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## NAH FREC Ethics application form – UG & PGT NAH students - studies requiring NAH FREC approval

**NAH STUDENT – Important – please check the information on this** [**webpage**](https://www.ljmu.ac.uk/ris/research-ethics-and-governance/research-ethics/school-faculty-committees-recs/frec-school-of-nursing-and-allied-health) **and ONLY complete this form if your study can be registered/reviewed by NAH FREC.**

1. Students must discuss their study / ethics application with their supervisor in formal tutorials. An ethics application may require a number of revisions before the supervisor decides the application is of a standard whereby it can be submitted to the NAH FREC

2. Students must allow a reasonable period of time for supervisors to read an ethics application prior to any ethical review submission deadlines (please discuss this with the supervisor)

3. The ethics application form must only be submitted to NAH FREC by the supervisor

**SUPERVISOR** – Once you are satisfied with the content of this application form and you have completed the “[student project decision tool](https://forms.office.com/r/YtT66p7LuB)” email the completed form to [HEAFREC@ljmu.ac.uk](mailto:HEAFREC@ljmu.ac.uk)

**Section A: General Information**

1. **Title of the study** *[If the title is not self-explanatory to a lay person then a secondary title should be given to clarify and used in any participant facing documents]*:

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**Secondary title** *[if required]*

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1. **Principal Investigator (PI)** *[Note that the in the case of postgraduate or undergraduate projects the student is designated the PI.}*

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| Title |  | First Name |  | Surname |  |

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| Status | Choose an item. |

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| School / Faculty | Choose an item. |

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| --- | --- |
| LJMU username |  |

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| LJMU Email address |  |

Experience / Qualifications / training relevant to the co-applicant conducting/supervising the study

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What is the role of this investigator?

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* **The Principal Investigator (PI) has successfully completed the** [**LJMU Research Ethics Training**](https://www.ljmu.ac.uk/ris/research-ethics-and-governance/research-ethics/research-ethics-training) **and a copy of the certificate of completion emailed to the PI has been appended.** Please type **YES** or **NO** in the box below

*[Please note all students MUST have completed the LJMU Research Ethics Training BEFORE they start to complete this form]*

1. **Supervisor**

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| Title |  | First Name |  | Surname |  |

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| Status | Choose an item. |

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Experience / Qualifications / training relevant to the co-applicant conducting/supervising the study

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What is the role of this investigator?

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1. **Co-applicant**

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| Title |  | First Name |  | Surname |  |

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Experience / Qualifications / training relevant to the co-applicant conducting/supervising the study

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What is the role of this investigator?

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*[Where there are more than one co-applicant, please append an additional page to your application containing the relevant details]*

**SECTION B – STUDY OVERVIEW**

1. **Anticipated start date** *[Enter the date when you propose to start recruiting participants, obtaining gatekeeper consent etc. – note that no recruitment can take place without full, unconditional ethical approval. The start date must be a reasonable period of time after the application was submitted for ethical review to allow the REC to ethically review the application and for applicants to respond to any deferral comments. (e.g. at least four weeks after an application was submitted for proportionate review or if the applications is submitted for full review, at least 2 weeks after the REC meeting)]*

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| **Start date:** | enter a date. |

1. **What are the aims and objectives of the study?** *[Provide the academic/scientific Justification of the study/project. Provide an overview in plain English (comprehensible to a layperson) - avoid abbreviations and explain technical terms (Note Do not simply refer to the protocol. Maximum length – 1 side of A4)]*

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**B3a Give a summary of the design and methodology of the planned study.** What do you propose to do and how do you propose to do it? *[Provide information as appropriate in plain English (comprehensible to a layperson) to help the REC understand and approve your application.* *Include the required information within this section, do not refer the reviewer to a protocol– as the information for reviewers must be in lay language and easily accessible within the ethics application form].* For example:

1. Participants – who are they? What will happen to them? How many times? In what order? Where? When? How? How long will it take them? Etc.
2. Interventions/procedures/data collection methods - Give details (How? When? Where? How often? For how long? Etc.) of all interventions/procedures that will be received by the participants as part of the study protocol (intervention/procedures might include seeking consent, screening questionnaires, interviews, questionnaires for data collection, exercise, what will be measured etc.)
3. Ingestion of any substance – please include details such as the name of the product, dose, number of doses, whether the dose is considered high or low, how the product will be stored/dispensed and route of administration etc.

