Advisory text is highlighted in yellow and should be deleted before finalising the document.

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| SECTION A: The module |
| 1. Module title
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| 1. Name of Module Leader/ Convenor
 |  |
| 1. Department or Institute
 | During the pilot stage, this form can only be used by the following Departments: Education, School of Geography and the Environment, Oxford Internet Institute, Music, SBS and Sociology  |
| 1. University of Oxford email address
 |  |
| 1. Name of applicant (if not Module Leader)
 |  |
| 1. Length of block approval (3 years max)
 |  |
| 1. Proposed start date of individual student projects
 |  |
| 1. Approximate duration of the students’ research projects
 |  |
| 1. What are the principal learning objectives of the students’ research projects?
 |
|  |
| 1. Outline the local process for the ethics review and approval of the students’ individual projects. Explain who will be responsible for reviewing the participant-facing documents to make sure that the participants are able to make an informed decision about taking part.

Give details of any quality assurance arrangements for the process. |
|  |
| 1. Please explain the supervisory arrangements. Who will be responsible for supervising individual student projects?
 |
| Please indicate whether they will be University members of staff, whether they are other students, eg DPhil students supervising undergraduate projects, or whether supervisors may be from outside the University. It is not necessary to name specific individuals. |
| 1. Provide details of the research ethics training and guidance the students’ supervisors will receive.
 |
|  |
| 1. Provide details of the training and guidance the students will receive on identifying and addressing the ethical issues in their research project.
 |
| [Information about online training](http://researchsupport.admin.ox.ac.uk/support/training/ethics).This could include research methods training that covers ethics or discussions between researchers and supervisors.NB: the core course of the University’s [research ethics and integrity training](https://researchsupport.admin.ox.ac.uk/support/training/ethics) is now [compulsory](https://researchsupport.admin.ox.ac.uk/article/research-integrity-online-training) for all researchers. |

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| SECTION B: The individual students’ project |
| **Please indicate with an ‘X’ for the students’ projects:** | **Yes** | **No** |
| 1. Will the research involve the [deception](https://researchsupport.admin.ox.ac.uk/governance/ethics/faqs-glossary/glossary#deception) of participants?
 | [ ]  | [ ]  |
| 1. Are the research participants [vulnerable](https://researchsupport.admin.ox.ac.uk/governance/ethics/faqs-glossary/glossary#V) in the context of the research, or classed as [people whose ability to give free and informed consent is in question](http://researchsupport.admin.ox.ac.uk/governance/ethics/faqs-glossary/glossary#P)? For example,
* Participants younger than 16;
* Participants aged 16 – 18 (refer to [competent youths](https://researchsupport.admin.ox.ac.uk/governance/ethics/resources/bpg) for guidance);
* [adults at risk](https://researchsupport.admin.ox.ac.uk/governance/ethics/faqs-glossary/glossary#A);

Note the University’s [Safeguarding Guidance and Code of Practice](http://www.admin.ox.ac.uk/personnel/cops/safeguarding/) and its implications for researchers involving young people or adults at risk. | [ ]  | [ ]  |
| 1. Will the research projects involve topics that could be considered [sensitive](https://researchsupport.admin.ox.ac.uk/governance/ethics/faqs-glossary/glossary#S)?
 | [ ]  | [ ]  |
| 1. By taking part in the research, will participants be at risk of criminal prosecution or significant harm?
 | [ ]  | [ ]  |
| 1. Does the research raise issues relevant to the Counter-Terrorism and Security Act ([the Prevent Duty](https://compliance.admin.ox.ac.uk/prevent)), which seeks to prevent people from being drawn into terrorism? [Best Practice Guidance 07 on the Prevent Duty](https://researchsupport.admin.ox.ac.uk/files/bpg07preventdutypdf) provides further guidance.
 | [ ]  | [ ]  |
| 1. Will participants be taking part in the research without their knowledge and [informed consent](https://researchsupport.admin.ox.ac.uk/governance/ethics/resources/consent) (e.g. [covert observation](https://researchsupport.admin.ox.ac.uk/governance/ethics/resources/ap#collapse397216))?
 | [ ]  | [ ]  |
| If you answered **‘No’** to all the questions above, the module is eligible to be considered for block approval. If you answered **‘Yes’** to **any** of the questions above, individual [CUREC 1A](https://researchsupport.admin.ox.ac.uk/governance/ethics/apply/sshidrec#collapse394901) or [CUREC 2](https://researchsupport.admin.ox.ac.uk/governance/ethics/apply/sshidrec#collapse394906) forms will need to be submitted instead. |

