**Faculty of Engineering and Science Research Ethics Committee**

**This form is intended for students studying on a taught Undergraduate or Masters Programme.** Guidance notes are available at the end of the document. Students or Staff undertaking research or studying for an MSc by Research, MPhil, PhD or postdoctoral degree should use the currentUniversity Research Ethics Board form (available on the University portal).

**SUPERVISORS: Please ensure you have read the complete form before signing it off and submitting it to** [**fes-ethics@gre.ac.uk**](mailto:fes-ethics@gre.ac.uk)**.**

**IMPORTANT NOTE: Applications must be submitted by the deadlines shown on Moodle and circulated by email to be considered at the next available meeting. Late applications will be deferred to a later meeting.**

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| --- | --- | --- | --- |
| **PART A: Applicant Information** | | | |
| Applicant’s name: Kirk Hogden  University email: kh8407j@gre.ac.uk  Date of application: 12/08/2023  Anticipated start of data collection: 01/29/2024 | Programme of study: **BSc H GAMES DESIGN & DEVELOPMENT**  Supervisor’s name: Nuno Palmeiro Otero  University email: [N.R.PalmeiroOtero@greenwich.ac.uk](mailto:N.R.PalmeiroOtero@greenwich.ac.uk) | | |
| [**Project title:**](#projecttitle) **Adaptive Soundtracks in Video Games** | | | |
| **PART B: Application Details** | | | |
| 1. Criteria | | Yes or No | |
| Does your work require the participation of humans? | | Yes | |
| Are you using a university approved online survey platform to collect data? | | Yes | |
| Is a university approved survey platform the only method of data collection you will be using when interacting with humans? | | No | |
| Will you manage informed consent using the consent form template below? | | Yes | |
| Will you manage informed consent using the template participant information sheet (PIS) template below? | | Yes | |
| Will you interact only with people who are not vulnerable? | | Yes | |
| Will you interact only with people over 18 years old? | | Yes | |
| Will you ensure that you do not coerce or deceive your participants? | |  | |
| Will you explain to participants their right to withdraw in the PIS including when and how they can do this? | | Yes | |
| Will you exclude all personal (non-university) information such as mobile telephone numbers in the PIS and consent form? | | Yes | |
| Will you store the data you generate securely using the university one drive? | | Yes | |
| Will you destroy all the data associated with this project securely after the project is complete? | | Yes | |
| **If the answers to all of the above were** “**yes**”, please fill in the participant information sheet and the consent form below and ask your supervisor to return this application to: [fES-Ethics@gre.ac.uk](mailto:fES-Ethics@gre.ac.uk) after both the applicant and supervisor have signed and added the date to the declaration **(PART D)** to confirm you have both read and endorse the application. **If the answers to any of the above were “no”** please proceed to **PART C.**  **The committee may ask you to fill in part C if they need to know more about your project in order to approve it.** | | | |
| **PART C: Project Detail** | | | |
| **2.** [**State the aim of the project and the data collection method(s) you intend to use:**](#aimanddatacollectionmethod)  Discovering what video game soundtrack methods make players feel more immersed during gameplay.  A participant is invited to take part in research after filling in a consent form. The participant is requested to play a game (The proposed solution,) in which Personal monitoring devices and webcam will be used to read their emotions throughout gameplay. During gameplay, different methods of music soundtracks will play, from linear soundtracks, to more adaptive music. The researcher will take notes of the readings that personal monitoring devices/webcam video show of the participant. A survey will allow for the participant to answer questions that hardware readings can’t output, these questions will allow them to input how they felt during the experience using their own words or Likert scales. After enough participants, collected data will be used to determine which soundtrack method had a better impact on player immersion, based on the common body readings and survey answers that participants give. | | | |
