

Procedure for Approval and Registration

1. Introduction

[b] As defined in Section 4.4 of the University's Research Ethics Policy research to be

[g] Where a researcher is unhappy with the decision of the Sensitive Research Approval Group an appeal can be made to the Chair of the University Research Governance and Ethics Committee.

4. Registration Process for Sensitive Research

Once a research proposal has been granted ethical approval by the Sensitive Research Approval Group the Senior Research Governance & Policy Officer will register the research proposal on the Sensitive Research Database which is held on a secure area of the University network.

Research material falling under the requirements of this Procedure and which is therefore deemed to be sensitive material should not, under any circumstances, be stored on the researcher's personal computer, or on unsecured areas of the University's networked drives (M/U). Storing information in designated secure areas of the network ensures that the University is aware of the research project should there be any external queries, and also guards against misinterpretation of intent by authorities which may lead to legal sanctions. . The Digital Services Support Centre can assist in creating secured folders and allocating access rights to them. If a Researcher needs to grant access to these to a colleague from outside the University then they should be allocated a Bangor username under the Access to Services provision which can be arranged through Human Resources.

Researchers who follow the Ethical Approval Process for Sensitive Research outlined in Section 3 above will, as part of this process, be required to contact Digital Services in order to arrange the

Research Governance & Policy Officer in the first instance, who will undertake checks to establish whether the discovery of / concerns about such material is linked to a registered research project.

6. Good practice guidelines

[a] Using a university profile when visiting sensitive websites

Researchers should be aware that visits to sensitive websites (even from open access sites) may be subject to monitoring by the police / other authorities and, if discovered, could prompt a police investigation. It is therefore required that, when undertaking such research, a university IP address is used to access sites in order to ensure that any enquiries about such activities come to the institution in the first instance.

[b] Reporting

If a member of staff or a student becomes aware of a research project which, in their opinion, needs oversight as outlined in this Procedure they are encouraged to contact the Chair of the appropriate Academic Research Ethics Committee or the Senior Research Governance and Policy Officer.

[c] Compliance and Monitoring

All members of the University (both staff and students) are directly responsible and liable for the information they access and handle as part of their research. Staff and students are bound to abide by the University's

A failure to comply with the requirements of this policy in relation to research defined in Section 2. above must be reported to the Senior Research Governance and Policy Officer in the first instance. Disciplinary action I Tw 9.6a10.1 (w)-(le) ()TJ0.-2 (mp)01 T Td8[(t)-4 (h)2 (ib)-4 (ld) ()TJ0slia Poe