
NHS Research Ethics Committee 

APPLICATION FORM

This form should be completed by the chief investigator, after reading the guidance notes.
See glossary for clarification of different terms in the application form.

Short title and version number (maximum 70 characters – this will be inserted as header on all forms):

Name of NHS research committee to which application for ethical review is being made:

Project reference number from above REC:
Submission Date:

PART A

A1. Title of Research

Full title:

Keywords:

A2. Chief Investigator

Title:

First Name/Initials:

@ghName:

Post:

Qualifications:

Organisation:

Address:

Post Code:

E-mail:

Telephone:

Fax:

A copy of a current CV, maximum 2 pages of A4 for the chief investigator must be submitted with application

A3. Proposed Study Dates and Duration

Start Date:

End Date:

Duration: Months

Years

A4. Primary purpose of the research: *(Tick as appropriate)*

Commercial Product development and/or licensing
Publicity funded trial or scientific investigation
Educational Qualification
Establishing a Database/Data storage Facility
Other

If other, give details:

A5. Tick the box if your research:

Involves testing a medicinal product
Involves testing a medicinal device
Involves additional radiation above that for clinical care
Involves using stored samples of human biological material (e.g. blood, tissue)
Involves taking new samples of human biological material
Involves only patient records or data with no other direct patient contact
Involves prisoners or others in custodial care
Involves adults with incapacity
Has the primary aim of being educational (e.g. student research a project necessary for a postgraduate degree or diploma, other than MD or PhD)

A6. Do you consider that this research falls within the category where there is no local investigator?

Yes

No

If yes please justify:

Advice can be found in the guidance notes on this topic. Some studies do not require further consideration of site- specific issues by local research ethics committees, but will still require approval to proceed from the host organisation(s).

A7. What is the principal research question/objective? *(Must be in Language comprehensible to a lay person.)*

A8. What are the secondary research objectives/questions? *(If applicable must be in Language comprehensible to a lay person.)*

A9. What is the scientific justification for the research? What is the background? Why is this an area of importance? *(Must be in Language comprehensible to a lay person.)*

A10. Give a brief synopsis/summary of methods and overview of the planned research. This should include a brief description of how prospective research participants and concerned communities (not necessarily geographical) from which they are drawn have been consulted over the design and details of the research.*(Where appropriate a flow chart or diagram should be submitted separately. It should be clear exactly what should happen to the research participant, how many times and in what order.)*

A15. What is the expected total duration of participation in the study for each participant?

A16. What are the potential adverse affects, risks or hazards for research participants either from giving or withholding medications, medical devices, ionising radiation, or other interventions(including non clinical)?

A17. What is the potential for pain, discomfort, distress, inconvenience or changes to life-style for research participants?

A18. What is the potential for benefit for research participants?

A19. What is the potential for adverse effects, risks or hazards, pain, discomfort, distress, or inconvenience for researchers themselves? *lif any*)

**A20. How will potential research participants in the study be (i) identified, (ii) approached and (iii) recruited?
Give details for cases and controls separately if appropriate:**

A21. Will research participants be recruited via advertisement?

Yes

No

Give details:

Enclose a copy of the advertisement/radio script/website/video for a television (with a version number and date).

A22. What are the principal inclusion criteria? (Please justify)

A23. What are the principal exclusion criteria? (Please justify)

A24. Will the participants be from any of the following groups? (Tick as appropriate)

- Children under 16
- Adults with learning disabilities
- Adults who are unconscious or very severely ill
- Adults who have a terminal illness
- Adults in emergency situations
- Adults with mental illness(particularly if detained under Mental Health Legislation)
- Adults suffering from dementia
- Prisoners
- Young Offenders
- Adults in scotland who are unable to consent for themselves
- Healthy volunteers
- Those who could be considered to have a particularly dependant relationship with the invetigator, e.g. those in care homes, medical students
- Other vulnerable groups

Justify their inclusion:

A25. Will any research participants be recruited who are involved in existing research or have recently been involved in any research prior to recruitment?

Yes

No

Not Known

Give details and justify their inclusion:

A26. Will informed consent be obtained from the research participants?