| **3.** [**How many participants do you expect to take part in your study and how do you intend to recruit them?**](#participantrecruitment)  A minimum of ten of participants would be feasible for this project, as it would be a realistic amount to compare data results with. Locating too many participants to opt into the study could become time-consuming. Participants will be located in the King William building of the University of Greenwich campus, which is where research will take place as it contains the hardware necessary for this project. | | | |
| **4.** [**Where will this research be undertaken** (location, place, country and/or online)**?**](#whereconducted)  Research plans to take place in the University of Greenwich within the King William building, where necessary hardware can be borrowed. It is intended participants have a quiet room alone to avoid distractions from surroundings. While participants partake in-person, a online survey will be part of the process. | | | |
| **5.** [**If this research is being undertaken outside the University do you have written confirmation from the establishments involved**?](#externalestablishment) If YES please attach to this form. | |  | NO |
| **6.** [**Has this research previously been approved by UREC?**](#urec)If YES, list Principal Investigator, date and UREC number) | |  | NO |
|  | | | |
| **7.** [**Risk Assessment**](#riskassessment) | |  |  |
| Is a risk assessment required? | |  | NO |
| Has a risk assessment been submitted and approved? | |  | NO |
|  | | | |
| **8. Does your research involve any of the following common ethical issues?** (answer all please) | | | |
| Participant Selection | | | |
| [The use of vulnerable populations (addiction, mental illness, aged subjects)?](#vulnerablepopulation) | |  | NO |
| [Involvement of children under 18?](#under18) | |  | NO |
| [Involvement of children under 16?](#under16) | |  | NO |
| Data Collection Methods | | | |
| [Use of finger prick blood sampling?](#fingerprick) | |  | NO |
| [Venous blood sampling?](#venousblood) | |  | NO |
| [Ingestion of material (food /supplements)?](#ingestionofmaterial) | |  | NO |
| [The involvement of any other physical contact not listed above?](#physicalcontact) | |  | NO |
| [Use of a validated published questionnaire (including a pre-health screening questionnaire)?](#validatedpublishedq) | |  | NO |
| [Use of a questionnaire previously approved by FREC or UREB?](#qapprovedbyfrecorurec) | |  | NO |
| [Use of a new/adapted questionnaire or semi-structured interview checklist?](#newadaptedq) | | YES |  |
| [Are you collecting sensitive personal data such as sexuality, criminal offences, etc?](#sensitivedata) | |  | NO |
| [Will volunteers be collecting data on your behalf?](#volunteeerinformation1) | |  | NO |
| Participant Issues | | | |
| [Will participants face humiliation or psychological stress as a result of the study?](#humiliation) | |  | NO |
| [Are you planning to use coercion or incentives?](#coercion) | |  | NO |
| [Are you planning to use deception?](#deception) | |  | NO |
| [Will your results affect the participants’ standing at University, work or in society more generally?](#standingatwork) | |  | NO |
| [Do you intend to photograph, video or audio record your participants?](#volunteeerinformation1) | | YES |  |
|  | | | |
| **9.** [**How will you manage the ethical issues raised in Question 8, including informed consent?**](#q8)  It is intended that participants are made aware of what they’ll be facing throughout research through a consent form. To avoid distractions of surroundings, it is preferred that participants have access to a quiet room. If at any time the participant decides they don’t want to take part in the study, they are free to opt out at any time. | | | |
| **10.** [**How will you manage participant confidentiality?**](#confidentiality)  Because data in this research will be in the form of both hard copies and electronic, hard copies are to be confined in locked storages and electronic copies are to be in the form of password-protected PDFs.  When research of the project is complete, all data will be destroyed. | | | |
| **11.** [**How will you manage the collection, storage and disposal of tissues as regulated by the Human Tissue Act (2004)**](#humantissueact)  Human tissues will have no involvement within research of this project. | | | |

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| **PART D: Declaration and Attachments** | | | | | |
| **12.** [**Attachments**](#attachments) | | **YES** | | **NO** |  |
| Participant consent form(s) | | Yes | |  |
| Participant information sheet | | Yes | |  |
| Questionnaires/semi-structured interview checklist | |  | | No |
| Advert/recruitment poster/invitation to participate email etc. | |  | | No |
| Approval from external establishment | |  | | No |
| Photographic, video & audio consent form | | Yes | |  |
| Volunteer (Enumerator) information & consent form  (Available from FREC Moodle page) | |  | | No |
|  | |  | |  |
|  | | | | | |
| Applicant(s) name | Signature: KHogden | | Date: 11/12/2023 | | |
| Supervisor’s name | Signature: | | Date: | | |
| Safety officer’s name (if risk assessment required) | Signature: | | Date: | | |
| Please delete the notes and any irrelevant material and ask your supervisor to return the signed form to: [fes-ethics@gre.ac.uk](mailto:fes-ethics@gre.ac.uk) | | | | | |

**UNIVERSITY *of* GREENWICH**

Faculty of Engineering & Science

**[PARTICIPANT CONSENT FORM](#participantconsent2)**

**Title of Project: Adaptive Soundtracks in Video Games**

**Name of Researcher: Kirk Hogden**

To be completed by the participant.

|  |  |
| --- | --- |
| * I have read the information sheet about this study * I have had an opportunity to ask questions and discuss this study * I have received satisfactory answers to all my questions * I have received enough information about this study * I understand that I am / the participant is free to withdraw from this study:   + At any time (until such date as this will no longer be possible, which I have been told)   + Without giving a reason for withdrawing   + (If I am / the participant is, or intends to become, a student at the University of Greenwich) without affecting my / the participant’s future with the University * I understand that my research data may be used for a further project in anonymous form, but I am able to opt out of this if I so wish, by ticking here. 🞏 * I agree to take part in this study 🞏 | |
| Signed (participant) | Date |
| Participant name in block letters | |
| Signature of researcher | Date |
| This project is supervised by (including University telephone number and e-mail address): | |
| Researcher’s contact details (including University e-mail address): | |

**UNIVERSITY *of* GREENWICH**

Faculty of Engineering & Science

[**PARTICIPANT INFORMATION SHEET**](#Participantinfoover182)

**(Participants over the age of 18)**

Dear participant,

My name is Kirk Hogden and I am currently studying at the University of Greenwich for my degree in BSc H GAMES DESIGN & DEVELOPMENT. As part of my studies I am undertaking a research study entitled Adaptive Soundtracks in Video Games.

**Invitation**

I would like to invite you to take part in this research study. Before you decide to allow this, you need to understand why the research is being done and what it would involve for you. Please take time to read the following information carefully. If anything you read is not clear or you would like more information, please do not hesitate to contact me.

**What will happen if you take part?**

This project is about discovering ways that music in video games can be improved to make players feel more immersed than they usually would. It looks into making music become more dynamic, compared to methods that game developers choose which eventually becomes repetitive for players to listen to.

Participants whom partake in this research are sat in front of a computer with a game which is designed to be easy to learn. While playing, the participant will wear personal monitoring devices and have their facial expressions recorded, in which notes will be taken on body readings. After the participant finishes playing, they’ll be requested to complete a survey so that data unobtainable through body readings can be collected. After the survey, the participant’s session is concluded and their data will be kept by the researcher. Once enough participants have taken part in the research, collected data will be used to determine what method of video game music has a better effect in immersing players within the experience.

NOTICE – After a participant has had their data anonymised, the participant cannot be withdrawn from the online system. They may however withdraw participating from research at any time.

**What about confidentiality?**

Digital data will be anonymised wherever possible, stored on an encrypted disk and kept in a locked cupboard for the duration of the study; non-digital data will be stored in a locked box, in a locked cupboard. Data will only be accessed by the researchers, students and staff members directly involved in the study and data that can be used to identify individuals will not be made public without the express written informed consent of the individual being identified. Once the study has been completed (and any archiving responsibilities undertaken) the data will be shredded (non-digital and CD/DVD media) or deleted and overwritten (for re-writeable digital media).

**Who to reach in case of queries or concerns**

In case of any queries or concerns feel free to reach Kirk Hogden through their University email address kh8407j@gre.ac.uk.

Alternatively, you can do this through the research supervisor Nuno Palmeiro Otero at the Faculty of Engineering & Science who can be reached via their University email [N.R.PalmeiroOtero@greenwich.ac.uk](mailto:N.R.PalmeiroOtero@greenwich.ac.uk)**.**

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**UNIVERSITY *of* GREENWICH**

Faculty of Engineering & Science

[**PARTICIPANT INFORMATION SHEET**](#Participantinfounder182)

**(Parents of participants under the age of 18)**

Dear Parent/Guardian,

My name is Kirk Hogden and I am currently studying at the University of Greenwich for my degree in BSc H GAMES DESIGN & DEVELOPMENT. As part of my studies I am undertaking a research study entitled Adaptive Soundtracks in Video Games.

