Minimal Risk Registration Form

Section A: Confirm that your study requires KCL ethical clearance

Before completing a Minimal Risk Registration Form, you may find it useful to read through the accompanying guidance.

IMPORTANT NOTICE RELATING TO COVID-19 – Whist researchers are permitted to register new projects involving face-to-face interactions, such data collection is currently not permitted to commence unless it falls under one of the exemptions and fulfils the criteria outlined by the College Research Ethics Committee at the link below:

https://internal.kcl.ac.uk/innovation/research/ethics/applications/COVID-19-Update-for-Researchers

1 Is your study considered research as defined in the guidance icon information?
Please note studies deemed to be either a service evaluation or audit do not require ethical clearance.

- (•) Yes
- ( ) No

2 Does your study require external ethical review by either the Health Research Authority (which includes the NHS REC and Social Care REC) or the Ministry of Defence REC?
See guidance icon for further information on the HRA and MOD REC ethical review remit.

- ( ) Yes
- (•) No

Project ID: 22223

3 Please indicate which of the following data collection methods your study involves:
Please note: You should only select the methods that you are certain will be employed for the project and you are able to outline in section 20(d).

- [x] Interviews
- [ ] Focus Groups/Workshop
- [x] Questionnaires/Surveys/App based research tool
- [ ] Non-interventional classroom observations
- [ ] All other non-interventional observations
- [ ] Physical procedures (e.g taking body temperature, wearing a virtual reality headset, taking pulse)

Please note: Analysis of pre-existing data is not eligible for the Minimal Risk Registration Process. Before continuing, if your study involves the analysis of pre-existing data, please visit our 'Analysis of pre-existing data' page for advice on whether or not you will need to complete a 'Full Application Form' for ethical approval

Section B: Confirm that your study does not require High Risk review

6 Does your study present any of the following risks to participants?

- [ ] a) Vulnerability: Does the study involve participants who are vulnerable, lack capacity to give informed consent, or are in a dependent position (e.g. vulnerable children, people with learning difficulties, people with mental health problems, people with diminishing capacity to consent, young offenders, people in care facilities, offenders in prison)?
- [ ] b) Consent and deception: Will participants be asked to take part in the study without their informed consent or knowledge at the time or will deception of any sort be involved?
- [ ] c) Participant disclosures: Is there a risk that the highly sensitive nature of the research topic might lead to disclosures from the participant concerning their own involvement in illegal activities or other activities that represent a threat to themselves or others (e.g. sexual activity, drug use, or professional misconduct)?
- [ ] d) Stress and anxiety: Could the study induce psychological stress or anxiety, or produce humiliation or cause harm or negative consequences beyond the risks encountered in a participant's usual, everyday life?
- [ ] e) Urgent mental health risks: Participation in this research may identify urgent mental health risks, including, but not limited to, suicidal ideation and/or self-harm intent.

You should only select the statement below if you have not selected any of the above. Your application will be invalid if you select the below statement in addition to any of the above.

- [x] I have answered no to all questions in the risk checklist above and I do not believe that my research is high risk

Section C: Confirm that your study does not require Low Risk review

7 Will any participants be under the age of 16?

- ( ) Yes
- (•) No

8 Will you be asking participants to disclose any information of a personally sensitive nature that you cannot assume they would be otherwise willing to discuss in public? *See information icon for further guidance.*

- ○ Yes, I will be asking participants to disclose personally sensitive information
- ◉ No, I will not be asking participants to disclose any personally sensitive information

9 Do you have a current or prior relationship with any potential participants? (This includes professional and/ or personal relationships)

- ○ Yes, I do have a current or prior relationships with potential participants.
- ◉ No, I do not have any current or prior relationships with potential participants.

10 Gatekeeper Permission: Will you require an individual or organisation to grant you permission to approach/ access your intended participants? This includes gatekeepers contacting participants on your behalf.

- ◉ Yes, I will be using a gatekeeper to access potential participants
- ○ No, I will not be using a gatekeeper to access potential participants

10a Will any gatekeeper used be in a position of authority over potential participants?

