# PROCEDURE FOR REVIEWING EXTERNAL REQUESTS FOR ACCESS TO STAFF AND STUDENTS FOR RESEARCH PURPOSES

## 1. Background

From time to time, Manchester Metropolitan University is approached by external researchers for access to staff or students for research purposes. The Director of Research and Knowledge Exchange as Representative of the Research Ethics and Governance Committee (REGC) and Gatekeeper will give an opinion and subsequent approval or rejection for these requests.

## 2. Applicant

Ethical approval at Manchester Met is handled through the Ethics online application system (EthOS) accessible to all those who hold a valid Manchester Met ID and password. In view of this, two types of applicants are being considered in this procedure:

- Applicant type 1: external researcher who is not in possession of a Manchester Met ID and password
- Applicant type 2: a member of Manchester Met who is undertaking research on behalf of another institution (e.g. as part of a research degree or qualification) and therefore acts as an external researcher.

## 3. Procedure for Application

**Route 1 – for external researchers without a Manchester Met ID and password**

a) If part of an organisation operating its own research governance framework and ethical approval (e.g. a university), the external researcher must first secure ethical approval from their institution.

b) Documents that are to be used with Manchester Met staff or student participants must also abide by relevant Manchester Met research ethics and governance requirements (https://www2.mmu.ac.uk/research/staff/ethics-and-governance/ ).

c) The external researcher must submit an application for approval to access Manchester Met staff and/or students for research.

d) The application will be submitted at ethics@mmu.ac.uk to the attention of the Research Ethics and Governance Manager (REG Manager) and will consist of the following:

- Formal letter requesting access;
- Copy of ethical application and approval from home institution (if applicable);
- Project protocol;
- Participant recruitment materials (which may include participant information sheet(s), consent form(s) or anonymous online questionnaire);
- Advertising materials;
- Drafts of any legal contracts that might be required between the two institutions;

- Evidence of insurance coverage, usually in the form of a broker letter, from the institution that issued the ethical approval letter;
- Any other relevant documents.

**Route 2 – for external researchers who hold a Manchester Met ID and password**

a) If part of an organisation operating its own research governance framework and ethical approval (e.g. a university), the external researcher must first secure ethical approval from their institution.

b) Documents that are to be used with Manchester Met staff or student participants must also abide by relevant Manchester Met research ethics and governance requirements ([https://www2.mmu.ac.uk/research/staff/ethics-and-governance/](https://www2.mmu.ac.uk/research/staff/ethics-and-governance/) ).

c) The external researcher must submit an application for approval to access Manchester Met staff and/or students for research.

d) The application will be submitted via EthOS, and routed to the REG Manager.

e) The content of the application will be as instructed in EthOS and as listed in d) above (excluding the formal letter of access request which is replaced by the EthOS form).

## 4. Processing and Approval

Once the above documentation has been received, the application will first be reviewed by the REG Manager who will support the applicant if any improvements are required.

When the application is declared complete, the REG Manager will forward it for review to the PVC RKE as Chair of the REGC. If the application is considered favourably, all necessary and pending legal contracts must be finalised before a letter of approval is issued and access to staff/students is granted. If the application for access to University staff and/or students is not approved, the applicant will be notified of this through a letter of review outcome.

| Version | 3.0 | Author Name & Job Title | Ramona Statache Research Ethics and Governance Manager |
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