

ETHICAL REVIEW MANAGER GUIDANCE NOTES FOR MEMBERS OF ALLIANCE MANCHESTER BUSINESS SCHOOL

AMBS operates a template that allows the School to provide ethical approval for research projects that comply with the template's terms and conditions for low and medium risk research projects conducted by students. It should be **used only** for research projects conducted **by students** under the supervision of academic members of staff.

All staff projects MUST be submitted for Proportionate or full UREC review.

Low Risk

All **UG, MSC and MBA** students **MUST** conduct research projects that conform to the following **low risk criteria**. Please note that this route is also open to all **PHD and DBA** students if applicable to their project.

Type of Participants (choose one option)

- Adults who are able to give informed consent.
- Children in an educational setting, who are able to provide assent and a parental/guardian opt-in consent procedure has been established.

Mandatory Criteria (ALL must be ticked)

- Participants are NOT classed as vulnerable or dependant.
- Topics are NOT of a contentious and/or sensitive nature.
- Topics are NOT distressing.
- Topics are NOT of a confidential nature.
- There is NO risk of physical, emotional or psychological harm to participants.
- Ethical issues DO NOT include the risk of breaking confidentiality due to safeguarding concerns or disclosure requirements.
- Ethical issues DO NOT include the risk of possible coercion of participants.
- Data collection will take place in a public or semi-public space/building (i.e. high street, University campus, school building) or in a domestic environment familiar to the researcher (i.e. family home or friend's residence).
- Data collection will take place within normal working hours and at a time convenient to participants.
- Data collection will take place exclusively within the EU or EEA.

Optional Criteria (tick all that apply, if applicable)

- The research will capture video, audio or photographic material and the researcher is able to guarantee controlled access to authorised viewing during analysis
- Any public screening of the video, audio or photographic material captured by the researcher will be subject to the consent agreement with the participants.
- The research requires the collection of personal data, but data will be anonymised prior to analysis and write up or presented in a format which the participant has explicitly agreed and consented.

Medium Risk

Only in **justifiable** cases may **UG, MSC or MBA students** conduct research projects that are classed as **medium risk**. Please note that these **must be first approved by the supervisor and AMBS Ethics Coordinator** and adhere to the following criteria. Please note that this route is also open to all **PHD and DBA** students if applicable to their project:

L3.2 Please confirm which of the following criteria are applicable to your project:

Type of Participants (choose one option)

- Adults who are able to give informed consent.
- Children in an educational/accredited organisation, who are able to provide assent and an appropriate opt-in or opt-out parental/guardian procedure has been established.

Mandatory Criteria (ALL must be ticked)

- Participants are NOT classed as vulnerable or dependant.
- Topics will NOT lead to a significant level of distress.
- Topics will NOT be of a sensitive personal nature.
- Topics will NOT be highly contentious.
- There is NO significant risk of physical, emotional or psychological harm to participants and any potential harm is likely to be minor and temporary.
- Data collection takes place in public or private locations where the safety of the researchers can be protected and privacy of participants can be guaranteed.
- Data collection takes place at a time convenient to participants.
- Data collection *does NOT involve travel to or travel within* an international setting that is on the list of countries/regions that the Foreign and Commonwealth Office advises against 'all but essential' travel to.¹

Optional Criteria (tick all that apply, if applicable)

- The research will capture video, audio or photographic material and the researcher is able to guarantee controlled access to authorised viewing during analysis.
- Any public screening of the video, audio or photographic material captured by the researcher will be subject to the consent agreement with the participants
- The research requires the collection of personal data, but data will be anonymised prior to analysis and write up or presented in a format which the participant has explicitly agreed and consented.

High Risk

PHD and DBA students are permitted to conduct projects which are classed as low, medium or high risk. In the case of **high risk, this requires agreement from their supervisor that:**

¹ There may still be data protection and/ or ethical issues in relation to other aspects of the project – as outlined under mandatory criteria and regardless of location -that need to be mitigated and therefore projects that are conducted online should not be automatically assumed not to be high risk. In considering data protection issues, researchers should also be aware that use of online methods may create potential data security issues in some cases for researchers and/ or participants. In such cases Full UREC review would be appropriate.

- **It would make a valuable contribution to the field or**
- **Investigates an important topic previously unexplored**

Please note that all high risk projects must seek full University Research Ethics Committee (UREC) approval which may take 8-12 weeks.

Please note that if your research project involves the following, you must apply to the NHS REC via IRAS:

- Involves data from NHS patients, involves data relating to NHS staff that is not limited to non-sensitive questions about their professional role, or involves users of other UK Health Department services. For details on NHS approval, see the University's guide to applying to an NHS Research Ethics Committee.

When using the Ethical Review Manager (ERM) system to complete your ethics application:

If your project is low or medium risk, then when answering **Question A5**:

- Select **Division/School Review** to use the School template and then further select 'low' or 'medium' risk for **Question L3**.

If your project is high risk, then:

- When answering **Question A5**, select **full UREC Review** to submit to UREC

If you have any queries about the specifics of your project, please contact: the AMBS Research Support Office (ambsethics@manchester.ac.uk)