University of Essex | Online

Ethics Submission Guidance Booklet

Academic Department
University of Essex Online

Contents

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University of Essex Online (UoEO) is aware of its responsibility for ensuring that new researchers (i.e. UoEO students) understand good research practice. The academic team are responsible for ensuring that new researchers receive appropriate advice and guidance in relation to undergraduate and postgraduate research practice. In addition, the academic team are responsible for ensuring that UoEO guidelines and supervisory arrangements for all students are followed.

Procedure for Ethical Approval

Any student undertaking a research project as part of a UoEO course must apply for ethical approval by completing the online ethics application form. In the case of Health, Psychology and Criminology, the module supervisor will be able to approve the application only if the research project does not involve human participants. Human participants are defined as including living human beings, human beings who have recently died (cadavers, human remains and body parts), embryos and foetuses, human tissue and bodily fluids, and human data and records (such as, but not restricted to medical, genetic, financial, personnel, criminal or administrative records and test results including scholastic achievements). If the research project includes human participants, your supervisor will refer your application to the Head of Department at UoEO for consideration and where necessary the UoEO Ethics Committee will convene.

In the case of other departments, the module supervisor will be able to approve the application, unless they deem a cause for concern of any kind. Should a cause for concern be noted, your supervisor will refer your application to the Head of Department at UoEO for consideration and where necessary the UoEO Ethics Committee will convene.

If undertaking a research project which does not involve human participants, it is still important to complete the Application for Ethical approval, so that other risk factors can be identified and reviewed by your supervisor.

What should be included with my Online Ethics Application?

If undertaking a research project involving human participation the student should include:

1. A Participant Information Sheet. This document will be used by the researcher to outline the research to participants. An example Research Information Sheet can be found in **appendix 1**.

2. An Informed Consent Document. This document will be used by the researcher to provide evidence of consent from the participants. An example consent form can be found in **appendix 2**.

3. A copy of any questionnaire measures/tools/interview schedules you intend to use as part of your research.

4. A debrief document containing information on why the study has been conducted, what happens next, how they can gain access to the findings and useful contact details for support agencies, appropriate to the study topic. An example can be found in **appendix 3.**

5. External Approval documents. In the case of projects undertaken with external organisations, it is important to ensure that the researcher is following any ethical or organisational policies in place. We require evidence in the form of an official headed letter, in English, which is dated and signed by an appropriate member of staff. Alternatively, if there is an external ethical process, we will need to see evidence that this has been gained. Where the organisation has concluded that no permission is required a letter confirming that there is no need for approval is required.

6. Risk assessment document. Where researchers are undertaking a project, which could place them at any level of risk, they are required to consider all possible risks and ensure they are putting controls in place, where appropriate. An example risk assessment form can be found in **appendix 4**.

To complete your ethics application online you need to go to the ethics section of your current module on Moodle. You will be required to complete a series of questions and attach the required documentation mentioned above. You are required to complete the questions in one go. To prepare you for this, you can see a copy of the questions in **appendix 5**. You can view a copy of our ethics process diagram in **appendix 6**.

If undertaking a research project which does not involve human participants, but you require access to external data, then we would expect you to submit evidence of external permission being granted. Please consider point 5 above.

Ethics Committees

Ethics Committees can be convened at any time if required and can be virtual or in person. The student and module tutor will normally be notified of the decision within 5 working days of the Ethics Committee meeting. Rejected applications must be resubmitted with amendments as recommended by the Ethics Committee.

Preparing your ethics documents

This document aims to provide guidance covering how to complete your ethics documentation. It is expected that you will tailor the information you provide to meet the requirements of your research study. This includes adapting all research materials, information sheets and consent forms to address any ethical issues that may arise in your project. You should consider the ethical issues that may arise from using different methods of data collection, for example, face-to-face or online, and be able to demonstrate how you have managed any risk related to these.

Which types of research need ethical approval?

As part of all undergraduate and postgraduate projects, you are required to consider any ethical implications of the proposed research. Ethical approval must be granted before students can collect any data from external sources or undertake primary research with human participants.

