UNIVERSITY OF DUNDEE
SCHOOL OF SCIENCE AND ENGINEERING ETHICS COMMITTEE REVIEWER FORM

APPLICATION DETAILS (*to be filled in by convenor)*

Title of project _____

Type of application: Low Risk (FORM A – 1 Reviewer) ☐ Medium/High Risk (FORM B – 2 Reviewers) ☐

Names of Committee Members allocated to referee _____

Date to be returned _____ SREC Ref no. _____

This form has been designed to help reviewers to check whether applicants have addressed the issues raised on FORM B (Medium / High Risk) Applications. If the application is Low Risk, i.e. using FORM A, please use N/A where appropriate. However, the information and consent sheets should still contain the same information whether using FORM A or FORM B. For examples, please see https://www.dundee.ac.uk/research/ethics/applicationandguidancematerials/

		YES	NO	N/A
1	Has Checklist 2 been submitted?			
2	a) Does the overview provide a short explanation of the issues the project will address and why they are an important area of research? b) Are the aims and objectives of the project explained? *Comments to applicants / Suggested amendments:*			
3	Methods and measurements: **a)** Are the methods and measurements described appropriate for this study in relation to the use of human participants (you do not necessarily have to comment about scientific rigour, etc)? **b)** If surveys / questionnaires or other similar techniques are used, is the language / content appropriate (note: validated surveys, e.g. SUS, NASA TLX /questionnaires do not have to be submitted)? c) If focus groups / interviews / observations are used, have topic guides been provided and is the language / content appropriate? *Comments to applicants / Suggested amendments:*			
4	In respect to the information relating to participants: Does the research involve any of the following: children under the age of 18 recruitment of vulnerable participants participants with communication difficulties participants in unequal relationships with the researcher(s) Are the following aspects properly addressed: a) process for recruitment b) are emails / letters for recruitment appropriate			

		YES	NO	N/A
	c) number of participants (if needed – FORM B) d) exclusion/inclusion criteria (including age where appropriate) *Comments to applicants / Suggested amendments:*			
5	In respect to consent: a) Has the example consent form been used? (see https://www.dundee.ac.uk/research/ethics/applicationandguidancematerials/) If no, is there a valid reason, e.g. use of the extended consent form for people with communication difficulties? Does the consent form include statements similar to the example consent form: - I have read and understood the project information sheet dated DD/MM/YYYY. - I have been given the opportunity to ask questions about the project. - I agree to take part in the project. - I understand that my taking part is voluntary; I can withdraw from the study at any time and I do not have to give any reasons for why I no longer want to take part. - I understand that my words may be quoted in publications, reports, web pages, and other research outputs (if applicable; e.g. for interviews). Use of the information I provide beyond this project - I agree for the data I provide to be archived at the {[nsert name of archive] (possibly more detail) - I understand that other researchers will have access to this data only if they agree to preserve the confidentiality of the information as requested in this form. - I understand that other genuine researchers may use my words in publications, reports, web pages, and other research outputs, only if they agree to preserve the confidentiality of the information as requested in this form. Name, signature and date. b) Is the consent form(s) accessible to target participants, i.e. will they be able to read it? c) If applicable, will explicit consent be sought for audio, video or photographic recording of participants? If 'no' to any of the above, is there a reasonable explanation as to why? d) Is there an explanation of how consent will be sought? Usually participants are asked to sign consent after reading the information sheet (in person or online). But sometimes, e.g. in the event of unequal relationships, having an unrelated person obtain consent. *Comments to applicants / Suggested amendments:*			

		YES	NO	N/A
6	In respect to participant information arrangements, do the information sheets adequately cover: a) Title of the project. b) Introduction of the researchers (and supervisors if appropriate); give information that the research is carried out as part of an undergraduate/MSc/PhD project if applicable. c) Purpose of the research – why is the research carried out, what is the aim? d) What is involved in participating – this needs to give as much detail as possible about what will happen to the participant if they take part; this allows the participant to give informed consent, eg time commitment. e) If questionnaires, interviews, tasks or other similar techniques are used, are participants given the option of omitting questions they do not want to answer or not completing a task. f) Benefits and risks – if a risk is identified the information sheet needs to alert the participant to this and explain how the researchers will try to mitigate the risk. If no risk, is this stated. g) Terms for withdrawal – participants have a right to withdraw at any time without prejudice and without providing a reason (thought should be given to what will happen to existing, already provided, data in the event of withdrawal). h) Data Management: - Storage, archiving, sharing and re-use of data; - Procedures used to assure confidentiality/anonymity (e.g. use of codes, initials etc.) if sensitive data (name, age, religion, sexual orientation). - Dissemination. i) Strategies for assuring ethical use of the data: anonymising data where necessary, especially in relation to data archiving. j) Details of the research: - Funding source (if applicable). - Contact details for researchers (should include a postal address). - How to file a complaint (participants should contact the Convener of the appropriate University Research Ethics Committee). k) Information that the University Research Ethics Committee has reviewed and approved the study/project. l) Are the information form(s) and other information accessible to target participants, i.e. will they be able to read and understand the participant information sheet? *Comments to applicants / Suggested amendments:*			
7	Does the research involve fieldwork in or outside the UK? Have necessary risk assessments be carried out? *Comments to applicants / Suggested amendments:*			

		YES	NO	N/A
8	Is there any realistic risk of any participants experiencing either physical or psychological distress or discomfort? If Yes, does the applicant state what participants will be told to do if they should experience any problems (e.g. who they can contact for help). *Comments to applicants / Suggested amendments:*			
9	If the project involves deliberately misleading participants in any way, does the debriefing address this? *Comments to applicants / Suggested amendments:*			
10	Does this research require membership of PVG Scheme (Disclosure Scotland), e.g. working with vulnerable groups without supervision?			
11	*Additional comments to the Ethics Committee Convener (not fed back to applicants):*			
12	Recommendation (please tick): 1. Accept without conditions ☐ 2. Accept with conditions ☐ 3. Recommend submission to another committee (e.g. NHS Tayside LREC) ☐ 4. Revise and resubmit (with conditions) ☐ *Conditions:* 5. Revise and resubmit as High Risk (FORM B) ☐ 6. Reject (with reasons) ☐ *Reasons:*			

Referee Name .....Date .....

Please return the completed form to Kathleen Cummins at SSE-Ethics@dundee.ac.uk
Many thanks.