**CONFIDENTIAL**

# **Stage 1 Research Ethics Application Form**

# Section 1: Details of the Researcher and their Research

**N.B. If you are conducting research that involves ‘animals (dead or alive) and significant habitats’, please use the Stage 1 Research Ethics Application Form involving Animals and Habitats on the** [**research ethics website**](https://myaru.sharepoint.com/sites/student-learning-assessment/SitePages/research-ethics-and-integrity.aspx)**.**

**Applicants carrying out research with children or vulnerable adults may also need to carry out an online Safeguarding course and submit the pass certificate with their ethics application. Please refer to the Question Specific Advice for the Stage 1 Research Ethics Application Form at the above weblink.**

|  |  |
| --- | --- |
| **Researcher details** | |
| First name |  |
| Family name |  |
| School/Faculty | Faculty of Business and Law |
| Email address |  |
| Name of Institution where you study or work | SAM Trinidad |
| Are you:  *Please tick* | Undergraduate (UG) Student  Postgraduate Taught (PGT) Student  Postgraduate Research (PGR) Student  Member of ARU Staff  Member of ARU staff carrying out Masters/Doctorate research |
| **Students (including staff proposing research on a course/programme)** | |
| Your SID |  |
| Your course/programme title | Postgraduate Major Project MOD004448 |
| Name of your first supervisor (for PGR) or supervisor (for UG and PGT) |  |
| **Research details** | |
| **Title of your research project**  *N.B. For UG/PGT students, this is not the title of your research module* |  |
| Name and institutional affiliation of any research collaborators |  |
| Date of application |  |
| Start date of proposed research |  |
| **Brief Project Summary (up to 700 words)** Please summarise your research in non-specialist language.  Please describe where relevant:  *Methodology (please describe what you plan to do as opposed to providing a background in your chosen methodology)*  *Theoretical approaches*  *Research questions*  *Details of participant population (recruitment, inclusion and exclusion criteria* | Research Issue  Research Question  Objectives  Methodology  - Overall design e.g., case study, survey  - Data collection method/s to be used  - Who are the participants?   * How will you access the participants?   - How will they be recruited?  - Sampling methods to be used  - What data will you collect about and from the participants? |
| Please explain the potential value of your research to society and/or the economy and its potential to improve knowledge and understanding. |  |

# Section 2: Research Ethics Checklist (Refer to Section 3 for an explanation of the colour coding.)

**N.B. If you are conducting research that involves ‘animals and significant habitats’, please use the Stage 1 Research Ethics Application Form involving Animals and Habitats, available on the** [**research ethics website**](https://myaru.sharepoint.com/sites/student-learning-assessment/SitePages/research-ethics-and-integrity.aspx)**.**