The latter includes both qualitative research, such as interviews and focus groups as well as quantitative research such as experiments or questionnaire studies. Studies analysing

previously existing, secondary, data will require ethical approval if the data contains any sensitive or personal identifiable information.

Recruitment of participants

When designing your research project, it is necessary to outline who your target population will be. This will depend on the aims of your research and what you intend to investigate. For example, a student wishing to explore attitudes across cultures will be required to recruit participants from different community groups. As a way of recruiting your sample, you may wish to use one of the following methods to advertise your research:

- Poster
- Online posting on social media (e.g. LinkedIn, Twitter, Facebook, etc.)
- Memo or mail shot

Remember the method you will use to attract participants will depend on your mode of sampling (e.g. random, systematic, stratified, opportunistic, etc.). Online advertisements are more likely to lend themselves to opportunistic sampling and will not allow for a systematic approach. This is something to be mindful of and worth speaking to your project supervisor about. Advertisements, such as posters, are often the first point of contact with potential participants. They are a valuable opportunity to promote your study and should include the following information:

- Provide information about the research and why it is being conducted (i.e. increasing knowledge of a topic to inform the design of an intervention/service or forming part of your degree award).
- What to do next if someone wishes to participate and how they can access the study information sheet.
- Your contact details – please do not give away personal details. Use your university email account on all correspondence.

Providing participants with the necessary information

To ensure that participants are able to make an informed decision about whether they wish to take part in your research project, it is vital that you provide them with sufficient information. All research projects recruiting participants are required to provide their sample with an information sheet. This should include the following in clear, simple language:

- The study title and its aims
- What type of research you are doing and why
- Who is eligible to participate
- How long the study will take
- What the participant will have to complete
- Any warning statements, e.g. if the research captures sensitive topics, such as mental health, sex offending, prejudice, etc.
- Withdrawal process if they decide they no longer want to take part
- Contact details of support agencies
- Contact details of the researcher

Further guidance on what to include in your study information sheet can be located in **appendix 1**. If the study requires an element of deception, information included on this sheet can be kept to a minimum and the participants fully informed at debrief. A full justification has to be provided for this approach in order for ethical approval to be obtained.

Obtaining Informed consent

For all research projects recruiting human participants, you are required to obtain informed consent from your sample, prior to collecting any data or conducting any part of the research. In order for participants to make an informed decision as to whether they wish to take part, the information sheet should first be given, followed by a consent form. Your consent form should contain a series of statements that the participants will have to agree to in order to proceed with the research. These should be tailored to reflect the ethical requirements of your study. Examples of such statements include:

- "I have had the opportunity to read the study information sheet, understand this, and ask any further questions"

- "I am aware of the withdrawal process and understand that I cannot remove my data from the study after [insert date here]"
- "I understand that my data will be stored for [length of time] following the completion of the project and that in any publication of the research my responses will not be singled out"

The consent form should not include any coercive statements and people must not feel pressured to participate in your research. If this is evident in your research materials, you will not receive ethical approval. An example consent form used for research purposes can be found in **appendix 2**.

Vulnerable adults and children

Due to the complexities of recruiting vulnerable adults and children, we recommend that you avoid sampling these two groups and instead, focus your research on adults residing in the general population. The recruitment of vulnerable adults, such as patients, prisoners and individuals with disabilities, involves a more complex ethical process; one that takes considerable time and there is no guarantee your research will be approved. Ethical submission involving vulnerable groups will be reviewed by the ethics committee strictly on a case-by-case basis.

Invasive or intrusive procedures

'Invasive procedures' are those that require medical procedures that require taking samples from the body such as blood or tissues. Section 30 of the Mental Health Capacity Act (2005) states that **'intrusive procedures'** refer to research that is carried out on participants who have the capacity to consent but without gaining their consent. In most circumstances, research with a person who lacks the capacity to provide consent is also seen as intrusive.

Studies using invasive and/or intrusive procedures requires greater ethical consideration than other forms of research. Due to the online nature of the course, research of this type is not likely to be feasible and we may ask you to reconsider your research methodology by removing any invasive and intrusive procedures.

