# **Guidance Notes for Confirmation of Project Form (CP1) Completion**

# Postgraduate Research Degrees (PGR Awards)

The Confirmation of Project Form (CP1) is required to be completed and submitted within 3 months of registration for full-time and 6 months for part-time postgraduate researchers (PGRs).

**Starting active research without project confirmation (CP1) approval contravenes academic regulations and the UWE Code of Good Research Conduct and will be considered misconduct.**

Please submit the CP1 form using the link according to the relevant deadline. If you are unsure of your maximum submission date, please refer to your terms and conditions. If you are still unsure please contact doctoralacademy@uwe.ac.uk for guidance:

**For PGRs starting on the October 2023 intake**

CP1 standard deadlines: [Full time 15/01/2024](https://forms.office.com/Pages/ResponsePage.aspx?id=CBLvBzxBXkuc3WTvMFdU8ErvuMmZnC5EsBfPh1a8g3BUMzU1MUJWNUdCUE9NTjdOMUhEUUtZSlE4NC4u). [Part time 01/04/2024](https://forms.office.com/Pages/ResponsePage.aspx?id=CBLvBzxBXkuc3WTvMFdU8ErvuMmZnC5EsBfPh1a8g3BUQzc3WEEyQjhKV0xVTk1YOUZYVTdGQUNNSi4u)

**For PGRs starting on the January 2024 intake**

 CP1 standard deadlines: [Full time 01/04/2024](https://forms.office.com/Pages/ResponsePage.aspx?id=CBLvBzxBXkuc3WTvMFdU8ErvuMmZnC5EsBfPh1a8g3BUQzc3WEEyQjhKV0xVTk1YOUZYVTdGQUNNSi4u). [Part time 01/07/2024](https://forms.office.com/Pages/ResponsePage.aspx?id=CBLvBzxBXkuc3WTvMFdU8ErvuMmZnC5EsBfPh1a8g3BUMTdETDJXVzBPUDZOMFgxWU9UNjU1TkFMVi4u)

**For PGRs starting on the April 2024 intake**

CP1 standard deadlines[: Full time 01/07/2024](https://forms.office.com/Pages/ResponsePage.aspx?id=CBLvBzxBXkuc3WTvMFdU8ErvuMmZnC5EsBfPh1a8g3BUMTdETDJXVzBPUDZOMFgxWU9UNjU1TkFMVi4u). [Part time 01/10/2024](https://forms.office.com/Pages/ResponsePage.aspx?id=CBLvBzxBXkuc3WTvMFdU8ErvuMmZnC5EsBfPh1a8g3BUQVFCQjdDQ0tZN0tMRTdKN1hBRTVZNTNZRi4u)

You must be logged into your UWE account to access the form.

**Before completing the CP1 form you must have completed the mandatory training for Ethics (E-Learning – takes approximately 15 minutes) and Research Data Management (E-learning – takes approximately 45 minutes)**

To complete the form, we strongly advise you to draft your answers using the word template at the end of this guidance. You will require the support and input of your Director of Studies to complete the CP1. The online form allows you return to it later and update or complete it until the deadline date, however we advise that you complete it and submit it in one go. You will not be able to revise your CP1 after the deadline date.

**Accessibility**

If you require this Guidance or the CP1 Form to be shared in an open format, so you can alter them to suit your needs, or require particular and individualised reasonable adjustments, or any other support in completing the CP1 Form (i.e., submission in a different format), please get in touch and let us know what adjustments would help you.

Email the Doctoral Academy: doctoralacademy@uwe.ac.uk

Please note all hyperlinks on this document will open in a new window when clicked (or Ctrl+Click) on them.

# Section 1: PGR details

You will be required to provide:

* Your full name
* Your UWE student number
* The research degree you are registered to undertake
* The name of the College and School in which you’re registered
* Whether you’re full-time or part-time
* How your research degree is being funded.