**You must provide a response to ALL questions. Please refer to the Question Specific Advice for completing the Stage 1 Research Ethics Application Form for guidance.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Will your research (delete as appropriate):** | | | |
| 1 | Involve human participants? |  | YES | NO |
| 2 | Utilise data that is not publicly available? |  | YES | NO |
| 3 | Create a risk that individuals and/or organisations could be identified in the outputs? |  | YES | NO |
| 4 | Involve participants whose responses could be influenced by your relationship with them or by any perceived, or real, conflicts of interest? |  | YES | NO |
| 5 | Involve the co-operation of a ‘gatekeeper’ to gain access to participants? |  | YES | NO |
| 6 | Offer financial or other forms of incentives to participants? |  | YES | NO |
| 7 | Involve the possibility that any incidental health issues relating to participants could be identified? |  | YES | NO |
| 8 | Involve the discussion of topics that participants may find distressing? |  | YES | NO |
| 9 | Take place outside of the country where you work and/or are enrolled to study? |  | YES | NO |
| 10 | Cause a negative impact on the environment (over and above that of normal daily activity)? |  | YES | NO |
| 11 | Involve genetic modification of human tissue, or use of genetically modified organisms classified as Class One activities?[[1]](#footnote-1). |  | YES | NO |
| 12 | Involve genetic modification of human tissue, or use of genetically modified organisms above Class One activities?[[2]](#footnote-2). |  | YES | NO |
| 13 | Collect, use or store any human tissue or DNA (including but not limited to, serum, plasma, organs, saliva, urine, hair and nails)?[[3]](#footnote-3) |  | YES | NO |
| 14 | Involve medical research with humans, including clinical trials or medical devices? |  | YES | NO |
| 15 | Involve the administration of drugs, placebos or other substances (e.g. food, vitamins) to humans? |  | YES | NO |
| 16 | Cause (or have the potential to cause) pain, physical or psychological harm or negative consequences to humans? |  | YES | NO |
| 17 | Involve the collection of data without the consent of participants, or other forms of deception? |  | YES | NO |
| 18 | Involve interventions with people aged 16 years of age and under? |  | YES | NO |
| 19 | Relate to military sites, personnel, equipment, or the defence industry? |  | YES | NO |
| 20 | Risk damage/disturbance to culturally, spiritually or historically significant artefacts/places, or human remains? |  | YES | NO |
| 21 | Contain research methodologies you, or members of your team, require training to carry out? |  | YES | NO |
| 22 | Involve access to, or use (including internet use) of, material covered by the Counter Terrorism and Security Act (2015), or the Terrorism Act (2006), or which could be classified as security sensitive?[[4]](#footnote-4) |  | YES | NO |
| 23 | Risk being construed as encouraging terrorism or inviting support for proscribed organisations and/or contain extremist views that risk drawing people into terrorism or are shared by extremist groups |  | YES | NO |
| 24 | Involve you or participants in a) activities which may be illegal and/or b) the observation, handling or storage (including export) of information or material which may be regarded as illegal? |  | YES | NO |
| 25 | Does your research involve the NHS (require Health Research Authority and/or NHS REC and NHS R&D Office cost and capacity checks)? |  | YES | NO |
| 26 | Require ethical approval from any recognised external agencies (Social Care, Ministry of Justice, Ministry of Defence)? |  | YES | NO |
| 27 | Involve individuals aged 16 years of age and over who lack ‘capacity to consent’ and therefore fall under the Mental Capacity Act (2005)? |  | YES | NO |
| 28 | Involve processing special category data[[5]](#footnote-5) and/or intend to recruit 100 or over participants? |  | YES | NO  NO |
| 29 | Pose any ethical issue not covered elsewhere in this checklist (excluding issues relating to animals and significant habitats which are dealt with in a separate form)? |  | YES | NO |

Please note that the Faculty Research Ethics Panel (FREP) will refer to the Office of the Secretary and Clerk any application where, in the view of the Chair, the proposed research poses a risk of a legal or security related nature to ARU. The Chair will seek guidance from the Secretary and Clerk before the FREP decides if the proposed research can be granted ethical approval and/or the nature of any special arrangements which need to be put in place.

# Section 3: Approval process

All student applications must be sent to your supervisor for checking.

Your supervisor must then forward the application to the SREP/FREP (as appropriate)

FREP = Faculty Research Ethics Panel

SREP = School Research Ethics Panel

NO answered to all questions

## Risk category Green

Complete Section 6 of this form and then send it to your SREP.

## You do not require ethical approval from a committee.

**You can start your research immediately.**

YES to any of Questions 1-11 and/or 29 but NO to all other questions

## Risk category Yellow

Complete Section 4 -6 of this form and submit it, and the Participant Information Sheet (PIS) and Participant Consent Form (PCF), to your SREP. Your faculty may require further documents.

## You need to wait for ethical approval before you start your research.

YES to **any** of Questions 12-24

## Risk Category Red

Complete Section 5 and 6 of this form and complete the Stage 2 Approval form. Submit both, and any other documents required, to your FREP.

**If you answered YES to Question 23 you must also complete and submit for consideration by the committee the Stage 3 Approval form.**

## You need to wait for ethical approval before you start your research.

YES to **any** of Questions 25-27

## Risk Category Purple

## Yes to Question 28

## Risk Category Blue

You need external approval(s) which, if granted, may be regarded as equivalent to approval from an ARU ethics committee.