Debrief

A debrief sheet should be provided to the participant once they have finished participating in the research. The purpose of the debrief sheet is to inform the participant of the purpose of the research so they understand why they have taken part. This is particularly important if you have used deception in your project to reduce bias and socially desirable responding. On the debrief sheet you need to include the following:

- What you were investigating
- What the participant completed
- What you hope to find
- What to do if the participant wishes to receive a summary of the group data once the project is complete
- The complaints process
- Contact details of support agencies
- Researcher contact detail

An example of a debrief sheet can be found in **appendix 3**.

Confidentiality and anonymity

What is confidentiality and how can this be put into practice?

Confidentiality is important when conducting research as it refers to the steps that are put in place to protect the identity of the participant being discovered by others. There are a variety of methods that a researcher can put in place to protect the confidentiality of their participants. This may include keeping password protected files, limiting the amount of personal identifiable information recorded or reporting data in an aggregated form rather than on an individual basis.

Only those people with a direct interest in the research, such as the student and supervisor, should have access to the raw data and forms that would identify participants. You as the researcher should not:

1. Report any information (written or verbal) that links specific data to participants
2. Should not divulge the identity of participants or the information they disclose

Dealing with disclosures of information

When dealing with human participants, there is always a risk of them disclosing personal or sensitive information. Much of this information can be dealt with by respecting participant confidentially and anonymity. However, there are times when this becomes more complicated. For example, a participant expressing intentions to inflict harm on themselves or another person, illegal activities by the participant or unethical practices revealed by staff who work at the organisations where the research is being carried out. The issue of disclosure will be considered on a case-by-case basis and if you have any concerns about this you should contact your supervisor and/or Head of Department.

What is anonymity and how can this be maintained?

Anonymity means that you as the researcher are unaware of the participant's identity. You should not be able to trace the data back to the participant without further information being provided, such as a study number. The collection of participant names will mean that the data obtained will not be confidential or anonymous. It is good practice to instead give participants a study number so that they can withdraw their responses up to a certain time point. Often participants can only withdraw their responses up to the point when the researcher begins to analyse the data set. This is to be noted on the information sheet with the withdrawal deadline clearly stated. Participants can quote their study number in correspondence with yourself so that you can identify and remove their data from your research.

Storing data

Raw data (i.e. hard copies of completed questionnaires) is to be stored securely in a locked drawer for approximately 12 months and then destroyed. If you are planning on publishing your data at a conference or in an academic journal, then consent should have been sought from participants for this at the beginning of the research process via the information sheet

and consent form. Additionally, participants' individual responses are not to be singled out. Group data is only to be disseminated to wider audiences.

It is standard practice to keep consent forms separate to the raw data. Online data that can be downloaded must be stored securely on a password protected computer drive.

If you decide to publish your research and be are successful, raw data should be archived and kept until five years after the date of publication. Note that this can entail securely storing the date for up to seven years. Please bear this in mind and follow the guidance provided from the Editor, as this may differ between publications.

Using questionnaires/interview schedules

Are you appropriately qualified?

When selecting the materials that you will adopt to collect data, please check that you are appropriately qualified to administer these. Some questionnaires and interview schedules require certain credentials to use them, for example, certain personality measures. It is important that you research this before submitting your ethics application form. Some tests, largely those developed for research purposes, do not require any qualifications to use. Some questionnaires are freely available in the public domain. However, it is best practice to check whether authorisation is required before using them. This could be indicated on the tool itself or by emailing the author to ask for permission to use it.

What is reliability and validity?

Reliability is also known as consistency. A reliable measure or tool is one that would collect identical data if used on the same population twice. Validity however, refers to the measure assessing what it was designed or developed for. For example, you would expect a tool assessing depression to tap into the constructs used to diagnose the illness, such as low mood, reduced motivation, lack of appetite, insomnia, etc.

How to select appropriate, reliable and valid measures

To ensure that your research is of a good academic standard, we suggest that you select measures that are reliable and valid. A good starting point for this is to use existing research to guide your selection of research tools. Often published research has been evaluated regarding the method adopted and will includes a critique of the measures used. We do recognise that you may have to develop your own questionnaires or interview schedules and in such circumstances, these should be piloted to ensure that they are effective in collecting data.

