potential human participants can be approached. If your bid is funded and your project goes ahead, as Principal Investigator, you will be responsible for ensuring that this requirement it met.

### Project details

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| --- | --- |
| Project name: |  |
| Principal investigator: |  |
| Faculty / School: |  |

### Ethics checklist

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| 1 | Will the project involve human participants other than the investigator(s)? | Yes / No  If No, go to 2 |
|  | 1. Will the project involve **vulnerable participants** such as children, young people, disabled people, the elderly, people with declared mental health issues, prisoners, people in health or social care settings, addicts, or those with learning difficulties or cognitive impairment either contacted directly or via a **gatekeeper** (for example a professional who runs an organisation through which participants are accessed; a service provider; a care-giver; a relative or a guardian)? | Yes / No |
|  | 1. Will the project involve the use of **control groups** or the **use of deception**? | Yes / No |
|  | 1. Will the project involve any **risk to the participants' health** (e.g. intrusive intervention such as the administration of drugs or other substances, or vigorous physical exercise), or involve psychological stress, anxiety, humiliation, physical pain or discomfort to the investigator(s) and/or the participants? | Yes / No |
|  | 1. Will the project involve **financial inducement** offered to participants other than reasonable expenses and compensation for time? | Yes / No |
|  | 1. Will the project be carried out by individuals unconnected with the University but who wish to use staff and/or students of the University as participants? | Yes / No |
| 2 | Will the project involve sensitive materials or topics that might be considered offensive, distressing, politically or socially sensitive, deeply personal or in breach of the law (for example criminal activities, sexual behaviour, ethnic status, personal appearance, experience of violence, addiction, religion, or financial circumstances)? | Yes / No |
| 3 | Will the project have detrimental impact on the environment, habitat or species? | Yes / No |
| 4 | Will the project involve living animal subjects? | Yes / No |
| 5 | Will the project involve the development for export of 'controlled' goods regulated by the Export Control Organisation (ECO)? (This specifically means military goods, so called dual-use goods (which are civilian goods but with a potential military use or application), products used for torture and repression, radioactive sources.) Further information is available from the [Export Control Organisation](https://www.gov.uk/government/organisations/export-control-organisation) | Yes / No |
| 6 | Does your research involve: the storage of records on a computer, electronic transmissions, or visits to websites, which are associated with terrorist or extreme groups or other security sensitive material? Further information is available from the [Information Commissioners Office](https://ico.org.uk/for-organisations/guide-to-data-protection/) | Yes / No |

### Declaration

I confirm that:

* The information contained in this checklist is correct.
* I have assessed the ethical considerations in relation to the project in line with the University Ethics Policy.
* I understand that if my funding application is successful, **I will need to make a formal application for Ethical Approval *before*** any data collection or approach to human subjects can take place.
* I understand that if my funding application is successful, **I will need to draft a research management plan, which will include a data storage plan and risk assessments**, as appropriate.
* I will endeavour to preserve the reputation of the University and protect the health and safety of all those involved when conducting this research/enterprise project.
* If personal data is to be collected as part of my project, I confirm that my project and I, as Principal Investigator, will adhere to the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. I also confirm that I will seek advice on the DPA, as necessary, by referring to the [Information Commissioner's Office further guidance on DPA](https://ico.org.uk/for-organisations/guide-to-data-protection-404/) and/or by contacting information.rights@solent.ac.uk. By Personal data, I understand any data that I will collect as part of my project that can identify an individual, whether in personal or family life, business or profession.
* I have read the [Prevent Agenda](https://www.gov.uk/government/publications/prevent-duty-guidance/prevent-duty-guidance-for-higher-education-institutions-in-england-and-wales).

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| Name: |  |
| Signature: |  |