Criteria for approval - External researchers recruiting at King's

External researchers wishing to recruit staff or students from King's College London are required to go through the 'External Research Request' procedure. It should be noted that this process does not constitute ethical review of the study, rather it is a permission procedure to ensure that only ethically acceptable studies are carried out using King's College London staff/students and premises. Responses will not be submitted for additional ethical review.

*Please note, if you are a researcher that has recently moved to KCL with a project ethically approved by your previous institution, you will need to go through the KCL Transfer of Sponsorship Process. Further information on this can be found **here**.*

To gain permission to undertake external research using King's College London staff or students, researchers should send their responses to the seven criteria below to the Research Ethics Office via **rec@kcl.ac.uk** . Recruitment should not commence until approval/permission has been given.

1. Please provide a justification for why King's staff and students need to be recruited for the study.

2. Provide a brief description of the study with particular focus on the involvement of human participants (e.g. who, when, where and why).

3. Provide study specific documents such as participant information sheets, consent forms etc.

4. Provide evidence that the study has ethical approval.

5. Provide assurance that participant data will be given freely and details of the intended recruitment method.

6. Provide assurance that suitable insurance arrangements are in place as King's College London would not be liable for the research.

7. Permission must be granted from the relevant Head of School/Department from which you are recruiting.

External researchers and researchers conducting non KCL are now permitted to advertise their research on the College's internal research recruitment webpage and have their study included in the fortnightly research recruitment circular which features all current adverts live on the internal recruitment webpage. This is disseminated to all KCL Staff and Student. Guidelines for submitting an advert for external researchers and non-KCL research can be found **here**.