

**DE MONTFORT UNIVERSITY  
FACULTY OF BUSINESS AND LAW**

**ADVANCE APPROVAL OF ACTIVITIES INVOLVING HUMAN RESEARCH ETHICS**

**LAW SCHOOL**

**Notice to Staff and Students**

The University requires that advance approval is obtained by members of staff of the University and by students of the University (whether at postgraduate or undergraduate level), who wish to engage in research by:

1. Gathering information about human beings and organisations through:

- Interviewing
- Surveying
- Questionnaires
- Observation of human behaviour
- Modifying/disturbing human behaviour
- Taking human tissue/fluids
- Interfering in normal physiological and/or psychological processes

2. Using archived data in which individuals are identifiable.

3. Researching into illegal activities.

It should be noted that in regard to research into illegal activities there are no exclusions or blanket permissions and the University insurance cover may not apply if the research activity has not been cleared by the University, or, in certain cases with delegated authority, the appropriate Faculty Committee.

4. Supporting innovation that might impact on human behaviour.

Approval will be given by the appropriate designated officer:

Designated Officers

For staff:

Head of the Faculty Research Committee  
(currently Professor Anthony Ferner)

For postgraduate students (research and taught):

Head of Postgraduate Studies  
(currently Professor Elaine Harris)

For undergraduate students:

Course Leader, who may delegate the  
role to the project co-ordinator for the  
diet.

Advance approval for the activities listed above must be obtained by completing a form of the type overleaf and submitting it to the designated officer. The initial vetting of any Human Research Ethics implications and approval for the project may be given by a student's supervisor.

**FACULTY OF BUSINESS AND LAW**

**APPLICATION FOR ADVANCE APPROVAL OF RESEARCH ACTIVITY INVOLVING  
HUMAN RESEARCH ETHICS**

**SCHOOL OF LAW**

**Name of Member of Staff/Research Student/Student**

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**Title of Research Project**

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**Statement of Research Objectives**

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**Statement on Research Procedures and Methodologies**

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**Full details of arrangements for participation of human subjects, including recruitment, consent and confidentiality procedures and documentation**

## HRE Issues Checklist (for completion by designated officer)

*For the purposes of the University's procedures, human research ethics issues arise in respect of the following research procedures:*

1. Gathering information about human beings (and organisations) through:
  - Interviewing
  - Surveying
  - Questionnaires
  - Observation of human behaviour
  - Modifying/disturbing human behaviour
  - Taking human tissue/fluids
  - Interfering in normal physiological and/or psychological processes
2. Using archived data in which individuals are identifiable.
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4. Supporting innovation that might impact on human behaviour.

Approval will be given by the appropriate designated officer.

*In the light of the human research ethics issues identified, does the proposal satisfactorily identify the ways in which the researcher will be dealing with the following (tick boxes for "yes"):*

- ☐ Voluntary participation without inducement and procedures for gaining written consent (consent forms seen by supervisor and accepted);
- ☐ Procedures for providing participants with full awareness of the objectives of the research, the procedures to be followed, and the anticipated outcomes particularly in respect of publication of findings;
- ☐ Provision for all participants of a written description of their involvement in the project, the demands to be made, their rights and how their rights and interests will be protected, particularly in respect of confidentiality, privacy and safety;
- ☐ Information given to participants making them aware of their freedom to withdraw consent and discontinue participation at any time;
- ☐ Establishment of procedures for keeping appropriate records;
- ☐ Proforma for participant to sign acknowledging receipt of the information materials pertaining to the project objectives and intended outcomes.

Do the procedures identified in the proposal necessitate formal risk assessment:

YES/NO

Has the risk assessment been carried out?

YES/NO

**Signature of Researcher/**

**Student:** .....

**Date:** .....

**Signature of Director**

**of Studies/Supervisor:** .....

**Date:** .....

**Signature of Designated**

**Officer:** .....

**Date:** .....