Yes

No

Give details of who will take consent and how it will be done. Give details of any particular steps to provide information (in addition to a written information sheet) e.g. videos, interactive material.

If participants are to be recruited from any of the potentially vulnerable groups listed in A24, give details of extra steps taken to assure their protection. Describe the arrangements to be made for obtaining consent from a legal representative.

If consent is not to be obtained, please explain why not.

Copies of the written information and all other explanatory material should accompany this application.

A27. Will a signed record of consent be obtained?

Yes

No

Attach a copy of the consent form to be used, with a version number and date.

If answer is no, please justify:

A28. How long will the participant have to decide whether to take part in the research?

A29. What arrangements have been made for participants who might not adequately understand verbal explanations or written information given in English? (E.g. translations, use of interpreters etc.)

A30. What arrangements are in place to ensure participants receive any information that becomes available during the course of the research that may be relevant to their continued participation?

A31. Does this study have, or require, approval of PIAG (Patient Information Advisory Group) or other bodies with a similar remit? (see Guidance notes)

Yes No

Give details:

A32. Will the research participant's General Practitioner be informed that they are taking part in the study?

Yes No

Enclose a copy of the information sheet /letter for the GP with a version no. and date

Will permission be sought from the research participants to inform their GP before this is done?

Yes No

Explain why not:

It should be made clear in the patient information sheet that the research participant's GP will be informed.

A33. Will individual research participants receive any *payments* for taking part in this research?

Yes

No

Indicate how much and on what basis this has been decided:

A34. Will individual research participants receive *reimbursement of expenses* or any other *incentives* or *benefits* for taking part in this research?

Yes

No

Indicate how much and on what basis this has been decided:

A35. What arrangements have been made to provide indemnity and/or compensation in the event of a claim by, or on behalf of, participants for negligent harm?

Please forward copies of the relevant documents

A36. What arrangements have been made to provide indemnity and/or compensation in the event of a claim by or on behalf of, participants for non-negligent harm?

Please forward copies of the relevant documents

A37. How is it intended the result of the study will be reported and disseminated? (Tick as appropriate)

- Peer reviewed scientific journals
- Internal report
- Conference presentation
- Other publication
- Submission to regulatory authorities
- Access to raw data and right to publish freely by all investigators in study or by Independent Steering Committee on behalf of all investigators
- Written feedback to research participants
- Presentation to participants or relative community groups
- Other/none e.g. Cochrane Review, University Library

If other/none of the above, give details and justify:

A38. How will the results of research be made available to research participants and communities from which they are drawn?**A39. Will the research involve any of the following activities at any stage (including identification of potential research participants)? (Tick as appropriate)**

- Examination of medical records by those outside the NHS, or within the NHS by those who would not normally have access
- Electronic Transfer by magnetic or optical media, email, or computer networks
 - Sharing of data with other organizations
 - Export of data outside the European Union
 - Use of personal addresses, postcodes, faxes, emails or telephone numbers
 - Publication of direct quotations from respondents
 - Publication of data that might allow identification of individuals
 - Use of audio/visual recording devices
 - Storage of personal data on any of the following:
 - Manual Files including X-Rays
 - NHS computers
 - Home or other computers
 - University computers
 - Private company computers
 - Laptop Computer

Further details:

A40. What measures have been put in place to ensure confidentiality of personal data? Give details of whether any encryption or other anonymisation procedures have been used, and at what stage:

A41. Where will the analysis of the data from the study take place and by whom will it be undertaken?

A42. Who will have control of, and act as the custodian for, the data generated by the study?

A43. Who will have access to the data generated by the study?

A44. For how long will data from the study be stored?

Years

Months

Give details of where they will be stored who will have access and of the custodial arrangements for the data:

A45. How has the scientific quality of the research been assessed? (Tick as appropriate)

- Independent external review
- Review within a company
- Review within a multi-centre research group
- Internal review (e.g. involving colleagues, academic supervisor)
- None external to the investigator
- Other, e.g. methodological guidelines

If other, give details:

If you are not in possession of any referees or other scientific critique reports relevant to your proposed study, justify and describe the review process and outcome. If review has been undertaken but not seen by the researcher, Give the details of the body who has undertaken the review:

A copy of any referees comments or other scientific critique reports relevant to the proposed research must be enclosed with the application form.