Refer to the Question Specific Advice for the Stage 1 Research Ethics Application Form and Code of Practice for Applying for Ethical Approval for further information

**You need to wait for ethical and/or governance approval before you start your research.**

You must also complete the Special Category Data Questions and submit these with your application (see Section 5).

# Section 4: Project details

|  |
| --- |
| **Management of Ethical Risk** |
| **For each of Questions 1-11 and Question 29, where you have responded ‘Yes’, please explain for the panel how you justify and will manage the ethical risk created. Your research is in the Yellow risk category.** |

# Section 5: Data Protection

**If your research involves personal data:**

1. You must complete the Research Checklist for Data Protection and confirm that you have done this in Section 6.

<https://myaru.sharepoint.com/sites/student-office-for/SitePages/data-protection-in-research.aspx#research-checklist-for-data-protection>

1. If you have said ‘yes’ to Question 28, you must also complete the Further Data Protection Questions and follow further instructions if applicable. You need to submit this document with your ethics application.

<https://myaru.sharepoint.com/sites/student-office-for/SitePages/data-protection-in-research.aspx#further-data-protection-questions>

1. If your research will not involve the UK, you need to confirm in Section 6 that you will comply with the data legislation relating to the country you are carrying research out in or transferring data in or out of.

# Section 6: Declaration statements

Produced by Corporate Marketing, International & Development Services, ARU 15-16/136/MB

|  |  |  |
| --- | --- | --- |
|  | **Confirmation Statements (delete as appropriate)** | |
| 1 | I have completed the relevant training in research ethics.[[6]](#footnote-6) | Yes No  Not applicable |
| 2 | I have consulted the Research Ethics Policy and the relevant sections of the Code of Practice for Applying for Ethical Approval, available at [www.aru.ac.uk/researchethics](http://www.aru.ac.uk/researchethics) | Yes No |
| 3 | I have completed a Risk Assessment (Health and Safety) and had it approved by the appropriate person.[[7]](#footnote-7) | Yes No  Not applicable |
| 4 | I have reviewed the Research Checklist for Data Protection and  EITHER my research will comply with its requirements (and comply with privacy laws of other countries where applicable).  OR  If my research did not comply with any of the requirements I consulted ARU’s Data Protection Officer, made any changes as required, and have his approval to proceed. | Yes No  Not applicable |
| 5 | If I needed to complete the Further Data Protection Questions  EITHER my research will comply with its requirements (and comply with privacy laws of other countries where applicable).  OR  If my research did not comply with any of the requirements I consulted ARU’s Data Protection Officer, made any changes as required and have his approval to proceed.  I obtained advice from ARU’sData Protection Officer if any of my responses were ‘no’ and submit the correspondence with this ethics application. If I need to consult the Data | Yes No  Not applicable |
| 6 | For research funded externally where the funding was acquired via ARU, I have completed a Project Risk Assessment. | Yes No  Not applicable |
| 7 | I have attached my confirmation of passing a Safeguarding course. | Yes No  Not applicable |
| 8 | If my research project involves a contract between ARU and an external party, I have had the contract approved by the Secretary and Clerks Office[[8]](#footnote-8) | Yes No  Not applicable |

|  |
| --- |
| **Applicant Declaration** |
| By sending this form from my ARU e-mail account, I confirm that I will undertake the research as detailed here. I understand that I must abide by the terms of my ethical approval and that I may not amend the research without further ethical approval. I also confirm that the research will comply with all ARU ethical guidance, all relevant legislation and any relevant professional or funding body ethical guidance. |

|  |
| --- |
| **Supervisor/First Supervisor Declaration** |
| By sending this form from my ARU e-mail account, I confirm the statements in the Applicant Declaration and that I will supervise the research as detailed in the application. |

Thank you for completing the Stage 1 Research Ethics Application Form.

Please submit it as follows:

**Staff Researchers:** Send form directly to the relevant committee.

**Student Researchers (including staff carrying out research in a student capacity):** Send form to supervisor/first supervisor.

