

Checklist

Required information and considerations for ethics applications

January 2025

This checklist has been designed for applicants and reviewers to be able to check the application is complete and provides sufficient information for a decision to be reached.

If you have any questions about this list, please contact research-ethics@qmul.ac.uk. Please note that the Ethics team cannot review applications prior to submission via QMEthics.

General considerations

Is there enough detail in the application to get a good sense of what the project entails?

Is the project defined in a way that is clear, understandable, and using lay (non-technical) terms?

Is the information specific, and tailored to the project?

Has the researcher thought about the safety of all involved, including themselves?

Are there any obvious gaps, ambiguities, or uncertainty about the project and how it will be carried out?

Is the information given throughout the form consistent? (see: number of participants, withdrawal dates, etc.)

Participant recruitment

How will participants be identified and approached? Are any permissions from gatekeepers necessary to recruit participants?

Will the participants be potentially vulnerable? How will this be addressed?

Are the inclusion and exclusion criteria clearly defined and justified?

How will consent be obtained? Is the method appropriate for the participants and free of coercion?

Can participants withdraw from the research, and if so, what is the withdrawal process?

Are there any risks of harm to participants (physically or mentally)? Have these risks been identified and mitigated?

Can the research potentially uncover any issues (i.e. illegal activity, safeguarding issues...)? How would this be handled?

Data management

What measures have been taken to ensure the confidentiality and security of the participants' personal information?

Who will have access to the data?

Where will the data be stored, and for how long? Is this in line with Queen Mary's policies? If not, why not?

Are there any implications for the Data Protection Act 1998 or GDPR?

Supporting documents

Are all the necessary documents included? (PIS, consent form, questions/topic guides, advertising materials, relevant permissions, etc.)

Are the participant-facing documents clear, in lay-terms, and appropriate for the participant demographic?

Does the participant information sheet give enough information about what the project entails and who is leading it, data management, withdrawal process, and complaint procedures?

Do the questions/topic guides match the information given in the form, including risk level?