

Step-by-Step Research Ethics application – UG and PGT

You must wait until you receive FEO (Favourable Ethical Opinion) from the REIC before approaching potential participants and before commencing fieldwork. Thank you.

All **guidance & templates** can be found at the SSP Ethic:
<https://www.nottingham.ac.uk/sociology/research/ethics/index.aspx>

Please work closely with your **supervisor** to discuss and develop your project and the submission

Submission - Applications and accompanying documentation must be submitted via your **dissertation Moodle page**

The **submission deadline** will be communicated via the UG or PGT Dissertation Moodle page.

Mandatory documents - all submission must include the **application, participant information sheet** and **informed consent form** (the latter 2 may be merged into a single document).

Additional optional documents – as necessary, the following documents may be required:

- Copy of interview questions
- Link to MS Form
- Gatekeeper evidence
- Fieldtrip record if your project means you will carry out the activity off-campus
 - if applicable, complete and share with your supervisor if your research (do not submit with your application)

If there are outstanding documentation, then you will be contacted and ask to re-submit.

An automated email will be sent to your **supervisor** for them to indicate support for your submission.

Timelines - from submission of complete documentation we aim to provide FEO within 4-6 weeks, with initial reviews done within 3 weeks.

Review - following initial check for complete documentation your submission will be allocated to a reviewer.

The reviewer may request additional information or clarification. This will be communicated via the 'Reviewer Summary Form' (RSF). Please version control your updated documents and respond directly to the comments in the RSF.

Ensure that you have continue support from your supervisor for any updates.

Completion - When the REC has given a favourable opinion to your project you will be provided with FEO and you can proceed with the project. Please retain this FEO and add to the appendix of your dissertation.

UG-PGT Ethics application – your step by step process 21-22

The **administrative team** will support the process. Communications will be a mix of automated emails or direct correspondence (from the lg-researchethicssp@exmail.nottingham.ac.uk inbox), as submissions progress through the process.