A46. Has similar research on this topic been done before?

Yes

No

Why should it be replaced?

A47. Have all existing sources of evidence, especially systematic reviews, been fully considered?

Yes

No

Please give details of search strategy used:

A48. What is the primary outcome measure for the study?

A49. What are the secondary outcome measures? (If any)

A50. How many participants will be recruited? How many of these participants will be in a control group?

A51. Has the size of the study been informed by a formal statistical power calculation?

Yes No

Indicate the basis upon which this was done, giving sufficient information to allow the replication of the calculation:

A52. Has a statistician given an opinion about the statistical aspects of the research?

Give the name and contact details:

Yes

No

Give a brief summary of advice offered, and attach a copy of the comments if available:

Enclose a copy of comments. If the comments are not available then please enclose a summary of the opinion

A53. Describe the statistical methods and/or other relevant methodological approaches (e.g. for qualitative research) to be used in the analysis of the results. Give details of the methods of randomization process to be used if applicable:

A54. Where will the research take place? (Tick as appropriate)

- UK
- Other States in the European Union
- Other States in the European Economic Area
- Other

Give details:

A55. Has this or a similar application been previously rejected by a research ethics committee in the U.K. the European Union or in the European Economic Area?

Yes

No

Name of research ethics committee or regulatory authority:

Decisions and date taken:

Research ethics committee reference number:

A56. In how many and what type of host organisations (NHS or other) in the UK is it intended the proposed study will take place?

Include the type of organisation by ticking the box and give approximate numbers if known.

Number of organisations

Acute teaching NHS Trusts

Acute NHS Trusts

NHS Community and/or Primary Care Trusts

NHS Trusts providing mental healthcare

NHS Care trusts

Social Care Organisations

Prisons

Independent hospitals

Educational establishment

Independent research units

Other (Give Details)

A57. What arrangements are in place for monitoring and auditing the conduct of the research?

Will a data monitoring committee be convened?

Yes

No

What are the criteria for electively stopping the trial or other research prematurely?

Details of membership of the data monitoring committee, their standard operating procedures and summaries of reports of interim analyses to the data monitoring committee must be forwarded to the NHS research committee approving the study.

A60. Has any responsibility for the research been delegated to a subcontractor?

Yes

No

Give details including:

Name of research contract organisation/site management, and summary of delegated responsibility

A61. Will individual researchers receive any personal payment over and above normal salary for taking part in this research?

Yes

No

Indicate how much and on what basis this has been decided:

A62. Will individual researchers receive any other benefits or incentives for taking part in this research?

Yes

No

Indicate how much and on what basis this has been decided:

A63. Will the host organisation or the researchers department(s) or institution(s) receive any payment or benefits in excess of the costs of undertaking the research?

Yes

No

Give details:

A64. Does the chief investigator or any other key investigator/collaborator have any direct personal involvement (e.g. financial, share-holding, personal relationship etc.) in the organisation sponsoring or funding the research that may give rise to a possible conflict of interest?

Yes

No

Give details:

A65. Other relevant reference numbers if known (give details and version numbers as appropriate):

Applicant's/organisation's own reference number, e.g. R&D (if available):

Sponsor's/protocol number:

Funder's reference number:

International Standard Randomized Controlled trial Number (ISRCTN):

European Clinical Trials Database (EUDRACT):

Project website:

A66. Other key investigators/collaborators (all grant co-applicants should be listed)

i Title:
 First Name/Initials: Last Name:
 Post:
 Qualifications:
 Organisation:
 Address: Telephone:
 Fax:
 Postcode: Email:

ii Title:
 First Name/Initials: Last Name:
 Post:
 Qualifications:
 Organisation:
 Address: Telephone:
 Fax:
 Postcode: Email:

iii Title:
 First Name/Initials: Last Name:
 Post:
 Qualifications:
 Organisation:
 Address: Telephone:
 Fax:
 Postcode: Email:

iv Title:
 First Name/Initials: Last Name:
 Post:
 Qualifications:
 Organisation:
 Address: Telephone:
 Fax:
 Postcode: Email:

v Title:
 First Name/Initials: Last Name:
 Post:
 Qualifications:
 Organisation:
 Address: Telephone:
 Fax:
 Postcode: Email:

If further collaborators are required, please enter at end of session or attach a further sheet.

