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# Research ETHICS Application Form

***Use this form for all studies involving animal subjects,***

***material or data***

**It is the responsibility of the principal investigator to ascertain whether**

**Home Office personal and project licences are required.**

 All clinical research **must** be approved by the School Research Ethics Committee

**THIS APPLICATION FORM SHOULD BE TYPED, NOT HAND WRITTEN. ALL QUESTIONS MUST BE ANSWERED. “NA” IS A SATISFACTORY ANSWER WHERE APPROPRIATE.**

**NB: FULL ETHICAL APPROVAL must always be in place before starting projects**

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| IS THIS APPLICATION SEEKING APPROVAL FOR A STUDY THAT IS ENTIRELY RETROSPECTIVE – i.e. ONLY using clinical records of animals seen at the School of Biodiversity, One Health & Veterinary Medicine? |
| Please delete as appropriate YES NO |
| If YES please use “NA” as an answer where appropriate. In order for the committee to provide ethical approval it is important to complete sections **1, 2, 4 & 8 below**. |

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| Principal Researcher |  |
| Team/theme  |  |
| Extension |  | Email  |  |
| **Principal Researcher MUST be a member of University of Glasgow staff (not PhD student, resident or intern)** |

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| Name(s) of all other persons submitting this proposal:  |
| Name  | Signature  |
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| Office use only:Proposal Reference Number |  |

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| Short Title of Project:  |
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| Proposed Start Date |  |
| Proposed End Date  |  |
| Location |  Garscube |  | Cochno |  | Offsite |  |
| If offsite, please give location (e.g. farmer’s /kennel owner’s details, other) |
| Location name |  |
| Address |  |
| Contact name  |  |
| Contact email/tel |  |

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| 1. List the purposes **(aims)** of the research proposed. |
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| 2. Brief description of study: Please include a summary of the design and methods of the project. Include details of the proposed sample size, giving indications of the calculations used to determine the required sample size and any assumptions you may have made. (If in doubt, please obtain statistical advice). |
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| 3. What, in your opinion, are the welfare and ethical considerations involved in this proposal? (You may wish for example to comment on issues relevant to consent, confidentiality, risk to subjects, methods of animal restraint, etc.) Include a list of any drugs unlicensed for the species concerned and justification the use of these. |
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| 4. Proposed benefits of the study. Outline the reasons that lead you to be satisfied that the possible benefits gained from the project justify any risks or discomforts involved. |
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| 5. What are the arrangements for the provision of clinical facilities to handle emergencies? |
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| 6. Will payment or any other incentive, such as a gift or free services, be made to owners of animals in the research project? If so, please specify and state the level of payment to be made and/or the source of the funds/gift/free service to be used. Please explain the justification for offering payment or other incentive. |
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| 7. Please give details of how consent is to be obtained. A copy of the proposed consent form, along with any other information sheets given to the animals’ owners, MUST ACCOMPANY THIS PROPOSAL FORM. |
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| 8a. Please state who will have access to the client and animal research data while the study is being conducted, to maintain confidentiality and to comply with data protection requirements (e.g., will the data be anonymous?) |
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| 8b. Please state where / how the data will be archived for long-term preservation. |
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| 8c. Please state if the archived dataset(s) from this research will be suitable for sharing/reuse, and if so, on what terms they can be made available to others (e.g., openly available or restricted availability (to certain people/roles or for certain purposes). |
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| 9. Will the intended group of animal subjects, to your knowledge, be involved in any other research project?  If so, please explain the situation and justify. |
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| **GUIDELINES ON DATA ARCHIVING AND DATA SHARING** |
| Please note that archiving research data and making it available for reuse is an expectation of the University and some funders, and consent for archiving and future data sharing and re-use should be sought whenever possible. The University recognises that some data will never be suitable for re-use due to ethical, legal or commercial constraints, but data falling into these categories are expected to be in the minority.  If access to your dataset will need to be restricted in some way, please consult your chosen repository prior to completing this application to determine the level and mechanism for restriction that will be most suitable for your dataset. If you intend to make your data available for future re-use, this should be made clear to the participants prior to their participation e.g. in the Owner Information Sheet / Plain Language Statement, with information on how their personal information will be protected e.g. through anonymisation, use of pseudonyms, removal of identifying details etc. Consent should also be sought to make the data available for future re-use.The Data Management Service can provide further information and guidance on archiving and sharing research data: research-datamanagement@glasgow.ac.uk |

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| **Checklist** | **Yes** | **No** |
| Have you discussed with the Home office (aspa.london@homeoffice.gov.uk) or the Named Veterinary Surgeon in Glasgow (biologicalservices-aspa-enquiries@lists.cent.gla.ac.uk? |  |  |
| Have you attached the proposed consent form for this study? |  |  |
| Is what you wish to do for the purpose of recognised agricultural, clinical or animal husbandry practice?  |  |  |
| Is what you wish to do covered by an Animal Test Certificate under the Medicines Act? |  |  |
| Do you have a financial interest in this study? |  |  |
| If the animals are being used for clinical research within any of the School facilities, has the Director of the Hospital/Centre been consulted regarding costings and availability of facilities? |  |  |
| Does the project conform to regulations for Health and Safety (e.g. COSHH, radio-isotopes etc.) and has appropriate paperwork been completed? |  |  |
| Has a risk assessment form been completed for any unlicensed drugs? (Please list drugs below) |  |  |
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| If you need advice on any Health & Safety matters, you should seek advice from your local Health & Safety representative.**Any risk assessment forms should also be attached with the application**  |

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposer of Research

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Head of Division/Theme:

**Please email completed form to** **gillian.ironside@glasgow.ac.uk**

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| **Approved by the School Research Ethics Committee**  |
| **Name of Convener** |  |
| **Signature** |  |
| **Date**  |  |