Proposals for Protocol Approval will be considered by school research ethics committees. Protocols are standard procedures which may be used in a variety of experiments

In order to be approved, a protocol will normally be well established in the relevant subject community. The protocol will also fulfil the following criteria:

1. The procedure is familiar (experientially) to participants;
2. Its risks are assessed and managed appropriately;
3. Research based on the procedure is already in the public domain published in reputable peer-reviewed journals;
4. Whenever it is replicated the procedure is conducted under the same circumstances, with similar kinds of participants;
5. The researcher(s) and/or supervisor(s) are experienced in using the procedure;
6. Participants are not members of vulnerable populations[[1]](#footnote-1)
7. The data is not “sensitive”.

In order to apply for protocol approval, please complete the attached form and forward it to your School Ethics Committee.

For full details of the protocol approval process please refer to the appropriate guidance notes.

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| Proposer: | Click here to enter text. |
| School: | Choose an item. |

BEFORE COMPLETING THIS FORM, PLEASE REFER TO THE NOTES ABOVE

|  |  |
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| **A – DETAILS OF PROTOCOL** | |
| A1 Proposed title of protocol | |
| Click here to enter text. | |
| A2 What is the purpose of this protocol? | |
| Click here to enter text. | |
| A3 What procedure will the protocol encompass? | |
| Click here to enter text. | |
| A4 Are these procedures well established in the subject community? | Choose an item. |
| A5 If YES, please provide evidence | |
| Click here to enter text. | |
| A6 If NO, please provide an explanation of why this is the case | |
| Click here to enter text. | |
| A7 How many projects carried out in your School in the last three years have used these procedures? | Click here to enter text. |
| A8 Does the proposed protocol contain identical procedures to those used in these projects? | Choose an item. |
| A9 If NO, what are the differences? | |
| Click here to enter text. | |

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| **B – POTENTIAL RISKS** |
| B1 What are the risks associated with the procedures (for both the participant and the researcher) and how will these risks be managed? |
| Click here to enter text. |

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| **C – DETAILS OF INDIVIDUALS INVOLVED** |
| C1 Please provide details of academic staff qualified to supervise use of the protocol. You should include details of each individual’s experience in using the procedures and any relevant qualifications. |
| Click here to enter text. |
| C2 Which groups of students do you envisage using this protocol eg what areas of study will they be involved in, will they require any particular qualifications or experience in order to use the protocol? |
| Click here to enter text. |
| C3 Will there be any requirements placed on participants on whom this protocol will be used? NB If participant characteristics would require ethics approval then protocol approval will not be granted |
| Click here to enter text. |

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| **Research Ethics Committee use only** | | | |
| Decision reached: | Protocol approved | |  |
| Protocol approved in principle | |  |
| Protocol not approved | |  |
| Project rejected | |  |
| Protocol reference number: Click here to enter text. | | | |
| Name: Click here to enter text. | | Date: Click here to enter a date. | |
| Signature: | | | |
| Details of any conditions upon which approval is dependant:  Click here to enter text. | | | |

1. NB: Projects in Professional Practice involving groups of children in a public place in school, with the permission of the school are exempted [↑](#footnote-ref-1)