PRO-FORMA FOR AUTHORISATION OF EXTERNAL RESEARCH REQUESTING ACCESS TO UNIVERSITY STAFF AND/OR STUDENTS

**TO BE COMPLETED BY RESEARCH AND INNOVATION SERVICES**

**SHU reference number:**(please quote on all correspondence)

|  |  |  |
| --- | --- | --- |
| **Check:** | **Y/N** | **Details:** |
| Does the proposed research meet the charitable aims of a HEI and does it meet the definition of public good research (Research by HigherEducations, The Charity Commission June 2009)? |  |  |
| Has the proposed research received a favourable ethics opinion from an appropriate ethics committee? |  |  |
| Does the proposed research comply with the Data Protection Act 1988(amended)? |  |  |
| Has a full research protocol been provided including participant information and informed consent sheets? |  |  |
| Is participation by staff and/or students voluntary and are individuals awarethey can withdraw at any time with no adverse consequences? |  |  |
| Will staff and/or students be taken away from normal duties? |  |  |
| How will staff and/ or students be contacted? If specific groups are to be targeted please details why this is appropriate and how this will be achieved. |  |  |
| Is this application from a member of staff at another recognised researchinstitution? |  |  |
| Is the timing inappropriate due tointernal pressures? |  |  |
| Are there justifiable reasons why the University may deny access to staff and/or students? |  |  |
| Recommend for approval? |  |  |

**Recommended by: Date:**

**Approved by: Date:**

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