# Section 2: Mandatory training, Guidance and Development

You will be required to confirm you have undertaken the relevant UWE mandatory training:

* [Research Ethics Policy and Procedures](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fblackboard.uwe.ac.uk%2Fultra%2Fcourses%2F_360697_1%2Fcl%2Foutline&data=05%7C02%7CHelen.Jackson%40uwe.ac.uk%7C830240ccc8754a70605b08dc105b4e94%7C07ef1208413c4b5e9cdd64ef305754f0%7C0%7C0%7C638403231533982002%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Hkylak%2B3lDCvRd3jWtaIORmng8pyVmVOhj866lDN%2FZw%3D&reserved=0) (E-learning – approx. 15 minutes to complete)
* [Research Data Management](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fblackboard.uwe.ac.uk%2Fultra%2Fcourses%2F_354014_1%2Fcl%2Foutline&data=05%7C02%7CHelen.Jackson%40uwe.ac.uk%7C830240ccc8754a70605b08dc105b4e94%7C07ef1208413c4b5e9cdd64ef305754f0%7C0%7C0%7C638403231533982002%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=enVHt21oIsCof98rMcSYsS6hQZWlaPhrvP4V15ClAM8%3D&reserved=0) (E-learning – approx. 45 minutes to complete)

You will be asked to confirm you will comply with and have access to the:

* [University's Code of Good Research Conduct](https://www.uwe.ac.uk/research/policies-and-standards/code-of-good-research-conduct)
* [Doctoral Academy Handbook](https://www.uwe.ac.uk/research/postgraduate-research-study/current-postgraduate-researchers/graduate-school-handbook)
* [Academic Regulations](https://www.uwe.ac.uk/research/postgraduate-research-study/current-postgraduate-researchers/guidelines-and-regulations)

You will also be required to provide information on your **Development and** [**Needs Analysis Plan**](https://www.uwe.ac.uk/research/postgraduate-research-study/current-postgraduate-researchers/credit-requirement)**,** as identified by you and your Director of Studies. This details your individual needs to enable you to gain the necessary skills and attain the minimum credit requirements to successfully complete your research degree. Include the modules you intend to take (including their module numbers) and which modules you intend to AL.

Your needs analysis and training plan will be reviewed annually as part of progress monitoring as your development needs may develop and change during your studies.

The minimum credit requirement at UWE is 60 M level credits relevant to PGR development needs as assessed using the [Researcher Development Framework](https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework) (RDF). You can take any M level module run by UWE if it maps to competencies on the RDF that you need to develop. For a list of all modules offered, see [UWE Modules Specification](https://info.uwe.ac.uk/Modules/). If you already possess M level credits that map to the RDF, Accredited Learning (AL) can be applied for through College AL panels, but the credit requirement should generally be used to extend your competencies to cover as much of the RDF as possible.

The [Skills Development Programme for PGRs](https://www.uwe.ac.uk/research/postgraduate-research-study/skills-development) offers a range of workshops and other resources to help you complete your doctorate on time, feel part of UWE Bristol’s research community and consider your postdoctoral options. To get this accredited, you can take our 30-credit [Research in Contemporary Context module](https://info.uwe.ac.uk/modules/displayentry.asp?code=USSJLK-30-M).

# Section 3: About your project

**The proposed title of your research project**

This may be the title that you have chosen, or this may be the title of the studentship project for which you are working and will preliminary.

**Outline of proposed research methods and timeline**

You are required to upload a single document that provides an outline of the proposed research methods and schedule of work in a maximum of 1,500 words.

The information should be produced and uploaded as a single file (allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio) with a size limit of 100MB. You can use standard formatting options in this section including tables, charts, and images. Please include the word count at the bottom of your document.

Items to include:

* Aims and objectives and possible original contribution to the knowledge you hope to make.
* An outline of the methods you intend to use.
* A maximum of 10 literature references
* A table/chart showing expected months of achievements or milestones such as completion of data collection, conference presentations, paper publications, exhibitions of work or the proposed submission of your draft or final thesis.

Please note that:

* If you wrote the initial research proposal (e.g., a self-funded PGR) then this section should outline the research proposed in your application.
* If you are a Professional Doctorate PGR, then this section will include an outline of the project you have developed as part of a module.
* If you applied for a pre-written project (e.g., a studentship) then this section will provide an outline of the research and how you will approach the project.

**Project resource needs**

If there are specific resources required for your project this must be agreed with your Director of Studies in advance of completing the CP1. Only already agreed arrangements that are in place should be included here. Example of resources: specific computer programme or hardware, lab equipment etc. You may need your Director of Studies to provide you with the information for this section.

**Collaborators**

A collaborator is an agreed organisation that is due to provide knowledge or resources to enable the project to be undertaken. Co-operation with industrial, commercial, professional, charity or research establishments is encouraged. The nature of arrangements with any collaborating establishment should be clearly defined and agreed in writing by the University prior to the commencement of the project. This should include, for example, the use of any facilities, access to data, ownership of IP etc.

