

## Ethics and Compliance Checklist

If you are an SP Leader/SP Manager have you:

1. Disseminated information regarding the ethical issues surveys to all task leaders
2. Ensured your SP has appointed at least one ethical [Rapporteur](#)
3. Ensured you are aware of the major ethical issues your SP raises e.g. animal research, informed consent

If you are a Task Leader or PP leader whose research **does not** raise any of the ethical issues in the H2020 ethical categories have you:

1. Completed the [SAS](#) and [REDR](#) surveys for SGA1 and the single [ethics survey](#) for SGA2 stating that your research raises no issues
2. Considered the wider social consequences of your research or the research you collaborate with, perhaps through engaging with your [SP's Rapporteur](#) or attending a webinar or workshop run by SP12
3. Understood what [research integrity](#) is and how it applies to *all* researchers in the HBP

If you are a Task Leader or PP leader whose research **does** raise any of the ethical issues in the H2020 ethical categories have you:

1. Ensured you have acquired all proper ethical approvals and permissions before beginning the research
2. Completed the [SAS](#) and [REDR](#) surveys for SGA1 and the single [ethics survey](#) for SGA2 stating which ethical issues your research raises and giving details of the protocol, approvals, and documentation acquired e.g. approvals, licenses, informed consent
3. Either uploaded or [emailed](#) copies of the documentation described so that ethics management can prove compliance to the EC
4. Contributed via your [Rapporteur](#) to the SP's 'One-Pager' which summarises the main ethical issues in your SP

5. Considered the wider social consequences of your research or the research you collaborate with, perhaps through engaging with your SP's Rapporteur or attending a webinar or workshop run by SP12
6. Understood what research integrity is and how it applies to all researchers in the HBP

If you are a Work Package/Task Leader who is using, sharing, or producing data in the HBP have you:

1. Ensured you understand how your research relates to the data protection legislation by reading HBP guidelines
2. Contacted the Data Protection Officer for further advice