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| 1. Provide a brief summary of the scope of the research activities. Examples of previous projects may be helpful.
 |
|  |
| 1. Please indicate the methods to be used (indicate with an ‘**X**’):
 |
| Analysis of existing records  | [ ]  |
| Snowball sampling (recruiting through contacts of existing participants) | [ ]  |
| Use of casual or local workers e.g. interpreters (refer to guidance in [BPG 01: Researcher safety](https://researchsupport.admin.ox.ac.uk/files/bpg01researchersafetypdf)) | [ ]  |
| Participant observation | [ ]  |
| Observation of specific organisational practices | [ ]  |
| Participant completes questionnaire in hard copy | [ ]  |
| Participant completes online questionnaire or other online task (refer to guidance in [BPG 06: Internet-mediated research](https://researchsupport.admin.ox.ac.uk/files/bpg06internet-basedresearchpdf)) | [ ]  |
| Using social media to recruit or interact with participants (refer to guidance in [BPG 06: Internet-mediated research](https://researchsupport.admin.ox.ac.uk/files/bpg06internet-basedresearchpdf)) | [ ]  |
| Participant performs paper and pencil task | [ ]  |
| Participant performs verbal or aural task (e.g. for linguistic study) | [ ]  |
| Focus group | [ ]  |
| Interview (refer to guidance in [BPG 10: Conducting research interviews](https://researchsupport.admin.ox.ac.uk/files/bpg10conductingresearchinterviewsv10pdf)) | [ ]  |
| [Audio recording](https://researchsupport.admin.ox.ac.uk/covid-19/data#collapse2299901) of participant (the students will generally need specific consent from participants for this) | [ ]  |
| [Video recording](https://researchsupport.admin.ox.ac.uk/covid-19/data#collapse2299901) of participant (the students will generally need specific consent from participants for this) | [ ]  |
| Photography of participant (the students will generally need specific consent from participants for this) | [ ]  |
| Others (please specify below) | [ ]  |
|  |
| 1. List the location(s) where the research will be conducted, including any other countries. Clarify which parts of the research will be conducted in-person and which will take place remotely, e.g. [online](https://researchsupport.admin.ox.ac.uk/files/bpg06internet-basedresearchpdf).
 |  |
| 1. Indicate which [CUREC Best Practice Guidance](https://researchsupport.admin.ox.ac.uk/governance/ethics/resources/bpg) will be used by the students to develop their research projects.
 | **Please indicated with an ‘X’.** | **Used?** |
| [BPG 01 Researcher safety](https://researchsupport.admin.ox.ac.uk/files/bpg01researchersafetypdf) | [ ]  |
| [BPG 02 Ethnographic and other types of qualitative research](https://researchsupport.admin.ox.ac.uk/files/bpg02ethnographicandothertypesofqualitativeresearchv10pdf) | [ ]  |
| [BPG 03 Elite and expert interviewing](https://researchsupport.admin.ox.ac.uk/files/bpg03eliteandexpertinterviewingpdf) | [ ]  |
| [BPG 04 Competent youths](https://researchsupport.admin.ox.ac.uk/files/bpg04competentyouthspdf-0) | [ ]  |
| [BPG 05 Payments and incentives in research](https://researchsupport.admin.ox.ac.uk/files/bpg05paymentsandincentivesinresearchv10pdf) | [ ]  |
| [BPG 06 Internet-mediated research](https://researchsupport.admin.ox.ac.uk/files/bpg06internet-basedresearchpdf) | [ ]  |
| [BPG 07 Prevent Duty](https://researchsupport.admin.ox.ac.uk/files/bpg07preventdutypdf) | [ ]  |
| [BPG 08 Psychological distress](https://researchsupport.admin.ox.ac.uk/files/bpg08psychologicaldistresspdf) | [ ]  |
| [BPG 09 Data collection, protection and management](https://researchsupport.admin.ox.ac.uk/files/bpg09datacollectionandmanagementpdf) | [ ]  |
| [BPG 10 Conducting research interviews](https://researchsupport.admin.ox.ac.uk/files/bpg10conductingresearchinterviewsv10pdf) | [ ]  |
| [BPG 12 Mobile app design](https://researchsupport.admin.ox.ac.uk/files/bpg12mobileappdesignv10pdf) | [ ]  |
| [BPG 14 Research in archives](https://researchsupport.admin.ox.ac.uk/files/bpg14researchinarchivespdf) | [ ]  |
| [BPG 15 Ethics review of research with human tissue](https://researchsupport.admin.ox.ac.uk/files/bpg15ethicsreviewofresearchwithhumantissuepdf) | [ ]  |
| [BPG 16 Social science research conducted outside the UK](https://researchsupport.admin.ox.ac.uk/files/bpg16ethicalreviewofsocial-sciencebasedresearchoverseasv10pdf) | [ ]  |

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| SECTION C: The research participants  |
| 1. Indicate with an ‘**X**’ the likely recruitment methods
 | Poster advert | [ ]  |
| Flyer | [ ]  |
| Email circulation | [ ]  |
| Social media (e.g. Twitter, Facebook) | [ ]  |
| Website | [ ]  |
| In-person approach | [ ]  |
| Snowball sampling  | [ ]  |
| Recruitment sites (e.g. Mechanical Turk) | [ ]  |
| Existing contacts or volunteer database  | [ ]  |
| Other (please specify):  | [ ]  |
|  |
| 1. Explain how [informed consent](https://researchsupport.admin.ox.ac.uk/governance/ethics/resources/consent) is likely to be obtained and recorded.

