DEPARTMENT OF MACE ETHICAL REVIEW GUIDANCE NOTES

This note aims to guide staff and students within the Department of MACE. It should be read alongside all other relevant documents at University level, available at:
https://www.staffnet.manchester.ac.uk/rbe/ethics-integrity/ethics/

Ethical review is typically required for projects with human participants (e.g. interviews, questionnaires or focus groups) or that use confidential data, but each research project is assessed individually on a case by case basis.

Ethical approval may be sought for the following types of project: Undergraduate Projects; Postgraduate MSc MoP Projects; PhD research Projects; Staff research Projects.

To determine if a research project requires ethical review, please first use the **University's Ethics Decision tool**:
http://www.training.itservices.manchester.ac.uk/uom/ERM/ethics_decision_tool/story.html

(Please use Firefox, Edge or Safari to access the tool, it is currently NOT working in Google Chrome)

Please note: the tool only gives a 'yes' or 'no' outcome as to whether ethical approval is required; it does not tell you what type of approval is needed.

Type of Ethical Approval

If a research project requires ethical approval, it must be determined what **type of approval** is required. There are different criteria for MACE Departmental Review, Proportionate and Full UREC (University Research Ethics Committee) Review.

Please Note: MACE Departmental ethical approval is **ONLY** available to students. UoM staff must apply for *either* Proportionate or full UREC for their own projects.

This document sets out the criteria for MACE Departmental review. For criteria relating to Proportionate or Full UREC refer to:

https://www.staffnet.manchester.ac.uk/rbe/ethics-integrity/ethics/

Types of Project and what to do

Undergraduate Projects: The MACE template should be used if ethical approval is needed

Postgraduate MSc Projects: The MACE template should be used if ethical approval is needed.

PhD research Projects: The MACE template may be used for low or medium risk projects (see below).

Staff research Projects: Staff must apply for Proportionate or full UREC review.

MACE Template

The MACE template covers low and medium risk research projects by Department of MACE UG or PGT *students. Any UG or PGT student projects seeking ethical approval **must** be low-medium risk in nature, and therefore should apply for Department level approval only. Please consult your supervisor for guidance.*

*PhD projects that satisfy **all** of the following mandatory criteria, i.e. are up to medium risk,may also use the MACE template, otherwise they should apply for Proportionate or Full UREC according to the criteria set out on the research ethics website.*

Mandatory criteria for low / medium risk projects (**ALL** must be met)

	Involves adults who are able to give informed consent.
	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.
	Topics will NOT cover data that is confidential or commercially sensitive
	Data collection will take place online or in a public or semi-public space/ building (i.e. the high street, University campus, organisation-owned offices) or private locations where the safety of the researcher(s) can be protected and privacy of participants can be guaranteed.
	Data collection will take 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.

*Does not require research participants to provide personal and sensitive information likely to lead to significant levels of distress (ie research must only involve topics that are either not contentious or sensitive at all, or where a reasonable person would agree the topic is of legitimate interest and may result in distress only in rare instances).

It is important to note that although a particular topic may not be considered sensitive in one context, it may be considered sensitive in a different context utilising a different group of participants. Therefore, you will need to guide your student to consider all aspects of their study when making this consideration.

Additional 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.

Important: The MACE template does not cover research that involves: data from NHS patients, data relating to NHS staff that is not limited to non-sensitive questions about their professional role, or 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.

This flow chart shows the possible routes for ethical approval that can be obtained by (1) UG and PGT students; (2) PGR students; (3) members of academic staff in MACE

Creating a new ethics application in the Ethical Review Manager (ERM) system

To create a new ethics application, go to: https://submission-ethicalreview.manchester.ac.uk

Please note that you can start an online ethics application at any time, without any consequences, as it will only register on the system once it has been signed and submitted.

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

1. Any UG or PGT student projects seeking ethical approval must be low-medium risk in nature. Please consult your supervisor for guidance. If you are a UG/PGT student and your research project is low-medium risk and satisfies all the mandatory criteria listed above, then when answering **Question A4**:
   - Select 'Division/School Review' to use the Department template (and select "Department of MACE" in A5)
   - For **ALL** students: Please remember to add your supervisor as the Co-PI (in Section B2.2) **to enable them to read and comment on your application** and for you to request their signature at the end of the form. You should also share the form with your supervisor (see Section B2.13).
   - Attention **ALL** students and supervisors: The submitted application must contain all required supporting documentation and be signed by the supervisor. **Supervisors must give time to assist and advise their students on preparation of their Ethics application.** Such a coordinated effort will help reduce the number of reiterations required during the approval process, thereby improving the time taken to receive ethical approval.

2. If your research project is NOT covered by the Department template (i.e. MACE staff and PhD student projects of high risk), then when answering **Question A4**:
   - Select 'Proportionate UREC Review' OR 'Full UREC Review' as appropriate to submit to UREC.
   - Further guidance on what qualifies for Proportionate or Full University Research Ethics Committee (UREC) Review can be found at: https://www.staffnet.manchester.ac.uk/rbe/ethics-integrity/ethics/
   - Please note that all high risk projects must seek full University Research Ethics Committee (UREC) approval which may take 8-12 weeks.

Please NOTE: MACE Ethics signatories will not continually review incomplete/poorly prepared UREC applications. Therefore, if an applicant does not adequately respond to recommendations, after the

3rd iteration it will be transferred directly to the University Research Ethics Committee (UREC) 'with proviso'.

It's important to note that submitting poorly prepared applications and ignoring the advice of your Ethics Signatory increases the risk of being granted an unfavourable ethical opinion by the UREC.

MACE Ethics Representatives will also not continually review incomplete/poorly prepared Departmental template applications. Therefore, if an applicant does not adequately respond to requests for revisions, after the 3rd iteration it will be granted an unfavourable ethical opinion and students will be required to prepare a new application for ethical approval.

For detailed instructions on how to create and submit an ethics application, please refer to: https://www.staffnet.manchester.ac.uk/rbe/ethics-integrity/ethics/erm/

If you have queries about gaining ethical approval for your specific project, please consult the Research Ethics website http://www.staffnet.manchester.ac.uk/services/rbess/governance/ethics/new-online-system-for-ethics-review-erm/ or contact one of the MACE Ethics Representatives as appropriate below.

Category of Project	MACE Ethics Representatives
UG projects	Lihong Zhang lihong.zhang@manchester.ac.uk Kun Wang Kun.wang@manchester.ac.uk
PGT projects	Elika Aminian elika.aminian@manchester.ac.uk Kamal Qazi kamal.qazi@manchester.ac.uk
PGR & Staff projects	Clair Gough Jillian Yeow (MACE.UREC@manchester.ac.uk)