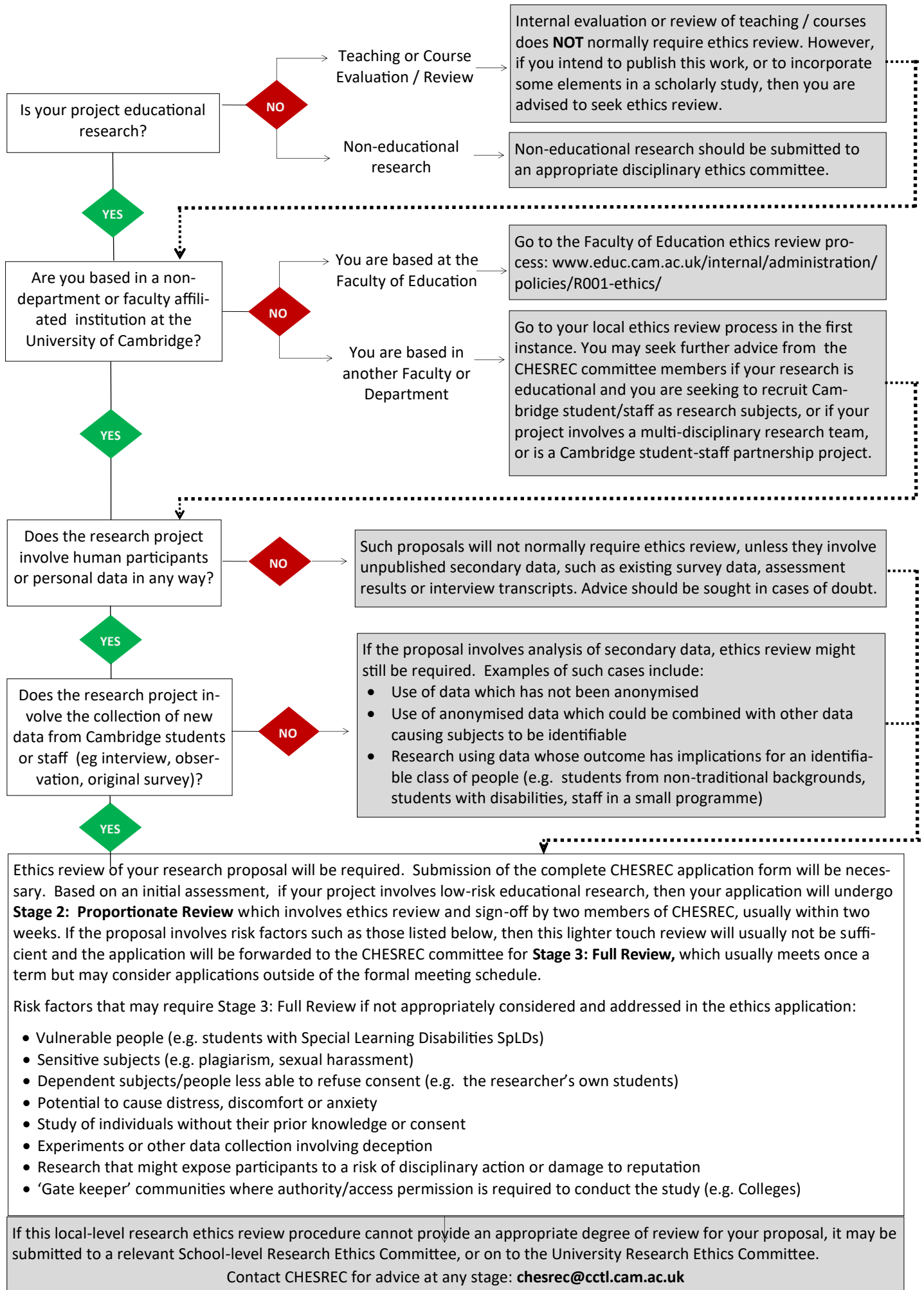


# Stage 1: Self-Assessment Checklist

Cambridge Higher Education Studies Research Ethics Committee (CHESREC)



Ethics review of your research proposal will be required. Submission of the complete CHESREC application form will be necessary. Based on an initial assessment, if your project involves low-risk educational research, then your application will undergo **Stage 2: Proportionate Review** which involves ethics review and sign-off by two members of CHESREC, usually within two weeks. If the proposal involves risk factors such as those listed below, then this lighter touch review will usually not be sufficient and the application will be forwarded to the CHESREC committee for **Stage 3: Full Review**, which usually meets once a term but may consider applications outside of the formal meeting schedule.

Risk factors that may require Stage 3: Full Review if not appropriately considered and addressed in the ethics application:

- Vulnerable people (e.g. students with Special Learning Disabilities SpLDs)
- Sensitive subjects (e.g. plagiarism, sexual harassment)
- Dependent subjects/people less able to refuse consent (e.g. the researcher's own students)
- Potential to cause distress, discomfort or anxiety
- Study of individuals without their prior knowledge or consent
- Experiments or other data collection involving deception
- Research that might expose participants to a risk of disciplinary action or damage to reputation
- 'Gate keeper' communities where authority/access permission is required to conduct the study (e.g. Colleges)

If this local-level research ethics review procedure cannot provide an appropriate degree of review for your proposal, it may be submitted to a relevant School-level Research Ethics Committee, or on to the University Research Ethics Committee.

Contact CHESREC for advice at any stage: [chesrec@cctl.cam.ac.uk](mailto:chesrec@cctl.cam.ac.uk)