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**B3b. Quality** [*The REC understands the benefits and limitations of studies. For the study to be ethical, the benefits must outweigh the limitations. Therefore, please explain in few words the delimitations of the study and how the quality of the study will be maximised. For example:*

1. *How do you propose to limit the threats to internal validity (quantitative data) or maximise trustworthiness (qualitative data)?*
2. *How do you proposed to maximise external validity / generalisability?*
3. *What are the limitations?*
4. *What are the measurements/recordings tools – are they valid/reliable/credible?*
5. *How will you process / analyse your data/content*

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**B4. State the principal study question**

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1. **Give details of the proposed intervention(s) or procedure(s) and the groups of people involved** (including psychological or physical interventions, interviews, observations or questionnaires)

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| **intervention(s) or procedure(s)**  *(e.g., interviews, questionnaires health-screening questionnaire etc.)* | **Participants**  *(E.g. LJMU students, general public, health or social care professionals etc.)* | **Number of participants required** | **Avg. time to complete** | **Where will the intervention / procedure take place**  *(LJMU classroom, public places, place of work, online etc.)* |
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*To include additional interventions place your mouse cursor in the last cell of the final column and press the tab button on your keyboard. A new row will be created for the above table.*

**B5b. Please confirm that the investigator who will be administering tests and or interventions and/or procedures and/or data collection methods is competent in the methods and that all relevant standard operating procedures, policies, codes of practice etc. will be adhered to.**

*[type* ***YES****,* ***NO*** *or* ***NA*** *in the box below]*

**B5c. Studies involving questionnaires to collect data. Please confirm that you have** *[type* ***YES or NA*** *in the boxes below]*:

1. Appended the questionnaire as it would be presented to the participants. This might include an introduction, instructions for completing the questionnaire, instructions for returning/submitting the questionnaire and any signposting to support services where applicable.
2. Included at the start of the questionnaire, a statement of implied consent and a tick box for participants to confirm implied consent, which you can copy from the consent form template.
3. Included at the start of the questionnaire, a statement that makes it clear that participants have the option of not answering questions they do not want to answer.
4. Requested the age of the participant at the start of the questionnaire, state the age requirement and included instructions that those younger than the age requirement should not complete the questionnaire.

**Have the questionnaires previously been validated?**

*[type* ***YES****,* ***NO*** *or* ***NA*** *in the box below]*

**If questionnaires have not been validated**, please confirm that non-validated questionnaires will not be presented to participants who are not LJMU staff or students.

*[type* ***YES****,* ***NO*** *or* ***NA*** *in the box below]*

**If questionnaires have been validated,** please include the references and state the population in which the questionnaire was validated

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**B5d. Where interviews or focus groups (structured or semi-structured) are proposed you must append an outline of the questions you are going to ask your participants. Please confirm that you have attached an outline of your interview / focus group questions.**

*[type* ***YES*** *or* ***NA*** *in the box below]*

1. **How will the findings of the study be disseminated?** (e.g. thesis, dissertation, peer-reviewed articles, conference presentations, reports)

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**SECTION C – THE PARTICIPANTS**

**Please give separate details for different study groups where appropriate.** *Participation must be entirely voluntary, and no one should be coerced to participate against their will.  Investigators should avoid exerting undue influence when approaching potential participants.  No sanctions should follow if the participant decides to withdraw from the study at any time.*

***Gatekeepers*** *- A gatekeeper is any person or institution that acts as an intermediary between an investigator and potential participants (e.g., school authorities, sports club, treatment service providers, a coach, instructor etc.). The use of a gatekeeper may be necessary:*

