

CCNi Project Review Presentations

Introduction

All staff/students should apply for CCNi project approval if they are planning to run a study which uses the CCNi scanning facilities. Only INP/SoP staff and students can apply for CCNi project approval.

The Psychology Admin Team administers applications for CCNi Project Review approval (psychologyadmin@glasgow.ac.uk)

Note: applicants require a valid ethics application and should apply for ethics BEFORE they apply for a review.

Applications Process

The applications process involves presenting your research proposal to the CCNi Steering Group. CCNi project review presentations are held on an “as required” basis on a Wednesday 11:00-11:30 or 11:30-12:00 in the Level 5 Seminar Room (62 Hillhead Street). These presentations are open to all INP/SoP staff and postgraduates.

Log onto the online system using your local Psychology username/password:

<https://intranet.psy.gla.ac.uk>

To upload a CCNi project application, click the “Research” tab from the menu and select “My Research Projects”. Click on “Create New Project” and click the “CCNi Project” switch. When you complete the form, you will be asked to select a date and time for your presentation. Applications should be uploaded a minimum of 8 days prior to the selected presentation date to allow the system to check availability of the CCNi Steering Group.

Once your online form is submitted, automated invitations will be circulated to the Steering Group to attend your presentation. Once sufficient availability is confirmed, an automated email will be sent to you confirming that the presentation will go ahead. If there is insufficient availability, you will receive an email requesting that you select an alternative date/time for your presentation.

If your project is approved following your presentation, you will be assigned a CCNi ID number via email. If amendments are required, the CCNi Steering Group will contact you directly with written feedback.

Applications for Data Storage Only

If you require data storage only, you should still apply to the CCNi Steering Group via the online application. When completing the online form, please select “Review Not Needed” and specify the size of the storage required. Your application will then be considered online by the CCNi Steering Group, and if approved you will be assigned a CCNi ID number as above.

Applications for CCNi Project Extension

If you require an extension for your CCNi project, please write to psychology-admin@glasgow.ac.uk outlining the reason(s) for your request (see below):

1. More time required for project/not all participants scanned – Y/N
2. More participants required – Y/N
3. Project unchanged – Y/N
4. Significant changes to the project required – Y/N

If you said “Yes” to points 1 or 2 above, please provide details about additional resources required (scanning hours, number of subjects etc). If you said “Yes” to point 4. please provide a brief description of the changes to the project. Your request for an extension will be considered by the CCNi Steering Group and approved if appropriate.