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## Survey name (ID): Combined Ethical Approval Form Version 1.3 (03/09/2014) (753137)

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| Date submitted submitdate                                                                                                                                                                                                                                                                                                                                       | 09/09/2014 11:27:14                             |
| Applicant Details                                                                                                                                                                                                                                                                                                                                               |                                                 |
| Is this approval for a:                                                                                                                                                                                                                                                                                                                                         | Staff Project [A1]                              |
| Name of Principal Researcher:                                                                                                                                                                                                                                                                                                                                   | Niall O'Loughlin                                |
| Please enter your email address                                                                                                                                                                                                                                                                                                                                 | niall.oloughlin@ncl.ac.uk                       |
| Please select your school / academic unit                                                                                                                                                                                                                                                                                                                       | School of Chemistry [A4]                        |
| Project Details                                                                                                                                                                                                                                                                                                                                                 |                                                 |
| Project Title                                                                                                                                                                                                                                                                                                                                                   | Export Answers Test                             |
| Project Synopsis                                                                                                                                                                                                                                                                                                                                                | Formats, readability and editability            |
| Project start date                                                                                                                                                                                                                                                                                                                                              | 02/09/2014                                      |
| Project end date                                                                                                                                                                                                                                                                                                                                                | 03/09/2019                                      |
| Is the project externally funded?                                                                                                                                                                                                                                                                                                                               | Yes - I have a MyProjects reference number [A1] |
| MyProjects reference                                                                                                                                                                                                                                                                                                                                            | BH121591                                        |
| Does your project involve collaborators outside of the University?                                                                                                                                                                                                                                                                                              | No [N]                                          |
| Existing Ethics, Sponsorship & Responsibility                                                                                                                                                                                                                                                                                                                   |                                                 |
| Has ethical approval to cover this proposal already been obtained?                                                                                                                                                                                                                                                                                              | No [N]                                          |
| Will anyone be acting as sponsor under the NHS Research Governance Framework for Health and Social Care?                                                                                                                                                                                                                                                        | No [N]                                          |
| Do you have a Newcastle upon Tyne Hospitals (NUTH) reference?                                                                                                                                                                                                                                                                                                   | No [N]                                          |
| Will someone other than you (the principal investigator) or your supervisor (for student projects) be responsible for the conduct, management and design of the research?                                                                                                                                                                                       | No [N]                                          |
| Animals (I)                                                                                                                                                                                                                                                                                                                                                     |                                                 |
| Does your research involve the observation, capture or manipulation of animals or their tissues? (If you are unsure please tick YES and complete the sub-questions).                                                                                                                                                                                            | No [N]                                          |
| NHS, Health & Social Care: Facilities, Staff & Patients (I)                                                                                                                                                                                                                                                                                                     |                                                 |
| Will the study involve participants recruited by virtue of being NHS patients or service users, their dependents, their carers or human tissues or the use of NHS & Health/Social Care Facilities or otherwise require REC approval? (If you are unsure please tick YES and complete the sub-questions).                                                        | No [N]                                          |
| Human Participants in a Non-Clinical Setting (I)                                                                                                                                                                                                                                                                                                                |                                                 |
| Does the research involve human participants e.g. use of questionnaires, focus groups, observation, surveys or lab-based studies involving human participants? (If you are unsure please tick 'Yes' and complete the sub-questions)                                                                                                                             | No [N]                                          |
| Data (I)                                                                                                                                                                                                                                                                                                                                                        |                                                 |
| Does the research involve the usage or transfer of Sensitive Personal Data as defined by the <a href="#">Data Protection Act 1998</a> or data governed by statute such as the <a href="#">Official Secrets Act 1989</a> , commercial contract or by convention e.g. client confidentiality? (If you are unsure please tick YES and complete the sub-questions). | Yes [Y]                                         |
| Will the study involve any of the following?                                                                                                                                                                                                                                                                                                                    |                                                 |
| <small>1. Research involving the use of sensitive personal data as defined by the Data Protection Act 1998 or data governed by statute such as the Official Secrets Act 1989, commercial contract or by convention e.g. client confidentiality? (If you are unsure please tick YES and complete the sub-questions).</small>                                     |                                                 |
| <small>2. Research involving the use of sensitive personal data as defined by the Data Protection Act 1998 or data governed by statute such as the Official Secrets Act 1989, commercial contract or by convention e.g. client confidentiality? (If you are unsure please tick YES and complete the sub-questions).</small>                                     |                                                 |
| <small>3. Research involving the use of sensitive personal data as defined by the Data Protection Act 1998 or data governed by statute such as the Official Secrets Act 1989, commercial contract or by convention e.g. client confidentiality? (If you are unsure please tick YES and complete the sub-questions).</small>                                     | Yes [Y]                                         |
| <small>4. Research involving the use of sensitive personal data as defined by the Data Protection Act 1998 or data governed by statute such as the Official Secrets Act 1989, commercial contract or by convention e.g. client confidentiality? (If you are unsure please tick YES and complete the sub-questions).</small>                                     |                                                 |
| Environment (I)                                                                                                                                                                                                                                                                                                                                                 |                                                 |
| Will the study cause direct or indirect damage to the                                                                                                                                                                                                                                                                                                           | No [N]                                          |

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environment or emissions outside permissible levels or be conducted in an [Area of Special Scientific Interest](#) or which is of cultural significance? (If you are unsure please tick YES and complete the sub-questions).

