Division of Neuroscience & Experimental Psychology Ethics Advice

Contents

Types of Ethical Approval

1. DNEP Division Review Panel

- Suitable for student projects (only) using Psychological or Cognitive Neuroscience research methods that are **low in risk** to both participants and researchers and which include only **healthy adults or children under supervision as participants** may be submitted to the DNEP Division review panel. These applications are reviewed by at least one DNEP staff member and a Chair. **Reviews usually take about 3 weeks.**
- Projects are **excluded** from this route if they include: Human tissue collection; sensitive, personal topics; MRI, PET, or CT imaging; neurostimulation; painful stimulation; objectionable stimuli;

deliberate manipulation of mood or psychological state; deception that is not subsequently explained via debriefing.

- A full checklist of eligibility criteria can be found here: http://documents.manchester.ac.uk/display.aspx?DocID=29358
- Questions can be directed to DNEP.ethics@manchester.ac.uk

2. **Proportionate University Research Ethics Committee (Prop UREC)**

- **Low-risk staff and student projects** that are not eligible for Division review may be eligible for Prop UREC review. These applications must be reviewed by a DNEP signatory before being submitted for review by at least one UREC member and a Chair. **Reviews usually take about 6 working weeks (including signatory review).**
- Projects are **excluded** from this route if they include: Invasive procedures; MRI, PET, or CT imaging; neurostimulation; vulnerable populations; children outside of an educational setting/accredited organisation (or with opt-out consent); risk of psychological stress; ingestion of substances; data collection outside of the EU.
- Guidance and a full list of eligibility criteria can be found here: https://www.staffnet.manchester.ac.uk/rbe/ethics-integrity/ethics/ (click the '+' next to 'Guidance on Applying for Proportionate UREC Review' to expand the guidance)
- Questions can be directed to DNEP ethics signatories (see below)

3. **Full UREC**

- Staff or student projects that **don't meet the criteria for either DNEP or Prop UREC** must be submitted to Full UREC review. These applications must be reviewed by a DNEP signatory before being submitted for review by one of the 4 UREC committees. You will be required to attend a meeting to answer questions the committee has about your project. Duration of review varies depending on workload, most applications are heard at a meeting within 3 working weeks of submission. **Total review time is approximately 10-12 working weeks (including signatory review).**
- Guidance and criteria can be found here: https://www.staffnet.manchester.ac.uk/rbe/ethics-integrity/ethics/ (click the '+' next to 'Guidance on Applying for Full UREC Review' to expand the guidance)
- Questions can be directed to DNEP ethics signatories (see below)

4. **Health Research Authority (HRA) and NHS Research Ethics Committee (NHS REC)**

- This route is for projects involving the NHS, including patients and in some cases staff.
- Guidance and criteria can be found here: https://www.staffnet.manchester.ac.uk/rbe/ethics-integrity/ethics/ (click the '+' next to 'Health Research Authority (HRA) Approval including NHS REC' to expand the guidance)
- Questions can be directed to the Faculty Research Governance Team (FBMHethics@manchester.ac.uk)

Important Notes

5. **Ethical Review Manager System**

All DNEP/Prop UREC/Full UREC applications must be completed and submitted online using the **Ethical Review Manager (ERM)** system: https://www.staffnet.manchester.ac.uk/rbe/ethics-integrity/ethics/erm/

6. General Data Protection Regulations (GDPR)

All applications must use **GDPR-compliant** Participant Information Sheets and Consent Forms. Use the templates provided here: https://www.staffnet.manchester.ac.uk/rbe/ethics-integrity/ethics/app-prep/ (click the '+' next to 'Participant Information Sheets' and 'Consent Forms' to expand).

7. Data Management Plans

All applications from staff or PGR students will require a **data management plan** completed via the DMPonline tool: https://dmponline.dcc.ac.uk/ (a link is provided in the ethics application form).

8. Emotional Stimuli

If you plan to use **emotional stimuli**, the reviewing committee will need to see ALL stimuli you plan to use, and prospective participants should be shown representative example stimuli on the PIS so they can make an informed decision about whether to participate. (See 'Additional Guidance' below.)

9. Copyrighted Standard Psychological Tests

If you plan to use **copyrighted standard psychological tests** that can't be reproduced in full for the purposes of review, you will need to provide details such as how responses are provided, how long the test will take, and what the participant will be asked to do. If the test uses images, you will also be asked to attach a document containing a random sample of 10% of the images used in the test. (See 'Additional Guidance' below.)