There are risks involved with any external collaboration and details of back-up options for your project must be considered in case of a failure of the relationship which would hinder the progress of your project.

# Section 4: Supervisory team

You will need to work closely with your supervisory team and collect the relevant information before you complete this section.

You may have up to 3 supervisors. Your Director of Studies may also decide to use advisors on certain elements of your project, however, this/these role/s will not be a permanent feature of your supervisory team and will not be appointed as such.

For each member of your supervisory team, you will need to ask each one to provide their:

* Name
* If they are external to UWE, you’ll need to include their Institution or workplace.
* The supervisory experience for each:
	+ Number of PGRs currently supervising as DoS or second supervisor and
	+ Number of PGRs successfully supervised as a DoS or as a second supervisor.
* Confirmation of successful attendance at one or both of the following workshops:
	+ Introduction to Doctoral Supervision: Pedagogy and Practice
	+ PGR Supervision Masterclass.

# Section 5: Research ethics and governance for your Project

UWE Bristol is committed to promoting excellent research which observes the highest possible standards of integrity. Research governance is the framing within which we manage research to ensure research integrity is achieved. This framing includes principles, legal and regulatory provisions, standards of good practice, policies, guidance, systems, management, and supervision.

For full information and links to useful policies and practices see UWE’s [Research Governance and Policies](https://www.uwe.ac.uk/research/policies-and-standards) web pages.

You will be required to answer a set of basic questions about your project, e.g.:

* Does your research involve human participants, their tissue, or their data?
* Does your research involve patients in the National Health Services (NHS)?
* Does your research involve people under the age of 18 years, or adults who (or might become) vulnerable?

If you answer Yes to any of the ethics questions in this section of the CP1 you must work closely with your Director of Studies to ensure that research ethics and/or governance approval has been obtained **befor**e beginning your data collection. The Director of Studies, as the UWE project manager, is responsible for ensuring that any necessary approvals have been granted.

Note that any student conducting research in the NHS must have at least one supervisor with an appropriate NHS background Health Research Authority

Useful links if you answer ‘Yes’ to any of the questions in this section:

[UWE Research Ethics and Governance](https://uweacuk.sharepoint.com/sites/staff-intranet-research-business-innovation/SitePages/research-ethics-and-governance.aspx#part1)

[National Research Ethics Service (NHS)](https://www.hra.nhs.uk/about-us/committees-and-services/res-and-recs/research-ethics-service/)

# Section 6: Management of your research data

**Research data**

Research `data’ is everything arising from your research project. It can take many forms, including paper and electronic records, recordings, or other products arising from the research. Data can be raw data, analysed data, and data which arise during research which is later translated into another form or destroyed, such as audio and video recordings.

You will find helpful advice and guidance on UWE’s Library, Careers and Inclusivity support pages on [Managing your research data](https://uweacuk.sharepoint.com/sites/staff-intranet-library-careers-inclusivity/SitePages/manage-your-research-data.aspx) including a link to [Create a research data management plan](https://www.uwe.ac.uk/study/library/research-support/manage-your-research-data/planning-your-project/create-a-data-management-plan).

You will be asked to confirm you have discussed a Research Data Management Plan (RDMP) with your Director of Studies, and if you have a RDMP number to include it in your application.

**Intellectual property**

Intellectual property (IP) rights are a set of legal rights that can protect knowledge or ideas. Your Director of Studies will be able to identify if you require to sign IP agreement. If your Director of Studies has decided that IP is not relevant to your project, please answer, `no’ to the second question.

The main IP rights are:

* Copyright (including database rights)
* Trademarks
* Patents
* Registered designs
* Unregistered design rights

Know-how is also 'IP' and can be protected by confidentiality (non-disclosure) agreements. You need to assess the IP position of your project using UWE’s [Intellectual Property and Research Policy](https://www.uwe.ac.uk/-/media/uwe/documents/business/intellectual-property-and-research.pdf) and organise appropriate IP agreements.

You will be asked to confirm you have discussed Intellectual Property (IP) with your Director of Studies and confirm whether you have signed an IP agreement (if applicable).

# What happens next?

By submitting the completed CP1 form you are confirming the information you have given is complete and accurate to the best of your knowledge.

