**Cover letter to UREC**

**Proposal for procedures for research ethics in the School of Arts, Languages and Cultures (SALC), Faculty of Humanities**

Please find attached a series of documents outlining SALC’s proposed procedures for research ethics:

1. SALC Research Ethics policy
2. Overview of process and useful links
3. Declaration form for initial screening
4. Guidance on assessing risk in relation to research ethics
5. SALC Research Ethics Template
6. Frequently asked questions
7. Generic Risk assessment for off-site research in the UK
8. Generic Risk assessment for off-site research in low risk international settings
9. Outline of Research Ethics training for staff and postgraduates

Recent University guidance (‘Research Ethics, Integrity and Risk Analysis – outline of University and School level requirements and procedures’) advises that Ethics Templates can be used for generic approval of research projects falling within the template specification. The guidance requires that detail be provided that covers (i) the general area of research, (ii) the population to be studied and the recruitment procedure(s), (iii) the types of data being collected, and (iii) the consent procedure(s).

Research in the School of Arts, Languages and Cultures reflects the diverse concerns, methods and methodologies of the 17 cognate disciplines represented within the School. SALC has developed an Ethics Template that captures the most commonly adopted research approaches that exist within these disciplines. If approved, the Template would allow the School’s Research Ethics Panel to review staff and postgraduate research that:

* Engages with healthy adults;
* Engages with healthy children and young people under 16 years in a professional setting accredited to work with children and young people, such as a cultural institution, school or youth club, and *only* when the child/young person is accompanied by a parent/carer or professional with a duty of care;
* Follows standard procedures and research methods relevant to its discipline;
* Does not require research participants to provide personal and sensitive information likely to lead to significant levels of distress (the research topics are either not contentious or sensitive at all, or a reasonable person would agree the topic is of legitimate interest and may result in distress in *rare* instances);
* Presents a minimal level of risk to researchers and/or research participants.

Alongside the Template, we propose a clear set of procedures for governance of research ethics in the School.

The School Research Ethics Panel have drawn on existing practice in SALC, the School of Education Ethics Template and ‘Research risk and ethics assessment’ document, and School of Environment and Development Risk Assessment procedures when developing the policy and procedures presented here. The documents put forward for UREC review here have been developed in consultation with:

Martina Faller – School Postgraduate Research Director

Abigail Gilmore – School Postgraduate Taught Programmes Director

Jenny Hughes – SALC Research Ethics Panel Chair and University Research Ethics committee member (Committee 2)

Stephen Hutchings – School Research Director

Eva Schultze-Berndt –Professor of Linguistics and University Research Ethics committee member (Committee 3)

Osen Yildirim – School Estates and Compliance Manager