

Before you Start

Faculty conducting own research

The Faculty member will consult the regulations of their relevant professional body (and/or funding body) regarding the process for ethical approval and prospective/retrospective informed consent.

Faculty member applying for 'whole class' research

Faculty will take the steps needed for ethical consent in accordance with relevant professional guidelines and make a single application on behalf of class.

Student conducting research for 'whole class' project

Student conducting research for dissertation/senior project

Faculty will guide students according to relevant professional regulations.

RAIUL requires that all research which meets the requirements necessary for ethical consent from a researcher's professional body is submitted to the Ethics Committee.

It is the responsibility of Faculty to assess the need for prospective/or retrospective informed consent in their own, or their own 'class-wide' research projects.

When supervising dissertation projects, the faculty member will advise the student of the necessary steps to be taken.

Full guidelines for the process can be found [here](#).

Application

Consent form:

Prospective consent is required? Submit a **Consent Form** template after consulting the [guide](#).

No prospective consent required, do not submit this form.

Application Form:

Faculty applying for themselves, or on behalf of a whole class will fill out the **Faculty Application Form**.

Students carrying out their senior project/dissertation work will fill out the **Student Application Form**. Faculty are expected to supervise this process.

Debrief Form:

If you provide a written debrief, provide the text given.

Or outline of the debrief in accordance with your relevant professional/ funder regulations.

Supporting materials:

Depending on the nature of the project, you should submit exemplars of research materials (such as memory stimuli or survey questions).

Application should be submitted to ResearchEthics@Richmond.ac.uk

Please allow up to 7 working days for a response.

Checklist

- 1) Participant Consent Form (Template)
- 2) Application form
- 3) Debrief Form
- 4) Supporting materials

Possible Outcomes

Ethical approval granted:

Congratulations. Begin your research and maintain data securely.

Please Resubmit:

Missing/unclear information will need to be resubmitted.

Application Rejected:

Aspects will need to be changed. Please see [Ethics Procedure](#) for the appeals process.