10. Additional Guidance

Additional Guidance on the use of emotional media; social media/CCTV; internet-mediated research; survey tools; audio/video recordings of participants; copyrighted standard psychological tests can be found here: https://www.staffnet.manchester.ac.uk/rbe/ethics-integrity/ethics/app-prep/ (click on the '+' next to 'Additional Guidance Documents' to expand links)

Advice

11. General Advice

Loads of helpful advice is provided here: https://www.staffnet.manchester.ac.uk/rbe/ethics-integrity/ethics/app-prep/

Be consistent, thorough, and clear! REC review is not only about whether your procedure is likely to harm to your participants. It is also concerned with whether: the research is scientifically motivated and valid; the researchers are competent to complete the research; data protection has been considered; participants are giving informed consent (which requires the PIS and Consent documents to be consistent with the application); risks to the researchers have been considered; and so on. Write in lay language! UREC and NHS committees are populated by non-experts, and they need to understand your application. DNEP reviewers are experimental psychologists and cognitive neuroscientists, but since we are regularly audited by non-expert Research Governance staff, your application still needs to be in lay language.

12. Amendments

Amendments are generally reviewed only by the Chair who approved the original application and are processed very quickly (usually within a week). If you plan to run very similar studies year on year, you might consider anticipating this in your application. Indicate that future related follow-up studies will be submitted as amendments. Also consider this when indicating the dates of data collection, since **amendments cannot be approved if the data collection period has elapsed.**

13. Data Sharing

Data sharing is allowed but must be GDPR-compliant; justified; indicated in the application; and clearly described (which data and for what purpose) in the PIS and Consent Forms. Be proactive on this; it is nearly impossible to add data sharing post-hoc since this would require re-consenting all participants.

14. Advertisements

Advertisements are **not allowed to indicate a £ amount of compensation**. You may say that participants will be reimbursed for their time, but you cannot specify a monetary amount. Online recruitment platforms (e.g., Amazon Mechanical Turk, Prolific) are an exception to this, but their use must be justified and the total compensation must not exceed £10. Only UoM email addresses and phone numbers should be used (no personal mobile numbers, gmail, hotmail, yahoo, etc.). See UREC guidance on advertisements.

15. Online Data Collection

Online data collection can be used as long as the service used is sufficiently secure, complies with data protection requirements, and does not store data outside the EU. Select Survey and Lime Survey are pre-approved by UREC. If you decide to use another platform, you must show that it meets the requirements. See UREC guidance on survey tools.

Useful Contacts

16. DNEP Division Review

Co-Chairs: Jason Taylor and Alex Kafkas

Admin: Pip Brown and Bev Haggis (DNEP.ethics@manchester.ac.uk)

Reviewers: All DNEP staff who are eligible and likely to submit applications to this route serve as reviewers. Note that this is not an admin role; it's simply peer review with a relatively low workload. On average, reviewers can expect to review about 2-3 applications per year. **If you are asked to review an application, but you feel you should not be a reviewer, please let the Admin and Chair know immediately.**

17. DNEP UREC Signatories

- Neil Pendleton
- Luca Ticini
- Admin: Pip Brown and Bev Haggis (DNEP.ethics@manchester.ac.uk)

Helpful Resources

- [Ethics Decision Tool](#): please use Firefox, Internet Explorer or Safari to access
- [Do I need ethical approval:](#) additional information to help you decide
- [Types of Ethical Approval](#)
- [Submission side of the ERM system](#)
- [List of Ethics Signatories](#)
- [Information on the ERM System](#): PDF training guides and videos
- [Example Guidance Documents](#): participant information sheets, consent forms, distress protocols, debrief sheets, confidentiality agreements and more
- [Helpful Ethics Information](#): insurance requirements, lone working, fieldwork considerations and more
- [UREC meeting timetable](#)
- [Making amendments to approved applications](#)
- [Research with children](#)
- [Research ethics policy](#)
- [SOP on Recording of Participants in Research Projects](#)
- [Guidance on the use of Social Media/CCTV](#)
- [Guidance on the use of survey tools](#)
- [Records Retention Schedule](#)
- [Ministry of Defence Research Ethics Committee (MoDREC)](#)
- [Research with Her Majesty's Prison & Probation Service (HMPPS)](#)
- [Health Research Authority approval and IRAS](#)