This document is for guidance only. It allows researchers to see what questions are asked in the online ethics review form.

Instructions on how to use the online ethics review submission system can be found here

Screen A (About the study)

A1. Title of research project /study

A2. Is this study funded?

[If yes:] Who is/are the funder(s)? *[drop-down list/other]*

A3. Abstract

Your abstract should outline in non-technical language the purpose of the research (Approx. 150-200 words)

A4. Data Collection

Briefly describe the data collection method(s) to be used (Approx. 100-150 words)

A5. In what country or countries will data collection take place? Will you travel there, or will the research be conducted remotely/online?

Where research is to be conducted outside the UK, the researcher must establish whether local ethical review is required by the host country.

A6. Will your study be conducted in the LSE Behavioural Lab?

A7. When do you expect to begin data collection?

A8. What is the approximate duration of your data collection?

[Please allow sufficient time for the ethics review process. You cannot begin any data collection until ethics approval has been obtained. Guidance on timeframes and how to check the status of your application can be found in the user instructions here]

Screen B (researcher & supervisor details)

B1. Your Name

B2. Are you the lead researcher (at LSE) on the project?

If you are completing this form on behalf of someone else, please select 'no'. (Responses to questions B4 to B6 should then relate to the lead researcher)

MSc students: if you are, for example, completing this ethics review for your dissertation, then you are the lead researcher.

Where students are working together on a group project, only one student needs to complete the ethics review form. Please list other members of the group in the 'Co-researchers' section.

B3. If you are working with any co-researchers please list them (and their institution) here. Otherwise enter N/A

B4. Are you: UG PGT PGR Research Staff Academic Staff Other

Please select from the drop down list. **MSc***,* **Exec MSc***, and* **MPA** *students should select 'PGT'.*

B5. Name of Programme *(please start typing and select from the list)*: [For students only]

B6. Name of Department/Centre/Institute *(please start typing and select from the list)*
If your unit is not listed please contact research.systems@lse.ac.uk.

B7. Name and email address of departmental ethics approver:

The supervisor/approver must not be someone involved in the research itself

Students *should enter the name/email address of their project/dissertation/thesis supervisor (or academic mentor/advisor) as appropriate. (Please note that PhD students are NOT to approve ethics reviews, so please do not enter their details below).*

Staff *should enter the name/email address of the Departmental ethics approver.*

Email address of the supervisor/approver *(this must be their LSE email address - please start typing and select from the list. If they are not listed please email research.systems@lse.ac.uk)*

Screen C (Does the study require research ethics approval)

C1. Will your data collection– or any planned post-study engagement/impact activities - involve **ANY** of the following?

a) Interviews, surveys, focus groups, experiments, observations of people, etc., or any other type of user generated data (e.g. from discussion forums, social media platforms, vlogs or blogs, comments on posts or articles).

b) The collection of any personal data/identifiable information (e.g. names, email addresses, IP addresses, social media profiles or meta-data, visual material, etc.) or use of any secondary data that include any personal data/identifiable information. [However, research that will **only** use data from publicly available archival records, including newspapers, does not require ethics review. In this case, you may answer No here (unless there are other reasons why it may give rise to ethical issues).]

c) Any other information that could identify (or potentially lead to the identification of) a living individual. For example, where information from micro datasets, if combined, could lead to the identification of individuals or where an online search for particular wording could lead to the identification of an individual.

d) The potential that findings/conclusions/impact/publication may have damaging repercussions (reputation, stigma, bullying) for any individuals or groups with protected characteristics.

C2. Is there any other reason why your research might raise ethical issues, or why you need ethics approval?

C3. Will the research involve accessing security-sensitive material, such as material related to terrorism or violent extremism of any kind?
If Yes, you must complete a DMP and submit that to the data librarian for feedback so that they can advise on how to securely/safely access such materials. (The DMP can be completed/submitted either before or after submission of your ethics review form.)

Screen D (LSE vs external research ethics review)

D1. Does your research/study involve NHS health or social care patients or carers?