**Supervisor/First Supervisor:** Check application and forward to the relevant committee.

For FREP/SREP details please visit the [ethics website](https://myaru.sharepoint.com/sites/student-learning-assessment/SitePages/research-ethics-and-integrity.aspx). On this page you will also find links to each Faculty’s website where more information on SREPS can be found.

Date

16 September 2019

Version 4.9

Updated 25 October 2021

Version 4.10

# **PARTICIPANT INFORMATION SHEET**

**Section A: The Research Project**

1. **Title of project**
2. **Purpose of study**

Provide a brief summary of your research, in order to help participants decide whether they are interested in taking part in the study. You will provide more details about the research later on.

1. **Who is the researcher? *(or researchers if more than one person).***

You need to state your name and for students, name of your Supervisor(s) and whether this is part of your:

* Undergraduate degree at ARU
* Masters degree at ARU
* PhD/DProf at ARU
* or in your capacity as a member of staff at ARU

or for Associate Colleges give the name of the college and state that it is for an ARU award (please specify which type of award e.g. Undergraduate degree) if this is the case.

1. **Why have I been asked to participate?**

For example, are people bring approached because they are members of a particular group or organisation or have a certain condition or illness?

1. **How many people will be asked to participate?**
2. **Do I have to take part?**

It must be made clear to participants that they can refuse to take part without giving a reason. Under no circumstances should participants feel coerced into taking part.

1. **Has the study got ethical approval?**

You need to say that the study has ethical approval from an ethics committee at ARU. If you are carrying out research outside the UK and were also required to obtain ethical approval from that country, you must also provide the name of that ethics committee.

1. **Has (the organisation-PLEASE NAME) where the research is being carried out given permission?**

If you are carrying out research in an organisation, using its staff or those it delivers services to (e.g. a school’s pupils, a company’s customers) as participants, you must clarify that permission from the organisation was obtained for your research. You need to make it clear, though, that this constituted general permission to approach participants, that there is no obligation placed on them by the organisation to take part, and it is the decision of each person whether they would like to take part in your research.

1. **Legislation relating to this study**

If your research falls under specific legislation e.g. the Human Tissue Act (2004), you need to state that your research complies with it.

1. **Source of funding for the research, if applicable**

If the research is funded you must name the organisation/funding body.

1. **What will happen to the results of the study?**

You need to state where your research will be disseminated e.g. written up for your degree/thesis/published in journals/presented at conferences.

1. **Contact for further information**

Only an ARU email address must be given. If possible, also provide an ARU telephone number, but if this is not feasible a personal mobile number (but not a landline number) is permissible.

**Section B: Your Participation in the Research Project**

1. **What will I be asked to do?**

This is where you describe your research in more detail. Participants need to know what they will be required to do if they take part. You need to ensure that you describe this in sufficient detail. You should include the number of times you will need to see participants, where this will be and for what duration. Describe what participants will be asked to do e.g. complete tests or procedures, give details about what these will involve and how long they will last.

1. **In relation to this specific research project, we need to make you aware of the following:**

*Please note that Sections 2 and 3 are only mandatory if your research needs to comply with GDPR (by virtue of the nationality of the participants or the location where personal data was obtained or where the analysis will be undertaken). If it doesn’t apply it would still be best practice to use the below text, in order to fully inform the participant but you must be aware of any relevant legislation relating to countries outside the European Economic Area and comply with it*.

|  |  |  |  |
| --- | --- | --- | --- |
|  | We do not need your personal data at any stage of this research project | | |
| We are responsible for the personal data you give to us as a: | | | |
|  | **Data Controller**  (We are in sole control over the research) | Who are we?: |  |
|  | **Joint Controller**  (Where ARU and another organisation are working together on research) | with: |  |
|  | **Data Processor** (Where the data will belong to another organisation and ARU is being engaged under contract/ agreement to conduct the research and provide an outcome but has no rights over the personal data) | on behalf of: |  |