Once you submit this form it will be considered for approval. You should expect to hear back within 4 weeks. You cannot start collecting any data until you have received confirmation of approval.

You may be requested to provide further information and resubmit this form before it is approved. The timescales to reapply are set from receiving notification and are 4 weeks for full-time and 8 weeks for part-time PGRs to reapplying. There are no adjustments given to your progress monitoring deadlines if you have been required to resubmit your application.

Whilst waiting for confirmation of approval you should continue with your literature review and/or other tasks as agreed with your Director of Studies.  You must not start collecting any data.

All personal information submitted will be collected and stored in accordance with [UWE Bristol’s Staff Privacy Notice](https://www.uwe.ac.uk/about/structure-and-governance/data-protection/privacy-notices/uwe-bristol-staff-data-privacy-notice) and [UWE Bristol’s Data Protection Policy and Guidance](https://www.uwe.ac.uk/about/structure-and-governance/data-protection).

**PGR CONFIRMATION OF PROJECT (CP1) FORM**

All Postgraduate Research Degree students (PGRs) are required to complete and submit a Confirmation of Project (CP1) form within 3 months of registration if Full-Time and 6 months if Part-Time. Check your Terms and Conditions to confirm your deadline date by which you should have completed of the CP1.

No research can commence prior to submitting and receiving approval of this CP1.

Starting research without an approved CP1 is misconduct under the UWE Code of Good Research Conduct.

You are advised to consult the Guidance note for further information when completing this form.

\* Denotes a required answer

If you require this form to be shared in an open format, so you can alter it to suit your needs, or require particular and individualised reasonable adjustments, or any other support in completing the form (i.e., submission in a different format), please get in touch and let us know what adjustments would help you. Contact the Doctoral Academy:

E: doctoralacademy@uwe.ac.uk

Please be aware that the numbering of questions might differ from the online application as we are including all follow-up questions depending on your answers.

**SECTION 1**

**PGR details**

**1. Your full name \***

*The online form will record your email and name, but please add your full name here.*

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|  |

**2. Your UWE student number \***

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| --- |
|  |

**3. Research Degree you are registered for \***

Single choice option

|  |  |
| --- | --- |
| [ ]  | PhD (Doctor of Philosophy) |
| [ ]  | MPhil (Master of Philosophy) |
| [ ]  | DPhil (Doctor of Philosophy by Publication) (staff only) |
| [ ]  | Professional Doctorate |

**4. If you are on a Professional Doctorate Programme, please indicate which one \***

*This question will appear if a Professional Doctorate is selected in Q3*

Single choice option

|  |  |
| --- | --- |
| [ ]  | Prof Doc in Health Psychology (DHP) |
| [ ]  | Prof Doc Counselling Psychology (DCP) |
| [ ]  | Prof Doc in Biomedical Sciences (DBMS) |
| [ ]  | Prof Doc in Business Administration (DBA) |
| [ ]  | Prof Doc in Education (EdD) |
| [ ]  | Prof Doc in Education, International (EdD Int.) |
| [ ]  | N/A |

**5. Which College are you in \***

Single choice option

|  |  |
| --- | --- |
| [ ]  | College of Arts, Technology and Environment (CATE) |
| [ ]  | College of Business and Law (CBAL) |
| [ ]  | College of Health, Science and Society (CHSS) |

**6. Which CATE School are you in \***

*This question will appear if CATE is selected in Q5*

Single choice option

|  |  |
| --- | --- |
| [ ]  | School of Architecture and Environment (SAAE) |
| [ ]  | School of Arts (SADM) |
| [ ]  | School of Computing and Creative Technologies (SCCT) |
| [ ]  | School of Engineering (SENG) |

**7. Which CBAL School are you in \***

*This question will appear if CBAL is selected in Q5*

Single choice option

|  |  |
| --- | --- |
| [ ]  | Bristol Business School (SBBS) |
| [ ]  | Bristol Law School (SBLS) |

**8.** **Which CHSS School are you in** \*

*This question will appear if CHSS is selected in Q5*

Single choice option

|  |  |
| --- | --- |
| [ ]  | School of Education and Childhood (SEAC) |
| [ ]  | School of Health and Social Wellbeing (SHSW) |
| [ ]  | School of Applied Sciences (SOAS) |
| [ ]  | School of Social Sciences (SSOS) |

**9. Are you a Hartpury student\***

If you are unsure, then please answer `no’.

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| --- | --- |
| [ ]  | Yes |
| [ ]  | No |

**10. Mode of Study \***

Single choice option

|  |  |
| --- | --- |
| [ ]  | Full Time |
| [ ]  | Part Time |

**11. Funding Details \***

How is your project being funded? Please tick all that apply.

|  |  |
| --- | --- |
| [ ]  | Self-funding |
| [ ]  | UWE Bristol (Studentship/Scholarship/Bursary) |
| [ ]  | Partnership PhD |
| [ ]  | Non-UWE Funded (sponsorship e.g. employer) |
| [ ]  | DTP funded (SWW2/SWWDTP/SWBio) |
| [ ]  | Other |

**12. Please provide the name of your funder/external partnership company/or any other information about your funding \***

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**SECTION 2**

**Mandatory Training, Guidance and Development**

**13. Research Governance \***

Please answer each of the statements below to confirm you have completed the mandatory training for Ethics and Research Data Managements. You will not be able to complete this form until you have.

Please select the 3 options:

|  |  |
| --- | --- |
| [ ]  | I have completed the mandatory training for Ethics and know how to access the Research Ethics Policy and Procedure (<https://blackboard.uwe.ac.uk/ultra/courses/_360697_1/cl/outline> ) |
| [ ]  | I have completed the mandatory training for Research Data Management (<https://blackboard.uwe.ac.uk/ultra/courses/_354014_1/cl/outline>) |
| [ ]  | I confirm I have access to and will comply with the University’s Code of Good Research Conduct (<https://www.uwe.ac.uk/research/policies-and-standards/code-of-good-research-conduct> ) |

**14. UWE Bristol Regulations and Guidance \***

Please confirm that you have access to and can refer to the following guidance and regulations.

Please select the 2 options:

|  |  |
| --- | --- |
| [ ]  | Doctoral Academy Handbook (<https://www.uwe.ac.uk/research/postgraduate-research-study/current-postgraduate-researchers/graduate-school-handbook> ) |
| [ ]  | Academic Regulations (<https://www.uwe.ac.uk/research/postgraduate-research-study/current-postgraduate-researchers/guidelines-and-regulations> ) |

**15. Development and needs analysis and training plan \***

Please confirm the modules and other development needs agreed with your Director of Studies or supervisory team. Your development needs must consider the Research Development Framework (RDF) and the minimum credit requirement. Further information can be found in the guidance document.

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**SECTION 3**

**About your project**

**16. Proposed title of research \***

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**17. Outline of proposed research methods and timeline \***

*(This is a ‘Non-anonymous question’, which means that the document attached here will be automatically identified with the applicant’s submission)*

You are required to upload an outline of the proposed research methods you are using for your project along with the expected timetable of work to completion.

The maximum word limit for both elements is a total of 1,500 words. Please refer to the guidance notes for full requirements.

*Attachment:* File number limit: 1 single file. Size limit: 1gb Allowed File types: Word, Excel, PPT, Image, Video, Audio.

**18. Project resources needs \***

Please provide information on specific resources required for your project and the arrangements or agreements in place to ensure availability for the duration of the research.

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**19. Collaboration \***

Does your project have a collaborating company/establishment?

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| --- | --- |
| [ ]  | Yes |
| [ ]  | No |

**20. Please provide the name of your collaborators, a contact name and an email/address \***

If you do not have collaborators, please write N/A

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**21. What are the risks if the collaboration fails? Please detail the back-up options in case of this happening \***

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**SECTION 4**

**Supervisory team**

You will need to work closely with your supervisory team and collect the relevant information before you complete this section. Please provide their name and if they're external to UWE you'll need to know the institutions they work at or are affiliated with. You'll also need to gather numbers of supervision experience of from each member of the supervisory team. Specific information is available in the guidance notes.

