Correspondence with outside organisations/other ethics committees etc
It is generally a good idea to include copies of all correspondence, even if it seems irrelevant.

Federalwide Assurance
City University London maintains a Federalwide Assurance of compliance with U.S. Department of Health and Human Services regulations for research involving human participants.

Materials in other languages (translations)
Include any materials (e.g. consent documents, instruments, recruitment materials) in other language and an English translation that will be used for this proposed research project. Provide details regarding qualifications of translator and of research staff communicating with participants in language other than English.

NHS
If a research project involves the recruitment of NHS patients and/or their relatives and/or carers, the study will require NRES approval. Further information can be found at the NRES website at http://www.nres.nhs.uk/. Applications are made through IRAS (Integrated Research Application System) at https://www.myresearchproject.org.uk/.

Transcribing
If you are using a transcribing service, you should include information regarding the security and confidentiality of the service you will employ, including copies of confidentiality agreement or similar.

Payment to research participants
If people taking part in your research are to be offered any payment or incentive to do so over and above appropriate expenses, you must explain this in your application. Any form of payment or incentive to take part will need to be clearly.

Note that payments to a participant should be pro-rated and not be contingent upon completion of the trial by the participants. Any payment or incentive should not be linked to the risk involved in the research; however, it could be linked to the discomfort or burden of participating.

Professional Bodies
If your discipline is connected to a professional body you should make sure that you are following the guidelines provided by the professional body in regard to ethical issues. You should provide the Committee with details of the requirements and show in your application that you are following the processes and procedures set out by the body’s framework.

Research being conducted abroad
If your research is being conducted abroad you need to provide the Committee with details of legislation and laws in the country in which you are intending to carry out the research. You need to consider the same issues for research being undertaken in the UK. Some information regarding international research ethics, including laws, regulations and guidelines, can be found here.

UK Legislation
It is your responsibility to familiarise yourself with any legislation that may be relevant to you, your research or your research participants.