1. **I will be asking you for the following information:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Personal Data** | | | | **Sensitive Personal data** | |
|  | Name/Contact details |  | Image (photo or video) |  | Racial/Ethnicity data |
|  | Age |  | Experiences |  | Political/Religious beliefs |
|  | Address/location data |  | Opinions |  | Trade Union membership |
|  | Employment & Earnings |  | [Other] |  | Genetic/Biometric data |
|  | ID Numbers (e.g. NHS) |  | [Other] |  | Health |
|  | Online identifier |  | [Other] |  | Sex life/orientation data |

State here whether you intend to collect data held about participants from existing records. You will need to ensure that this will comply with the UK GDPR, Data Protection Act (2018) and any other relevant data protection legislation for the country you are in. If you are unsure about this, please contact our Data Protection Officer at [dpo@aru.ac.uk](mailto:dpo@aru.ac.uk) for advice.

1. **What will happen to your data?**

You must tell participants what you will do with their data e.g. will you anonymise it or pseudoanonymise it. You need to explain these terms to participants.

Anonymisation refers to the process of removing personal identifiers that may lead to a person being identified from that information or combined with other information.

Pseudoanonymisation means that identifiable information, such as people’s names, will be removed from the data and a code will be assigned. The data will, however, still be able to be linked together by the researcher should this be required.

If you need to work with personal data to meet the research objectives, you must use only the minimum amount and tell participants this is what you will be doing.

State where your research data will be processed, whether in the UK or not. Reassure participants that your processing of any personal data will comply with UK law, and where participants are in European Economic Area (EEA) countries, this will be viewed as equivalent law to their own. You will need to make provision for any supplementary EEA national laws, and any local laws if your participants are based in countries outside of the EEA.

You need to make sure that the data is securely held and tell participants this.

Tell participants who you will be sharing their data with e.g. for students, your supervisor. This should be in anonymised or pseudoanonymised format and you must tell participants this.

Participants should be anonymised in your research assignment/thesis/publication. However, even though you must make every attempt to ensure they are anonymous, if there is a chance they could be identified, by their peers or colleagues for example, you need to tell them this.

If you will be showing participants their data to check they are happy with it before you disseminate it e.g. interview transcripts, you should tell them here.

If you are planning to use quotes from participants in dissemination, this increases the likelihood that participants could be identified and therefore you need to let them know that you plan to do this. You also need to include this as a separate statement on the *Participant Consent Form.*

If you are carrying out interviews and planning to record them, you must include this in both the *Participant Information Sheet* and *Consent Form*, including details of how the transcripts will be kept secure.

If you are carrying out an online survey, please refer to the Guidance for Online Surveys on the research ethics website at https://myaru.sharepoint.com/sites/student-learning-assessment/SitePages/research-ethics-and-integrity-information.aspx

You must provide a link to the site’s Privacy Policy and let participants know where the data will be held by the survey provider. If the data will be held outside the European Economic Area (EEA) you need to let participants know about the level of assurance there is for the security of the data.

1. **Are there any possible disadvantages or risks to taking part?**

You should include any possible disadvantages or risks. This includes risk of boredom, fatigue or participants becoming distressed, as well as risks to confidentiality (e.g. the chance of participants being identified from dissemination) and that of physical harm. What will be done to ensure participant’s well-being/safety? (e.g. rest breaks or in the case of serious effects, the study must be stopped immediately). You should also state that agreement to participate in the study does not affect participant’s legal rights.

1. **What are the likely benefits of taking part?**

It is unlikely that there will be any direct benefits to participants and this must be made clear. The study may yield some useful information but be careful not to make claims that the research is very important or may lead to changes in the field (unless this is the case). For Undergraduate/Masters research the main benefit is likely to be educational.

