**2019**

**DEPARTMENT OF PSYCHOLOGICAL SCIENCES**

**BIRKBECK UNIVERSITY OF LONDON**

**ETHICAL APPROVAL FORM FOR RESEARCH INVOLVING SECONDARY DATA ANALYSIS**

Please fill out this form carefully and enter ‘X’ in the boxes that apply. Please ensure that you answer **EVERY** question and that both you and your supervisor (if applicable) sign at the end. Incomplete forms will be returned and will delay the approval process.

Applications for research involving secondary data analysis are treated as ROUTINE applications. They can be submitted at any time and you will not hear from the ethics committee. The application is checked by the chair of the committee and filed.

***Please provide full information***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Tick one box: **Staff** |  | **Postgraduate** |  | **Undergraduate** |  |

|  |  |
| --- | --- |
| **Title of Project** |  |
| **Name(s) of Researcher(s)** |  |
| **Name of supervisor and programme (for student research)** |  |
| **Date of Application** |  |
| **Address where approval certificate is to be sent (for non routine projects only)** |  |
| **Email address** |  |

***Please answer all questions***

1. Please provide details of the committee which approved the original study**. All relevant documentation must be attached.** If the original study was approved by the departmental ethics committee, please provide the approval number.
2. Please provide details of your data management plan, including whether or not you will have access to personal data, where the data is stored, and for how long. Include information about anonymity.
3. Give a brief description of the aims/objectives of the proposed research
4. Give a brief description of what the study involves

***If you are the RESEARCHER please enter ‘X’ in the boxes that apply, and sign/date the form***

|  |  |  |  |
| --- | --- | --- | --- |
| I CONFIRM THAT | YES | NO | N/A |
| The proposed research involves no participant recruitment and no data collection |  |  |  |
| The original participants are aware that the data is to be used in this way |  |  |  |
| All relevant documentation regarding original ethical approval is attached |  |  |  |

**PLEASE SIGN ELECTRONICALLY BELOW BY TYPING YOUR FULL NAME. THIS ELECTRONIC SIGNATURE REPRESENTS YOUR HAND-SIGNED SIGNATURE.**

**SIGNATURE OF RESEARCHER DATE**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_**

***If you are the SUPERVISOR please enter ‘X’ in the boxes that apply, below, and sign/date the form***

|  |  |  |
| --- | --- | --- |
| I HAVE READ THE APPLICATION AND CONFIRM THAT THE PROPOSED RESEARCH | YES | NO |
| The proposed research involves no participant recruitment and no data collection |  |  |
| All relevant documentation regarding original ethical approval is attached |  |  |

**PLEASE SIGN ELECTRONICALLY BELOW BY TYPING YOUR FULL NAME. THIS ELECTRONIC SIGNATURE REPRESENTS YOUR HAND-SIGNED SIGNATURE.**

**SIGNATURE OF SUPERVISOR DATE**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**

***Please submit the application electronically to*** [***ethics@psychology.bbk.ac.uk***](mailto:ethics@psychology.bbk.ac.uk)

***Please use SECONDARY DATA ANALYSIS in the subject title***