**Invitation**

I would like to invite your child to take part in this research study. Before you decide to allow this, you need to understand why the research is being done and what it would involve for your child. Please take time to read the following information carefully. If anything you read is not clear or you would like more information, please do not hesitate to contact me.

**What will happen if your child takes part?**

This project is about discovering ways that music in video games can be improved to make players feel more immersed than they usually would. It looks into making music become more dynamic, compared to methods that game developers choose which eventually becomes repetitive for players to listen to.

Participants whom partake in this research are sat in front of a computer with a game which is designed to be easy to learn. While playing, the participant will wear personal monitoring devices and have their facial expressions recorded, in which notes will be taken on body readings. After the participant finishes playing, they’ll be requested to complete a survey so that data unobtainable through body readings can be collected. After the survey, the participant’s session is concluded and their data will be kept by the researcher. Once enough participants have taken part in the research, collected data will be used to determine what method of video game music has a better effect in immersing players within the experience.

NOTICE – After a participant has had their data anonymised, the participant cannot be withdrawn from the online system. They may however withdraw participating from research at any time.

**Does your child have to take part in this study?**

No, taking part is voluntary. If you don’t want your child to be involved, you do not have to give a reason.

**What about confidentiality?**

Digital data will be anonymised wherever possible, stored on an encrypted disk and kept in a locked cupboard for the duration of the study; non-digital data will be stored in a locked box, in a locked cupboard. Data will only be accessed by the researchers, students and staff members directly involved in the study and data that can be used to identify individuals will not be made public without the express written informed consent of the individual being identified. Once the study has been completed (and any archiving responsibilities undertaken) the data will be shredded (non-digital and CD/DVD media) or deleted and overwritten (for re-writeable digital media).

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**CONSENT TO PHOTOGRAPHY OR AUDIO/ VIDEO RECORDING & TRANSCRIPTION**

**(Participants over the age of 18)**

Title of study: Adaptive Soundtracks in Video Games

Investigator: Kirk Hogden

Supervisor: Nuno Palmeiro Otero

This study involves photography/audio/video recording during data collection. Neither your name nor any other identifying information will be associated with the audio or audio/video recording. Only the research team will have access and be able to listen and/or view the recordings. Recordings will be analysed by the researcher and erased once the study has been completed; all reported data will then be anonymized.

Images/videos may be reproduced in whole or in part for use in presentations or publications that result from this study. All identifying features (such as your face/distinctive physical markings) will be anonymized prior to use unless you explicitly give permission for full images to be used.

**Participant consent**

By signing this form, I am allowing the researcher to photograph/audio or video tape me as part of this research study. I understand that I have the right to request access and inspect or view the photographs/audio/video recordings or transcripts in the finished form that I may withdraw this consent at any time without penalty, at which point, the photograph/audio/videotape will be securely destroyed immediately and that copyright ownership remains with the University.

(Please tick one of the following)

🞏 I consent for the researcher to use images/audio/video recordings for research-related publications in an anonymous format.

**OR**

🞏 I consent for the researcher to use images/audio recordings for research-related publications and presentations that include my voice and/or images of my face/body.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Participant name: |  | Signature: |  | Date: |  |
|  | (Block Capitals) |  |  |  |  |
|  |  |  |  |  |  |
| Researcher name |  | Signature: |  | Date: |  |
|  | (Block Capitals) |  |  |  |  |

