

## Human Research Ethics Committee Application Form

All research carried out at Bermuda College involving the collection of data or biological samples from human participants requires assessment by the Research Ethics Committee (REC) (please refer to the [Bermuda College Research Ethics Committee Guidelines](#) for confirmation of data collection activities that will not require an ethics review by REC, including internal service review/evaluation and audit activities).

**It is essential that no potential participants are approached until you have received a formal response from REC.**

**PLEASE COMPLETE ALL THE SECTIONS BELOW. INCOMPLETE APPLICATIONS WILL BE RETURNED AND WILL NEED TO BE REVISED AND RESUBMITTED, RESULTING IN DELAYS TO RESPONSE TIMES.**

### 1. Research Personnel

<b>1. Investigator(s)</b>	
<i>Give names of all persons involved in the collection and handling of individual data and <b>name one person as Principal Investigator (PI)</b>.</i>	
Name: (PI)	
Organizational affiliation:	
Email:	
Telephone:	

**Other researcher(s):**

Name:	
Name:	
Name:	

## 2. Project Summary

<b>2.a Project title</b>
<i>A short, clear and descriptive project title.</i>
<b>2.b Abstract</b>
<i>A summary of the main points of the research, written in terms easily understandable by a non-specialist and containing no complex technical terms (approximately 200 words).</i>

## 3. Research Protocol

<b>3.a Schedule:</b>			
<i>Please estimate the time frame for the research project (including the data collection, analysis and dissemination phases).</i>			
FROM:	dd/mm/yy	TO (estimated Project completion date):	dd/mm/yy
Earliest date by which participants will be contacted:			

<b>3.b Methodology</b>
<i>Outline the method(s) that will be employed to collect and analyse data.</i>

<b>3.c Participants</b>
<i>Give details of the population targeted or from which you will be sampling and how this sampling will be done. Please indicate how many participants will be recruited and. If applicable, how many per group.</i>

### 3.d Recruitment procedures

Give details of how potential participants will be approached. Also outline any possibility of coercion or conflict of interest and how this will be addressed. For example, where the participants are known to the researcher either personally or professionally. Have steps been taken to avoid coercion or to take potential power dynamics into account?

### 3.e Consent

Provide information on how valid consent will be sought from participants and attach copies of participant information sheet(s) and consent form(s) when submitting your application form. If unsure, please consider such organisations as [ASA](#), [APA](#), [BSA](#), [BPS](#), [CSA](#), [CPA](#), for guidance. Consent forms and/or participant information sheets must include the following:

#### Consent Forms

- Specify a date after which participants cannot withdraw their consent i.e. when data has been de-identified. All research projects should indicate a date by which data will have been de-identified (anonymised) and amalgamated and therefore cannot be excluded from a data set.
- Information on how research data will be stored and disseminated/published and destroyed or retained.
- Consent forms must provide participants with the opportunity to explicitly “opt in” to each element of the research that will be released into the public domain e.g. a quote from an interview. The element of research in question should be stated explicitly, and a checkbox provided, so the participant can indicate that they have consented.
- Include the statement: ‘This project has been reviewed by, and received a favourable opinion from, The Bermuda College Research Ethics Committee’.

#### Participant Information Sheets

- PI contact details as well as an alternative contact NOT directly involved in the research project should be provided. This must be a member of the Bermuda College Faculty. This is important, so participants have an impartial contact if they have any concerns about the way the research project is being conducted.
- Specify a date after which participants cannot withdraw their consent i.e. when data has been de-identified. All research projects should indicate a date by which data will have been de-identified (anonymised) and amalgamated and therefore cannot be excluded from a data set.
- Information on how research data will be stored and disseminated/published and destroyed or retained.
- Include the statement: ‘This project has been reviewed by, and received a favourable opinion from, The Bermuda College Research Ethics Committee’.

### 3.f Location(s) of data collection

*Give details of where data will be collected, with an explanation of why the research needs to be conducted in the chosen setting or location. If it will take place on private, corporate or institutional premises, indicate what approvals are required/obtained.*

### 3.g Literature review

*Provide a brief review of the existing literature or previous research conducted in this area. Clarify whether the proposed study replicates prior work and/or has an element of originality (approximately 200 words).*

## 4. Key Ethics Considerations

### 4.a Published ethics and legal guidelines to be followed

*Detail which guidelines will be followed by the researchers. For example: [ASA](#), [APA](#), [BSA](#), [BPS](#), [CSA](#), [CPA](#), etc,*

### 4.b Data protection and information security

*Outline the procedures and schedule (including dates) you will be following for the storage and disposal of data.*

### 4.c Research data management, disseminating and publishing research outcomes

*If not covered elsewhere in your application, please give details of how your research data will be managed including publishing and data retention.*

*Information about any funding body requirements relating to research data management should also be provided.*

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#### 4.d Deception

Give details of the withholding of any information from participants, or misrepresentation or other deception that is an integral part of the research. Any such deception should be fully justified.

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#### 4.e Risk of harm

Detail any anticipated risks to participants or researchers and the steps that will be taken to minimise or counter these.

**If the proposed study involves contact with children or other vulnerable groups you will need to obtain a [Bermuda Police Service Criminal Record Check](#).**

**If you have already obtained a CRC, please record the details (for all members of the research team) below.**

If your study raises sensitive issues, you should consider providing participants with information about sources of emotional support.

CRC Ref No:	Period Covered:
CRC Ref No:	Period Covered:
CRC Ref No:	Period Covered:

#### 4.f Debriefing

Give details of how information will be given to participants after data collection to inform them of the outcomes of the research.

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## 5. Project Management

### 5.a Research organisation and funding

If your research project is externally funded, please enter the funding body below.

Funding body:

### 5.b Benefits and knowledge transfer

State how the research may be of benefit to participants and society in general (approximately 100 words).

## 6. Supporting documents

Please include all documents related to your research proposal as separate attachments (please submit either Word or PDF documents) and indicate which documents you are including below.

(please do not submit documents as Zip files or links to SharePoint documents as this may create accessibility issues for the REC review panel).

Consent form and Participant information sheet – for each participant group	<input type="checkbox"/>
Questionnaire (for online surveys please include a Word version of the questions)	<input type="checkbox"/>
Email or letter from the organisation agreeing that the research can take place	<input type="checkbox"/>
Draft bid or project outline	<input type="checkbox"/>
Publicity leaflet	<input type="checkbox"/>
Other	<input type="checkbox"/>

## 7. Declaration

I declare that:

- The research will conform to the protocol outlined above and I will inform REC of any subsequent amendments to this protocol and have these agreed before they are implemented.

– I have read and will adhere to the following Bermuda College policies:

- [Bermuda College Research Ethics Committee Guidelines](#)

Principal Investigator (Name) \_\_\_\_\_

Principal Investigator (Signature) \_\_\_\_\_

Date \_\_\_\_\_

CONFIDENTIAL