If your study will involve research participants identified from, or because of their past or present use of NHS services (adult and children's healthcare within the NHS and adult social care), or relatives or carers of past or present users of these services, you may need to obtain NHS REC approval. If you are unsure, please consult the Health Research Authority (HRA) Decision tool

Yes/No

D2. Is the study part of a collaborative research project that will undergo ethics review by another university Research Ethics Committee (referred to as Institutional Review Boards in some countries)?
Yes/No

D3. Is there any other reason why the research will undergo ethics review by an organisation other than the LSE?
Yes/No

Screen E (External ethics review) *[Screen E only appears if there is a Yes to any screen D question]*

E1. Which organisation or body will undertake the research ethics review of this project, and why?

Please provide a link to (or upload a document about) their ethics review procedures/guidance.

E2. Will you also require LSE ethics review/approval?

Researchers wishing to request exemption from LSE ethics review/approval should answer 'No' here.
If you are not sure, please contact the research ethics manager via research.ethics@lse.ac.uk

Yes/No

Screen F (Type of ethics review)

Fx. UG/PGT students only: Is this project your dissertation?

If this project is a small pilot/coursework study for your dissertation but is not the dissertation itself, you should answer NO to this question.

F1. Does the research involve vulnerable participants?

Note that vulnerability may be due to a number of factors, for instance due to: age, potential marginalisation, disability, disadvantageous power relationships (including, for example, students – where recruitment is connected to a course they are enrolled on), etc. Young people under the age of 18 may also be potentially vulnerable. Please refer to our guidance Research with children and other vulnerable groups.

Yes/No

F2. Does the study involve children/young people under the age of 18?

Please refer to our guidance Research with children and other vulnerable groups. (You will be asked to provide more details in question H1")
Yes/No

F3. Will the research involve asking participants questions that they may find emotional or distressing?

If Yes, please ensure you upload a draft or outline of your interview/survey/focus group questions in the 'Supporting documentation' section at the end of the form.

Things that might cause distress could include research that intrudes into the private sphere or delves into some deeply personal experience; where the study is concerned with deviance or social control; where the study impinges on the vested interests of powerful persons or the exercise of coercion or domination; where the research deals with things that are sacred to those being studied that they do not wish profaned; or where discussion of the topic could place the participant (or researcher) at risk..'
Yes/No

F4. Does the study involve any use of deception, and/or will participants not be fully informed at the start as to what the study is about?[1]

Deception can occur at a variety of levels: for example, at one level, experimental methods may depend on participants being deliberately misled as to the true nature or purpose of the research in which they are taking part; at another, covert participant observation may entail an implicit deception as to the true identity and role of the researcher. Deception may be a legitimate and necessary feature of social scientific research, but its use must always be properly justified.

Yes/No

F5. Does the study entail the collection of any biometric or physiological data?

For example, facial recognition, retina scans, fingerprints, pulse rate, etc.

Yes/No

F6. For **primary** data collection, will you be collecting written consent from all participants?

For primary data collection, will you be collecting written (or typed/electronic) consent from all participants?

[1] This question does not appear to researchers in the Anthropology department. It is covered under G5

For online surveys, written consent can be via an explicit tick-box after the study information is presented at the start of the survey.

*For **secondary** data please select 'N/A'. However, the researcher should ensure, where relevant, that consent was given for the data to be used by third parties.*

For use of social media data, if you will only be using data/comments posted by high-profile people (e.g., celebrities, influencers, politicians or other public figures) you may also select 'N/A'.

Yes/No/Not sure/ N/A - secondary data

F7. Is there any reason the research might present any risks to either yourself or your participants beyond those normally encountered in your/their regular activities?

For instance, if the research is politically sensitive and might attract the attention of authorities.

Yes/No

F8. Is there any reason why the research requires review/approval by the Research Ethics Committee (as opposed to Departmental review/approval)?

