

Instructions

Do not use this form if your research is with the NHS or NHS-linked: please refer instead to the NHS Local Research Ethics Committee.

Do not use this form if your research involves adults who do not have the capacity to consent. Such projects have to be submitted to the National Research Ethics Service (NRES) system: <http://nres.nhs.uk/>

Please carefully review:

- [School Research Ethics documentation](#)
- [Data management, collecting personal data, data protection act requirements](#)
- [Information Security Framework](#)
- [Research Integrity and Governance](#)
- [Research Ethics](#)

Please complete the Research Integrity Online Training Programme ([Staff link](#), [Student link](#)) prior to submitting this form.

Please complete this form at least **2 weeks** before starting your data collection/human involvement activities and send to comsc-ethics@cardiff.ac.uk along with **all** the relevant attachments:

- Full Project plan/proposal
- Participant Information Form, either:
 - hard copy, e.g [briefing](#) and [debriefing](#) (if appropriate)
 - online equivalent
- [Consent Form](#) or online equivalent (or justification as to why this is not possible)
- Certificate(s) of completion of the Research Integrity Online Training Programme (RIOTP) for all [staff](#) associated with a project (and [students](#) if applicable).
- (If applicable) Details concerning external funding
- (If an extension is requested) Provide a list of motivations and list of amendments to any previous approvals

Submissions will be reviewed at the next COMSC Research Ethics Group meeting held approximately fortnightly.

1 General Information

Title of Project:

If this submission relates to a previous approval request (e.g. a revision or extension):

Previous ID:

If this approval refers to an Undergraduate or Masters Student Project:

Student(s) Names and IDs:

Krishna Sarma (C1755773)

Supervisor Name(s):

Dr. Liam Turner

If this approval refers to a research project (e.g. Staff, Postgraduate Research Student):

Principle Researcher:

Other Researchers:

Project Start Date: 01 July, 2019 — End Date: 20 September, 2019

Attachments:	Yes	NA	Document Version ID
Full project plan/proposal	<input checked="" type="checkbox"/>		<input type="text"/>
Participant Information Form	<input checked="" type="checkbox"/>		<input type="text"/>
Consent Form	<input checked="" type="checkbox"/>		<input type="text"/>
RIOTP Completion Certificates	<input checked="" type="checkbox"/>		<input type="text"/>
Details concerning external funding	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>
Motivations for and list of amendments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>

2 Recruitment Procedure

	Yes	No	NA
1 Does your project include children under 18 years of age?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If "Yes," have you read and understood Cardiff University's Code of Practice for researchers Working With Children and Young People which forms part of the Safeguarding Children and Vulnerable Adults Policy? The Interim Guidance is at Appendix 1, Page 9 of this Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Does your project include people with learning or communication difficulties?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3 Does your project include people in custody?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4 Is your project likely to include people involved in illegal activities?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5 Does your project involve people belonging to a vulnerable group, other than those listed above?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6 Does your project include people who are, or are likely to become your clients or clients of the department in which you work?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7 Does your project provide for people for whom English / Welsh is not their first language?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If any of the blue boxes has been ticked, please explain how the potential ethical issue(s) will be handled:

Please describe how do you plan to recruit participants:

Friends and family will be recruited as participants.

3 Consent Procedures

	Yes	No	NA
8 Will you tell participants that their participation is voluntary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9 Will you obtain written consent for participation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 If the research is observational, will you ask participants for their consent to being observed?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11 Will you tell participants that they may withdraw from the research at any time and for any reason?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12 Will you give potential participants a significant period of time to consider participation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If any of the blue boxes has been ticked, please explain how the potential ethical issue(s) will be handled:

4 Possible Harm to Participants

	Yes	No	NA
13 Is there any realistic risk of any participants experiencing either physical or psychological distress or discomfort?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14 Is there any realistic risk of any participants experiencing a detriment to their interests as a result of participation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If any of the blue boxes has been ticked, please explain how the potential ethical issue(s) will be handled:

If there are any risks to the participants, please explain how you intend to minimise these risks:

5 Data Protection

	Yes	No	NA
15 Will any non-anonymised and/or personalised data be generated and/or stored?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16 Will you have access to documents containing sensitive data about living individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If "Yes" will you gain the consent of the individuals concerned	<input type="checkbox"/>	<input type="checkbox"/>	
17 Are you planning to use Cardiff University installation of OneDrive to store data	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If "No" is your data storage policy compliant with Cardiff University ISF	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Sensitive data are inter alia data that relates to racial or ethnic origin, political opinions, religious beliefs, trade union membership, physical or mental health, sexual life, actual and alleged offences.

Please describe how you will securely collect and store any data (**required**):

If any of the blue boxes have been ticked, please explain how the potential ethical issue(s) will be handled:

The data will be collected via feedback form or interviews and will be stored using Cardiff University OneDrive.

6 Researcher Safety

	Yes	No	NA
18 If relevant to your research, have you taken into account the Cardiff University guidance on safety in fieldwork / for lone workers?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If any of the blue boxes have been ticked, please explain how the potential ethical issue(s) will be handled:

7 Researcher Governance

		Yes	No	NA
19	Does your study include the use of a drug? You will need to contact Research Governance before submission (resgov@cf.ac.uk)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20	Does the study involve the collection or use of human tissue? You will need to contact the Human Tissue Act team before submission (hta@cf.ac.uk)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If any of the blue boxes have been ticked, please explain how the potential ethical issue(s) will be handled and please attach approvals received from Research Governance and/or Human Tissue Act team:

8 Prevent Duty

	Yes	No	NA
21 Has due regard been given to Prevent duty, in particular to prevent anyone being drawn into terrorism? Prevent Duty Guidance Procedure Freedom of Speech	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If any of the blue boxes have been ticked, please explain how the potential ethical issue will be handled:

9 Other Ethical Considerations

If there are other potential ethical issues that you think the Committee should consider please explain them in the following space. It is your obligation to bring to the attention of the Committee any ethical issues not covered on this form.

10 Any other comments

If there is additional information that you think the Committee should consider please explain in the space below: