<table>
<thead>
<tr>
<th>NO RISK</th>
<th>LOW RISK</th>
<th>MEDIUM RISK</th>
<th>HIGH RISK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does not involve human subjects or personal data.</td>
<td>Human subjects or personal data.</td>
<td>Questions about potentially sensitive topics. Access to potentially sensitive data via a third party (e.g. employee data). Access to personal records or confidential information.</td>
<td>Questions about illegal activities. Persons under the age of 18. Potential for psychological stress, anxiety, humiliation or pain. Potential for adverse impact on employment or social standing. More than a minimal risk of physical or psychological harm, discomfort or stress to participants. Adults without capacity to consent. Those with learning disabilities. Prisoners. Vulnerable adults. Young offenders (16-21).</td>
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</tbody>
</table>

Investigator completes appropriate project proposal form.

Supervisor reviews project proposal.

Investigator makes adjustments if required.

Supervisor approves form.

LOW / MEDIUM RISK — REQUIRED DOCUMENTS

- A completed CLS Ethics Application Form
- A copy of any material advertising the study, participant information sheet, consent form, questionnaires, materials or procedures to be employed. They should be adapted from the relevant templates.

Investigator submits completed documents to supervisor.

Supervisor reviews documents.

Investigator makes adjustments.

Supervisor approves application form and emails it to CLS R&EC Secretary.

Two members of CLS R&EC review application.

CLS R&EC Secretary notifies investigator and supervisor of outcome.

Investigator makes adjustments (if required).

LOW / MEDIUM RISK

If application is approved, CLS R&EC Secretary issues investigator with an Ethics Approval Code.

WHO’S WHO

Investigator: You

Ethics Director: Professor Dan Wilsher (d.wilsher@city.ac.uk)

CLS R&EC Secretary: Peter Aggar (peter.aggar.1@city.ac.uk)

HIGH RISK — REQUIRED DOCUMENTS

You will need to complete a Senate Ethics Application which will need to be reviewed by the Senate Research Ethics Committee.