# Security-sensitive or extremism-related research declaration: process guidance

| Researcher is a student | Researcher is a staff member |
|---|---|
| Researchers discusses research project with Supervisor | Researcher discusses project with School Ethics Committee (SEC) contact |
| Supervisor advises one of the following options<br>• No forms are required<br>• Only Ethics Application Form required<br>• Only Security Sensitive Declaration required<br>• Both Security Sensitive Declaration & Ethics Application required | SEC contact advises one of the following options<br>• No forms are required<br>• Only Ethics Application Form required<br>• Only Security Sensitive Declaration required<br>• Both Security Sensitive Declaration & Ethics Application required |
| In any instance where a Security Sensitive Declaration is required, researcher completes the form and gets it countersigned by their Supervisor | In any instance where a Security Sensitive Declaration is required, researcher completes the form |
| Researcher or Supervisor submits countersigned form to SEC (if an ethics application form is also required of the researcher, it must be submitted alongside that form) | Researcher submits countersigned form to SEC (if an ethics application form is also required of the researcher, it must be submitted alongside that form) |
| SEC quality assures the form (i.e. whether it has been completed correctly), directing any queries to the Prevent Co-ordinator | SEC quality assures the form (i.e. whether it has been completed correctly), directing any queries to the Prevent Co-ordinator |
| SEC administrator uploads declaration onto database: as a standalone document if not appended to an ethics application*, or as part of the application paperwork if appended to an ethics application | SEC administrator uploads declaration onto database: as a standalone document if not appended to an ethics application*, or as part of the application paperwork if appended to an ethics application |
| Ethical applications with such declarations appended and standalone declarations will be contained in the school approval report considered by UTREC at its monthly meetings. | Ethical applications with such declarations appended and standalone declarations will be contained in the school approval report considered by UTREC at its monthly meetings. |

*standalone declarations that take the form of pdf documents containing scanned copies of a completed declaration can be uploaded. In this circumstance, to avoid input burden for administrators in these scenarios, administrators will not be required to input the contents of the boxes on the front page.