University of Essex | Online

Ethical Approval of Research Projects - Computing

Failure to comply with the ethics approval policy will be grounds for potentially very serious action to be taken under the University's Academic Offences Procedures. This means you cannot undertake your research without obtaining ethical approval.

Please refer to the Ethics Guidance Documents found in your module for further support.

Completing the form

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 in your module.

We recommend completing this form in one sitting. However, you have the option to save your form and continue at a later time by clicking on Save at the bottom of any page. By clicking save, an email will be emailed to the email account you have provided in this form. If you have not yet completed the email field and click save, this is of course not possible and you must start over. If the email address you have provided is incorrect, you will also not receive a continuation email. If you choose to complete this form in sections, UoEO is not liable for any possible data loss in the form.

The ethical application form submission will **only** count once you have clicked on **Submit** at the end.

If you choose to complete the form in more that one sitting, please make sure that you do return to submit the form. If you do not submit the form, you will not gain ethical approval for your project and you will not be able to proceed with your dissertation or final project.

Purpose of form completion

Choose one of the following options.

All fields marked with * are required and must be filled.

Why are you completing this form? *

◯ First application

◯ Resubmission of a previous application

Applicant details

All fields marked with * are required and must be filled.

Name *

First Name	Last Name

Student Email *

Retype your email address here

Verify your email address by typing it again in the second box.

Module and supervisor details

Choose your module and supervisors name from the list provided! If your supervisor is not on the list, please contact the Computing Department or Student Services urgently to request the addition.

All fields marked with * are required and must be filled.

Module title *

Please select ▾

Please select

First Supervisor's name *

Please select ▾

Please select

First Supervisor's email address

example@example.com

Section 1: Research Proposal

All fields marked with * are required and must be filled.

Proposed Title of Research *

Provide a Research Proposal which addressed the following (in no more than 2000 words):

1. An introduction to the problem and the motivation behind your project, including your research question
2. The project aims and its supporting objectives
3. A skeleton of your literature review, highlighting key sections and the underlying topics.
4. An overview of the research methods that you will use for data collection and analysis.
5. A breakdown of your project into work packages, including a description of the artefact(s) to be created and your timeline
6. For Cyber Security projects, please indicate the CyBOK category and knowledge area applicable to your project.

Remember to use UoEO Harvard Referencing. A Gantt chart or similar can be used for your timeline. **You can attach it at the end of the form.**

Research proposal *

Type here...

(Word count max 2000) 0/2000

Section 2: Ethical Approval

Use the following headings to describe and discuss how you intend to deal with ethical issues in relation to your research. You should consult the university guidelines and project module content to help you to do this. Acknowledge how you propose to address the issues if your research or part of your research is going to take place online. (No more than 2000 words overall)

All fields marked with * are required and must be filled.

1. Consent *

Type here...

How do you intend to seek informed consent from participants?

2. Right to withdraw *

Type here...

How do you intend to inform participants of their right to withdraw?

3. Confidentiality *

Type here...

How do you intend to maintain confidentiality?

4. Harm *

Type here...

How do you intend to protect participants from harm?

5. Data access, storage and security *

Type here...

Please confirm that all personal data will be stored and processed in compliance with the General Data Protection Regulation (GDPR). Describe the arrangements for storing and maintaining the security of any personal data collected as part of the project.

6. Other issues

Type here...

Identify any specific ethical issues relating to this research, for example if your research involves vulnerable groups like young children, or pupils who have SEND (special educational needs/disability).

Section 3: Risk Assessment

If your research does not involve human participants, you are able to enter"N/A" in the comment box.

All fields marked with * are required and must be filled.

1. Are there any potential risks, for example physical, psychological, social, legal or economic, to participants or subjects associated with the proposed research?
*

○ YES   ○ NO

Please provide full details of the potential risks and explain what risk management procedures will be put in place to minimise the risks.

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Enter answer here...




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2. Are there any potential risks to researchers as a consequence of undertaking this proposal? *

○ YES   ○ NO

Please provide details and explain what risk management procedures will be put in place to minimise this.

Enter answer here...

3. Are there any potential reputational risks to the University of Essex Online as a consequence of undertaking this proposal? *

○ YES   ○ NO

Please provide details and explain what risk management procedures will be put in place to minimise this.

Enter answer here...

4. Will the research involve individuals below the age of 18 or individuals of 18 years and over with a limited capacity to give informed consent? *

○ YES   ○ NO

If yes, a Disclosure and Barring Service disclosure (DBS check) may be required. Please attach as part of your application at the end of the form. Give further details of participants below.

Enter answer here...

5. Are there any other ethical issues that have not been addressed, which you would wish to bring to our attention? *

○ YES   ○ NO

If yes, give further details below.

Enter answer here...

Attachments

You are required to attach the following documents to this form, if applicable.

All fields marked with * are required and must be filled.

Do you have any attachments to add? *

◯ Yes

◯ No

An example of your participant information sheet and consent form.

> ↑
> **Browse Files**
> Drag and drop files here

Consent document from the organisation your research is taking place.

> ↑
> **Browse Files**
> Drag and drop files here

Any other file you want to add:

> ↑
> **Browse Files**
> Drag and drop files here

E.g. Gantt chart, additional requirements etc

Confirmation Statements

By ticking the statements below, you confirm your agreement.

Declaration

By submitting this form, I confirm that I will undertake this project as detailed above.

I understand that I must abide by the terms of the approval and that I may not make any substantial amendments to the project without further approval.

Signature

Once you have clicked Submit, please wait for the browser to confirm your submission. Do not close your browser or navigate away from the window until this has taken place. This can take a few minutes if you have included multiple large file uploads. You will also receive an email confirmation of your submission.

ACCESSIBILITY ENABLED FORM