For example, i) if REC approval is required by the funder or to satisfy other external requirements; or ii) where a course convenor/class teacher is submitting this form to cover small/low risk projects that students will be conducting as part of a course/assignment. If you are unsure please contact research.ethics@lse.ac.uk.

Students should normally answer NO to this.

Yes/No

Screen G (Ethics review: General questions)

G1. What participants will be involved in your study? How will they be identified /recruited? Are there any inclusion / exclusion criteria? If yes, describe them.

G2. If you need to recruit participants via a gatekeeper*, please give details. (Might this raise issues of whether participants' involvement is truly voluntary? Might the gatekeeper influence potential participants in some other way?)
**A gatekeeper could be anyone who the researcher needs to go through in order to gain access to participants.*

G3. Will any incentives, recompense (or 'In kind' payments) be paid to participants for taking part in the research? If so please give details, and reflect on whether these are fair, whether they might unduly influence participants to take part, or any other considerations appropriate to the context.

Please refer to our guidance Payments and benefits to research participants.

G4. Are there any payments or other incentives to the researcher(s) that might be perceived as having an impact on the objectivity of the research?

G5. Outline how participants will be given information about the study and what their involvement will be, and how you will record consent. If you will not be obtaining informed consent you must explain why.

Please see the guidance on informed consent, which includes a sample template. (N.B. You will be asked to attach a copy of your planned participant information sheet and consent form at the end of this form.)

Anthropologists: first describe how you intend to present yourself and your research to the people you study. What are the particular issues around self-representation and transparency that may arise in your field site? How will you address these issues? Secondly, address how you intend to gain the consent of the people you study, what the potential merits and pitfalls of your methods might be in relation to consent, and how you would try to limit pitfalls. Do you plan to secure written and/or oral consent? Include a discussion of how your procedures for securing consent might need to be adapted over the course of your research, based on the needs and desires of the people you study. (Please refer to the ASA guidance.)

G6. Describe how you intend to handle issues of confidentiality and anonymity

i) in your collection of data,

ii) in your study outputs (dissertation, thesis, publications, presentations). If participants will not be fully anonymized in your research outputs please provide a rationale as to why. *Please ensure that what you say here about anonymity is consistent with the information you provide to participants in the Information sheet/Consent form.*

iii) Where will data be stored? (Data should normally be stored on LSE One Drive or LSE H-Space.) *We strongly recommend that all PhD students and staff complete a Data Management Plan and submit this to datalibrary@lse.ac.uk for their feedback. Guidance can be found here (a link will also be provided once you have submitted this form).If you have already submitted a Data Management Plan to the Data Library, or are in the process of doing so, please let us know here.*
Undergraduates/Masters students: please refer to the Research Data Management for undergraduates and master's students - quick guide. In some circumstances, the Research Ethics Committee may ask that you submit a Data Management Plan and await feedback from the Data Librarians.

iv) Do you plan to use Generative AI tools to analyse or otherwise interact with the information about or provided by participants? If yes, please reflect here on any ethical risks this may give rise to. *Note that if you plan to use any personal data in a Generative AI tool and/or share the data with third parties via the tool or use it to train models this should be explained in the Participants Information Sheet and consent obtained, and you should also complete a Data Management Plan. Please refer to the School's Guidance on the use of Generative AI for Research.*

G7. Describe any other potential risks that your project might pose to participants, and what safeguards will you put in place to address or mitigate these.

Note that harm could be physical, emotional, psychological or reputational.
If your study will involve children/participants under the age of 18, question H1 (next screen) will address this.

G8. Describe any potential risks that your project might pose to you as the researcher or any other researchers involved in study. How will you mitigate these?

Note that risks could be emotional, psychological, reputational, physical.

G9. Please describe any wider benefits - to participants or others - you hope the study might lead to?

G10. Might the *dissemination* of the study results, or any engagement/impact activities, adversely affect (directly or indirectly) any individuals or groups? If so, are there ways you can mitigate this?

G11. If you will be working with (or employing) other researchers: describe the principles of good practice that you will follow, addressing issues such as ownership of data and co-authorship. How will you ensure that any local research assistants you hire will receive a fair and appropriate return for their work? How will you maintain the integrity and good reputation of the discipline?