Deception

Participants should not be deliberately deceived or misled without any significant scientific evidence of justification for doing so. In all cases, participants are to be fully informed about the research they are taking part in, with a complete understanding being achieved at debrief if deception has been used. There is a significant difference between withholding information from participants (i.e. passive deception) and deliberately falsely informing participants of the purpose of the research (i.e. active deception). The latter is only acceptable in extreme cases. We do not encourage students to use active deception; however, passive deception may be necessary in certain circumstances. Your research supervisor will be able to provide you with more information surrounding this. You should always ensure that you provide participants with a suitable debrief following any research activity, but this is particularly important when deception has been used.

The use of incentives

Incentives should only be used in exceptional circumstances and a justification for why this is required needs to be included in your application. This may include the reasons why an incentive is required with a certain group of participants. Consideration for the type of incentive proposed also needs to be included. If you have any queries about the use of incentives, please contact your supervisor.

Risk management

A risk assessment may be required when there is potential risk, often physical or psychological, to you as a researcher or the participant. If you are a lone researcher, or your project will be taking place in an uncontrolled environment (e.g. a shopping centre, a café, park, etc.) for example, you will need to complete a risk assessment and include this with your ethics application form. An example of this is included in **appendix 4**. Potential risks that you may need to consider as part of a risk assessment include:

- Distress due to sensitive topics being explored
- Work-related violence
- Harassment or intimidation
- Allegations of maltreatment
- Health and safety

Appendix 1: Example Participant Information Sheet

Your participant information sheet should provide enough detail for the general public to understand and provide informed consent to take part in your research. Please see the guidance below and use it to guide the development of your participant information sheet.

1. Invitation

You need to explain why you are inviting your participant to take part in your research. For example: *You are being invited to take part in this research project. You have been chosen because you have a unique insight into the members of staff working for the University of Essex Online. Before you take part, it is important to ensure that you fully understand why the research is being undertaken and what is involved. Please take the time to read through the following information and ask any questions that you may have. Take time to decide if you would like to take part in this study.*

2. What is the purpose of the research?

The purpose of the study is very important. The purpose outlines and allows the participants to understand why the research is being undertaken. In the case of the dissertation, it may be that the primary purpose is educational, to fulfil the requirements of a degree. You may also like to inform the participant if your research is aiming to fill a knowledge gap in a certain topic area or to find out information that will help to design an intervention or develop a service.

3. Where and when will the research take place?

In this section you need to outline any information the participant may need to know about where and when they are expected to take part in the research. To answer this question, you will need to consider the following questions:

- How long will the participants be involved in the research?
- How often will they need to attend?
- How long will the questionnaire/interview take?

4. What will I have to do?

It is important that all participants have an understanding of what they are expected to do during your research. Put yourself in the shoes of the participants: what would you like to know? You could use a flow chart to demonstrate participant involvement and outline any specific requirements. If the study will involve participants being audio recorded/videoed/photographed, it is important to ensure that they are aware of this and that you cover any confidentiality issues.

You should set out simply the research methods you are using to undertake your research.

5. What are the possible benefits of taking part?

Provide a clear outline of any benefits to the participants. If there are no direct or indirect benefits to the participant, you may wish to outline the intended benefits of the research.

6. What are the possible disadvantages and risks of taking part?

Outline any risks, discomforts or inconveniences to the participant in this section. For example, this section may include an outline of potential distress associated with research exploration of sensitive topics. Outline how you will provide support to participants with any regard to the risks e.g. debrief sheet including relevant support services.

7. Do I have to take part?

You should explain that the research is voluntary and that the participant can withdraw from the research at any time. Include information on how they would withdraw. If there is an option to skip any questions they don't want to answer this should be included as well.

8. How will my personal data be kept confidential?

You should explain how participant's data will be safeguarded throughout and after the research has been completed. When writing this section, you may wish to consider:
- How the participants' data will be collected?
- How the data will be stored & protected?
- How the data will be used?
- Who will have access to the data?
- How long will the personal data be retained?

9. Will I receive a payment for taking part?

If payment, reimbursements, gifts or voucher are being provided to participants, please outline these.