* *To help identify participants where an investigator does not have legitimate access to personal data of potential participants (names and contact details or information related to identifying participants in relation to the inclusion/exclusion criteria of the study)*
* *Where it may also be more appropriate or good etiquette to ask a gatekeeper to make the first approach to potential participants – and in specific circumstances to take an active role in recruiting the participants*
* *To minimise and manage potential risks (e.g. to gain permissions to access facilities, use a gatekeeper’s resources such as their facilities and their staff and to undertake the study within certain hours etc.)*

*A gatekeeper may well give support in principle before the study has been ethically approved, but a gatekeeper must only provide specific consent once the study has been ethically approved.*

1. **Detail your projected number of participants and provide justification for this sample size.** *[Please note: For studies involving mixed methods and/or multiple participant groups, you should provide an estimate of the number of participants taking part in each method]*

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1. **What are the inclusion/exclusion criteria?**

* *The answers to the questions below will help the REC understand how you will ensure the quality of the study, how you will minimise any potential risks/hazards and whether there is the potential for any particular participant groups to be exploited or unfairly excluded.*
* *Participants need to be fully informed about the inclusion/exclusion criteria – please include the relevant information in any recruitment materials and information sheets*

1. **On what basis will individuals be included and excluded (eligible/ineligible) from your study in order to address the study question/objective?** *[Consider the characteristics of the target/study population]*

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1. **If applicable, on what basis will individuals be included and excluded (eligible/ineligible) from your study in order to minimise/manage risk? For each of the exclusion criteria explain what risks of harm will be minimised.**

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1. **How will you apply/implement each of the inclusion and exclusion criteria?** (e.g. will potential participants self-include/exclude themselves based on the information provided on the participant information sheet – or will you assess the potential participants in some way – such as with a health screening questionnaire or physiological measurements – please explain)

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1. **What are the upper and lower age limits?** *[Provide justification for these where appropriate]*

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1. **Please provide details that might help the REC understand any ethical issues related to the characteristics of the participants and how they might be addressed.** (E.g. age of participants; location of participation for under 16 year olds; challenges to the capacity to consent; why participants might be considered vulnerable; ethical implications with regard to mental illness, drug users, young offenders etc.)

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1. **Please indicate how potential participants will be identified (how you will know who to approach).** *[Where different groups of participants have been identified in section B5a above provide details on how each group will be identified]*

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| where applicable, type **YES** | |
| Self identify by responding to an advertisement (e.g. presentation, poster, flyers left for individuals to pickup, social media post, included at the end of a questionnaire etc.), which will comply with [LJMU templates](https://www.ljmu.ac.uk/ris/research-ethics-and-governance/research-ethics/university-research-ethics-committee-urec/ethics-application-form-and-templates) and [guidance](https://www.ljmu.ac.uk/ris/research-ethics-and-governance/research-ethics/remote-recruitment-and-participation) |  |
| Self-identify by previously agreeing to be contacted about future studies (e.g. participant database/registry/participant pools, questionnaire) |  |
| Using information available in the public domain |  |
| Individuals known to the investigator (e.g. personal acquaintances) |  |
| Investigator will access personal data to which they have legitimate access (with gatekeeper permission if required) |  |
| Individuals known by a gatekeeper |  |
| A gatekeeper will access personal data to which they have legitimate access |  |
| Referrals by other participants (snowballing) |  |
| Research recruitment site |  |
| Existing departmental contacts or volunteer database |  |
| Observation of potential participants |  |
| Other (please specify): |  |

1. **How, where and by whom will the potential participants be initially approached/contacted?**