If not relevant, please enter N/A.

G12. If you plan to use any crowd-sourcing platforms (such as MTurk, Prolific Academic) to collect data, please give details here.

Note that researchers should treat participants on crowd-sourcing platforms fairly. Thus, researchers should ensure that they set fair rates of pay; enable easy ways of communication between participants and researcher, etc.). Researchers must also check that the platform itself is one that treats/pays participants fairly. If you have never used these platforms before please seek training before doing so.
If not relevant, please enter N/A.

Screen H (Additional questions) [Screen H only appears depending on answers in screen F]

H1. Will your research involve children / young people under the age of 18? Yes/No

If H1=Yes, the following text appears:

Please give details of what their involvement will be, what safeguards you will put in place, and clarify whether parental/guardian consent will also be obtained.

A reminder to refer to our guidance Research with children and other vulnerable groups. Please also refer to the LSE Safeguarding in Research and International Activities Policy.

We also recommend researchers read the NCB Guidelines for Research with Children and Young People.

Please confirm that you have read the LSE guidance **and** policy [Tick box]

H2. If the study involves discussion of sensitive topics*, please give details and how you intend to handle this.

**For example - but not limited to - sexual activity, illegal behaviour or social control, experience of violence or abuse, drug use, a topic/issue considered sacred or taboo to the participants, etc.*

Please ensure you upload a copy of your interview question guide and/or survey questions at the end of the form

H3. Is there a potential risk that participants might disclose information indicating that they or someone else is at risk of significant harm? If so, how would you deal with this?

H4. If you plan to collect verbal, rather than written consent, please indicate why this is? Please also indicate how you will record their consent (e.g. by audio recording, or by a witness)

H5. If the research involves the use of deception in any way, please give details and explain how you will de-brief participants at the end of the study.

Please refer to the British Psychological Society's Code of Human Research Ethics

Screen J (Previous experience and covering comments)

J1. Outline any previous experience and/or ethics training that you have that is relevant to this study

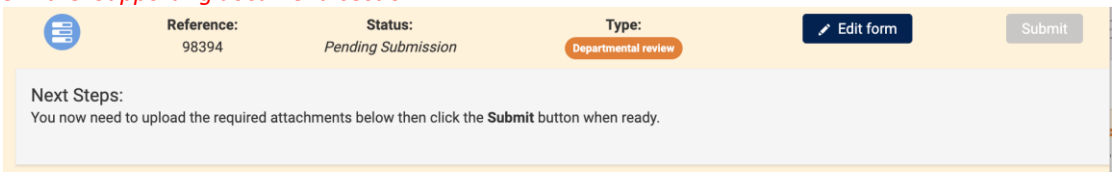
If you will be conducting interviews on a sensitive topic, it would be helpful to know if you have any previous interview experience.