10. What will happen if I do not want to continue with the study?

Please outline what will happen if the participant withdraws from the study. For example: *If you withdraw from the study all of the information and data collected from you, to date, will be destroyed and your name removed from all the study files.*

11. Who has ethically reviewed the project?

Provide an outline of any ethical permission that have been sought and approved for this project.

12. What will happen to the results of the research project?

Participants often want to know the results of the research they have been involved in. You should let the participants know what will happen to the results, where will they be published and how the results will be made available to them.

13. Further information and contact details

This section may include details of:
- General or specific information about the research (e.g. website address, contact details of the researcher & supervisor)
- Who the participants should approach if they are unhappy with the study (complaints procedure if not listed earlier)

Thank you for taking the time to read this information sheet.

Appendix 2: Example Consent Form

Research title:

Participant number:

Please indicate your agreement with each of the statements below.

		YES	NO
1	I have read and understood the Participant Information Sheet for the above study and have been provided with a copy to keep.	☐	☐
2	I have had the opportunity to ask the researcher questions about this research project.	☐	☐
3	I understand I have the right to withdraw from the research at any time without giving a reason, and that all information I have given will be destroyed.	☐	☐
5	I understand that the interviews will be recorded to aid transcription and accuracy.	☐	☐
6	I understand that my identity will be protected by treating the information I provide anonymously, and it will be used solely by the researcher for the purpose of writing a report on the research project.	☐	☐
7	I understand that the information I provide will be kept securely, and will not be revealed to any other party, and will be destroyed at the conclusion of the project.	☐	☐
8	I understand that if I have any questions or concerns about how this research is being conducted, I can contact the independent person named in the Participant Information Sheet.	☐	☐

I consent to participating in this research interview according to the information and principles described in the information sheet.

DECLARATION AND SIGNATURE/S			
Signed		*Date*	

Appendix 3: Example Participant Debrief Sheet

Your participant debrief sheet should provide enough detail for the participant to have a complete understanding of the project. Please see the guidance below and use it to guide the development of your participant debrief.

1. What was the purpose of the research?

The purpose of the study is very important. The purpose outlines and allows the participants to understand why the research is being undertaken. In the case of the dissertation, it may be that the primary purpose is educational, to fulfil the requirements of a degree. You may also like to inform the participant if your research is aiming to fill a knowledge gap in a certain topic area or to find out information to design an intervention or develop a service.

2. What did I complete and what did the study aim to find out?

Provide a comprehensive overview of what the participant completed and why they did this. Give as much detail as to what you hoped to find out as the researcher.

3. How can I receive a summary of the results?

Provide the participants with an email address they can email should they wish to receive a copy of the study outcome. You will need to ensure that only a summary will be provided and not the results chapter of your dissertation.

4. What do I do if I wish to make a complaint?

For whatever reason a participant may wish to complain about the project. Please give the details of your research supervisor and their university email address. They can then forward this on to the organisation.

5. Support agencies

Provide contact details for a support agency. The research may have uncovered an upsetting memory or topic for the participant and they may wish to speak to somebody about this.

6. Researcher contact details

Include your university email address here rather than any personal contact details. Your home address or telephone number is not required.

Thank the participants for taking part!

Appendix 4: Example Risk Assessment

Project title:	
Location:	
Brief description of the work:	

	Who is at risk? Participant/Researcher/Both (P/R/B)	Hazards	Level of risk of harm (High/medium/Low) (H/M/L)	Control Measures
Lone, isolated or out of hours working	*e.g. Researcher*	*e.g. Unfamiliar area* *Using public transport*	*e.g. Medium*	*e.g. making friend or family member aware of time and location of the interview OR where I will be collecting data from, planning journey before hand*
Ill health (Physical or Psychological)				
Use of equipment				
Dealing with the public				
Add more as relevant to your project				

Student declaration

I have reviewed safety considerations for my dissertation/ project and I have discussed any concerns with my supervisor

and I agree to abide be the control measures in place.

I understand that I am responsible for my own safety during this project and will take any necessary steps to minimise the risks.

