**Application for ethical approval for technology research**

Applications must be submitted from the departmental ethics committee of any department in the University of Cambridge, or exceptionally, direct from the University Ethics Committee. This form should be forwarded by a relevant departmental administrator – applications will not be accepted direct from the researcher.

For guidance on some of the ethical issues that should be considered in technology research with human participants, [see the information hosted by the School](https://www.tech.cam.ac.uk/research-ethics/school-technology-research-ethics-guidance). These guidelines may assist you in completing this form.

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| **Personal details** |
| 1. **Main applicant**

*The individual with overall responsibility for the project. Please include details of University position, qualifications and any ethics training completed.*  |  |
| 1. **Contact details**

*Address, University e-mail and telephone* |  |
| 1. **Co-applicants**

*Anyone who will have involvement in the research project. Please include details of University position, qualifications and ethics training for each, as well as supervisor name if applicable.*  |  |
| 1. **University Faculty or Department(s)**

*Contact the School of Technology office (**ethics@tech.cam.ac.uk**) before completing this form if the main applicant is not employed by the University of Cambridge.* |  |

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| **Research Project** |  |
| 1. **Project Title**
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| 1. **Proposed start and end dates of project**
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| 1. **Location(s) where the research will be conducted**

*Please be as specific as possible* |  |
| 1. **Funding arrangements**

*Please state sources of funding supporting this research.*  |  |
| 1. **Research aims**

*Please also include your research proposal as a supporting document.* |  |
| 1. **Research Methodology and Techniques**

*Include detail on the regularity of assessment/observation as well as any questionnaires, interview questions or other exercises which require participant engagement. Will participants face any discomfort or stress? How will results be recorded?* |  |
| 1. **Non-proliferation, dual-use and risk of misuse**

*Could your research generate outcomes which may be misused for harmful purposes? Has consideration been given to* [*export controls*](https://www.research-operations.admin.cam.ac.uk/policies/export-control)*?* |  |
| 1. **Ethical Concerns**

*Please outline any ethical issues identified and the (proposed) steps to be taken to mitigate these.* |  |
| 1. **Experience of research team**

*Please outline any related experience and supervisory arrangements.* |  |

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| **Human Participants (where relevant)** |
| 1. **Recruitment**

*How will you identify participants? Will incentives/reward be offered? Please include any recruitment material.**Please state if any children or vulnerable individuals will be involved in the research.* |  |
| 1. **Information provided to participants**

*Will participants be informed of aims and/or methods to be used? When will this detail be provided? Please include participant information sheets and detail any opportunities for further questions.*  |  |
| 1. **Consent**

*How and when will this be obtained? Include details of any third party involvement.*  |  |
| 1. **Feedback to participants**

*Will participants be debriefed? How much information will be provided to participants about the results of the project? Include confirmation of anything to be purposefully withheld and justification. Will participants be supported in dealing with any issues arising from their participation?* |  |
| 1. **Will participants become identifiable outside the research group at any time?**

*How will compliance with Data Protection Act be ensured?*  |  |

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| **Signature of applicants** *This section must be completed by all individuals listed at points 1 and 3 above* |
| *Name* | *Signed* |
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| **Signature of the Chair of the Departmental (or University) Ethics Committee***All applications must be referred to the School by the Chair of the departmental (or University) ethics review body.*  |
| **Signature** |  |
| **Name and email address** |  |

The following table acts as a checklist of necessary supporting documents and actions. When considering your application, the Committee will do so on the understanding that the following actions have been taken. There will certainly be a number of other considerations, actions and approvals to be obtained as part of your research project – this is not an exhaustive list, rather a prompt to ensure that all information relevant to this committee has been reflected in the content of your application.

**Actions**

* Relevant professional guidelines consulted
* [University Good Research Practice](http://www.research-integrity.admin.cam.ac.uk/sites/www.research-integrity.admin.cam.ac.uk/files/good_research_practice_guidelines_11.14.pdf) followed
* Guidance for [Human Participants in Technology and Physical Sciences](https://www.tech.cam.ac.uk/research-ethics/school-technology-research-ethics-guidance) research followed
* Advice sought from departmental or University Data Protection Officer
* Advice sought from the University’s Insurance Section

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| **Supporting Documents** |  |
| Detailed research proposal |  |
| Interview schedules and questionnaires (where appropriate) |  |
| Participant consent form (where appropriate) |  |
| Appropriate risk assessment |  |
| Recruitment material, participant information sheet(s) (where appropriate) |  |

Any additional documentation which you think would help the committee to make a fully informed decision on your application should also be included.

**Please return this completed form with the documents listed above to** **ethics@tech.cam.ac.uk**

The Committee sits on a case by case basis and aims to respond to requests within two months of receipt of all information.

The School maintains an [ethical code of research](https://www.tech.cam.ac.uk/files/ethics_code_for_research.pdf).