**22. Director of Studies \***

Name, Institutions, supervisory experience (e.g. number of PGR supervising and number of successful completions)

|  |
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|  |

**23. Please confirm which supervisory workshops the Director of Studies has attended \***

Please select at most 2 options.

|  |  |
| --- | --- |
| [ ]  | Introduction to Doctoral Supervision: Pedagogy and Practice |
| [ ]  | PGR Supervision Masterclass |
| [ ]  | None of the above |

**24. Second Supervisor (1) \***

Name, Institution, Supervisory experience (e.g. number of PGR supervising and number of successful completion)

|  |
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|  |

**25. Please confirm which supervisory workshops the Supervisor (1) has attended \***

Please select at most 2 options.

|  |  |
| --- | --- |
| [ ]  | Introduction to Doctoral Supervision: Pedagogy and Practice |
| [ ]  | PGR Supervision Masterclass |
| [ ]  | None of the above |

**26. Second Supervisor (2) \***

Name, Institution, Supervisory experience (e.g. number of PGR supervising and number of successful completion)

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**27. Please confirm which supervisory workshops the Supervisor (2) has attended \***

Please select at most 2 options.

|  |  |
| --- | --- |
| [ ]  | Introduction to Doctoral Supervision: Pedagogy and Practice |
| [ ]  | PGR Supervision Masterclass |
| [ ]  | None of the above |

**28. Advisors** \*

Please add details here of any advisors or write N/A if you don’t have any.

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**SECTION 5**

**Research Ethics and Governance for your Project**

You **must** familiarise yourself with the UWE Bristol's Research Ethics policies and procedures, see:
<https://intranet.uwe.ac.uk/tasks-guides/Guide/research-ethics-and-governance#part2>.

You should also discuss ethics with your supervisory team. \*

If you answer **'Yes'** to any of the questions below it is your responsibility to ensure that research ethics approval has been obtained **before** beginning your data collection. Please discuss this with your Director of Studies.

**29. Does your research involve human participants, their tissue, or their data?** \*

All research project involving human participants, their tissue or their data are subject to scrutiny by a Research Ethics Committee (REC). If 'Yes', it is your responsibility to ensure that the research ethics approval has been obtained before beginning your data collection. Please familiarise yourself with UWE Bristol’s Research Ethics Policy and Procedures.

|  |  |
| --- | --- |
| [ ]  | Yes |
| [ ]  | No |

**30. Does your research involve animals or animal tissue?** \*

If `Yes’, your research will be subject to scrutiny by the Animal Welfare Ethics Sub-Committee.

|  |  |
| --- | --- |
| [ ]  | Yes |
| [ ]  | No |

**31.** **Does your research involve patients in the National Health Services (NHS)? \***

If 'Yes', you will need NHS REC approval. Please see the National Research Ethics Service (NRES) website for information. Any student conducting research in the NHS must have at least one supervisor with an appropriate NHS background Health Research Authority.

|  |  |
| --- | --- |
| [ ]  | Yes |
| [ ]  | No |

**32. Does your research involve NHS staff, data or premises and/or fall within the scope of the Department of Health Research Governance Framework for Health and Social Care Research? \***

If 'Yes', your research may be subject to Research Governance approval. Any student conducting research in the NHS must have at least one supervisor with an appropriate NHS background.

|  |  |
| --- | --- |
| [ ]  | Yes |
| [ ]  | No |

**33.** **Does your research involve people under the age of 18 years, or adults who (or might become) vulnerable?** \*

If 'Yes', please familiarise yourself with UWE Bristol’s guidance on [research involving children](https://www.uwe.ac.uk/-/media/uwe/documents/research/guidance-on-research-with-children.pdf) and contact your supervisor for further advice.

|  |  |
| --- | --- |
| [ ]  | Yes |
| [ ]  | No |

**SECTION 6**

**Management of your research and data**

**34.** **Please confirm you have discussed a Research Data Management Plan (RDMP) with your Director of Studies \***

Further information can be found: <https://intranet.uwe.ac.uk/tasks-guides/Guide/manage-your-research-data>

|  |  |
| --- | --- |
| [ ]  | Yes |
| [ ]  | No |

**35. If you have an RDMP number please include it here:**

|  |
| --- |
|  |

**36. Please confirm you have discussed Intellectual Property (IP) with your Director of Studies \***

Further information can be found: <https://www.uwe.ac.uk/-/media/uwe/documents/business/intellectual-property-and-research.pdf>

|  |  |
| --- | --- |
| [ ]  | Yes |
| [ ]  | No |

**37. Please confirm whether you have a signed an IP agreement?**

|  |  |
| --- | --- |
| [ ]  | Yes |
| [ ]  | No |

**38. By submitting the completed form you are confirming the information you have given is complete and accurate to the best of your knowledge.** \*

Once you submit this form it will be considered for approval. You cannot start collecting any data until you have received confirmation of approval.

|  |  |
| --- | --- |
| [ ]  | I confirm that the information I have given is complete and accurate to the best of my knowledge. |