

UNIVERSITY OF CAMBRIDGE
CENTRE FOR BUSINESS RESEARCH

Application for ethical approval of a research project
Part I- Personal Information form- To be completed by the applicant

Question 1: Title of the study

Question 2: Primary applicant

Notes: The primary applicant is the name of the person who has overall responsibility for the study. Include their appointment or position held and their qualifications.

Question 3: Department and Contact Details of Primary applicant

Question 4: Co-applicants

Notes: List the names of all researchers involved in the study. Include their departmental affiliations, appointment or position held and their qualifications. For research students, please include the name, department and contact details of your supervisor.

**Part II- Application for ethical approval of a Research Project Proforma
(To be completed by applicant for circulation to the Ethics Committees)**

1. Briefly describe the purpose of the research. (Please attach any detailed research proposal, if submitted or to be submitted for grant application)

2. Briefly describe the method and procedure. (Please attach interview schedules, questionnaires, etc). Include information about:
(a) personal questions, interview schedules, questionnaires
(b) duration and frequency of assessment sessions

3. Describe any discomfort or inconvenience to which participants may be subjected. Include information about:

- (a) procedures that for some people could be physically stressful or might impinge on the safety of participants,
- (b) procedures that for some people could be psychologically stressful.

Indicate the steps you will be taking to mitigate any resulting risks to participants.

**4. (a) Who will the participants be?
(b) How will they be recruited?**

5. Will participants be paid? If so, how much?

6. What will participants be told about the study? (Please attach a Participant Information Sheet)

- (a) aims
- (b) procedures

7. What information about the research procedure or the purposes of the investigation will be withheld (if anything)?

8. When will consent be obtained? (Please attach a Participant Consent form)
(a) Prior to the investigation? OR At the time of the investigation?
(b) Will consent be verbal OR written OR electronic via computer? (if not written, please justify this)
(c) Will consent be personal OR third party on behalf of the participant?
(d) Will personally identifiable information be made available beyond the research team? If so, to whom, and how will consent be obtained for use of personal information?

9. At the end of the research, what will participants be told about the investigation? Include (a) debriefing, (b) ways of alleviating any distress that might be caused by the study and (c) ways of dealing with any problem relating to the focus of the study that may arise.

10. Has the person carrying out the project had previous experience of the procedures to be used? If not, who will supervise that person?

11. Public indemnity insurance would normally be provided by the University's insurance for persons employed by them or working in their institutions. If you do not have appropriate institutional affiliation, how will you provide public indemnity insurance, including insurance against non-negligent injury to participants?

12. Data Protection

If data is to be analysed or stored on a computer, you must make arrangements to comply with relevant data protection legislation (including the GDPR as implemented in UK law). For relevant information on legal requirements, see the University's guidance, here: <https://www.research-integrity.admin.cam.ac.uk/academic-research-involving-personal-data>.

Please indicate below your general approach to compliance with data protection rules, noting how far you intend to use either the research purposes or academic expression exemption, and answer the specific questions relating to the exemptions, intended uses of data, and whether or not the project will involve high risk data processing.

General approach to data protection:

For projects involving the research purposes exemption:

I confirm that the use of personal data is necessary and proportionate for the aims of the study: **Yes/No**

For projects involving the academic expression exemption:

I confirm that the use of personal data is necessary and proportionate for the aims of the study and/or there is a reasonable belief that the application of these standard UK GDPR expectations would be incompatible with the academic purpose(s): **Yes/No**

For all projects:

- (a) From whom is it expected that personal data will be collected?
- (b) What types of personal data will be collected?
- (c) Will personal data be shared outside the research team?
- (d) Will any personal data will be shared or stored in services located outside the UK or the EEA?
- (e) How long will personal data will be retained?
- (f) By what criteria will the retention of data be determined?
- (g) What security measures will be in place to protect personal data? Please note here the terms of the CBR's Data Protection Policy, available at:
<https://www.cbr.cam.ac.uk/research/research-ethics/>.
- (h) Have you considered whether the project gives rise to *very high risk personal data processing*? Please refer here to the University's criteria for determining if there is a very high risk:

https://www.research-integrity.admin.cam.ac.uk/files/urec_approved_criteria_of_very_high_risk_data_processing_section_e.pdf

The project meets the criteria for very high risk data processing: **Yes/No**

13. Research conducted by students:

- a. Has the student received appropriate training in conducting research with these subjects?
- b. Please outline the involvement of the supervisor in overseeing the conduct of this research?
- c. The Committee assume that any application relating to a research or investigation project which forms part of a taught course has been discussed with the Head of Department. Please enclose confirmation from the Head of Department which will then be sent to the Ethics Committee.

14. Signature of applicant

Date:

15. Signature of Head of Department

Date:

Attachments

These may include: a summary of the project; a sample aide memoire; a sample contact letter; a participant information sheet; a participant consent form.