

STAFFORDSHIRE UNIVERSITY
FAST-TRACK ETHICAL APPROVAL FORM (STAFF)
Faculty of Business & Law

Title of project _____

Name of researcher(s) _____

Date _____

Please seek guidance from the Chair of your Faculty Ethics Committee if you are uncertain about any ethical issue arising from this application.

		YES	NO	N/A
1	Will you describe the main procedures to participants in advance, so that they are informed about what to expect?			
2	Will you tell participants that their participation is voluntary?			
3	Will you obtain written consent for participation?			
4	If the research is observational, will you ask participants for their consent to being observed?			
5	Will you tell participants that they may withdraw from the research at any time and for any reason?			
6	With questionnaires and interviews, will you give participants the option of omitting questions they do not want to answer?			
7	Will you tell participants that their data will be treated with full confidentiality and that, if published, it will not be identifiable as theirs?			
8	Will you give participants the opportunity to be debriefed i.e. to find out more about the study and its results?			

If you have ticked **No** to any of Q1-8, you should complete and submit the Full Ethics Approval Form

		YES	NO	N/A
9	Will your project deliberately mislead participants in any way?			
10	Is there any realistic risk of any participants experiencing either physical or psychological distress or discomfort?			
11	Is the nature of the research such that contentious or sensitive issues might be involved?			

If you have ticked **Yes** to 9, 10 or 11 you should complete the Full Ethics Approval Form. In relation to question 10 this should include details of what you will tell participants to do if they should experience any problems (e.g. who they can contact for help). You may also need to consider risk assessment issues.

		YES	NO	N/A
12	Does your project involve work with animals?			
13	Do participants fall into any of the following special groups? Note that you may also need to obtain satisfactory CRB clearance (or equivalent for overseas students).	Children (under 18 years of age)		
		People with communication or learning difficulties		
		Patients		
		People in custody		
		People who could be regarded as vulnerable		
People engaged in illegal activities (e.g. drug-taking)				

14	Does the project involve external funding or external collaboration where the funding body or external collaborative partner requires the University to provide evidence that the project had been subject to ethical scrutiny?			
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If you have ticked **Yes** to 12, 13 or 14 you should complete and submit the Full Ethics Approval Form There is an obligation to bring to the attention of the Faculty Ethics Committee any issues with ethical implications not clearly covered by the above checklist.

If you have ticked **Yes** to 13 and your participants are **patients** you should follow the Guidelines for Ethical Approval of NHS Projects

PLEASE PROVIDE THE DETAILS REQUIRED IN SUPPORT OF YOUR APPLICATION. THEN SIGN THE FORM.

Please tick

I consider that this project has no significant ethical implications requiring a full ethics submission to the Faculty Ethics Panel	
Give a brief description of participants and procedure (methods, tests used etc) in up to 150 words.	

Signed..... Print Name..... Date.....
(Lead Researcher)

PLEASE FORWARD A COPY OF THIS FORM TO THE CHAIR OF YOUR FACULTY ETHICS PANEL

Form Received by Chair of Faculty Ethics Panel

Signed..... Print Name..... Date.....
(Chair, Faculty Ethics Panel)