1. **Can I withdraw at any time, and how do I do this?**

Participants need to be informed that they can withdraw from the study at any time and without giving a reason. You need to take into account that participants may not feel comfortable telling you directly that they would no longer like to take part in your research and give them other options (e.g. emailing you) to let you know. Also, will the data you have collected from the participant up to that point be useful? If so, you must have permission from participants to use this data. Therefore, you can give participants the option to withdraw from the study and have their data removed or to withdraw, but still be happy for you to use any anonymised data that you have collected up to that point. You should also make it clear to participants the last approximate time it will be possible to withdraw their data, given it will not be possible once you have written the research up for your degree or published findings.

It must also be made clear to participants that they do not have to answer any questionnaire or interview questions they do not wish to.

1. **What will happen to my data?**

You need to include the below if your research involves the EEA. It is not mandatory if not, but you are still strongly advised to use it.

|  |
| --- |
| **Our general privacy notice explaining our use of your personal data for research purposes is available here:**  <https://www.aru.ac.uk/privacy-and-cookies/research-participants>  **Please visit this link for information about how long we keep your data, how we keep your data secure, how you can exercise your rights over your data, and make a complaint over our use of your data.** |

1. **Can I withdraw my data from the study?**

Choose the appropriate option below:

1. The information I collected from you was anonymous. This means that I won’t be able to remove your data, because I won’t know which belongs to you.
2. I can only remove your data if you ask me before I anonymise it. After this, I won’t know which is your data so will not be able to do this.

For pseudoanonymised data and when using the minimum amount of personal data required:

I will be able to remove your data up to the point when I start to analyse it, which will be approximately (give date).

1. **Whether there are any special precautions you must take before, during or after taking part in the study**

Let participants know if there is anything they need to do.

1. **Will I pass onto anyone else what you have told me?**

If there is any information that participants may tell you that you would need to disclose to someone else (e.g. if you feel they are at risk, if they reveal anything of an illegal nature or if you are researching in an organisation and they reveal anything of an unprofessional nature) you need to state this on the participant information sheet. For further information, please to the Code of Practice for Applying for Ethical Approval at ARU.

1. **Summary of research findings**

It is good practice to send participants a summary of research findings wherever possible. This would be a summary rather than their individual results. If you will do this, explain the process via which this will happen.

1. **Contact details for complaints**

If participants have any complaints about the study, they should be encouraged to speak to you or your Supervisor (for students) in the first instance to try and reach an informal resolution. They should also, however, be given access to details about ARU’s complaints procedure.

Email address: [complaints@aru.ac.uk](mailto:complaints@aru.ac.uk)

Postal address: Office of the Secretary and Clerk, ARU, Bishop Hall Lane, Chelmsford, Essex, CM1 1SQ.

Students from Associate Colleges need to check what their procedures for complaints are and provide details to participants.

**Version control**

Your participant information sheet, consent form and other documents should have a version number and date. This is in order that should any changes be required by the ethics committee, it is clear which documentation has ethical approval.

PARTICIPANTS SHOULD BE GIVEN A COPY OF THIS TO KEEP,

TOGETHER WITH A COPY OF THE CONSENT FORM.

Date 17 September 2019

V1.15

Updated 19 October 2021

Version 1.16

# **PARTICIPANT CONSENT FORM**

Th

**NAME OF PARTICIPANT:**

Title of the project:

Main investigator and contact details:

Members of the research team:

1. I agree to take part in the above research. I have read the Participant Information Sheet (add date and version number of Participant Information Sheet) for the study.

I understand what my role will be in this research, and all my questions have been

answered to my satisfaction.

2. I understand that I am free to withdraw from the research at any time, without giving a reason.

3. I am free to ask any questions at any time before and during the study.

4. I understand what information will be collected from me for the study

5. For the purposes of the Data Protection Act (2018), if this project requires me to produce personal data, I have read and understood how ARU (or name of institution of based at another organisation) will process it.

6. I understand that some information will be collected from existing records held about me (delete if not applicable)

7 I understand what will happen to the data collected from me for the research.

8. I have been told about any disadvantages or risks regarding me taking part (delete if not applicable)

9. I understand that quotes from me may be used in the dissemination of the research (delete if not applicable).

10. I understand that the interview will be recorded (delete if not applicable).

11. I have been informed how my data will be processed, how long it will be kept and when it will destroyed.

12. I have been provided with a copy of this form and the Participant Information Sheet (add date and version number)

Name of participant (print)…………………………

Signed………………..….