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| where applicable, type **YES** | |
| Email / letter in compliance with [LJMU templates](https://www.ljmu.ac.uk/ris/research-ethics-and-governance/research-ethics/university-research-ethics-committee-urec/ethics-application-form-and-templates) |  |
| Telephone |  |
| Social media in compliance with [LJMU guidance](https://www.ljmu.ac.uk/ris/research-ethics-and-governance/research-ethics/remote-recruitment-and-participation) |  |
| In person approach |  |
| Display an advert in compliance with [LJMU templates](https://www.ljmu.ac.uk/ris/research-ethics-and-governance/research-ethics/university-research-ethics-committee-urec/ethics-application-form-and-templates) |  |
| Other (please specify): |  |

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| where applicable, type **YES** | |
| The investigator |  |
| A gatekeeper |  |
| Other participants (snowballing) |  |
| Research recruitment site |  |
| Other (please specify): |  |

1. **If you have a current or prior relationship with any potential participants (This includes professional and/or personal relationships) and if this could give rise to a perceived pressure to participate (if you are in a position of influence or authority over potential participants) please outline the existing relationship(s) and explain how you will mitigate the potential pressure to participate.** [*Please note: If you are directly involved in the teaching or assessing of participants this is considered a perceived pressure to participate]*

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1. **If you require an individual or organisation to grant you permission to approach/ access your intended participants (This includes gatekeepers contacting participants on your behalf) and if the gatekeeper is in a position of influence or authority over the participants, outline who the gatekeeper is, how they will be used to facilitate recruitment and explain how you will mitigate any pressure to participate that may be felt by potential participants as a result of the gatekeeper’s position.** *[Please note: Participants must only be approached once appropriate gatekeeper permission has been obtained]*

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**SECTION D – INFORMED CONSENT**

*For most types of studies, it is both a legal and ethical requirement to obtain informed consent from participants able to consent for themselves. The investigator is responsible for obtaining an individual’s consent to participate. The participant should be fully informed about their participation (ideally verbally and in writing) and should be free to refuse to participate or withdraw their participation.*

* 1. **Will informed consent be obtained from: (Where applicable, please type YES in the box below)**

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| The participants?  Gatekeeper?  *(consent for their involvement in identifying/approaching/recruiting participants and/or permissions with regards to access and use of facilities/resources for recruitment and data collection purposes)*  Not applicable |

* 1. **Please explain (e.g. who, when, where, how) the process of fully informing participants about the purpose, methods and intended possible uses of the study, what participation in the study entails and what risks, if any, are involved.** (Exclusively relying on simply handing out a participant information sheet should be avoided. Investigators should be able to verbally explain the study clearly to potential participants, provide a participant information sheet for participants to keep and be available to answer questions)

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| Choose YES or NO. |

1. Verbally explained and provided with a participant information sheet and given the opportunity to ask the investigators questions

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| Choose YES or NO. |

1. Provided with a participant information sheet and given the opportunity to ask the investigator questions

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| Choose YES or NO. |

1. Other (Please explain (e.g. who, when, where, how) the process of fully informing participants about the purpose, methods and intended possible uses of the study, what participation in the study entails and what risks, if any, are involved)

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* 1. **Confirm which of the following consent processes will be used:**

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| Choose YES or NO. |

1. **Written Consent**: A written description of the study will be provided to all potential participants and written consent will be recorded in either paper or electronic form in advance of participation

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| Choose YES or NO. |

1. **Implied consent:** Whereby the participant does not interact with the investigator (e.g. completing a questionnaire without the investigator present) *If implied consent is to be assumed by return of questionnaires, the following statement (or similar) must be included on the questionnaire: “I have read the information sheet provided and I am happy to participate. I understand that by completing and returning this questionnaire I am consenting to be part of this study and for my data to be used as described in the information sheet provided” – please include a tick box so that the participant can confirm they have read the statement and agree to it.*

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| Choose YES or NO. |

1. **Verbal Consent**: Whereby written consent is not practical, or not appropriate, and compliance with LJMU guidance on gaining consent from participants verbally (Audio recordings of verbal consent will be made and stored separately from interview recordings)

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| Choose YES or NO. |

1. **Anonymous submission of survey/questionnaire/app based research tool data**: A written description of the study will be provided to all potential participants and it will be made clear that the submission of a completed survey/questionnaire/app data implies consent

