

Guidance Notes: Division of Pharmacy

The Division of Pharmacy template should be used only for research projects conducted by Postgraduate Taught (PGT) and Undergraduate (MPharm) students under the supervision of pharmacy academic staff. The template is NOT to be used for staff or Postgraduate Research (PGR) projects, as these projects must seek ethical approval via UREC.

Students should complete the template in order to seek ethical approval for research projects that falls within defined ethical boundaries and comply with the terms and conditions of the template, which has been approved for use by the University Research Ethics Committee.

The template covers projects using qualitative and quantitative data collection methods, as well as secondary analysis of data that has already been collected by someone else. It is designed to cover studies that **DO NOT** involve high ethical risks. If the Division of Pharmacy ethics committee deems that the details of the application fall outside the scope of the template it will be forwarded to a University Research Ethics Committee (UREC) for approval.

You should only use this template if your research:

- Involves participants who are non-vulnerable adults who are able to give informed consent
- Will obtain informed consent from all participants
- Does not involve physically invasive procedures
- Does not involve activities that pose a significant risk of causing physical harm or more than mild discomfort
- Does not involve activities that pose a significant risk of causing psychological distress or anxiety
- Does not require participants to take part in activities that pose a significant risk of having an adverse effect on their personal well-being (e.g. physical and psychological health), social well-being (e.g. social standing, social connectedness) or economic well-being (e.g. employment, employability, professional standing)
- Does not involve collecting or revealing data that enables individuals, groups or organisations to be identified in such a way that they could experience significant negative effects on their personal, social or economic well-being
- Does not involve activities that pose a significant risk of harming the researcher(s)

Students: If your project fits these criteria please select **Division/School Review for Question A5** as well as 'Division of Pharmacy & Optometry (Pharmacy)' for Question D5.2 in order to proceed to the Division of Pharmacy template which will be sent for Division review.

Students: If your project does not fit these criteria please select **UREC Review for Question A5**, to proceed to the UREC application form.

If you are a member of **staff**, please select **UREC Review for Question A5** to proceed to the UREC application form. Version 2: 29/7/2016 Page 2

If your project involves any of the following, you must seek ethical approval via the Health Research Authority (Please return to **Question A2**, change your answer accordingly and ensure you read the corresponding guidance notes for obtaining ethical approval):

☐ Data from NHS patients,

☐ Data relating to NHS staff that is not limited to non-sensitive questions about their professional role

☐ The use of NHS equipment or facilities (including permissions to be on site at NHS Trust institutions).

If you have any queries with regards to your specific proposal, please email: pharmacy.ethics@manchester.ac.uk