**SCHOOL OF ARTS, LANGUAGES AND CULTURES Ethical Approval Declaration form**

All postdoctoral researchers (PGR) in the School must complete this form as part of the documentation submitted for the mid-year review in the first year of research. Before completing the form, you should consult the School’s Research Ethics web pages, together with your research supervisor (where relevant) and any research ethics guidelines from your discipline area.

**On-line System for Ethical Review (ERM)**

The online [ethics review software system](http://www.staffnet.manchester.ac.uk/services/rbess/governance/ethics/new-online-system-for-ethics-review-erm/) (ERM) manages the ethical review of research projects that involve human participants. The system helps applicants submit and track their applications to the University Research Ethics Committee and various Division/School panels that conduct reviews, provide feedback and approve applications.

**Ethics Decision Tool**

**IMPORTANT: You MUST use the** [Ethics Decision Tool](http://www.training.itservices.manchester.ac.uk/uom/ERM/ethics_decision_tool/story.html)  **BEFORE logging into the ERM portal** as submitted forms have a cost attached.

**Whether or not your research project involves human subjects** you will need to complete a Risk Assessment, either low or high risk depending upon location and activities, if your research project includes fieldwork conducted off-campus. Templates can be found in the Quick Links section of the SALC Research Ethics pages.

Guidance on research ethics is available on the [SALC Research Ethics intranet site](http://www.alc.manchester.ac.uk/studentintranet/postgraduateresearch/researchethics/).

University Research Ethics Committee guidance is available here: <http://www.staffnet.manchester.ac.uk/services/rbess/governance/ethics/>

If your research raises ethical issues, you may not begin that part of your project until you have received approval.

**Name:** ............................................. **Student ID Number (MA/PhD student only):** ...............................

**Academic Unit or Programme:** ....................................................................................

**Programme Director (MA students only):** .........................................

**Supervisor (PhD students only):** ..................................................

**Title of Research Project/Topic/ Thesis/ Dissertation:**

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**Declaration:** I confirm that I have consulted the School and University guidance on Ethics in Research and I understand that Ethical review through the ERM portal is required for **any** research involving human subjects.

I confirm that the proposed research project raises **no** ethical issues.

There are ethical issues involved in the proposed research project. I will apply for ethical approval via the ERM portal.

I confirm that the proposed research project does not include fieldwork and **no** risk assessment is required.

I confirm that the proposed research project includes fieldwork and I will complete the relevant risk assessment documentation, whether or not my research involves human subjects.

**Staff/Student name: ............................................. Date: ...............**

**Supervisor/tutor name (MA/PhD students only): ………………………………… Date: ................**

**Please note that an emailed version of this form is acceptable if a scanned (not typed) signature is inserted.**