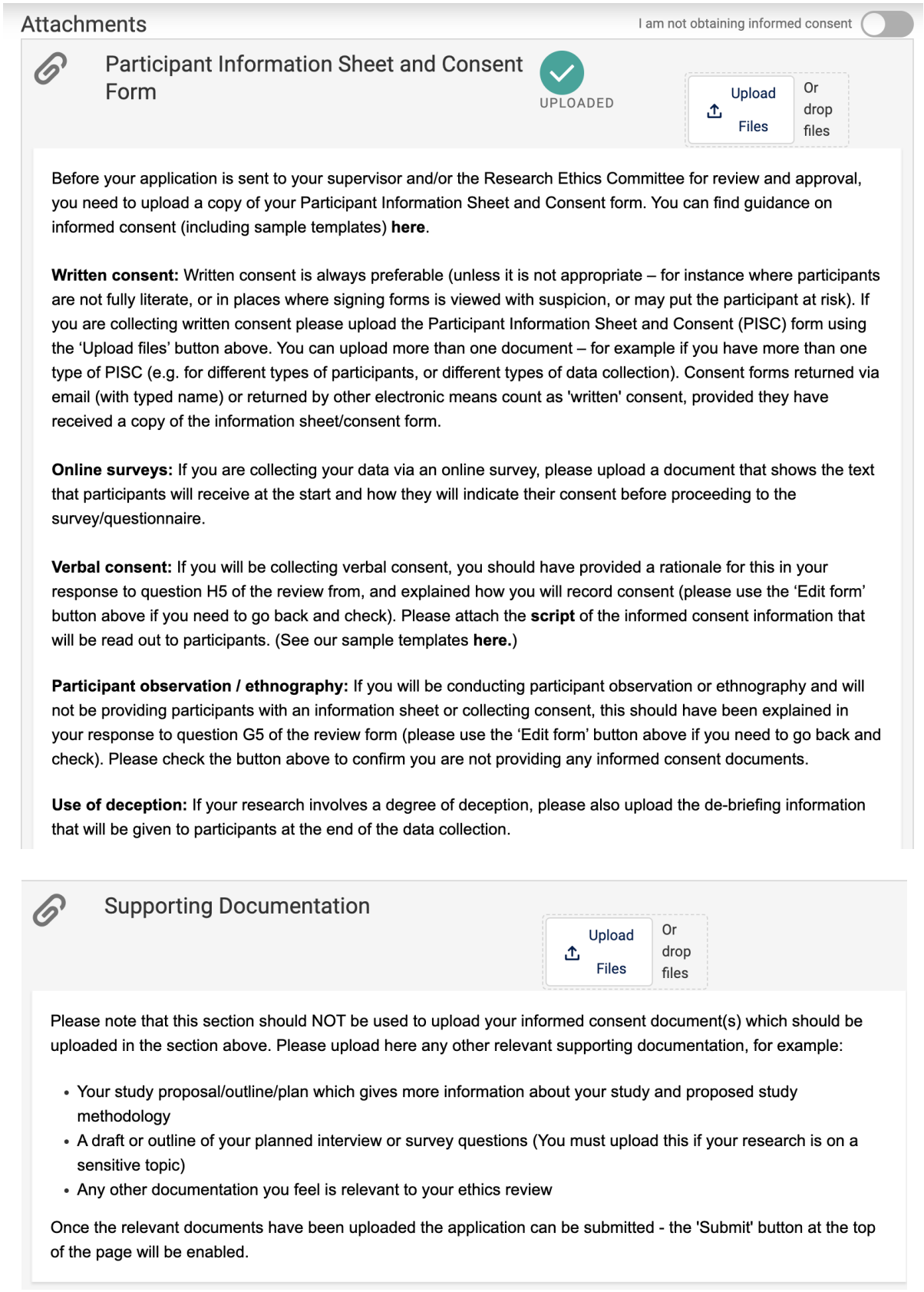
J2. If there are any covering comments you would like to flag to the reviewer, please add them here. (Otherwise just add 'N/A')

Your covering comments will appear at the top of your review form when received by your supervisor or the Research Ethics Committee for review.

Next steps and attachments screen

Having completed the form you will see the screen below (see next page). The top section shows the status of your application.
You need to upload your informed consent document(s) before the 'Submit' button will be enabled. [If you will not be obtaining consent, and have explained this under G5, select 'I am not obtaining informed consent.]
If you have any other supporting documents (e.g. proposal/research outline, interview guide, etc) please add these in the 'Supporting document' section.





Submission

Once you have uploaded your informed consent attachment(s) and any supporting documents you wish to add, the 'Submit' button will be enabled.

Once you click 'Submit' the form will automatically be submitted to your project supervisor/ approver.

Following submission

Please note that you must await approval of your ethics review before you commence any data collection or recruitment of participants.

Please keep an eye on the status of your application, and remember that applications categorised as requiring Research Ethics Committee review first go to the relevant project supervisor/mentor who then submits it to the REC for review/approval.

Guidance re timeframes and how to check the status of your application can be found in the user instructions here.