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| Choose YES or NO. |

1. **Non-invasive observations** that do not involve any interaction with participants and no identifying information will be recorded.
   1. **How long will the potential participants have to decide whether they would like to participate?** (Potential participants need time to consider fully the implications of taking part.  They should be able to ask questions and reflect.  Participants should not be rushed into decisions)

* At least 24 hours
* Less than 24 hours

**If less that 24 hours, please justify why,**

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* 1. **How will the investigator ensure that participation is voluntary and free from any coercion?** (E.g. are there any pressures that might mean that individuals agree to participate against their better judgement).
* Please consider the relationship between a potential participant and the "recruiter" and whether the process of recruiting participants will be free from undue influence.
* For vulnerable participants who may be particularly susceptible to coercion please explain how their interests will be protected.
* Vulnerable adults & participants with a dependent relationship with the investigator: This question is designed to ascertain whether your participant groups are likely to need special consideration regarding issues of informed consent and the potential for perceived pressure to participate.
* For studies that involve participants in a dependent relationship with the study team (e.g. students participating in studies lead by their tutors, members of staff participating in studies carried out, or formally supported by, the management of their organisation, those being coached/trained by members of the study team), please explain what steps will be taken to avoid coercion and ensure consent is voluntary.

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* 1. **Detail the process by which participants may withdraw from the study both during and after it has been completed.**

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**SECTION E – HAZARDS, RISKS AND BENEFITS**

***Risks*** *– the potential physical or psychological harm, adverse effects, discomfort, distress, intrusion, inconvenience or changes to lifestyle*

***Benefits*** *– as defined and perceived by the participant rather than the investigator. Benefits are sometimes “hoped-for”*

***The potential risks outlined in the ethics application form will inform the completion of any risk assessment conducted by the investigator before the study commences and whilst the study is ongoing.***

1. **Explain any potential or hoped for benefits of the study.**

* *PLEASE BE REALISTIC and do not over-emphasise the potential direct benefits to individual participants. Where there are no direct benefits to individual participants, provide brief details of the potential or hoped for broader benefits of the study for example to society or to future service users.*
* *Participation might be a positive experience but it is probably best to refrain from claiming any therapeutic benefit simply from participation)*

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1. **Pleased confirm that as necessary, you will complete a Risk Assessment Form which will be signed by the required individuals prior to commencing data collection.** *[Type YES in the box below]*
2. **Is there a risk that the study could cause psychological stress or anxiety, or produce humiliation or cause harm or negative consequences beyond the risks encountered in normal life?** *[Type YES or NO in the box below]*

**If YES, explain how the nature of the study could cause/induce harm**

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**Explain how you will mitigate any potential risks that may arise from the nature of the study**

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**Outline your procedure in the event of a participant becoming harmed, distressed and/or requiring additional support as a result of participation.**

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1. **If there are any risks or burdens to participants that have not been addressed above, please provide further details and explain how these risks will be mitigated:**

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1. **Are there any potential risks for the investigators themselves?** *[Type YES or NO in the box below]*

**If YES, explain the potential risks for the investigators**

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**Explain how you will mitigate any potential risks to the investigators**

