**DSO/6 – Ethics Application Form: Doctoral Students**

*All students that use research methods to collect data from human participants are required to gain ethical approval before starting. Please answer all relevant questions. Your form may be returned if incomplete. Please write your responses in terms that can be understood by a lay person.*

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| **Section 1: Project Details** | | | | | | | | | | | |
| 1. Project title | | | | |  | | | | | | |
| 1. Student ID number | | | | |  | | | | | | |
| 1. Student name | | | | |  | | | | | | |
| 1. Supervisor | | | | |  | | | | | | |
| 1. Advisory committee members | | | | |  | | | | | | |
| 1. Department | | | | |  | | | | | | |
| 1. Faculty | | | | |  | | | | | | |
| 1. Intended research start date | | | | |  | | | | | | |
| 1. Intended research end date | | | | |  | | | | | | |
| 1. Funder (if applicable) | | | | |  | | | | | | |
| 1. Funding confirmed? | | | | |  | | | | | | |
| 1. Country fieldwork will be conducted in | | | | |  | | | | | | |
| 1. All research projects at the University of Nicosia are required to specify a professional code of ethics according to which the research will be conducted. Which organisation’s research code will be used? | | | | |  | | | | | | |
| 1. Has this project been considered by another (external) Research Ethics Committee? | | | | | Yes | | | | No ⇒ go to Section 2 | | |
|  | | | | | If so, please insert the name of the committee, the date on which the project was considered, and attach the approval letter in either hard or electronic format with this form. | | | |  | | |
|  | | | | | External Committee Name: | | | | Date of Approval: | | |
| ⇒If your project has been externally approved please go to Section 8 Attachments. | | | | | | | | | | | |
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|  | | | | | | | | | | | |
| **Section 2: Research Summary** | | | | | | | | | | | |
| Please provide an overview of your research. This can include some or all of the following: purpose of the research, aims, main research questions, research design, participants, sampling, data collection, reporting and dissemination. It is expected that this will take approximately 200-300 words, and you may write more if you feel it is necessary. | | | | | | | | | | | |
| **Section 3: Research Participants (Tick all that apply)** | | | | | | | | | | | |
| Early years/pre-school  Primary School age 5-11  Secondary School age 12-16  Young people aged 17-18 | | | | | | Unknown  Advisory/consultation groups  No participants  Adults please specify below | | | | | |
|  | | | | | | | | | | | |
| **Section 4: Research Methods (Tick all that apply)** | | | | | | | | | | | |
| Interviews  Focus groups  Questionnaire  Action research  Observation  Literature review | | | | | | Controlled trial/other intervention study  Use of personal records  Systematic review  Secondary data analysis  Other, give details: | | | | | |
|  | | | | | | | | | | | |
| **Section 5: Systematic Reviews (Only complete if systematic reviews will be used)** | | | | | | | | | | | |
| Will you be collecting any new data from participants? | | | | | | Yes | | | | No | |
| Will you be analysing any secondary data? | | | | | | Yes | | | | No | |
|  | | | | | | | | | | | |
| **Section 6: Secondary Data Analysis (Only complete if secondary data analysis will be used)** | | | | | | | | | | | |
| 1. Name of dataset/s | | | | | |  | | | | | |
| 1. Owner of dataset/s | | | | | |  | | | | | |
| 1. Are the data in the public domain? | | | | | | Yes | | | | No | |
|  | | | | | | If no, do you have the owner’s permission/license? | | | | | |
|  | | | | | | Yes | | | | No\* | |
| 1. Are the data anonymised? | | | | | | Yes | | | | No | |
|  | | | | | | Do you plan to anonymise the data?  Yes No\* | | | | | |
|  | | | | | | Do you plan to use individual level data?  Yes\* No | | | | | |
|  | | | | | | Will you be linking data to individuals?  Yes\* No | | | | | |
| 1. Are the data sensitive (DPA definition)? | | | | | | Yes\* | | | | No | |
| 1. Will you be conducting analysis within the remit it was originally collected for? | | | | | | Yes | | | | No\* | |
|  | | | | | | Was consent gained from participants for subsequent/future analysis?  Yes No\* | | | | | |
|  | | | | | | Was data collected prior to ethics approval process?  Yes No\* | | | | | |
|  | | | | | | | | | | | |
| **Section 7: Ethical Issues** | | | | | | | | | | | |
| What are the ethical issues which may arise in the course of this research, and how will they be addressed? Please consider / address ALL issues that may apply. It is expected that this will take approximately 200-300 words, and you may write more if you feel it is necessary. | | | | | | | | | | | |
| • | Potentially vulnerable participants | | • | Informed consent | | | • | Data sharing/encryption | | | |
| • | Safeguarding/child protection | | • | Assent | | | • | Data documentation | | | |
| • | Risks to participants and/or researchers | | • | Methods | | | • | Data management plan | | | |
| • | International research | | • | Confidentiality | | | • | Data protection | | | |
| • | Sensitive topics | | • | Anonymity | | | • | Reporting | | | |
| • | Sampling | | • | Data storage/security | | | • | Dissemination and use of findings | | | |
|  | | | | | | | | | | | |
| **Section 8: Attachments (Please attach the following items to this form, or explain if not attached)** | | | | | | | | | | | |
| 1. Further information about the work | | | | | | | Yes | | | | No |
| 1. Approval letter from external Research Ethics Committee, if applicable | | | | | | | Yes | | | | No |
| 1. Information sheets and other materials to be used to inform potential participants about the research | | | | | | | Yes | | | | No |
|  | | | | | | | | | | | |
| **Section 9 Declaration** | | | | | | | | | | | |
| *I confirm that to the best of my knowledge this is a full description of the ethics issues that may arise in the course of this project.* | | | | | | | | | | | |
| Name | |  | | | | | | | | | |
| Date | |  | | | | | | | | | |

*Please submit your completed ethics form to your supervisor/course administrator.*

**DEPARTMENTAL USE**

If a project raises particularly challenging issues, or more detailed review

|  |  |
| --- | --- |
| **Reviewer 1** | |
| Supervisor name |  |
| Supervisor comments |  |
| Supervisor signature |  |
|  |  |
| **Reviewer 2** | |
| Advisory committee member name |  |
| Advisory committee member comments |  |
| Advisory committee member signature |  |
| Decision |  |
| Date decision was made |  |
| **Decision**  Date decision was made  Decision | Approved and reported to REC |
| Referred back to applicant and supervisor |
| Referred to REC for review |
|  |  |
| **Recording** | Recorded in the student information system |

*Once completed and approved, please send this form and associated documents to your supervisor*