1.	Title of project
2.	Names and details of the staff conducting the research (Are there other collaborators – some of whom may be external to the university?)
3.	Who is sponsoring the project?
4.	Is it funded – internally or externally? (If yes, include details of payment to those involved.)
5.	Where will the project be carried out? (Eg, on or off campus.)
6.	Source of the participants to be studied (Eg, students, staff members, other stakeholders?)
7.	Estimated number of participants
8.	Details of payments to participants
9.	Has a risk assessment been carried out, either for potential participants or those conducting the research?
10.	What are the potential adverse effects, risks or hazards for i) the participants and ii) those conducting the research?
11.	What are the potential benefits for the participants?
12.	Provide details of the arrangements for collection, retention, use and disposal of data
13.	Has a Criminal Records Bureau (CRB) check been carried out in relation to this research?
14.	Checklist of accompanying documents: a summary of the project the detailed protocol for the project evidence of agreement of other collaborators copy of the information sheet for participants copy of the consent form copy of the questionnaire/interview schedule copies of standard letters/emails related to the project copy of risk assessment confirmation that CRB checks have been carried out evidence of insurance cover/indemnity

Source: Ethics Committee for Ethical Review of Study, University of Surrey