Guidance Notes

*Please do not attach this to your application*

1. FREC applications should be word processed and completed in conjunction with your supervisor. Hand written documents will not be accepted and soft copies should be submitted as one ‘MS Word’ (or equivalent) formatted document. Please ensure that all fields are completed and supporting documents attached.
2. All applications should be submitted **PRIOR** to the start of your project’s fieldwork / participant interactions. Faculty Ethics Committee dates and further information on form completion can be found on the Moodle page: <http://moodlecurrent.gre.ac.uk/course/view.php?id=11856> (no dates were on the website?). Please note that retrospective approval cannot be given under any circumstance.
3. Signatures (electronic or otherwise) are not required on your original soft copy/electronic submission. These are required on corrected final submitting to the Faculty Research Office once your application has been reviewed by the Faculty Ethics Committee. Electronic signatures are acceptable.
4. Applicant name, programme of study, University email, date of application, anticipated data collection date, supervisors name and University email / phone number (not mobile phone numbers or university switchboard numbers) should ALL be completed. Please be reminded throughout the document that ONLY University email addresses and telephone numbers are permitted. **Please insure the start date for fieldwork / human interaction is AFTER approval has been given.**
5. **Project title** – Please insert the title of your project.
6. **S****tate the aim of the project and the data collection method(s) you intend to use**. This requires a few short sentences (approximately 150-250 words), in layman’s terms, on the aims of your project and **HOW** you intend to gather your data (i.e. interviews, questionnaire, invasive procedures, observation etc.).
7. **How many participants do you expect to take part in your study and how do you intend to recruit them?** BE SPECIFIC and if you are using them, provide copies of letters of invitation or posters. Numbers need only be approximate but how you intend to recruit participants needs more detail (saying ‘online’ or ‘around campus’ is not acceptable).
8. **Where will this research be undertaken?** Again BE SPECIFIC. For the safety of both the researcher and participants the Committee needs to know where you are conducting your research. If you are gathering data via an online medium please state ‘ONLINE’ and provide relevant information e.g. via a Survey Monkey questionnaire.
9. **If this research is being undertaken outside the University do you have written confirmation from the establishment involved?** If you are physically undertaking your research on another premises (e.g. a placement of employment, social club or sports club etc.) you DO need written permission from the owner/manager. Supporting documentation can be an email or letter HOWEVER must contain the establishment address, the name of the person giving you approval, their position and contact details.
10. **Has this research previously been approved by UREB?** If your individual project is part of a larger one being undertaken by your supervisor it should have already received ethical approval from the University Ethics Committee (UREC). In these instances please list the principal investigator on the main project, the date of the UREC application and the number (if known). If your project is not attached to an Academic member of staff, please tick/circle ‘No’.
11. **Risk Assessment.** There are two questions to this section – is a risk assessment required and if one is deemed necessary has it been submitted and approved? When collecting primary data in person the need for a risk assessment should always be considered even if it is not always thought necessary. By marking ‘Yes’ to the first question this informs the Committee that you have thought about the personal safety of both the researcher and participants. If a risk assessment is thought to be appropriate this should be submitted to your local Safety Officer who will sign off the form to confirm that it has been submitted and approved by your department.
12. **Does your research involve any of the following common ethical issues?** PLEASE ANSWER EVERY QUESTION. Any question answered ‘Yes’ will need to be justified in Q.9 ‘How do you intend to manage the ethical issues raised in Question 8, including informed consent’
    1. **The use of** **vulnerable populations (addiction, mental illness, aged subjects)?** The Mental Capacity Act (2005) has been developed to provide more complete regulations relating to the protection of vulnerable adults and to provide guidance relating to managing various situations. If you answer ‘Yes’s to this question AT LEAST one person with a current DBS must be present at the time of data collection (carer, social worker etc.).
    2. **Involvement of children** **under 18?** NCB guidelines suggest it is not usually necessary to gain parental consent for research with 16-18 year olds however there are situations where parental consent may be appropriate. These are:
       * Interviewing the participant in parents/carers home
       * If vulnerable (i.e. learning disability)
       * If research is of a sensitive or troubling topic
       * If in social care up to the age of 18

HOWEVER University of Greenwich guidelines state that this group must be dealt with the same as under 16s.

