# Section 4: Application for Ethical Approval

Who should complete this form?

The Human Biology Research Ethics Committee considers applications for ethical approval for research programmes in human biology. Studies involving patients attending NHS clinics or administration of controlled or prescription pharmaceuticals or devices would normally seek ethical approval via the National Research Ethics Service. If you would like further advice on the suitability of a project for review, use the contact addresses given below.

How is the form completed?

Answer all questions using the notes as guidance. Keep all responses to questions within the boxes. There is no limit to the length of responses; the boxes will expand to accommodate the text. However, be brief but precise. Clarity is important to effective and timely ethical review.

Any supporting information (e.g. questionnaires, advertising materials, Information Sheets, Consent Forms) should be clearly labelled as appendices to the application form and referred to as appropriate in responses to questions.

The primary applicant or any of the co-applicants can complete the form, although the Corresponding Applicant will be the first point-of-contact for communication between the Committee and the study team.

The Committee assumes that any application relating to a study that forms part of a taught course has been discussed with the Head of Department. Copies of all correspondence from the Committee relating to such applications will also be sent to the Head of Department.

All applicants must sign and date the form. Electronic signatures or scanned images of signatures are acceptable. Ink signed signatures should be scanned and submitted with the application form.

Once complete where is the form submitted?

Completed application forms and appendices can be emailed to: Cheryl.Torbett@admin.cam.ac.uk or sent on digital media (e.g. CD, DVD) to: The Administrator of the Human Biology Research Ethics Committee, School of the Biological Sciences, University of Cambridge, 17 Mill Lane, Cambridge CB2 1RX.

If you have any queries regarding submission contact: Cheryl.Torbett@admin.cam.ac.uk

or telephone: 01223 766894.

What happens next?

Refer to the web-site of the Human Biology Research Ethics Committee (<http://www.bio.cam.ac.uk/sbs/hbrec/>) for information on the review process and time-lines for ethical approval.



COUNCIL OF THE SCHOOL OF THE BIOLOGICAL SCIENCES

Human Biology Research Ethics Committee

**Question 1: Title of the study**

*Notes: The title should be a single sentence*

**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. Primary applicants cannot be research students or junior research assistants. For studies where students and/or research assistants will undertake the research, the primary applicant would normally be their supervisor.*

*The Primary applicant and all co-applicants are required to declare any personal or professional conflict of interest they have that is relevant to the study and any actions they have taken or will take to manage the identified conflict of interest.*

**Question 3: Co-applicants**

*Notes: List the names of all researchers involved in the study. Include their appointment or position held and their qualifications*

**Question 4: Corresponding applicant**

*Notes: Give the name of the person to whom correspondence regarding this application is to be addressed. This person should be the primary applicant or one of the co-applicants. An email address for correspondence must be provided.*

**Question 5: In which Department(s) or Research Unit(s) will the study take place?**

*Notes: Indicate where the study procedures will take place as well as the location for the storage and analysis of data. If the study will use National Health Service facilities, give a contact name and address of the Trust R&D office.*

**Question 6: What are the start and end dates of the study?**

*Notes: If exact dates are unavailable, explain why and give approximate dates.*

**Question 7: Briefly describe the purpose and rationale of the research**

*Notes: Attach any detailed research proposals, if they have been submitted or will be submitted to a funding body. Make the objectives of the study clear.*

**Question 8: Who is funding the costs of the study?**

*Notes: Give the name and address of funding bodies or other sponsorship (other than the University of Cambridge) involved in providing resources for the study.*

**Question 9: Describe the methods and procedures of the study**

*Notes: Attach any relevant material (questionnaires, supporting information etc.) as appendices and summarise them briefly here. Include information about any interventions, interview schedules, duration, order and frequency of assessments. It should be clear exactly what will happen to participants. If you are collecting any human tissue samples (for example, saliva, urine, blood, breast milk), please confirm that they will be stored at a location that has an appropriate licence from the Human Tissue Authority.*

**Question 9a: Does the study involve any pharmaceutical or other compounds with physiological effects?**

*Notes:* This includes all compounds licensed under the Medicines Act. However, some compounds may be considered as Investigation Medical Products and studies of them, therefore, as clinical trials (CTIMPs). If there is any ambiguity, investigators should contact the Medicines and Healthcare Products Regulatory Agency (MHRA) for guidance. Include any response from the MHRA in your application.

