

Appendix 2

Application for Certificate of Ethical Approval

Name of Applicant (This should be the lead researcher)	
Name(s) of additional researcher(s) or Project Supervisor in the case of a postgraduate student	
Discipline	
Title of project	
Timeframe of research Provide a brief timetable of the proposed research, particularly indicating data collection phase(s).	
Purpose of research Provide a summary of the research, written in terms that a non-specialist would understand	
Justification for the research Indicate the contribution to knowledge, policy, practice and/or peoples' lives that the research is anticipated to make	
Participants in the research Provide details of the population to be studied, and sampling procedures to be used	
Recruitment procedures This should include an explanation of any incentives and/or compensation (financial or otherwise) to be offered to participants	
Informed consent Outline the information that will be provided to potential participants, and procedures for gaining consent (if this will be in printed form, please supply copy of same)	
Methods Outline the methods that will be used for data collection and analysis	

<p>Confidentiality, anonymity, data storage and disposal Provide an explanation of any measures that will be put in place to preserve confidentiality and anonymity, including an explicit explanation of data storage and disposal plans. (Note that there may be a need to store data for some years after completion of the project.)</p>	
<p>Ethical considerations and potential risks to participants Where potential risks to participants may be present, explain any steps that will be taken to minimize these.</p>	
<p>Published ethical guidelines to be followed Identify professional code(s) of practice and/or ethical guidelines relevant to the subject domain of the research.</p>	
<p>Signature of applicant: <i>I declare that I have read the Ethics Policy and will follow the guidelines therein:</i></p>	<p>Signature: Date:</p>
<p>Signature of the Chair of the School's Ethics Committee <i>In my capacity as Chair of the School's Ethics Committee, I confirm that this project has been approved by the School's Ethics Committee</i></p>	<p>Signature: Date:</p>