

College Research Ethics Committee (CREC): Application triage form

Committee:	
REC ID:	
Date triaged:	

Section 0: Ethics application triage questions	
Action	Y/N or N/A
Has this section been completed by the applicant and is an ethical review by the CREC required?	
Section 1: Ethics application form Research Team details	
Are all questions in this section populated with a response where appropriate?	
Where supervisor(s) are named, have they fully completed Section 2?	
Where supervisor(s) are named, have they signed and dated Section 3?	
Where other research team members are named, have they signed and dated Section 3?	
Is the anticipated start date of the research at least 6 weeks ahead of today's date?	
Section 1A: Secondary Human Data (if applicable)	
Have all relevant questions in this section been completed?	
Has evidence of permission to use the data set(s) for the purposes outlined been provided (e.g. compliance with Terms and Conditions of social media data or evidence that consent was obtained from participants at the time of collection for their data's future use in research been provided)	
Section 1B: Involvement of Human Participants (if applicable)	
Have all relevant questions in this section been completed?	
Section 1C: Involvement of Human Tissue (if applicable)	
Have all relevant questions in this section been completed?	
Supporting documents	
Are all supporting documents referred to in the application form provided?	
Where different participant groups are being recruited, have different versions of the supporting documents been provided as applicable e.g. assent forms for children, age appropriate participant information sheets etc.	
Have university standard templates for the Participant Information Sheet and Consent Form have been used?	
Where standard wording has been edited to suit the individual project, is this tracked and has an explanation for the changes been provided (either in the application or the supporting documents)?	
Is appropriate GDPR Transparency Wording (Appendix A) included in the PIS?	
Where data sharing has been discussed, has the appropriate template wording been added to the Transparency Wording?	
Do all documents have dates and version numbers in the footer and include Aston (and other organisational) logos as applicable?	

Participant information sheet(s)	
Does the PIS include contact details of all members of the study team listed in Section 1 of the application?	
If a PIS is to display via an online platform such as Qualtrics, has a screen shot or PDF of this been provided to the committee to demonstrate how it will display in-situ?	
Where Aston University is not listed as study funder, have any implications of this been explained to participants e.g. access to their data?	
Is the full name of the REC provided (this should be "College of... Research Ethics Committee at Aston University")?	
Consent form(s)	
Have the clauses of the standard template consent form been appropriately tailored to the study?	
Is there space for participants and researcher to sign if it is paper based?	
If a consent form is to display via an online platform such as Qualtrics, has a screen shot or PDF of this been provided to the committee to demonstrate how it will display in-situ?	
Storage of data [See application form Section 1.A question 5, Section 1.B questions 25 and 30]	
Have details been provided about how long data will be stored and where? Responses should be clearly in line with the Research Data Management Policy (2023) .	
The recommended data storage for research data is Aston's Box – is this explicitly mentioned or a clear justification provided if not using Box (e.g. use of One Drive by UG/PGT students)?	
Does the applicant explain who will have access to data and in what form?	
Are all researchers/persons/organizations with access to data named on the application?	
If taught students are being given access to data, is it explained how they will be granted this as taught students do not have access to Box?	
Outcome of Triage	
EITHER	
Application valid for review	
OR	
Application not valid for review (state reason(s) below)	