* 1. **Involvement of children** **under 16?** Consent of one parent/guardian is required AS WELL as that of the child. Parental consent should be obtained in advance of the child’s consent and a parent cannot consent on behalf of the child. At least one person with a current DBS must be present at the time of data collection (teacher, coach etc.).
  2. **Use of** **finger prick blood sampling?** Ethics deal with the storage of blood in accordance with the HTA (2004). Please complete Question 11 if you answer ‘Yes’ to this question.
  3. **Venous blood sampling?** Venous sampling includes competence and maximum volumes. Certified phlebotomist or clinical professional: Males – 500ml in 6 months, Females – 250ml in 6 months. Unless you have HTA / NHS ethics approval blood and human tissues cannot be stored. Please see the [University blood policy](https://www.gre.ac.uk/research/governance-and-awards/research-ethics-committee/blood-collection-policy) and the [Human Tissue Authority](https://www.hta.gov.uk)  website for more information.
  4. **Ingestion of material (food/supplement)?** A supplement is defined as a common ingredient consumed as part of the normal diet and commercially available for human consumption from pharmacies, health food stores and supermarkets etc. All supplement dosages must be within the manufacturers normal recommended limits and can include caffeine, creatine, glucose, energy drinks, protein supplements, dietary supplements, natural health products and inert placebos.
  5. **The involvement of any other physical contact?** ANY/ALL forms of physical contact with your participants must be recorded.
  6. **Use of a validated published questionnaire?** If you answer ‘Yes’ to this question please provide a full academic reference and supply a copy of the questionnaire (even if it is well known within your field of study). The Committee is made up from a variety of academic disciplines and will need to see it.
  7. **Use of a questionnaire previously approved by FREC or UREC?** Please provide the appropriate FREC or UREC reference number. FREC numbers can be obtained from the Faculty Research Office, UREC numbers must be obtained from your supervisor.
  8. **Use of a new/adapted questionnaire or semi-structured interview checklist?** Please append a copy of the application (even if done online) and provide any pilot validation data if available. Explicitly state if sensitive personal data is being used.
  9. **Are you collecting sensitive personal data?** There are 3 main types of data – personal, confidential and sensitive.
     + Personal data including name, address, occupation, videos and photographs (taken from consent forms only) may be used to identify a participant and is not considered ‘sensitive’. Please be reminded that personal data cannot be used freely for further research if this is not covered by the participant’s original consent form.
     + Confidential data, given by a participant in confidence may include income and medical details and is not considered to be sensitive.
     + Sensitive data includes:
       - Racial or ethnic origin
       - Political Opinions
       - Religious beliefs or other beliefs of a similar nature
       - Trade Union Membership
       - Physical or Mental Health Condition
       - Sexuality or identity
       - Commission or alleged commission of any office
       - Any proceedings for any offence alleged or committed, the disposal of such proceedings or the sentence of any court in such proceedings.

SENSITIVE DATA CANNOT BE COLLECTED WITHOUT EXPLICIT CONSENT.

* 1. **Will volunteers be collecting data on your behalf ?** If so you will need to complete/submit the volunteer information sheet and consent form. Please note that although a separate form must be completed for each volunteer you are only required to submit your template to the Committee. Templates can be found on the Faculty Ethics Moodle page.
  2. **Will participants face humiliation or psychological stress as a result of the study?** If participants could potentially face any level of humiliation it is extremely unlikely that you will be given ethical approval for your project. Do not tick this box unless you want to fully justify it, although please be aware that putting participants under pressure (i.e. peer observation while completing a task) is not considered stress or humiliation.
  3. **Are you planning to use coercion or incentives?** Do nottick this box unless you want to fully justify it. Small incentives may be offered to participants to compensate for their time and contribution and thus make participation a revenue neutral experience.
  4. **Are you planning to use deception?**
     + **Unauthorised deception –** deliberately misleading participants about the purpose of the research and/or procedures employed.
     + **Authorised deception** (preferred) participants are alerted to the use of deception in the research prior to the study and thus knowingly permit its use if they decide to participate.

Rationale MUST be given in project description explaining why deception is to be used. Once all testing is complete all participants must be debriefed revealing the deception and the true intentions of the study.

* 1. **Will your results affect the participants’ standing at work or University?** This should always be ‘No’ as any research that may affect a participant’s standing at work or University will not receive ethical approval.
  2. **Are you planning to photograph, video or take audio recordings of your participants?**  For participants over the age of 18 please use the template found in this document (also available from the Faculty Ethics Moodle page). Additional consent from parents/guardians will be needed for participants under the age of 18. Please see your supervisor for additional information regarding the recording of minors and vulnerable participants.