Date………………

For some disciplines, it may be appropriate to have a signature of a witness.

PARTICIPANTS MUST BE GIVEN A COPY OF THIS FORM TO KEEP

ADD DATE AND VERSION NUMBER OF CONSENT FORM.

--------------------------------------------------------------------------------------------------------------------------

**I WISH TO WITHDRAW FROM THIS STUDY.**

If you wish to withdraw from the research, please speak to the researcher or email them at (add email address) stating the title of the research or send them this withdrawal slip.

You do not have to give a reason for why you would like to withdraw.

Please let the researcher know whether or not you are happy for data that has been collected up to this point to still be used. You are completely free to ask for any data to also be removed should you wish it to be, as long as the data is not anonymised. When data is anonymised, it means personal data relating to it has been permanently removed, so the researcher will not know which belongs to you.

Date 24.07.19

V1.6

Date 19.10.21

V 1.7

# **ETHICS QUIZ CERTIFICATE**

Please insert a screenshot of the certificate from Learnsworld (<https://anglia-ruskin-university.learnworlds.com/course?courseid=researchprofethics> ) showing that you have completed the mandatory training and passed the exit quiz.

# **LETTER FROM ORGANISATION FOR RESEARCH PERMISSION**

Please insert a scanned copy (image) of the letter obtained from the gatekeeper granting permission.

1. Email [FST-Biologicalsafety.GMO@aru.ac.uk](mailto:FST-Biologicalsafety.GMO@aru.ac.uk)for further information.

   2 As above. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)
3. For any research involving human material you must contact [ARU-HBMC@aru.ac.uk](mailto:ARU-HBMC@aru.ac.uk) for further guidance on how to proceed. [↑](#footnote-ref-3)
4. The Counter Terrorism and Security Act (2015) and Terrorism Act (2006) outlaws web posting of material that encourages or endorses terrorist acts, even terrorist acts that have occurred in the past. Sections of the Terrorism Act also create a risk of prosecution for those who transmit material of this nature, including transmitting the material electronically. The storage of such material on a computer can, if discovered, prompt a police investigation. Visits to websites related to terrorism and the downloading of material issued by terrorist groups (even from open-access sites) may be subject to monitoring by the police. Storage of this material for research purposes may also be subject to monitoring by the police. Therefore, research relating to terrorism, or any other research that could be classified as security-sensitive (for example, Ministry of Defence-commissioned work on military equipment, IT encryption design for public bodies or businesses) needs special treatment. If you have any doubts about whether your research could be classified as security-sensitive, please speak to your FREP Chair. [↑](#footnote-ref-4)
5. Special category data is defined as personal data which reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a person, and data concerning health or data concerning a person’s sex life or sexual orientation. [↑](#footnote-ref-5)
6. Where required, UG or PGT students must submit confirmation with this form that they have passed the online ethics training:

   For Science and Engineering, Health Education Medicine and Social Care, and Social Sciences: https://anglia-ruskin- university.learnworlds.com/course?courseid=researchethics

   Or for Business and Law, Arts and Humanities: <https://anglia-ruskin-university.learnworlds.com/course?courseid=researchprofethics> [↑](#footnote-ref-6)
7. For research conducted at ARU including University Centre Peterborough and College of West Anglia, go to<https://myaru.sharepoint.com/sites/student-office-for> for the relevant guidance. Students at other institutions must follow local processes. [↑](#footnote-ref-7)
8. For details go to [https://myaru.sharepoint.com/:b:/s/student-share/EaJia8aoLOBMopoyKYQvzcIBF65UYJeIwCKACIsv2TGenA?e=JDfnBb](file:///C:/:b:/s/student-share/EaJia8aoLOBMopoyKYQvzcIBF65UYJeIwCKACIsv2TGenA?e=JDfnBb) [↑](#footnote-ref-8)