A67. If the research involved a specific intervention (e.g. a drug, medical device, dietary manipulation, life-style change etc), what arrangements are being made for continued provision of this for the participant (if appropriate) once the research has finished?

PART A: SUMMARY OF ETHICAL ISSUES

A68. What do you consider to be the main ethical issues or problems that may arise with the proposed study, and what steps will be taken to address these?

A69. Do you need to add further information about certain questions in part A?

This question is not applicable for the online version of Corec form.

PART B: Section5 - Use of newly obtained Human Biological Materials

1. What samples will be collected and or analysed by whom will they be collected?

2. Are samples taken solely for research purposes (or are they a bi-product of those taken primarily for clinical purposes i.e. surplus to clinical requirements)?

3. How will samples be labeled/identified?

Indicate if samples can be considered to be "identified", "coded", "de-identified", "anonymised" or "anonymous", and at what stage identifiers are removed. (See guidance notes for definitions.)

4. Give details of where the sample(s) will be stored, for how long, who will have access and of the custodial arrangements.

5. Will the research participant retain any rights to the sample(s)?

Yes

No

Give details; if the sample is a gift, this must be clear in the information sheet. What will happen to the samples if a participant withdraws from the study?

6. Is it known how the samples will be used in the future?

Yes

No

Give details and indicate if consent will be obtained for the future use of samples:

7. Does the research involve the analysis or use of genetic material from human biological materials?

Yes

No

8. Would it be possible to link the results of any genetic analysis back to individuals?

Yes

No

9. Is it intended to link the results of any genetic analysis back to individuals?

Yes

No

Give details of what support or counseling service will be available to individuals:

PART B: Section 7 - Declaration

- The information in this form is accurate to the best of my knowledge and belief and I take full responsibility for it.
- I undertake to abide by the ethical principals underlying the Declaration of Helsinki, and good practice Guidelines on the proper conduct of research.
- If the research is approved I undertake to adhere to the study protocol without unagreed deviation and to comply with any conditions set out in the letter sent by the NHS Research Ethics Committee notifying me of this.
- I undertake to inform the NHS Research Ethics committee of any changes in the protocol, and to submit annual reports setting out the progress of the research.
- I am aware of my responsibility to be up to date and comply with the requirements of the law and relevant guidelines relating to security and confidentiality of patent or other personal data, including the need to register when necessary with the appropriate Data Protection Officer.
- I understand that research records data may be subject to inspection for audit purposes if required in future.
- I understand that personal data about me as a researcher in this application will be held by the Research Ethics Committee and its operational managers, and that this will be managed according to the principals established in the Data Protection Act.

Signature of the Chief Investigator: _____

Date:

Print Name:

1. Do you need to add further information about certain questions in part B?

This question is not applicable for the online version of Corec form.

ENSURE THAT YOU COMPLETE AND SIGN THE FORM AND ENCLOSE ANY RELEVANT ADDITIONAL DOCUMENTS.

**Additional Information
to Part's A, B & C**

Answer from Question A6 Cont'd...

Answer from Question A15 Cont'd...

or long term storage conditional upon funding being secured to continue to provide a secure storage facility.

Answer from Question A24 Cont'd...

Answer from Question A26 Cont'd...

Answer from Question A40 Cont'd...

Adult neurologists reporting a case to the BNSU will be contacted by the a member of the chief investigator's team. Date of birth and gender will be requested, and a patient identifier number will be obtained from Grenoble. This number will be used to identify data sent by mail from the clinician to the chief investigator, who will enter this data onto the database. Similar arrangements will be made for cases reported to the chief investigator by adult hepatologists.

Answer from Question A44 Cont'd...

e event that HC Forum ceases to be able to offer this storage the Consortium will seek an Amendment to the approval recommending either destruction or alternative secure storage.

Answer from Question A47 Cont'd...

e defined no firm conclusions could be drawn.

Answer from Question A50 Cont'd...

No control group is included.