Staff Ethics Procedures

If you are CCI staff and wish to start a new research or KE project you must apply for ethical approval before you begin your research. If you are unsure if you require ethical approval please consult the guidance <u>here</u> or send a brief description to CCI CRESC (<u>cci-cresc@arts.ac.uk</u>).

Ethics applications to CRESC can be made at any time but please note that you should allow **2-3 months for a decision**.

To Apply: Complete the staff research ethics approval form <u>here</u> and email it to <u>cci-cresc@arts.ac.uk</u>. Remember to include i<u>nformation sheet and consent forms</u> with your application.

The Process:

- Your application will be given a CRESC reference number. Please use this reference number in all correspondence.
- Your application will be reviewed by two members of the CRESC committee.
- The reviewers will assess the **level of risk** your project involves.
    - **Minimal risks** are those that anyone involved in the research may encounter in everyday life. Applications at or below minimal risk can be entirely approved by CRESC.
    - **Above minimal risk** projects are those that involve any risks above those encountered in everyday life or involve participants who cannot give informed consent (e.g. due to being a minor). See risk definitions in section 6 <u>here</u>. Projects with above minimal risk will initially be reviewed by CRESC but then sent to the UAL RKEESC for final approval. Please allow more time for such approvals.

- Reviewers may require amendments to your application. Please make amendments as quickly as possible to aid the process.
- On approval you will be emailed a certificate with your approval number. Please refer to this approval number and the 'Creative Computing Institute College Research Ethics Sub-Committee' in all future declarations about your project ethics.
- If there are changes to the way the intended project is carried out, please let us know by filling in a <u>Notice of Ammendment</u>. Substantial amendments may require a new ethics application, non-substantial amendments can be approved by Chair's action. Further information can be found <u>here</u>.

Any questions about the process should be directed to <u>cci-cresc@arts.ac.uk</u> or #staff-ethics on Slack.