If “yes”, complete Appendix A

**Question 10: What ethical issues does this study raise and what measures have been taken to address them?**

*Notes: Describe any discomfort or inconvenience that participants may experience. Include information about procedures that for some people could be physically stressful or might impinge on the safety of participants, e.g. noise levels, visual stimuli, equipment. Indicate what procedures are in place if clinically relevant information arises from the study (e.g. from brain scans or questionnaire responses that might indicate that a participant is at risk).*

**Question 11: Who will the participants be?**

*Notes: Describe the groups of participants that will be recruited and the principal eligibility criteria and ineligibility criteria. Make clear how many participants you plan to recruit into the study in total.*

**Question 12: Describe the recruitment procedures for the study**

*Notes: Gives details of how potential participants will be identified or recruited. Include all advertising materials (posters, emails, letters etc.) as appendices and refer to them as appropriate. Describe any screening examinations. If it serves to explain the procedures better, include as an appendix a flow chart and refer to it.*

**Question 13: Describe the procedures to obtain informed consent**

*Notes: Describe when consent will be obtained. If consent is from* ***adult participants****, give details of who will take consent and how it will be done.*

*If you are not obtaining consent, explain why not.*

**Question 14: Will consent be written?**

|  |  |
| --- | --- |
|  Yes/No (delete as appropriate) |  |

*Notes: If* ***yes****, include a consent form as an appendix. If* ***no****, describe and justify an alternative procedure (verbal, electronic etc.) in the space below.*

*Consent forms are in addition to Information Sheets. Consent forms should be written on headed paper and include the name(s), address, contact phone number and email address of someone who can answer any questions or queries from participants. It should then address the following points (with example text):*

*Confidentiality - who will have access to the data?*

*For example: All data will be identified only by a code, with personal details kept in a locked file or secure computer with access only by the immediate research team.*

*What will happen to the study results?*

*For example: Results will be presented at conferences and written up in journals. Results are normally presented in terms of groups of individuals. If any individual data are presented, the data will be totally anonymous, without any means of identifying the individuals involved.*

*Will video or audio tapes be used?*

*For example: Tapes will be identified only by a code, and will not be used or made available for any purposes other than the research project. These tapes will be destroyed at the end of the study*

*Withdrawal from the study*

*For example: You may withdraw at any stage without explanation.*

*Ethical approval*

*The project has received ethical approval from the Human Biology Research Ethics Committee of the University of Cambridge.*

*Participant’s signature*

*End with a statement of agreement for the participant to sign (or exceptionally, to consent to verbally). A copy should be left with the participant.*

**Question 15: What will participants be told about the study? Will any information on procedures or the purpose of study be withheld?**

*Notes: Include an Information Sheet that sets out the purpose of the study and what will be required of the participant as appendices and refer to it as appropriate. If any information is to be withheld, justify this decision. More than one Information Sheet may be necessary.*

**Question 16: Will personally identifiable information be made available beyond the research team?**

*Notes: If so, indicate to whom and describe how consent will be obtained.*

**Question 17: What payments, expenses or other benefits and inducements will participants receive?**

*Notes: Give details. If it is monetary say how much, how it will be paid and on what basis is the amount determined.*

**Question 18: At the end of the study, what will participants be told about the investigation?**

*Notes: Give details of debriefings, ways of alleviating any distress that might be caused by the study and ways of dealing with any clinical problem that may arise relating to the focus of the study.*

**Question 19: Has the person carrying out the study had previous experience of the procedures? If not, who will supervise that person?**

*Notes: Say who will be undertaking the procedures involved and what training and/or experience they have. If supervision is necessary, indicate who will provide it.*

**Question 20: What arrangements are there for insurance and/or indemnity to meet the potential legal liability for harm to participants arising from the conduct of the study?**

*Notes: Insurance would normally be provided by the University's or Medical Research Council's insurance for persons employed by them or working in their institutions. Please contact the appropriate Insurance Office to arrange for insurance. If you do not have an appropriate institutional affiliation, say how you will provide public indemnity insurance, including insurance against non-negligent injury to participants.*

**Question 21: What arrangements are there for data security during and after the study?**

*Notes: Digital data stored on a computer requires compliance with the General Data Protection Regulation; indicate if you have discussed this with your Departmental Data Protection Officer and describe any special circumstances that have been identified from that discussion. Confirm that all applicants have received GDPR training. Say who will have access to participants' personal data during the study and for how long personal data will be stored or accessed after the study has ended.*

**Signatures of the study team (including date)**

*Notes: The primary applicant and all co-applicants must sign and date the form. Scanned signatures are acceptable.*

**Appendix A:** Additional information for studies involving the administration of pharmaceuticals or compounds with physiological effects. Include the study protocol with the application.

**Question A1: Specify the compound(s) to be used in the study**

*Notes: Include the trade name, marketing authorisation product licence holder, its form (for example, capsules, liquid) and concentration, any modifications (for example, over-encapsulation), and any other relevant details. If more than one compound is to be used, give details for each separately.*

**Question A2: How will the compound(s) be used in the study?**

*Notes: Give details of the intended dose, the maximum dose, the frequency of administration, and route of administration.*

**Question A3: What are the known side-effects and interactions with other compounds?**

*Notes: List each of the known side-effects and the corresponding risk of encountering them. Are there any known side-effects with commonly prescribed products, over-the-counter products, foods, and so on?*

**Question A4: What will participants be told about the compound(s)?**

*Notes: Describe what and how participants will be told about the risks of the compound***.**

**Question A5: What procedures are in place to mitigate the risks?**

*Notes: Give details of what emergency procedures are in place. Confirm that a medical qualified person is available when the compound is administered. Will there be an antidote available, and who will administer it? What procedures are in place for follow-up care? If the compound is blinded, how can the blind be broken if necessary?*