#### Appendix 1: Ethics Checklist for Reviewers

GUIDANCE FOR REVIEWERS

This guidance is designed to help you think about the points that need to be addressed in an Ethics proposal. However, this is not an exhaustive list, and applications should also be considered on an individual basis.

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| General considerations The proposal should: | Notes |
| * be focused on an important question and propose the use of appropriate methodology and methods to address this
* provide information about the researcher’s skills and experience
* provide enough detail for you as the reviewer to make an informed decision
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* demonstrate that the applicant takes into account the potential effects of the study on all involved including participants and researcher(s)
* reflect an anti-discriminatory/anti-oppressive approach
* have clear inclusion and exclusion criteria which are reasonable and equitable
* provide explanation about how identified ethical concerns have been appraised, with detail provided as to how these will be managed in the study
* include participant letter, information sheet, project summary, questionnaires and interview schedule (where appropriate)
* ensure participant facing documents will be available in Welsh as well as English to reflect the ‘active offer’ principle
* ensure that participant facing documents use short, familiar words and short sentences; and are they written in simple, non-technical terms that a lay person will easily understand
* include documents that are aligned (e.g. same project title) and with dates and version numbers

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| ParticipantsThe proposal should: | Notes |
| * show how the study is of sufficient importance to warrant the intrusion on the patient population (if the study involves NHS users or those who will be accessed in social care settings)
* address issues of respect and dignity
* show the process of seeking access to potential participants
* show how participants are provided with detail about the study in a way that they will be able to understand
* show what provision will be made for participants who have additional needs (where appropriate)
* consider issues such of burden on the participants (e.g. time, travel, expense)
* acknowledge risk of potential for harm – including distress/upset that might result from participation
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* outline any possibility of coercion or unfair reward from taking part in the study
* show that consent is obtained in accordance to GPDR regulations, and shows how participants can opt in

and out of elements of the study

* consider, that where deception is necessary in a study, how will participants react (\*if the anticipated reaction is negative, then deception is inappropriate)
* consider any effect on the participant’s mood when they leave the study
* indicate if the participant will be able to give feedback on their experience (as participant), and how will this be undertaken (\*the responsibility is the researcher's to provide it, not participants to request it)
* if the study uses a methodology that involves checking emerging findings with participants, show how will this be undertaken in a way that is meaningful to participants
* reflect how participants are made aware of their right to withdraw from the study at any time, including retrospectively, and given clarity about what will happen to any data that relates to them
* provide provision for participants to complain if they are not satisfied with the study/researcher conduct (\*clearly specified on the consent form and participants’ information sheet)

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| * indicate if participants will be informed of any evidence of medical/health problems discovered during the study (if relevant), and provide details of counselling services or patient support groups
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| DataThe proposal should: | Notes |
| * explain how data will be managed and stored to protect participants’ confidentiality, anonymity and personal data (\*including how will this be addressed in the use of job title or roles of staff that might make them identifiable)
* indicate for participants, use (including future use) of any data
* show the measures to be taken to ensure confidentiality and the security of the data (including who has access to data)
* indicate data storage and length of time data held [https://www.bangor.ac.uk/research/staff/policies/CoP%20Assurance%20of%20Academic%20Integrity%20and%20 QA%20in%20RESEARCH.pdf](https://www.bangor.ac.uk/research/staff/policies/CoP%20Assurance%20of%20Academic%20Integrity%20and%20QA%20in%20RESEARCH.pdf)
* illustrate how anonymity will be preserved
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| * indicate how consent will be properly documented
* shows that three copies of the consent form will be required (\*one for the participant, one for the researcher and one for the master file for Governance)
* indicate that the consent process will be conducted in Welsh or English to reflect the ‘active offer’ principle
* explain how the currency of the consent will be assured if a study involves multiple points of data collection
* indicate that, if validated outcome measures are to be used in the study, that participants be provided with Welsh language versions of these measures, where available, in line with the ‘active offer’ principle ([www.micym.org](http://www.micym.org/))
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| RiskThe proposal should: | Notes |
| * highlight if the study involves any vulnerable groups
* include information for participants of any risks incurred by involvement in the study (\*participants must not be
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| required to take risks greater than those involved in everyday life)* state any anticipated risks and explain measures that will be taken to manage and minimize these

(\*the appropriate box (es) on the Ethics Application Form should be ticked to identify the particular category of participants to be recruited)* consider if the potential benefits of the research balance any potential risk to the participants/researcher
* show the process to be taken if untoward factors are uncovered during the research that require follow-up
* indicate the precautions to be taken to ensure researcher(s)’ safety
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| ResearcherThe proposal should: | Notes |
| * indicate how the researcher is involved *as* a researcher, and not as a practitioner, unless appropriate to the study methodology
* indicate if the study involves those that might present a risk to the researcher
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