Student signature:

Date:

Appendix 5: Ethical Approval of Research Projects

Please note, this is the form which most students will access. However, if you are tasking the Business Investigation module, the form is slightly different so you can find that form below.

Please refer to the Ethics Guidance Documents for further support with the following questions.

Before you start this form please make sure that you have **all** the details you require. You can find the full list of details and documents required on Moodle. The form must be completed in one sitting.

Please complete this form in one sitting as you will not be able to save the form once you start. The form submission will ***only*** count once you have clicked on ***Submit*** at the end.

Applicant Details:

Name

Student Email

Status

Undergraduate Student Or Postgraduate Student

Course details

Course title (drop down list)

Supervisor's Name (drop down list)

Project Details

Project title

Project start date

Expected Completion date of project

Project Summary

Please give a brief summary of your research project (maximum 100 words). You should include details about your intended sample, including sample size if you plan to involve human participants.

Confirmation Statements – you will be required to tick to state you agree with these statements

- The results of research should benefit society directly or by generally improving knowledge and understanding. Please tick this box to confirm that your research study has a potential benefit. If you cannot identify a benefit you must discuss your project with your module tutor to help identify one or adapt your proposal, so the study will have an identifiable benefit.

- Please tick this box to confirm you have read the Research Ethics Policy and the relevant sections of the Research Ethics Procedures and will adhere to these in the conduct of this project.

Risk Checklist:

Will your research project…?

1. Involve analysis of pre-existing data which contains personal or sensitive information?

○ YES ◉ NO

2. Require external permission or consent to conduct (e.g. NHS or MoD)? (Evidence of permission/approval will need to be submitted at the end of this form).

○ YES ◉ NO

3. Have you considered and managed the risk involving any compromise of confidentiality?

◉ YES ○ NO

4. Have you considered and managed the risk involving and compromise of anonymity?

◉ YES ○ NO

5. Collect / contain sensitive data?

○ YES ◉ NO

6. Contain elements which you OR your supervisor are NOT trained to conduct?

○ YES ◉ NO

7. Use any information OTHER than that which is freely available in the public domain?

○ YES ◉ NO

8. Include a financial incentive to participate in the research?

○ YES ◉ NO

9. Involve your fellow students, colleagues or employees?

○ YES ◉ NO

10. Fully or partly take place outside of the UK?

◉ YES ○ NO

11. Involve participants who are particularly vulnerable or at risk?

○ YES ◉ NO

12. Involve any participants who are unable to give informed consent (e.g. children, unconscious patients)?

○ YES ◉ NO

13. Involve data collection taking place BEFORE informed consent is given?

○ YES ◉ NO

14. Involve any deliberate deception or covert data collection?

○ YES ◉ NO

15. Involve a risk to the researcher or participants beyond that experienced in everyday life?

○ YES ◉ NO

16. Cause (or could cause) physical or psychological harm or negative consequences?

○ YES ◉ NO

17. Use intrusive or invasive procedures?

○ YES ◉ NO

18. Involve a clinical trial?

○ YES ◉ NO

Human Participants

Human participants are defined as including living human beings, human beings who have recently died (cadavers, human remains and body parts), embryos and foetuses, human tissue and bodily fluids, and human data and records (such as, but not restricted to medical, genetic, financial, personnel, criminal or administrative records and test results including scholastic achievements).

Will your research project Involve direct and/or indirect contact with human participants?

◉ YES ○ NO

Human Participation Details

Please fill this section in thoroughly and with as much detail as you can.

1. How will you recruit the participants?

2. Will any of the participants be paid or reimbursed for taking part?

○ YES ◉ NO

2.1. If yes, please give further details:

3. Please explain how you intend to capture consent for participation?

4. Are any of the research participants likely to be under the age of 18, or have a limited capacity to consent? (For example, infants, children, adolescents, people "at risk", atypical populations, offenders)

○ YES ◉ NO

4.1. If any of the participants are aged under 18 or have limited capacity, how do you intend to obtain consent?

5. Explain how you will maintain the anonymity of the participants:

6. Explain how you will maintain confidentiality of the data collected:

7. Are there any potential risks (e.g. physical, psychological, social, legal or economic) to participants or subjects associated with the proposed research?