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**SECTION F – DATA ACCESS, STORAGE & CONFIDENTIALITY**

* ***Privacy*** *– an individual’s control over the extent, timing, and circumstances of sharing themselves (physically, behaviourally, or intellectually) with others.*
* ***Confidentiality*** *- the treatment of information that an individual has disclosed in a relationship of trust and with the expectation that it will not be divulged to others without permission in ways that are inconsistent with the understanding of the original disclosure.*
* ***Anonymity*** *– where individuals cannot be directly and indirectly identified – this could be related to participation (no way of anyone, including the investigator, knowing that an individual has participated), data/information (no way for anyone, including the investigator, to identify the individual from the data/information collected) and publication (no way for an individual to be identified from data/information that is published).*
* ***Link-codes (pseudonymisation)*** *– used to help maintain confidentiality – data is coded so that that the data is unidentifiable simply by viewing the coded data but is identifiable when using the record that links the code to the identity of an individual. Data coded in this way is NOT anonymised, is still regarded as personal identifiable data and must be used/stored in accordance with the data protection act.*
* ***Personal identifiable data/information*** *- Data/information that can be identified with a participant through identifiers such as names, link-codes, postal/email addresses, telephone numbers, date of birth, full postcode, medical records, academic records, audio/video recordings of individuals, images, voices etc.. The use of identifiable personal information should be reduced so far as possible consistent with achievement of the study aims. The "Caldecott Principles" set out an ethical framework for use of identifiable data:*

1. *Justify the purpose(s) for obtaining the information.*
2. *Do not use person-identifiable information unless it is absolutely necessary.*
3. *Use the minimum necessary person-identifiable information.*
4. *Access to person-identifiable information should be on a strict need-to-know basis.*
5. *Everyone with access to person-identifiable information should be aware of his or her responsibilities.*
6. *Understand and comply with the law.*
   1. **Contact details. Please confirm that if contact details (emails, telephone numbers etc.) or social media accounts/contacts will be used in the study, they will be deleted and/or participants unfriended/unfollowed etc. once they are no longer required to conduct / administrate the study or to contact the participants about future studies?** *[Please type YES or NA in the box below]*

**If no, please explain.**

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* 1. **Study data. What safeguards will be applied to ensure confidentiality when COLLECTING/RECORDING study data? When and how will the safeguards be applied?** (where applicable, please type YES in the box below):
* **Anonymisation** – study data will be anonymous or made anonymous (for example, by removing identifiers or deleting the link between the participant and a code when there is no requirement for data to be identifiable in order to conduct the study)
* **Pseudonymisation** – study data will be recorded using a code that is linked to the identity of the participant for methodological purposes and the record that links a code to the identity of an individual will be stored securely and separately from the study data
* **Audio/video recording devices** – recording devices will be password protected and the recording will be transferred to secure storage as soon as possible and then deleted from the recording device
* **If participants will return questionnaires** via a third party, explain how the potential for participants’ answers to be directly or indirectly identifiable by people outside of the study team will be mitigated:

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* **If any other safeguards which have been approved by the supervisor, please explain here:**

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1. **Storage. How will Consent forms and personal identifiable study data/information be securely stored. Please confirm where the consent forms will be stored** (where applicable, please type YES in the box below):

*[Please note, personal identifiable data/information must NOT be stored on home or personal computer/laptop or a portable storage device (such as a USB drive), if data cannot be stored on the LJMU OneDrive, data can be stored on an encrypted device, but only if justified below]*

* With the supervisor
* Storage place approved by LJMU IT and DPO such as m:drive, OneDrive or LJMU computer that require an LJMU username and password to use
* Other place which has been approved by the supervisor

**If other, please provide details:**

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1. **Data Access. Will anyone other than the student, the student’s supervisor and LJMU authorised staff have access to participants’ personal data during and after the study?** (where applicable, please type YES or NO in the box below):

**In YES, please explain below**

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1. **Dissemination. How will findings be disseminated?** (where applicable, please type YES in the box below):

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| Choose YES or NO. |

* Participants will not be directly attributed to data/information that is disseminated

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| Choose YES or NO. |

* Pseudonyms will be used to anonymise quotes from participants

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| Choose YES or NO. |

* Names, images or other identifiers that could be combined with other information to identify participants will not be disseminated

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| Choose YES or NO. |

* Other methods to ensure participants are not identifiable in reports and any other further outputs (please explain below)

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| Choose YES or NO. |

* Identifying information about participants will be included in reports and any further outputs (e.g. participants name, image or voice etc.) with explicit consent

1. **Following attempts to ensure privacy and confidentiality, if there is the possibility that individuals could be indirectly identified once the study has been disseminated please explain what you will do (including involving the participant in the decision making process) to minimise the potential for indirect identification, and how you will manage the potential for indirect identification.**

* Participants with specific characteristics/certain profile or who belong to a specific group might be indirectly identifiable from the things they have said/done that are disseminated by the investigator.
* Care should be taken that the combination of incidental details e.g. details about occupation, location, age and ethnicity, do not lead to individuals being identifiable
* You might want to consult with the participant about how information will be disseminated and what information should not be disseminated.

