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| *Ethical Approval Form for supervisor approval* | *Faculty of Architecture and History of Art* |
| *(DRAFT - Undergraduate and MArch students)* | *University of Cambridge* |

University of Cambridge Faculty of Architecture and History of Art Ethical Approval Form\*

– Experimental Research involving human participants\*

\* This form is a draft only. After an agreement between the student and supervisor on the content of this form, a formal online application must be submitted on the ethics webpage: <https://www.aha.cam.ac.uk/policy/ethics>

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Type of Project *(delete as necessary)* | | | |  | POSTGRADUATE | |  |
| Title of Project: | |  | | | | | |
| Funding body: | |  | | | | | |
| Name(s) of Researcher(s): | | |  | | | email: | |
| Supervisor(s) *(for student research)*: | | |  | | | email: | |
| Date: |  | | | | | | |

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| --- | --- | --- | --- | --- |
|  | *Mark with X in box* | YES | NO | N/A |
| 1 | Will you describe the main experimental procedures to participants in advance, so that they are informed about what to expect? |  |  |  |
| 2 | Will you tell your participants that their participation is voluntary? |  |  |  |
| 3 | Will you obtain written consent for participation? |  |  |  |
| 4 | If the research is observational, will you ask participants for their consent to being observed? |  |  |  |
| 5 | Will you tell participants that they may withdraw from the research at any time and for any reason? |  |  |  |
| 6 | With questionnaires, will you give participants the option of omitting questions they do not want to answer? |  |  |  |
| 7 | Will you tell participants that their data will be treated with full confidentiality and that, if published, it will not be identifiable as theirs? |  |  |  |
| 8 | Will you debrief participants at the end of their participation (i.e. give them a brief explanation of the study)? |  |  |  |
| 9 | With interviews, will you tell your participants that you wish to record the interview, and that they may decline to have their interview recorded? |  |  |  |
| 10 | With research that requires audio or video recordings, will you tell your participants that their permission will be sought to play any excerpts in the course of presentations given? |  |  |  |

If you have marked **No** to any of Q1-10, but have **marked Box A** overleaf, please give an explanation on a separate sheet. (Note: N/A = not applicable).

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| --- | --- | --- | --- | --- |
|  | *Mark with X in box* | YES | NO | N/A |
| 11 | Will your project involve deliberately misleading participants in any way? |  |  |  |
| 12 | Is there any realistic risk of any participants experiencing either physical or psychological distress or discomfort? If **Yes**, give details on a separate sheet and state what you will tell them to do if they should experience any problems (e.g. who they can contact for help). |  |  |  |

If you have marked **Yes** to Q11 or 12 you should normally **mark Box B** overleaf; if not, please give a full explanation on a separate sheet.

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| --- | --- | --- | --- | --- | --- |
|  | *Mark with X in box* | | YES | NO | N/A |
| 13 | Does your project involve work with animals? If yes, please **mark Box B** overleaf. | |  |  |  |
| 14 | Do participants fall into any of the following special groups? If they do, please refer to BPS guidelines, and **mark Box B** overleaf.  Your application will be referred to a School- level Ethics Committee.  **You should ensure that you have CRB**  **clearance** (first step is to email the Faculty’s Outreach Officer: outreach@aha.cam.ac.uk | School children (under 18 years of age) |  |  |  |
| People with learning or communication difficulties |  |  |  |
| Patients |  |  |  |
| People in custody |  |  |  |
| People engaged in illegal activities (e.g.  drug-taking) |  |  |  |

**There is an obligation on the lead researcher to bring to the attention of the Architecture and History of Art Faculty’s Research Ethics Committee any issues with ethical implications not clearly covered by the above checklist.**

PLEASE MARK **EITHER** BOX A OR BOX B BELOW AND **PROVIDE** **THE DETAILS REQUIRED** IN SUPPORT OF YOUR APPLICATION. THEN PRINT OFF AND SIGN THE FORM.

*Mark with X*

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| **A.** I consider that this project has **no** significant ethical implications to be brought before the Architecture and History of Art Faculty’s Research Ethics Committee. |  |
| **Give a brief description of participants and procedure (methods, tests used etc)** *(max. 150 words)* |  |

**OR**

*Mark with X*

|  |  |
| --- | --- |
| **B.** I consider that this project **may** have ethical implications that should be brought before the Faculty of Architecture and History of Art Research Ethics Committee, and/or it will be carried out with children or other vulnerable populations |  |
| **Please provide all the further information listed below in a separate attachment.**   1. Title of project 2. Purpose of project and its academic rationale 3. Brief description of methods and measurements 4. Participants: recruitment methods, number, age, sex, exclusion/inclusion criteria 5. How you will obtain informed consent and provide debriefing 6. A clear and concise statement of the ethical considerations raised by the project and how you intend to deal with them 7. Estimated start date and duration of project |  |

I have read and am familiar with the webpage [Research in the Faculty of Architecture and History of Art:](https://www.aha.cam.ac.uk/policy/ethics) Reseach Ethicsand the  [BPS Code of Human Research Ethics](https://www.bps.org.uk/sites/bps.org.uk/files/Policy/Policy%20-%20Files/BPS%20Code%20of%20Human%20Research%20Ethics.pdf) and (if appropriate) and have discussed it with the other researchers involved in the project.

This form is a draft only. For a formal submission and an Ethics ID Number, please submit it through the website: <https://www.aha.cam.ac.uk/policy/ethics>

**Signed: Print Name: Date: ……………….**

**…………………………………….…. …………………………………..**

*(Lead Researcher or Supervisor, if applicable)*

**STATEMENT OF ETHICAL APPROVAL**

This project has been considered using agreed Faculty of Architecture and History of Art Institutional procedures and is now approved.

**Signed by Supervisor: …………………….. Print Name: ………...... Date: ……………..**

*(on behalf of the Research Ethics Committee)*