○ YES ◉ NO

7.1. If yes, please give further details:

8. If conducting your research fully or partly outside of the UK, it is important to be aware of legal and ethical considerations in those countries which may differ to those in the UK. Please advise of the location where you wish to undertake your research plus any further details which may be relevant:

9. Could any of the participants feel obliged to take part in the research project?

○ YES ◉ NO

9.1. If yes, please explain why the participants are considered feeling obliged and why they are necessary for this research project:

9.2. If yes, please explain how this is dealt with:

10. Please address any procedures in place to protect the researcher from harm. Where human participants are involved please attach the risk assessment below. (You can upload your risk assessment at the end of this page.)

11. Are there any other ethical issues that have not been addressed which you would wish to bring to the attention of the Faculty and/or University Ethics Committees?

YES NO

11.1. If yes, please provide further details:

Uploading supporting documents

These are the documents you will need to have ready:

- Participant information Sheet
- Consent form
- Data collection Materials (interview schedule/questionnaire/scenarios)
- External Permission Document
- Risk Assessment
- Any other files?

Ethical Approval of Research Projects for Business Investigation module

Applicant Details:

Name

Student Email

Project Details

Project title

Project start date

Expected Completion date of project

Human Participants

- Human participants are defined as including living human beings, human beings who have recently died (cadavers, human remains and body parts), embryos and foetuses, human tissue and bodily fluids, and human data and records (such as, but not restricted to medical, genetic, financial, personnel, criminal or administrative records and test results including scholastic achievements).
- Please remember that your research for the Business Investigation module **must not** involve any human participants. This includes data gathering methods such as interviews or questionnaires.

By ticking this box, you confirm that you are not using human participants in your project.

Project Summary

Please give a brief summary of your research project (maximum 100 words). You should include details about your intended data sample and collection methods.

Confirmation Statements – you will be required to tick to state you agree with these statements

- The results of research should benefit society directly or by generally improving knowledge and understanding. Please tick this box to confirm that your research study has a potential benefit. If you cannot identify a benefit you must discuss your project with your module tutor to help identify one or adapt your proposal, so the study will have an identifiable benefit.

- Please tick this box to confirm you have read the Research Ethics Policy and the relevant sections of the Research Ethics Procedures and will adhere to these in the conduct of this project.

Risk Checklist:

Will your research project…?

1. Involve analysis of pre-existing data which contains personal or sensitive information?

YES NO

2. Require external permission or consent to conduct (e.g. NHS or MoD)? (Evidence of permission/approval will need to be submitted at the end of this form).

YES NO

3. Have you considered and managed the risk involving any compromise of confidentiality?

YES NO

4. Have you considered and managed the risk involving and compromise of anonymity?

YES NO

5. Collect / contain sensitive data?

YES NO

6. Contain elements which you OR your supervisor are NOT trained to conduct?

YES NO

7. Use any information OTHER than that which is freely available in the public domain?

YES NO

8. Include a financial incentive to participate in the research?

YES NO

9. Involve your fellow students, colleagues or employees?

YES NO

10. Fully or partly take place outside of the UK?

YES NO

11. Involve participants who are particularly vulnerable or at risk?

YES NO

12. Involve any participants who are unable to give informed consent (e.g. children, unconscious patients)?

YES NO

13. Involve data collection taking place BEFORE informed consent is given?

YES NO

14. Involve any deliberate deception or covert data collection?

YES NO

15. Involve a risk to the researcher or participants beyond that experienced in everyday life?

YES NO

16. Cause (or could cause) physical or psychological harm or negative consequences?

YES NO

17. Use intrusive or invasive procedures?

YES NO

18. Involve a clinical trial?

YES NO

Supporting documents for the application

You can upload any supporting documents you need to your application here. This should include your Letter of Permission if you intend to use data that is not readily accessible in the public domain, and a Risk Assessment if you ticked yes for any of the risks identified on the previous page.
(Allowed file types pdf, doc, docx, xls, xlsx, csv, txt, rtf, html, zip, mp3, wma, mpg, flv, avi, jpg, jpeg, png, gif)

Appendix 6: Ethical Approval Process Diagram