

**AREA Faculty Research Ethics Committee**

**10 things to look out for when reviewing applications**

1. Does the participant information sheet include enough information for participants to make an informed decision? <http://ris.leeds.ac.uk/InvolvingResearchParticipants>.
2. Participants should be made aware of any limits to withdrawal. If withdrawal is only possible up until a certain point a clear deadline for withdrawal should be provided.
3. Researchers' contact details on information sheets should be their University of Leeds contact details rather than personal contact details. For student projects the information sheet should also include the contact details of at least one of their supervisors.
4. Check translators are safe in the field (for example, not working on contentious projects within their own communities) and that they are bound within the same confidentiality limits as staff and students of the University of Leeds.
5. Has any potential conflict of interest been acknowledged and addressed? <http://ris.leeds.ac.uk/ConflictsOfInterest>.
6. Look out for confusion between confidentiality and anonymity: <http://ris.leeds.ac.uk/ConfidentialityAnonymisation>. Please make sure they are not promising confidentiality on the information or consent forms when they mean anonymity. Make sure that any possibility of deductive disclosure has been identified and addressed.
7. If audio/ video recordings are going to be made is this mentioned in the participant information? Have they explained how the recordings will be stored?
8. Data should not be stored on personal computers: <http://ris.leeds.ac.uk/ResearchDataManagement>.
9. If the research will involve travel with an encrypted laptop has the researcher checked permission is needed: [http://it.leeds.ac.uk/info/127/information\\_security\\_your\\_role/263/travelling\\_abroad\\_with\\_an\\_encrypted\\_laptop\\_and\\_data](http://it.leeds.ac.uk/info/127/information_security_your_role/263/travelling_abroad_with_an_encrypted_laptop_and_data).
10. Researchers should be encouraged to consider sharing their research data, eg by submitting it to the University of Leeds Research Data Repository for use in further research. Advice on how to do this can be found via: <http://researchdata.leeds.ac.uk>. What will happen to the data should be clearly explained in the participant information sheet.

**Further guidance**

<http://ris.leeds.ac.uk/InvolvingResearchParticipants> - template information sheets and consent forms, participant reimbursement, microwork guidance

<http://ris.leeds.ac.uk/ResearchDataManagement> - research data management guidance, including links to information on the Library, IT and Secretariat websites

<http://ris.leeds.ac.uk/InternetBasedResearch> - guidance for internet based research

<http://ris.leeds.ac.uk/HealthAndSafetyAdvice> - guidance on risk assessments and DBS checks

<http://ris.leeds.ac.uk/ResearchDissemination> - reporting and disseminating research results

<http://ris.leeds.ac.uk/EnvironmentalImpact> - guidance on identifying potential adverse environmental impact

<http://ris.leeds.ac.uk/SecondaryData> - ethical issues relating to the use of secondary data

<http://www.sddu.leeds.ac.uk/research-innovation/research-ethics-training-and-guidance> - SDDU's training and guidance