# Appendices

## Appendix 1: REC review panel checklist for applications

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| Title | • Short, clear and descriptive. |
| Abstract | • A summary of the main points of the research, written in terms easily understandable by a non-specialist and containing no complex technical terms. |
| Investigators | • Names and institutional attachments of all persons involved in the collection and handling of individual data and one person named as Principal Investigator (PI).<br>• Research students should include a supervisor's electronic signature and comments as evidence of supervisor support. |
| Schedule | • Has the research been adequately planned so it will be carried out in a timely manner? |
| Methodology | • Outline the method or methods that will be employed to collect and analyse data. Any relevant documents, such as interview or survey questions, should be sent with the completed proforma.<br>• Are all documents for applicants worded appropriately? |
| Participants | • Give details of the population targeted or from sample will be obtained and how this sampling will be done.<br>• Information on participants should include:<br>  ◦ Age<br>  ◦ Specific vulnerabilities<br>  ◦ Cultural sensitivities<br>  ◦ PREVENT safeguarding programme |
| Recruitment procedures | • Are there details of how potential participants will be identified/chosen and how they will be approached?<br>• Is there any possibility for coercion and if so how has this been addressed? For example, are there any 'power' relationships where the participants are known to the researcher either personally or professionally? Have these relationships been recognised and steps taken to avoid or taken into account?<br>• Have participants been informed of the time commitment expected of them and their right to decline to offer any particular information?<br>• Have participants been given sufficient time to permit making an informed decision?<br>• Are eligibility criteria clearly set out? |

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| Consent | • Consent forms and information sheets must be included in the application and where there are separate participant groups, separate consent and information forms for each group must be supplied. These need to include the following or a rationale for any variance:<br>• PI contact details and an alternative contact.<br>• Institutional email addresses should be used by default.<br>• Is there clear information on how and when a participant may withdraw from the research, without affecting their rights and the success of the research project? For example, a date after which it may not be possible for participants to withdraw consent and request destruction of data.<br>• Is there information about how and to whom a complaint might be addressed?<br>• Is there clear information about the processing and storage of data including evidence of compliance with the EU's General Data Protection Regulation (GDPR)? |
| Where and when will the research be carried out and the data collected? | • Researchers should give details of where and when data will be collected with an explanation of why the research needs to be conducted in the chosen setting or location. For example, if it will take place on private, corporate or institutional premises, information must be given on any approvals that have been gained/are required. |
| Literature review | • Researchers should give a brief review of the existing literature or previous research. They should clarify whether the proposed study replicates prior work and/or duplicates work done elsewhere and/or has an element of originality.<br>• Is there sufficient evidence that an exhaustive literature search has been carried out to confirm that the research project is of sufficient quality, and not overly duplicating any previous work? |
| Which guidelines will be followed? | • Researchers should provide information on which guidelines will be followed. For example: BERA, BPS, BSA, SRA, MRS, SPA. |

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| Data protection and information security | • Has data protection and security been addressed adequately?<br>• Where research involves the collection of personal information about individuals, researchers should have registered their project with the appropriate institutional data protection officer, or follow other procedures prescribed by their institution and they should confirm that this has been done. If collection of personal sensitive data is proposed appropriate safeguards should be in place.<br>• Details of procedures and a schedule (including dates) for the storage and disposal of data to comply with the Data Protection Act and GDPR should be included, with the earliest and latest date for the destruction of original data, where it is required. Also, any archiving arrangements that have been agreed/permitted should be included in the project schedule. Researchers should also be aware of institutional information security policy and guidance. |
| Research data management | • Have participants been given accurate information and given appropriate consent for the research data to be reused and/or published?<br>• If not covered elsewhere in their application or in a data management plan, researchers should give details of how their research data will be managed and published. Necessary compliance with any funding body requirements should also be described. |
| Deception | • Researchers should provide details of the withholding of any information from participants, or misrepresentation or other deception that is an integral part of the research.<br>• Where used, any such deception should be fully justified.<br>• Is there any indication that applicants might feel coerced, constrained, or otherwise induced to participate against their will? |
| Risk of harm | • Researchers should detail any foreseen risks to participants or researchers (e.g. home visits) and based on a risk assessment, the steps that will be taken to minimise/counter these (ref. Project risk assessment matrix). Where any risks to participants or researchers exist, have they been addressed adequately?<br>• If the proposed study involves contact with children or other vulnerable groups, researchers should confirm that, where necessary, the requirements of the Disclosure and Barring Service have been met and provide the relevant reference number and period covered for each person involved in the research. Researcher should also be aware of institutional safeguarding policies and guidance.<br>• Have participants been given information or contacts for emotional support if needed? |

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| Incidental disclosures and findings | • If there is a risk that disclosures raising concerns for the safety of participants or others, have relevant measures been explained?<br>• If there is a risk that research procedures could reveal information about the health of participants or their relatives have any responses which might be taken by the researcher been explained? This is particularly important with any research involving the collection of human tissue, DNA analysis and imaging techniques.<br>• If there is a risk of disclosure of illegal actions and what the consequences might be. |
| Debriefing | • Researchers should give details of how after data collection, information will be given/ made available to participants to inform them of the outcomes of their participation and the research more broadly.<br>• Is the offer or breadth of the debriefing adequate?<br>• Has the researcher offered to share findings with participants? |
| Research organisation and funding | • Are there any conflicts of interest or requirements/issues with a particular funder? |
| Other project-related risks | • If not included elsewhere, have risks been adequately addressed?<br>• Researchers are asked how they will limit research risks by anticipating potential problems.<br>• They are advised that where they are carrying out fieldwork in the UK or overseas they should be aware of the institutional guidance and policies. |
| Benefits and knowledge transfer | • Researchers should state how the research may be of general benefit to participants and society. |
| Supporting documents | • These should include all governance related documents e.g. indemnity, funding, external approvals/permissions, risk assessments etc. All listed, present, with version numbers and dates, and referenced? |