

## SAME CUREC tips

- CUREC forms with participant information sheets and consent forms should be sent to Kate Atherton [ethics@anthro.ox.ac.uk](mailto:ethics@anthro.ox.ac.uk) as word documents. Paper copies aren't accepted.
- No signatures are required for a CUREC 1A. Instead, the supervisor should send an email to [ethics@anthro.ox.ac.uk](mailto:ethics@anthro.ox.ac.uk) saying that they have seen and approved the form.
- Signatures are required for a CUREC 2. CUREC 2 forms should be sent to Kate in the normal way as word documents with the signature pages scanned.
- The participant information sheet should refer to the correct Ethics Committee – so the SAME Departmental Research Ethics Committee, University of Oxford, 51-53 Banbury Road Oxford OX2 6PE, with the Chair contactable in cases of complaint at [hod@anthro.ox.ac.uk](mailto:hod@anthro.ox.ac.uk) [the CUREC templates always list the SSH IDREC by default but those details should be replaced]. The templates given on the CUREC website are just that -- templates for you to adapt to the circumstances of your project. You are not required to adopt them wholesale.
- CURECs should be submitted at least a month before fieldwork begins – retrospective approval cannot be given.
- Approval takes longer during the vacations so more time should be allowed. Please don't submit forms right at the end of Michaelmas term. They won't be approved in time for fieldwork starting at the beginning of January.
- If you make any changes to your approved project (such as a new end date or new location), you must let Kate know so that it can be approved as an amendment. The amendment must be approved in advance and not retrospectively.
- UK Fieldwork Risk Assessments must be filled in for all fieldwork conducted in the UK, even if it is in Oxford. Overseas risk assessments are required for all fieldwork overseas, even where this is the applicant's home country. Risk assessments should be sent to [risk@anthro.ox.ac.uk](mailto:risk@anthro.ox.ac.uk)