

## School of Law

### Project Title, Ethics and Risk Assessment

The purpose of this form is to confirm that supervisor and student have agreed on an appropriate title for the student's project and addressed any ethical considerations or fieldwork practicalities raised by the research. When approved by the relevant signatories listed at the end of this statement (p4.), the form will be submitted to the appropriate Programme Administrator.

After submission of the form, students may still change the title of their project with the agreement of their supervisor. If a change to title has ethical or risk implications however then the form should be resubmitted, this should also be indicated.

#### Section A. Student details /identification of the person responsible for the research

<b>Family name:</b>	
<b>First name:</b>	
<b>Student ID (quoted on library/ swipe card):</b>	
<b>Email address:</b>	
<b>Name of supervisor(s):</b>	
<b>Programme (MRes/MA PhD etc):</b>	
<b>Year of study:</b>	
<b>Full/part-time:</b>	
<b>Title of project:</b>	
<b>Project start and end dates</b>	

## Section B: Project details

Brief description of the project (maximum 500 words). This should include the following:

- Aims and objectives of the project (This should not be a theoretical or intellectual rationale);
- The research methods;
- Description of the participants and how they will be recruited – do they include any vulnerable groups such as elderly people or children?
- How informed consent will be obtained;
- What your interactions with research participants will consist of (i.e. what you will actually do with them and in what contexts);
- What data will be collected;
- How the confidentiality/anonymity of data will be ensured;
- How data will be stored.

Please also **attach your participant information sheet** and the **participant consent form** (see appendices of the template for guidance).

*Please continue on a separate sheet if necessary*

## Section C: Risk assessment

A risk assessment is simply a careful examination of anything that may cause harm to you or others during the course of your project. Once you and your supervisor have identified the risks, you will then be able to decide upon the most appropriate action to take to minimise the likelihood of anyone being hurt. The aim is to prevent accident and illness. **Risk assessment of all activities is required by law.**

Guidance documents are available to help your supervisor conduct a risk assessment, which provide a completed risk assessment covering the typical risks that they need to think about. There are generic risk assessments for students conducting research as detailed below. If your project does not fit within the pre-completed templates then a risk assessment will have to be completed which your supervisor will be able to help you with.

Please tick (✓) one box (there is **no need to print out** or submit a copy of the generic assessments:

	The proposed research does <b>not</b> involve any fieldwork but complies with the School Generic Risk Assessment A: On Campus Working. I confirm I have read and understood this assessment.
	The proposed research <b>does</b> include a period of fieldwork, but complies with the School Generic Risk Assessment B: Off Campus work in the UK. I confirm I have read and understood this assessment.
	The proposed research <b>does</b> include a period of fieldwork, but complies with the School Generic Risk Assessment C: Off Campus work overseas. I confirm I have read and understood this assessment.
	The proposed research <b>does</b> include a period of fieldwork, but falls outside of the School's Generic Risk Assessments and therefore <b>I have completed and attached a full risk assessment for approval.</b>

## Criminal Records Bureau (CRB) Checks

If you are carrying out research with children/young adults under the age of 18 or with vulnerable adults (for example adults with learning or physical difficulties, older people) then you will need to have a CRB check to confirm that it is safe for you to carry out this work. If you are an overseas student then this will be a Police Check from your home country. For CRB checks please contact: [deborah.nash@manchester.ac.uk](mailto:deborah.nash@manchester.ac.uk) If your research involves adults that cannot consent for themselves then you need to get approval from an NHS Research Committee. See below.

## NHS ethics approval

Where you will be conducting research involving NHS patients or staff, or working on NHS premises, or **conducting research involving adults who cannot consent themselves due to limited mental or physical capacity** then approval must be sought via an NHS Research Ethics Committee. The relevant form can be obtained from IRAS (Integrated Research Assessment Service). <https://www.myresearchproject.org.uk/> The University Research Office can provide help and guidance with completing an IRAS form. NB This process can take a considerable length of time to complete (42 days for approval in most cases).

## Section D: Nature of the project and ethics approval

Please tick (✓) one box

Is the proposed project:	Yes	Action
Primary research involving human participants - this includes gathering or/and holding data in any form (i.e. interviews, surveys, observations) which conforms to the template for Ethics Approval for Student Research Projects with Consenting Adults for studies within the EU		Please sign declaration in section E below
Primary research involving human participants - gathering or/and holding data in any form (i.e. interviews, surveys, observations) which conforms to the template for Ethics Approval for Student Research Projects with Children and Young Adults for studies within the EU		Please sign declaration in section E below
Primary research involving human participants that is being carried out outside the EU		Complete UREC Ethical Approval Form
Primary research involving human participants - gathering or/and holding data in any form (ie interviews, surveys, observations) which does not conform to the template		Complete UREC Ethical Approval Form
Primary research involving human participants - which is NHS related or involves adults not able to give consent.		Complete IRAS form.
The research is secondary data research.		Ethical approval is not required . Please sign declaration in section E below

## Section E: Declaration

Please tick (✓) to show you understand the approval granted:

	Please confirm that you have read and understood the School's Ethics Policy, Protocol and template for <b>Ethics Approval for Student Research Projects with Consenting Adults</b> and that your project falls within the parameters described in the template and that you have been CRB checked (Police checked if an overseas student) if appropriate.
	Please confirm that you have read and understood the School's Ethics Policy, Protocol and template for <b>Ethics Approval for Student Research Projects with Children and Young Adults</b> and that your project falls within the parameters described in the template and that you have been CRB checked (Police checked if an overseas student) .
	Please confirm that your research is secondary data research.

<b>Signature (Student)</b>		<b>Date</b>	
<b>Signature (Supervisor)*</b>		<b>Date</b>	

*\*Supervisor signature confirms that the student has the relevant experience, knowledge and skills to carry out the research in an appropriate manner and ethical issues have been adequately addressed.*

## Section F: Approval

**The Head of School has delegated approval to the relevant Head of Discipline Area or Director or Deputy Director of Research (as appropriate)**

Please tick (✓) one box

	<p>You are free to undertake your research providing you abide by the following conditions:</p> <ul style="list-style-type: none"><li>- You must work to the information contained in the School's template for Ethics Approval for Student Research Projects with Consenting Adults.</li><li>- If your research alters at any time before submission to depart from the School's template for Ethics Approval for Student Research Projects with Consenting Adults, then this approval is revoked and you must speak immediately to your supervisor.</li></ul>
	<p>You are free to undertake your research providing you abide by the following conditions:</p> <ul style="list-style-type: none"><li>- You must work to the information contained in the School's template for Ethics Approval for Student Research Projects with Children.</li><li>- If your research alters at any time before submission to depart from the School's template for Ethics Approval for Student Research Projects with Children, then this approval is revoked and you must speak immediately to your supervisor.</li></ul>
	<p>You are free to undertake your research which is secondary data research providing you abide by the following conditions:</p> <ul style="list-style-type: none"><li>- Have appropriate permissions for use of any documentary or media data.</li><li>- That the research will be conducted in accordance with copyright law and, will avoid plagiarism, as with any other academic study.</li></ul>

**I confirm that this project falls within the parameters described in School's template for Ethics Approval for Student Research Projects with Consenting Adults or the School's template for Ethics Approval for Student Projects with Children and Young Adults or is research which does not involve human participants and therefore does not require ethical approval.**

<b>Name</b>			
<b>Signature</b>		<b>Date</b>	

**I confirm that this project needs approval either by UREC or IRAS.**

<b>Name</b>			
<b>Signature</b>		<b>Date</b>	