# Guide to Ethical Approval Process

# Honours Project

Department of Applied Computer Games

This document is a step-by-step guide to the Ethics Approval Process for Honours Project.

**Why do I need Ethical Approval?**

Ethical Approval is required before undertaking any work involving Human Participants and/or their Data. If you are proposing an Honours Project that involves Human Participants and/or their data, you *must submit* an ethics application and *receive approval* from the ethics co-ordinator *before* carrying out any work involving human participants and/or their data, including recruitment.

**How do I Gain Approval?**

To gain approval you must complete and submit the required Ethics Approval documentation:

***In Tri A (06/12/23)***

* **Aim:** Review.
* **Document:** Ethical Approval Form.

***In Tri B (9/02/24)***

* **Aim:** Approval.
* **Documents:** 
  + Updated Ethical Approval Form.
  + Study Materials:
    - * Consent Form.
      * Information Sheet Form.
      * Recruitment Materials.
      * Data Collection Materials e.g., Questionnaires Form.

You will be supported to do this step by step via:

* Detailed guidance in your Ethics Lecture Week 7 (recorded for reference).
* Weekly reminder emails.
* Examples and templates in your Ethics Folder on GCU Learn.

**3 Step Approval Process**

**STEP 1 PREPARE**

Tri A W7-11 you will ***prepare*** for review:

* Draft your Ethics Approval Form (link).
* Then send your drafted form to your supervisor – your supervisor will review your form and communicate any required changes you need to make before submission.
* Ensure you make the required iterations to your form, then sign your form.
* Gain your supervisors signature as approval that your form is ready to submit for review.

**STEP 2 REVIEW**

Tri A 6/12/23 you will ***submit*** your Ethics Approval Form for review by the SCEBE REC:

* **Location:** GCU Learn Assignments, Ethics Assignment Tri A.
* **Feedback:** You will receive Feedback on your submission via GCU Learn by Tri B W1. This feedback will indicate any required changes/additions and receive a score of:
  + *0 = No Submission/Reject.*

If you receive this outcome you will need to meet with your supervisor and the Honours Module Leader to discuss next steps.

* + *50 = Revise and Resubmit.*

If you receive this outcome, you are on track – you should make the required changes/additions detailed in your feedback.

* **Revise:** Make any required changes/additions to your Ethics Approval Form following feedback. Ensure you u*se Track Changes to do this to enable your reviewers to clearly see you have addressed requirements.*

**STEP 3 APPROVE**

Tri B 9/02/24 you will ***submit*** your updated Ethics Approval Form and final study materials:

* **Location:** GCU Learn Assignments, Ethics Assignment Tri B (link).
* **Feedback:** You will receive one of 3 Outcomes (see table below).
  + *0 = No Submission/Reject.* If you receive this outcome, you cannot be given ethical approval at this time. You must arrange a meeting with your Supervisor and the Ethics Co-ordination Prof. Gianna Cassidy to discuss next steps.
  + *50 = Revise and Resubmit.* If you receive this outcome, you must make the required revisions to your form/materials (using track changes), then resubmit for approval via the resubmission folder on GCU Learn.
  + 100 = Approved: You are ready to start your study.

Please note that these scores are not related to marking, simply an indication of completeness.

**What if I make Amendments to my Study?**

Ethical Approval is given on the basis of the information submitted. If any project changes are made/proposed that impact the considerations of the ethical approval process after Tri A and/or Tri B review (e.g., changes to methods, participants etc.), it is your responsibility to (1) bring this to the attention of the ethics co-ordinator for approval, and (2) resubmit appropriately updated Ethics Form and Materials (use track changes).

**Questions?**

If you have any questions about the Ethical Approval process, please contact [Gianna.Cassidy@gcu.ac.uk](mailto:Gianna.Cassidy@gcu.ac.uk). Remember to refer to your Lecture Recording and Example Study Documentation.