



The University of Manchester
Alliance Manchester Business School

AMBS Ethics Procedure

As part of the dissertation process, you will have to find out whether you need ethical approval. Below you will find instructions on how to do this and complete the process:

1. First check whether your proposed project requires ethical approval by using the [Ethics Decision Tool](#). Please answer the questions carefully and if you have any concerns, please discuss them with your supervisor. Once you have an outcome from the tool you must verify this with your supervisor by sending them a copy of the outcome for them to check. Once you are both in agreement you must also attach a copy to your AMBS ethics form. The tool features a print function in the lower right hand corner of the screen which will print a copy of the outcome to a PDF. Please ensure you click in the upper right hand corner of the screen to make the breadcrumb path visible before doing this.
2. If ethical approval is required, you must discuss the details of the project with your supervisor to ensure it is classed as 'low risk'. If your research is classed as 'medium risk' you must provide an adequate justification for this and your supervisor must also provide support for this decision.
3. You should then log into the Ethical Review Management (ERM) system and complete an appropriate application form (ensuring you pay careful attention to all instructions and choose the correct options). For example, ensure you choose 'Division/School review' for question A5, choose 'AMBS' for question D5.2 and then either 'low risk' or 'medium risk' for question L3 depending on what you have agreed with your supervisor.
4. If you choose low risk your application will be sent to your school administrator for a few required checks before being logged or returned to you if additional information is required. Once your application is complete and no further information is needed, you and your supervisor will receive an approval letter via email. **Important note: you must not proceed with your project until confirmation of ethical approval is received.**
5. If you choose medium risk your application will be sent out for formal review by members of the AMBS School Panel. If changes are required, you and your supervisor will be notified of this via email as well as provided with instructions for updating and resubmitting your application. Once your application is complete and no further information is needed, you and your supervisor will receive an approval letter via email. **Important note: you must not proceed with your project until confirmation of ethical approval is received.**

Criteria for Low and Medium Risk Research:

Please ensure you and your supervisor read through these criteria carefully.

All AMBS MSc and undergraduate students should aim to design their research projects so as to ensure the project adheres to the low-risk ethics review criteria listed below. It is likely that only some criteria are relevant to each student's project. Exceptionally, students who have very good reasons to conduct a research project that violates the low-risk ethics review criteria must discuss

and agree their plans with their supervisor before submitting an application for medium risk review. By choosing to proceed with a medium-risk project, you should note that the research will require formal endorsement by your supervisor and approval by the AMBS School Panel - an administrative process that will delay the date as to when you can start data collection by at least 4 weeks.

Students whose research project will only use data that is publicly available do NOT need to submit a low-risk ethics research application providing the data is not personal-identifiable. All students are obliged to verify that their research will not violate any of the criteria listed below:

For Low risk research:

L3.2 Please indicate which of the following apply to your research project:

- My research will engage healthy adults and/or children (the latter in an educational setting where they have the opportunity to provide assent, or where parental/guardian consent can be provided) who are able to give informed consent in a way that accords with accepted practice.
- My research will focus on professional practice with participants in professional roles conducted in their work setting.
- My research will engage participant groups limited to peers and colleagues that is not of a contentious or sensitive nature.
- My research will not involve vulnerable or dependent groups.
- My research will take place in locations where first aid and/or other medical support or facilities are available within 30 minutes.
- My project will be market research (i.e. the research will involve data collection from the general public approached or observed in public locations for the purposes of market investigations but will not involve the gathering of personal data).
- My project will be primary research using a questionnaire completed and returned by participants with no direct contact with the researcher, where the topic is not sensitive or personally distressing.
- My project will be primary research with participants inside the EU or an international setting that is not on the list of countries/regions that the Foreign and Commonwealth Office advises against 'all but essential' travel to.

For Medium risk research:

L3.1 Please indicate which of the following apply to your research project:

- My research will engage with adults and/or children (in an educational setting or accredited organisation where they have the opportunity to assent and where parental/guardian consent can be provided) who are able to give informed consent in a way that accords with accepted practice.
- My research will not involve vulnerable or dependent groups.
- My research will not require research participants to provide personal and sensitive information likely to lead to significant levels of distress (research where the topics are either not contentious or sensitive at all, or where a reasonable person would agree that the topic is of legitimate interest and may result in distress in rare instances).
- My project will involve primary research with participants inside the EU or an international setting that is not on the list of countries/regions that the Foreign and Commonwealth Office advises against 'all or all but essential' travel to.
- My project will be primary research conducted in a public space or building (e.g. the high street, the University campus, a school building).

- My research will take place in locations where first aid and/or other medical support or facilities are available within 30 minutes.
- My research will be a review/evaluation involving topics that may be of a sensitive nature, but that are not personal to the participants.
- My research will be carried out within normal working hours or at a time convenient to participants.

For further information about research ethics please see the [university's ethics web pages](#). For further information about the ERM [follow this link](#).