Ethics Application Screening Form

College of Medical, Veterinary, and Life Sciences

**A completed copy of this screening form must be included with your application as a supporting document. Your application will not be progressed without a completed screening form. Please work through this form to guide you where to apply and which forms to use for a new application to the MVLS ethics committee. If you have an amendment, please send your request as an email to** **mvls-ethics-admin@glasgow.ac.uk****.**

**Remember when you submit an application to complete all sections or state not applicable.**

**The Signed Name Section must be completed by the Principal Researcher (and the Supervisor, if different from the Principal Researcher). The name(s) can be typed rather than signed.**

**If your research does not have a participant information sheet or consent form, you will need to upload a blank document or one stating ‘N/A’ to complete submission.**

**Remember to include copies of all participant-facing materials and questionnaires.**

**Where should I apply?**

[ ]  Your research is clinical or involves NHS resources

* **If you ticked this box, you must ensure NHS REC review is not required. If NHS review is not required and your project is research, you must apply to the** [**MVLS ethics committee.**](https://www.gla.ac.uk/colleges/mvls/researchinnovationengagementsupport/collegeethicscommittee/) **Please provide a copy of any relevant correspondence with the NHS Research Ethics Service.**

**If applying to MVLS ethics committee, which form should I use?**

Please tick all boxes below that apply to your research.

[ ]  Your project includes an intervention with potential to significantly alter the student learning experience.

[ ] Your project includes a technique involving incision, piercing of skin, insertion of a device or object, ingestion of medicines or food substances, a psychological treatment, or any other treatment.

[ ]  Your project includes MRI, fMRI, MEG, TMS, tDCS, EEG, fNIRS, or related neuroscience technologies (including Devices, Medical Devices and/or Software).

* **If you ticked ANY combination of the above boxes, this is intervention research and you must use the MVLS ethics application for interventional research. If you did not, continue.**

Please continue on next page

[ ]  Your project involves **only** secondary analysis of an existing dataset and doesn’t collect any new data (including NHS datasets that do not require NHS REC review and datasets which include personal data)

* **If you ticked the above box, you must use the MVLS ethics application for secondary data analysis. If you did not, continue.**

[ ]  Your research involves **only** online surveys

* **If you ticked the above box, you must use the MVLS ethics application for on-line surveys. If you did not, continue.**

[ ]  Your research involves face to face surveys or interviews; or a behavioral experimental paradigm performed in the lab or online; or teaching / scholarship research not meeting criteria for interventional research.

* **If you ticked the above box, you must use the MVLS ethics application for face-to-face non-interventional research. If you are still unsure which form to use, you can seek advice from the committee.**

**Personal Data**

**Please tick all boxes below that apply to your research.**

[ ]  At any point in your research (including initial recruitment), you will know the names of your participants and/or have any of their contact information, such as phone numbers, email addresses, etc.

[ ]  You will permanently keep names and contact information for your participants but will not include this information in the datasets that you analyse (or in any data sets that you share with other researchers or the public).

[ ]  You will permanently keep names and contact information for your participants in some other manner.

* **If you ticked off ONLY THE FIRST BOX above, then you will be collecting personal data only for recruitment (and then discarding it). You should be clear in your application, and to participants, when you plan to destroy these data.**
* **If you also ticked off the SECOND box, then you’ve collected and stored PSEUDONOMOUS data, considered personal data by the Data Protection Act (see the definition** [**here**](https://www.gla.ac.uk/myglasgow/dpfoioffice/a-ztopics/anonvspseudodata/#pseudonymousdata)**).**
* **If you checked either the SECOND or THIRD BOX, you must include a Data Protection Impact Assessment (DPIA), a Data Management Plan (DMP), and a Privacy Statement (PS) with your application. If the data you are collecting are sensitive or protected, your DPIA will need to be reviewed by the Data Office prior to submission to MVLS ethics. The online DPIA materials give more details on this. As for the PS, your participant information sheet should make clear to participants that you will be collecting these types of personal data and inform them how they will be used and stored. You will also have to obtain participants’ consent for doing so in the consent form.** [**Guidance on data protection and data management in general (including DPIA’s) can be found here**](https://www.gla.ac.uk/myglasgow/dpfoioffice/gdpr/)

Please continue on next page

[ ]  You will record participants’ voices and/or faces (both being personal data because they can potentially identify participants) and store these recordings long term.

[ ]  You will transcribe these recordings soon after data collection and discard the recordings, keeping only anonymous transcriptions for analysis.

* **If you ticked off ONLY THE FIRST BOX above, then you will be collecting and storing personal data and must provide a DPIA, a DMP, and a PS with your application. If you ticked THE SECOND BOX, then you will be collecting personal data for the sole purpose of generating anonymous transcriptions (and then discarding the personal data). In this case, a DPIA, DMP, and PS are not strictly required, but in BOTH cases, your participant information must inform participants that you will be collecting these types of personal data and describe how you will use them. You must also obtain participants’ consent for doing so.**

[ ]  You will capture a participant’s life events, experiences, etc. that could identify them to others (regardless of whether captured in text, a recording, transcription, etc.).

* **If you ticked this box, you are collecting personal data and must provide a DPIA, DMP, and PS with your application, inform participants properly, and obtain their consent.**

[ ]  You will capture and store any other personal data from participants that can identify them.

* **If you ticked this box, then you must provide a DPIA, DMP, and PS with your application, inform participants properly, and obtain their consent.**

**Additional Screening Questions**

**Please tick each box below that applies to your research.**

[ ]  Your research participants are below 16 years of age or fall into the “vulnerable groups” category (see definitions [here](https://www.legislation.gov.uk/asp/2007/14/section/94)).

* **If you ticked this box, please be sure to include all relevant forms and permissions (Plan for Children, PVG membership, etc.), where necessary in your application.**

[ ]  Your research participants are students in a course taught by one of the researchers associated with this application.

* **If you ticked this box, please be sure that your research procedure does not coerce student participation (as described here in the guidance of applications related to scholarship and teaching).**

[ ]  There is risk associated with the research procedure described in your application (e.g., physical, psychological, etc.).

* **If you ticked this box, please be sure to disclose all risks fully in your application, information form, and consent form.**

Please continue on next page

**Project Type**

**Please tick off each box below that applies to the research in your application.**

[ ]  This research is for an MSc dissertation or project in Psychology and Neuroscience.

[ ]  This research is for an undergraduate dissertation or project in Psychology and Neuroscience.

* **If you ticked either of the above two boxes, your application will be handled by the appropriate PGR or UG review sub-committee (unless it meets criteria for interventional research above).**

**Suitability for Expedited Review (“Fast Track”)**

[ ]  **Please tick here ONLY IF this application meets ALL of the following criteria:**

* Your research involves only use of either existing data or ‘low risk’ surveys, interviews, or standard behavioural methods.
* Your research participants are ≥ 16 years of age and do not fall into a vulnerable group.
* Your research team does not leave University of Glasgow premises for data collection.
* You do not need to submit a DPIA, DMA, or PS, as specified earlier.
* Your research does not involve deception beyond underspecifying the research hypotheses.
* Each participant is expected to finish the study in no more than one hour in one session.
* Your research protocol does not collect sensitive data from participants (defined [here](https://www.gla.ac.uk/myglasgow/dpfoioffice/a-ztopics/specialcategoriesdata/)) or have any significant risks associated with it (e.g., physical, psychological).
* **If you ticked the above box, your application will be handled in an expedited manner with only a single reviewer and the handling chair.**

End of Screening Form