

Procedures for Category Approvals for Research Ethics Review: Institutional Research and Evaluation

Background:

This bespoke Category Approval procedure has been designed in response to calls in the higher education sector for external sharing of internal evaluation work, particularly in the area of access and participation. It is now also deemed necessary to apply this approval process to internal service evaluations for the same purpose. Rather than individual applications having to be made to the relevant Faculty Research Ethics Committee (FREC) each year, a category approval can be granted by the UREC.

Procedure:

The project lead or survey administrator is required to complete the following proforma and attach any necessary documents used as described on the form. The completed proforma is discussed with a STEER Contact/Reviewer for support and then the UREC Administrator for review by the UREC EthicsSupport@shu.ac.uk. Once category approval is granted, it will run for five years. If the project changes significantly the project lead/survey administrator is required to notify the UREC of the changes and request re-approval.

Auditing Processes:

Category approvals will be checked as part a review of institutional research and evaluation.

Application for Category Research Ethics Approval

Directorate/Team:

Project Lead/Survey Administrator:

STEER contact/reviewer:

Email Address:

Date:

1. Description of the institutional research/evaluation activity undertaken (including link to strategic aim/purpose):

2. Description of adherence to ethical principles and GDPR compliance, including any critical friend / peer review

NB. Please attach any ethics checklists or other standard documents used, e.g. consent forms, participant information sheets, etc.