[Further guidance and templates](https://researchsupport.admin.ox.ac.uk/governance/ethics/resources/consent). | Students will normally be expected to use the [template information sheets and consent forms](https://researchsupport.admin.ox.ac.uk/governance/ethics/resources/consent). The edited versions will need to be considered during the review process to make sure that participants are able to make an informed decision about taking part. Students may find it helpful to refer to the [guidance on writing for participants](https://researchsupport.admin.ox.ac.uk/files/writingforparticipantspdf).  |
| 1. List any [professional guidelines](https://researchsupport.admin.ox.ac.uk/governance/ethics/resources/guidance) that will be followed.
 |  |
| 1. Outline the potential benefits and risks to participants and explain how any risks will be addressed.
 |  |
| 1. How identifiable will the participants be from the [**research outputs**](https://researchdata.ox.ac.uk/university-of-oxford-policy-on-the-management-of-data-supporting-research-outputs)? (Indicate with an ‘X’)
 | Directly identifiable from the information included | [ ]  |
| [Pseudonymised](https://researchsupport.admin.ox.ac.uk/governance/ethics/faqs-glossary/glossary#P)/ indirectly identifiable  | [ ]  |
| Not identifiable – data is [anonymous](https://researchsupport.admin.ox.ac.uk/governance/ethics/faqs-glossary/glossary#A) | [ ]  |
| Other, please specify:  | [ ]  |
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| SECTION D: Other ethical issues |
| 1. What health and safety issues might arise within the research and how will these addressed?
 |  |
| 1. Are the research projects likely to involve any [conflicts of interest](https://researchsupport.admin.ox.ac.uk/governance/integrity/conflict)? Explain how these will be addressed.
 | The University's [conflict of interest policy](https://researchsupport.admin.ox.ac.uk/governance/integrity/conflict/policy) requires all staff and students 'to recognise and disclose activities that might give rise to actual or perceived conflicts of interest’ and to ensure that such conflicts are seen to be properly managed or avoided.  |
| 1. Give details of any other ethical issues or relevant information.
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| SECTION E: Research data  |
| Management of personal data must comply with the requirements of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, as set out in the [University’s Guidance on Data Protection and Research](https://researchsupport.admin.ox.ac.uk/policy/data). In answering the questions below, please also consider the points raised in the [Data Protection Checklist](https://researchsupport.admin.ox.ac.uk/policy/data/checklist) and [Data Protection Screening Assessment](https://compliance.admin.ox.ac.uk/data-protection-by-design) and whether, for higher-risk data processing, a separate [Data Protection Impact Assessment](https://compliance.admin.ox.ac.uk/privacy-by-design) may also be required for the research. Advice on research data management and security is available from [Research Data Oxford](http://researchdata.ox.ac.uk) and your local IT department. Advice on data protection is available from the Information Compliance team.  |
| 1. Confirm that, during the project, the students’ research data will be stored according to [University guidelines](https://www.infosec.ox.ac.uk/protect-my-computer); i.e. on University servers or Nexus365 One Drive if possible, or on encrypted personal devices.
 | **Yes** [ ]  |
| 1. Participants must understand what information will be collected from them, how the data will be used, who will have access to the data and how identifiable they will be from the data and from the research outputs. Confirm that you will make sure the students explain this to the participants as part of the process of obtaining their informed consent.
 | **Yes** [ ]  |
| 1. Confirm that the research data will be stored according to [University guidelines](https://www.infosec.ox.ac.uk/protect-my-computer) and that personal data will be destroyed when it is no longer needed.
 | **Yes** [ ]  |
| 1. Please complete this section if the students’ research will involve the use of secondary (i.e. previously collected) personal data.
 | **Please indicated with an ‘X’.**  | **Yes** | **No** |
| Are data access agreements in place for access to and use of this secondary data? (If so, please attach these.) | [ ]  | [ ]  |
| Did the individuals agree that their data could be used for research purposes?  | [ ]  | [ ]  |
| Could anyone (including members of the research team) link the data back to an individual or individuals? If this is a possibility, please explain how the associated ethical issues will be addressed:  | [ ]  | [ ]  |
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| SECTION F: Endorsement by the Module Leader |
| This form must be endorsed by the Module Leader. The SSH IDREC Secretariat accepts either option below. If you have a [DREC](https://researchsupport.admin.ox.ac.uk/governance/ethics/committees/drecs), check which signature option it prefers.* **Option 1:** **direct email endorsements**

Each of the signatories should submit an email from a University of Oxford email address, indicating their acceptance of the responsibilities listed below. * **Option 2:** **signatures**

Please scan the signed form and email it to us as a PDF. Pasted images of signatures cannot be accepted. |
| I understand that I am responsible for ensuring that any ethical standards are met and for ensuring that the individual research projects are consistent with the type of research and procedures described in this application. I understand that I am responsible for ensuring that individual applications are submitted to the DREC or IDREC for any projects that fall outside the parameters of the details provided in this application for block approval. The ethics committee will be informed of any changes to the project which affect the answers to this form, including changes to the Module Leader. |
| Name of Module Leader  |  |
| Module Leader’s signature | Instead of a signature, endorsement may be provided by an email confirming the points above. |
| Date  |  |