International Projects (I)

Will the research be conducted outside of the [European Economic Area \(EEA\)](#) or will it involve international collaborators outside the EEA? No [N]

Interim Summary Sheet

This proposal involves the use of sensitive data and has been identified as high risk.

Based on your responses:

Next stages

The University only requires a single ethical application (where it's required). The most relevant committee depends on the primary risk area, your academic unit and (in some cases) your staff / student status. The appropriate route is outlined below. If the relevant committee is a University committee then you will be prompted to provide the necessary information for your project to be reviewed.

Based on the answers you have provided your project may present a higher risk. Before progressing any further the University requires that you provide some further information. You will now be given the opportunity to provide the relevant additional detail.

Once complete you will need to send the finished form to the 'Faculty of Science, Agriculture and Engineering Ethics Committee' for review.

Project Outline and Proposed Research Methods

Project outline & aims

Test export of data for faculties, will need to be editable

In everyday language, briefly explain the aims of this research including the anticipated benefits and risk. In cases where the use of technical or discipline specific terms is unavoidable please explain their meaning clearly.

Proposed Research Methods (Experimental Design)

I think word will work best but I may be able to export to excel and write to another sheet to make it look pretty.

In everyday language, please provide an outline of the research methods in a clear step by step chronological order. Noting any pertinent information such as whether the research involves overseas partners and how you will handle the research data.

Data (II)

Please describe how data will be accessed, how participants' confidentiality will be protected and any other relevant considerations. Information must be provided on the full data lifecycle, from collection to archive. I'll keep it in a box.

Alternatively please send a copy of your data management plan (if available) to the ethics committee. Please note that you plan to do this in the box below.

Permissions

Please use the table below to record details of any licenses or permissions required and / or applied for e.g. [Local Authority District](#), [Natural England](#) etc. Ensure you include the reference, status and the date it was granted (if applicable).

1[Permission / License]

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1[Awarding Body]  
1[Reference Number]  
1[Date of Permission]  
1[Status e.g. Granted / Pending]  
2[Permission / License]  
2[Awarding Body]  
2[Reference Number]  
2[Date of Permission]  
2[Status e.g. Granted / Pending]  
3[Permission / License]  
3[Awarding Body]  
3[Reference Number]  
3[Date of Permission]  
3[Status e.g. Granted / Pending]  
4[Permission / License]  
4[Awarding Body]  
4[Reference Number]  
4[Date of Permission]  
4[Status e.g. Granted / Pending]  
5[Permission / License]  
5[Awarding Body]  
5[Reference Number]  
5[Date of Permission]  
5[Status e.g. Granted / Pending]

#### Risk Considerations and Insurance

What are the potential risks to the researchers themselves? No insurance issues.

This may include: personal safety issues, such as those related to lone working, out of normal hours working or to visiting participants in their homes; travel arrangements, including overseas travel; and working in unfamiliar environments. Please explain any risk management procedures that will be put in place and note whether you will be providing any risk assessments or other supporting documents.

#### Supporting Documentation

Please specify which documents you will be supplying in support of your documentation.

Participant consent form  
Participant information sheet  
Participant debriefing document  
Questionnaire(s)  
Outline protocol  
Project risk assessment  
Travel risk assessment  
Original ethical assessment / other ethical review forms  
Data management plan  
Peer review evidence (internal / unfunded projects)  
Local permissions / licenses

None

Yes [Y]

Other

#### Summary and Submission

Principal Investigator name: Niall O'Loughlin

Project Title: Export Answers Test

This proposal potentially involves the use of sensitive data. Your project has been identified as higher risk and must be reviewed and approved by the Faculty of Science, Agriculture and Engineering Ethical Review Committee before progressing.

Once you have submitted the application please export it as a PDF and send it together with any supporting documentation to [SAGE.Ethics@ncl.ac.uk](mailto:SAGE.Ethics@ncl.ac.uk)

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Declaration

I certify that:

the information contained within this application is accurate. Yes [Y]

the research will be undertaken in line with all appropriate, Yes [Y]

University, legal and local standards and regulations.

I have attempted to identify the risks that may arise in Yes [Y]

conducting this research and acknowledge my obligation to  
(and rights of) any participants.

no work will begin until all appropriate permissions are in Yes [Y]

place.