*[Please note: Participants must be made aware if it will be possible to indirectly identify them in the final report/study output and asked to provide their explicit consent for this prior to participation]*

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**DECLARATION OF THE APPLICANT[S]**

* The information in this form is accurate to the best of my knowledge and belief and I/we take full responsibility for it.
* I/we undertake to abide by the ethical principles underlying the Declaration of Helsinki and LJMU’s REC regulations and guidelines together with the codes of practice laid down by any relevant professional or learned society.
* If the study is approved, I/we undertake to adhere to the approved study procedures and any conditions set out by the REC in giving its favourable opinion.
* I/we undertake to seek an ethical opinion from UREC before implementing substantial amendments to the approved study plan.
* If, in the course of the administering any approved intervention, there are any serious adverse events, I/we understand that I/we am responsible for immediately stopping the intervention and alerting UREC.
* I/we am aware of my responsibility to comply with the requirements of the law and relevant guidelines relating to security and confidentiality of personal data.
* I/we understand that any records/data may be subject to inspection for audit purposes if required in the future.
* I/we understand that personal data about me as an investigator will be held by the University and this will be managed according to the principles of GDPR.
* I understand that the information contained in this application, any supporting documentation and all correspondence with UREC relating to the application will be subject to the provisions of the Freedom of Information Act. The information may be disclosed in response to requests made under the Act except where statutory exemptions apply.
* I/we understand that all conditions apply to my co-applicants and other investigators involved in the study.

**Type YES to CONFIRM THAT YOU HAVE READ AND AGREE TO THE DECLARATION ABOVE.**

**By electronically submitting the ethics application you thereby agree to the declaration stated above**

**CHECKLIST OF DOCUMENTS SUBMITTED ELECTRONICALLY**

(Please note that applications submitted without the required supporting documents will not be reviewed).

**I confirm I have appended the following:**

Where applicable, please type **YES** in the boxes below

|  |  |
| --- | --- |
|  | [LJMU REC training](https://www.ljmu.ac.uk/ris/research-ethics-and-governance/research-ethics/research-ethics-training) certificate of completion (Mandatory for students) |
|  | Copies of any recruitment/advertisement material e.g. letters, emails, posters etc. |
|  | Health screen / readiness to exercise questionnaire |
|  | [Participant Information Sheets](https://www.ljmu.ac.uk/ris/research-ethics-and-governance/research-ethics/university-research-ethics-committee-urec/ethics-application-form-and-templates) – based on the LJMU template |
|  | [Carer Information Sheet](https://www.ljmu.ac.uk/ris/research-ethics-and-governance/research-ethics/university-research-ethics-committee-urec/ethics-application-form-and-templates) – based on the LJMU template |
|  | [Gatekeeper Information Sheet](https://www.ljmu.ac.uk/ris/research-ethics-and-governance/research-ethics/university-research-ethics-committee-urec/ethics-application-form-and-templates)- based on the LJMU template |
|  | [Participant Consent Form](https://www.ljmu.ac.uk/ris/research-ethics-and-governance/research-ethics/university-research-ethics-committee-urec/ethics-application-form-and-templates) – based on the LJMU template |
|  | [Carer Consent Form](https://www.ljmu.ac.uk/ris/research-ethics-and-governance/research-ethics/university-research-ethics-committee-urec/ethics-application-form-and-templates) – based on the LJMU template |
|  | Copies of questionnaires |
|  | list of the interview questions |
|  | Additional sheets as necessary |