Although a separate form must be completed for each participant you are only required to submit your template to the Committee.

1. **How do you intend to manage the ethical issues raised in Question 8, including informed consent?** Be specific. If you are involved in primary data collection there will always be ethical issues that need addressing even if your participants are completing an online questionnaire and you never meet them. Each question you answer ‘Yes’ to in Question 8 needs addressing and should be answered clearly and concisely. Participant informed consent (managed using a participant information sheet, telling the participant what they are consenting to, and a consent form recording consent) and the right to withdraw (detailed here, on the participant information sheet and on the consent form) need addressing specifically in this section. Participants need to be told at what point (if any) withdrawal is no longer possible and if they wish to withdraw, how they do this.
2. **How will you manage participant confidentiality?** Even if you are collecting data anonymously electronic data must be stored in encrypted/password protected files. Participant consent forms should be separated from data, and hard copies stored in locked cabinets. Data should not be kept any longer than necessary and once the project is complete, all files (electronic and hard copies) must be disposed of in a secure manner.
3. **How will you manage the collection, storage and disposal of tissues as regulated by the Human Tissues Act (2004)?** Adhering to the Human Tissue Authority legislation is a legal requirement as we as a matter of following internal governance. Please see the [University blood policy](https://www.gre.ac.uk/research/governance-and-awards/research-ethics-committee/blood-collection-policy) and the [Human Tissue Authority](https://www.hta.gov.uk)  website for more information.
4. **Attachments.** Your participant information sheet, consent form, questionnaire, advert and consent from external establishment (if applicable) MUST be attached to your application. If you are conducting an online survey please print out your form, including your first two screens containing all of the necessary information from the information sheet and consent form.
5. **Signatures. E**lectronic **signatures** are accepted at this time. These could be in an email from your supervisor signalling their approval for the form to be submitted.
6. **Participant Consent Form.** This MUST be completed and include both the researcher and supervisors’ UNIVERSITY telephone/email addresses only; personal email addresses and mobile phone numbers should not be included (this is to protect the rights of the researcher).

IF YOUR PARTICIPANTS ARE OVER THE AGE OF 18 PLEASE DELETE ALL REFERENCES TO UNDER 18 FROM THE TEMPLATE BEFORE SUBMISSION.

Should you be conducting an online survey please copy and paste the relevant information into the first 2 pages of your questionnaire.

1. **Participant Information Sheet (over 18).** This must be completed and copied into the first 2 pages of your questionnaire (along with the Consent form) even if you are gathering data online. Complete all sections marked ‘Click here to enter text’ and ensure that you explain in layman’s terms what will happen to the participant if they take part. Normally this will include details of what they are expected to do and how long it will take them (i.e. answer a questionnaire that will take approximately 10 minutes of their time).
2. **Participant Information Sheet (under 18).** This only needs completing if you have participants under the age of 18. The wording of this sheet should be aimed at your participant age group, so that it can easily be understood by the person reading it. If you are not conducting research on this age group please delete the page from your application.
3. **Photographic and audio consent form.** These must be completed by your participants if you have answered YES in question 8.
4. **Volunteer information and consent form**. This must be submitted if you have answered YES in question 8.

**Checklist:**

**Have you attached all relevant documents?**

**Have you filled in all sections?**

**Has you application been discussed with your supervisor?**

**Has you supervisor read and approved the application?**

**Is the application being submitted as a single Word doc (no pdfs).**

**Has the application been submitted by the meeting submission deadline?**

**Have you addressed the participants right to withdraw and informed consent to participate?**

**Has the Participant information sheet been filled in ?**

**The repeated submission of substandard forms will result in the committee refusing submissions from the offending supervisors until evidence of recent RETI Ethics training (three modules) can be submitted to** [fES-Ethics@Gre.ac.uk](mailto:fES-Ethics@Gre.ac.uk). **All forms to be submitted by the project supervisor to:** [fES-Ethics@Gre.ac.uk](mailto:fES-Ethics@Gre.ac.uk)

**Good luck with your research!**