**CHECKLIST FOR APPLICANTS**

**Please check you have taken the following steps before submitting an application for ethical approval to the Research Ethics Committee of the School of History, Archaeology and Religion**

(1) Have you read our latest policy on Research Ethics and submission guidelines? See practical advice on pp. 7–8.

Available at <https://www.cardiff.ac.uk/history-archaeology-religion/research/research-ethics>

For student projects, consult with your supervisor on the need for ethical guidance using the guidelines given to dissertation leads.

(2) Are you using the latest version of our Ethical Approval form?

Available at <https://www.cardiff.ac.uk/history-archaeology-religion/research/research-ethics>

(3) Have you completed all sections of the Ethical Approval Form?

(4) If you are a student (UG, PGT or PGR):

a. has your supervisor signed the Ethical Approval Form on p. 1?

b. have you completed the last two sections (summary and ethical issues)?

**Please note**: these two sections must be completed in addition to further description and documentation (such as project proposal, recruitment processes, participant information sheet, participant consent form, questionnaires, and/or any permissions obtained).

(5) If your project involves interviews and handling of personal data, have you addressed the following issues in your explanation of research ethics methodology, **in all relevant places of the application** (Ethical Approval Form (see 4b above), proposal, questionnaires, information sheet/letter and consent form)?

* Procedure for recruiting participants, and how many participants are required
* Anonymisation or pseudonymisation of any identifiable individuals, organisations, places, etc.
* Safe storage of data (staff should complete the training at <http://sites.cardiff.ac.uk/isf/advice/information-security-training/> )
* Destruction of data after the end of the project
* The participant’s right to withdraw from the interview at any moment without providing an explanation

Please note: any research studies involving NHS patients (and/or their relatives or carers), staff, human tissues, data, facilities or support will also require Sponsorship from Cardiff University. This is a separate process: please see the University guidelines at <https://intranet.cardiff.ac.uk/students/study/postgraduate-research-support/conducting-research-in-the-nhs>

Thank you for your co-operation!

The Research Ethics Committee of the School of History, Archaeology and Religion