**Università Carlo Cattaneo – LIUC**

**Research Ethics Committee Approval Form**

This Approval Form must be completed by all professors, researchers, staff members, PhD students, research fellows, students involved in research activities and LIUC Business School or LIUC collaborators undertaking any study, research or publication related to the results of an Università Carlo Cattaneo - LIUC research project.

This approval form should be sent to the University Research and Grant Office which is the office dedicated to the coordination of the Research Ethics Committee’ Technical Secretariat ([ricerca@liuc.it](mailto:ricerca@liuc.it)) who will define the protocol number and forward to the respective Research Ethics Committee members.

Please note this form must be completed electronically and full details should be provided where requested

Part A (compulsory)

It is essential that you have read the University Code of Practice and Ethics before you complete this form, in particular Art.12.

Please confirm that you have read and understood this document: Yes/No

Status

|  |  |
| --- | --- |
| Professor (associate, full) | Yes/No |
| Researcher | Yes/No |
| Member of University Staff | Yes/No |
| Research Student | Yes/No |
| Research Fellow | Yes/No |
| PhD Student | Yes/No |
| LIUC and LBS collaborator | Yes/No |
| Other (specify) | Yes/No |

Email address & contact telephone number

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Full title of research project

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Investigator (name and qualifications of Principal Investigator)

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Names and addresses*/*affiliations of other investigators

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Research Funder details (if applicable)

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Name and addresses*/*affiliations of research supervisor/s or coordinators (if applicable)

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Please outline briefly the objectives/aims, materials and methods, sample/how you will recruit participants and study design/research strategy (max 2.500 words). If applicable and available, please attached also the study protocol.

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| Objectives/aims of the study  Materials and methods  Sample (description, quantification of the subjects involved and ways to recruit participants, specify if the data are public or not)  Study Design/Research Strategy |

Tick and sign one of the following statements:

1) I confirm that human participants are not directly involved in my research and, in addition, no other ethical considerations, privacy and informed consent concerns are envisaged in consideration of the nature of the data managed and results found.

Signature of Principal Investigator

2) Human participants are directly involved in my research and/or there are other ethical, privacy or informed consent concerns in the research conducted.

Signature of Principal Investigator

*If statement 2 is ticked and signed the researcher should complete part B of this approval form.*

Part B

Ethical Considerations

A written informed consent form has been obtained from the participants?

Yes/No

If yes, have you undergone a check and a support to complete the fill in of the informed consent form?

Yes/No

*If Yes, please include a copy of the information letter requesting consent. In the case of electronic surveys it is acceptable to advise participants that completion of the survey constitutes a consent, adding a specific paragraph in the presentation letter. Please provide a printout of the survey template, to be attached to the present module.*

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| --- | --- | --- |
| a) Do any aspects of the study pose a possible risk to participants’ physical well-being (e.g. use of substances such as alcohol or extreme situations such as sleep deprivation)? | YES | NO |
| b) Are there any aspects of the study that participants might find humiliating, embarrassing, ego-threatening, in conflict with their values, or be otherwise emotionally upsetting? \* | YES | NO |
| c) Are there any aspects of the study that might threaten participants’ privacy? \* | YES | NO |
| d) Does the study require access to confidential sources of information (e.g. name, surname, e-mail or other personal information)? | YES | NO |
| d) Does the study require access to healthcare data and information (e.g. medical records and outpatients information)? | YES | NO |
| e Could the intended participants for the study be expected to be more than usually emotionally vulnerable? | YES | NO |

\*Note: if the intended participants are of a different social, racial, cultural, age or sex group to the researcher(s) and there is any doubt about the possible impact of the planned research, then opinion should be sought from members of the relevant group.

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| --- | --- | --- |
| Might conducting the study expose the researcher to any risks (e.g. collecting data in potentially dangerous environments)? | YES | NO |

If YES, explain your method of dealing with this risk.

Does the research conflict with any of the University’s research ethics principles? Yes/No

If YES, explain what action you have taken to address this.

Does the research require the consent of any other organisation?

*(for example, Health sector ethical committees).* Yes/No

If YES, have you obtained the consent form? Please give details or add the text of the agreement between the entities/parties.

Does your research involve people under 18 years of age or persons not able to consent? Yes/No

When/how will you seek the consent of their parents and/or guardians?

If yes, the study coordinated the activities of interviews or administered the questionnaires devoted to secondary Schools?

Yes/No

Data Management

How will the data be managed and stored?

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How will confidentiality of data be ensured? Specify if the database of the study will be stored anonymously or pseudo-anonymously

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List the people and organisations with access to the data and database

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Please specify if an NDA or a co-ownership of data or a general agreement is signed between LIUC and third parties

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Are there any other issues regarding your research?

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Please add additional documents or information useful for the Research Ethics Committee, indicating a list of bullet points related to the attachments that will be inserted at the bottom of this document:

1. Attachment N.1 - Description
2. Attachment N.2 – Description
3. Attachment N.3 – Description

Please specify also in the text of the procedure, the attachments useful to give additional and explicative information to the Research Ethics Committee.