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| **Applicant:** |  |
| **Project Title:** |  |
| **Reference:** |  |
| **School/ Faculty:** |  |

**REVIEWERS - PLEASE NOTE:**

1. The items already on this document are standard wording for common conditions – **they will not all be applicable**. The Research Ethics and Governance

Officer will delete as necessary when she does her check.

1. Please add boxes below as necessary to add your conditions; please mention the document to which you are referring, section (if applicable) and page number.
2. Please edit this document using Word.

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| **Conditions** | **Responses: p**lease give a brief outline of what changes have been made (and where). **Please also amend the documents themselves and highlight on the documents where the changes have been made in a different colour.** This sheet and the revised documents should then be returned to the reviewer of your application (cc to [Ethics@roehampton.ac.uk](mailto:Ethics@roehampton.ac.uk)). Please do not amend anything else unless you have been requested to do so. |
| **General Conditions:** |  |
| **Risk Assessment**: this will be sent by ourselves to our Health & Safety Office for their approval. We will advise you if any amendments are required by them. |  |
| **Project Insurance**: confirmation of insurance for the project is required as it involves…………….. Please could you therefore email [insurance@roehampton.ac.uk](mailto:insurance@roehampton.ac.uk) to obtain insurance confirmation (quoting your ethics reference number and the reason for requesting this). Please let us have a copy of the email from Insurance confirming the above. |  |
| **Project and Travel Insurance**: confirmation of insurance is required for a) **the project itself** and b) for **overseas travel**. Please could you therefore do the following   1. Email [insurance@roehampton.ac.uk](mailto:insurance@roehampton.ac.uk) to obtain insurance confirmation for the project itself (quoting your ethics reference number and the reason for requesting this). 2. Complete the attached Authorisation to Travel Overseas (ATO): this needs to be signed by your Dean of School then sent to [AuthorisationToTravel@roehampton.ac.uk](mailto:AuthorisationToTravel@roehampton.ac.uk) to confirm travel insurance (quoting your ethics reference number and project title). 3. Please let us have a copy of the ATO signed by your Dean of School. 4. Please let us have a copy of both emails from Insurance and Authorisation to Travel confirming project and travel insurance |  |
| **Collaboration/ Third Parties:** |  |
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| **Ethics Conditions:** |  |
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| **Data Protection Conditions:** |  |
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| **Minor Items:** |  |
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| Please change reference to Department of ………….. to School of/ Faculty of ……………… and Head of Department/ School to Dean of School/ Faculty wherever these are mentioned on participant documents |  |
| Please change reference to Ethics Committee to Research Integrity and Ethics Committee on participant documents. The standard phrase we use when referring to ethics approval is - approved under the procedures of the University of Roehampton’s Research Integrity and Ethics Committee |  |
| **Mobile phones**: we note that you are using a mobile phone rather than a work one. Although this is acceptable, please be aware of security issues of using a personal mobile phone. You may wish to consider using a dedicated work/ research phone if this is something you have the resources for |  |
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| **Name/ Signature of applicant:** | **Date:** |