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| **Research Ethics Application Form** |
| ***Use this form for all studies involving animal subjects, material or data*** |



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| **Application reference number (to be assigned by an Administrator)** |  |

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| **Important information before completing the application:*** It is the responsibility of the principal investigator or supervisor to ascertain whether Home Office personal and project licences are required.
* All clinical research and research on vertebrates below the threshold for Home Office ASPA licences must be approved by the School Research Ethics Committee
* Handwritten forms will not be accepted, and all questions must be answered. “NA” can be used where appropriate
* FULL ETHICAL APPROVAL must be in place BEFORE starting the project
* Completed applications (in word format) should be emailed to SBOHVM-ethics-requests@glasgow.ac.uk.
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| IS THIS APPLICATION SEEKING APPROVAL FOR A STUDY THAT IS ENTIRELY RETROSPECTIVE – i.e. ONLY using clinical records or samples that have already been obtained? If YES, please use “NA” as an answer where appropriate in the rest of the form. In order for the committee to provide ethical approval it is important to still complete sections **1, 2, 4 & 8 below** | YES NO*Please underline* |

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| IS THIS APPLICATION SEEKING APPROVAL FOR AN UNDERGRADUATE PROJECT (e.g. Honours Project) OR A SHORT-TERM MASTER’S PROJECT (less than 3 months)? | YES NO*Please underline* |
| If so, what is the time period during which the research must be conducted? |  |

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| Principal Researcher or Supervisor |  |
| Division/theme  |  |
| Email  |  |
| **NB: Principal Researcher or Supervisor MUST be a member of University of Glasgow staff (not student)** |
| **Name(s) (please include theme/division) of all other persons submitting this proposal**  |
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| **All signatures to be provided on the last page of the application**  |

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| Short Title of Project:  |
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| Proposed Start Date |  |
| Proposed End Date  |  |
| Location *(please underline)* |  Garscube | Gilmorehill | Cochno | SCENE | Offsite |
| If offsite, please give details (e.g. location, farmer’s/kennel owner’s details, nature of field site etc), including whether any other permissions (e.g. landowner) are required |  |

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| 1. List the purpose (aims) of the research proposed *(can be educational training)* |
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| 2. Brief description of study: Please include a summary of the design and methods of the project. Include details of the proposed sample size, giving indications of the calculations used to determine the required sample size and any assumptions you may have made. (If in doubt, please obtain statistical advice). |
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| 3. What, in your opinion, are the welfare and ethical considerations involved in this proposal? (You may wish for example to comment on issues relevant to consent, confidentiality, risk to subjects, methods of animal restraint, disturbance of wild animals or their habitat, interactions with members of the public etc.) Include a list of any drugs unlicensed for the species concerned and justification the use of these. |
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| 4. Proposed benefits of the study. Outline the reasons that lead you to be satisfied that the possible benefits gained from the project justify any risks or discomforts involved. *(Note that for undergraduate projects the benefits can include educational training)* |
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| 5. If relevant, what are the arrangements for the provision of clinical facilities to handle emergencies? |
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| 6. Will payment or any other incentive, such as a gift or free services, be made to owners of animals in the research project? If so, please specify and state the level of payment to be made and/or the source of the funds/gift/free service to be used. Please explain the justification for offering payment or other incentive. |
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| 7. Where relevant, please give details of how consent is to be obtained. A copy of any proposed consent form, along with any other information sheets given to landowners or owners of animals involved in the study, MUST ACCOMPANY THIS PROPOSAL FORM. |
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| 8a. Where relevant, please state who will have access to the client and animal research data while the study is being conducted, to maintain confidentiality and to comply with data protection requirements (e.g., will the data be anonymous?) |
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| 8b. Please state where / how the data will be archived for long-term preservation |
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| 8c. Please state if the archived dataset(s) from this research will be suitable for sharing/reuse, and if so, on what terms they can be made available to others (e.g., openly available or restricted availability (to certain people/roles or for certain purposes)). |
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| 9. Will the intended group of animal subjects, to your knowledge, be involved in any other research project? If so, please explain the situation and justify. |
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| **GUIDELINES ON DATA ARCHIVING AND DATA SHARING** |
| *Please note that archiving research data and making it available for reuse is an expectation of the University and some funders, and consent for archiving and future data sharing and re-use should be sought whenever possible. The University recognises that some data will never be suitable for re-use due to ethical, legal or commercial constraints, but data falling into these categories are expected to be in the minority.*  *If access to your dataset will need to be restricted in some way, please consult your chosen repository prior to completing this application to determine the level and mechanism for restriction that will be most suitable for your dataset.* *If you intend to make your data available for future re-use, this should be made clear to the participants prior to their participation e.g. in the Owner Information Sheet / Plain Language Statement, with information on how their personal information will be protected e.g. through anonymisation, use of pseudonyms, removal of identifying details etc. Consent should also be sought to make the data available for future re-use.**The Data Management Service can provide further information and guidance on archiving and sharing research data: research-datamanagement@glasgow.ac.uk* |

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| Checklist  | Yes  | No |
| Have you discussed with the Home Office (aspa.london@homeoffice.gov.uk ) or the Named Veterinary Surgeon in Glasgow (biologicalservices-aspa-enquiries@lists.cent.gla.ac.uk )? |  |  |
| Does any fieldwork require other permissions? |  |  |
| Have you attached a consent form (if required) for this study? |  |  |
| Is what you wish to do for the purpose of recognised agricultural, clinical or animal husbandry practice? |  |  |
| Is what you wish to do covered by an Animal Test Certificate under the Medicines Act? |  |  |
| Do you have a financial interest in this study? |  |  |
| If the animals are being used for clinical research within any of the School facilities, has the Director of the Hospital/Centre been consulted regarding costings and availability of facilities? |  |  |
| Does the project conform to regulations for Health and Safety (e.g. COSHH, radioisotopes etc.) and has appropriate paperwork been completed? |  |  |
| Has a risk assessment form been completed/awarded for fieldwork or any unlicensed drugs? (Please list drugs below) |  |  |
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| If you need advice on any Health & Safety matters, you should seek advice from your local Health & Safety representative.Any risk assessment forms should also be attached with the application |

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| **Signature of Principal Researcher** |
| Name  | Signature |
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| **Signatures of other researchers** |
| Name  | Theme/Division | Signature  |
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| **Signature of Head of Division or Theme Lead** |
| Name  | Signature |
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**PLEASE EMAIL COMPLETED APPLICATION (IN WORD NOT PDF) TO** SBOHVM-ethics-requests@glasgow.ac.uk.

**To be completed by committee convenor or representative:**

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| Approved by the SBOHVM Research Ethics Committee  |
| Name  | Signature |
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| Date of approval |  |