

## APPENDIX D: RESEARCH ETHICS CHECKLIST

**Note:** *All researchers* must complete this brief checklist to identify any ethical issues associated with their research. Before completing, please refer to the BU *Research Ethics Code of Practice* which can be found [www.bournemouth.ac.uk/researchethics](http://www.bournemouth.ac.uk/researchethics). School Research Ethics Representatives (or Supervisors in the case of students) can advise on appropriate professional judgement in this review. A list of Representatives can be found at the aforementioned webpage. **Sections 1-5 must be completed by the researcher and Section 6 by School Ethics Representative/ Supervisor prior to the commencement of any research.**

1 RESEARCHER DETAILS						
Name	Laura Evis					
Email	levis@bournemouth.ac.uk					
Status	<input type="checkbox"/> Undergraduate	<input checked="" type="checkbox"/> Postgraduate			<input checked="" type="checkbox"/> Staff	
School	<input type="checkbox"/> BS	<input checked="" type="checkbox"/> AS	<input type="checkbox"/> DEC	<input type="checkbox"/> HSC	<input type="checkbox"/> MS	<input type="checkbox"/> SM
Degree Framework & Programme	MPhil/PhD					
2 PROJECT DETAILS						
Project Title	Digging the Dirt – a comparative analysis of excavation methods and recording systems in relation to their applications in forensic archaeology.					
Project Summary	Please refer to the ‘Transfer’ document.					
Proposed Start & End Dates	Oct 2010 - Oct 2013					
Project Supervisor	Timothy Darvill and Paul Cheetham					
Framework Project Co-ordinator	Timothy Darvill and Paul Cheetham					
3 ETHICS REVIEW CHECKLIST – PART A						
I	Has a health & safety evaluation / risk assessment been conducted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No			
II	Is approval from an external Research Ethics Committee (e.g. Local Research Ethics Committee (REC), NHS REC) required/sought?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No			
III	Is the research solely literature-based?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No			
IV	Does the research involve the use of any dangerous substances, including radioactive materials?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No			

V	Does the research involve the use of any potentially dangerous equipment?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
VI	Could conflicts of interest arise between the source of funding and the potential outcomes of the research? (See section 8 of BU Research Ethics Code of Practice).	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
VII	Is it likely that the research will put any of the following at risk: Living creatures? Stakeholders? The environment? The economy?	<input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> No
VIII	Does the research involve experimentation on any of the following: Animals? Animal tissues? Human tissues (including blood, fluid, skin, cell lines)? Genetically modified organisms?	<input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> No
IX	Will the research involve prolonged or repetitive testing, or the collection of audio, photographic or video materials?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
X	Could the research induce psychological stress or anxiety, cause harm or have negative consequences for the participants or researcher (beyond the risks encountered in normal life)?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
XI	Will the study involve discussion of sensitive topics (e.g. sexual activity, drug use, criminal activity)?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
XII	Will financial inducements be offered (other than reasonable expenses/ compensation for time)?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
XIII	Will it be necessary for the participants to take part in the study without their knowledge / consent at the time?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
XIV	Are there problems with the participant's right to remain anonymous?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
XV	Does the research <i>specifically</i> involve participants who may be vulnerable?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
XVI	Might the research involve participants who may lack the capacity to decide or to give informed consent to their involvement?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

#### 4 ETHICS REVIEW CHECKLIST – PART B

Please give a summary of the ethical issues and any action that will be taken to address these.

**Ethical Issue:**

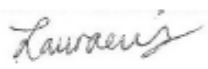
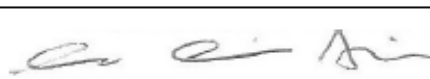
Please refer to section 4.0 and 5.0.

**Action:**

Please refer to section 4.0 and 5.0.

#### 5 RESEARCHER STATEMENT

I believe the information I have given is correct. I have read and understood the BU Research Ethics Code of Practice, discussed relevant insurance issues, performed a health & safety evaluation/ risk assessment and discussed any issues/ concerns with a School Ethics Representative/ Supervisor. I understand that if any substantial changes are made to the research (including methodology, sample etc), then I must notify my

School Research Ethics Representative/ Supervisor and may need to submit a revised Initial Research Ethics Checklist. By submitting this form electronically I am confirming the information is accurate to my best knowledge.			
Signed		Date	18/01/2012
<b>6 AFFIRMATION BY SCHOOL RESEARCH ETHICS REPRESENTATIVE/ SUPERVISOR</b>			
Satisfied with the accuracy of the research project ethical statement, I believe that the appropriate action is:			
The research project proceeds in its present form		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
The research project proposal needs further assessment under the School Ethics procedure*		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
The research project needs to be returned to the applicant for modification prior to further action*		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
* The School is reminded that it is their responsibility to ensure that no project proceeds without appropriate assessment of ethical issues. In extreme cases, this can require processing by the School or University's Research Ethics Committee or by relevant external bodies.			
Reviewer Signature		Date	03/02/2012