- ◉ Yes, the gatekeeper is in a position of influence or authority over participants
- ○ No, the gatekeeper is not in a position of influence or authority over participants

10b Will the gatekeeper be aware who has taken part in the project?

- ○ Yes, the gatekeeper will be aware of who participates
- ◉ No, the gatekeeper will not be aware of who participates

11 Can you confirm that the participants will not be subjected to any undue incentives to participate? (Receipt of a project report or a reasonable reimbursement such as travel/lunch costs or a voucher would not be considered undue incentives.)

- ○ Yes, participants will be subject to undue incentives
- ◉ No, participants will not be subjected to any undue incentives

12 You have determined that your project is eligible for minimal risk registration. Before completing your minimal risk registration form you must confirm that you have read the Minimal Risk Guiding Principles at the link below and that you will adhere to these principles in the conduct of your research.

Minimal Ethical Risk Guiding Principles

- ☑ I confirm that I have read the Minimal Risk Guiding Principles and will adhere to the principles within.

Section D: General Information

13 Applicant Details

Title First Name Surname

[redacted]

Department School of Education, Communication and Society

Email [redacted]

14 Faculty/Institute/School

Please refer to the information icon if you are unsure of your Faculty/Institute/School.

Social Science and Public Policy

15 Applicant Status

Taught Postgraduate

15 a) Supervisor Details

Title First Name Surname

[redacted]

Department School of Education, Communication and Society

Email [redacted]

16 Are there any other investigators/collaborators involved in the study?

- ○ Yes
- ◉ No

Section F: Study Overview

18 Project Title

A working title for your project that accurately reflects its aims

How is cross disciplinary Science Technology Engineering and Mathematics (STEM) teaching enacted in 4 secondary schools in Ningbo, Zhejiang China?

19 Anticipated start date for the collection of data: 01/04/2021

20 Study Overview: Briefly describe your research project, as you would to a potential participant, highlighting the aims of your research, who your participants are (type of people rather than individual names), how you will recruit them and what will be asked of them (try to use no more than 50 words for each section).

a) What are the aims of your study?

You should explain what the principal research question is and the specific objectives of the study

The purpose of the project is to learn about the current situation and challenges of enacting STEM education at 4 secondary schools in Ningbo, an economically and educationally developed city in Zhejiang province.

b) Who are your potential research participants?

This should outline any specific criteria participants must meet in order to be eligible take part (e.g. age, ethnicity, gender, members of a specific group etc.)

The participants must meet the following criteria: a) be currently working in a secondary school in Ningbo; b) have a teaching qualification in STEM; c) the schools they are working shoud be high achieving which based on government data has students who achieve highly in STEM.

c) How will participants be recruited?

This should address how participants will be identified and approached in the first instance. For example, if approaching potential participants in person you should explain the circumstances in which this will take place or if approaching potential participants by email you should explain how you will obtain email addresses.

I will identify schools that meet the criteria of a) are in Ningbo, Zhejiang b) are high achieving which based on government data has students who achieve highly in STEM. I will initially approach 4 schools in this list, starting with those closest to city center and, if I get no response, approach further schools .

I will email a gatekeeper approach message to the headteacher of the 4 schools. Once I get a positive response, I will ask the headteacher to forward the teacher approach message to all their STEM teachers. I will ask the headteacher not to inquire who participates in the project. If any teachers agree to participate I will email them an information sheet and consent form.

d) What will participation involve?

Briefly explain how each data collection method, indicated in Section 3, will be used to collect data. This should include what participants will be asked to do and an example of the types of questions they may be asked.
Please note: Failure to address each method indicated in Section 3 will result in your form being invalidated.

Participants will be invited to complete an oline anonymous questionnaire survey through JISC online surveys which will spend 15-25 minutes. The survey will ask them questions about their attitude toward STEM Education. This questionnaire is used to scrutinize the quantitative degree of STEM attitude, knowledge, and application among science teachers using a 5-point Likert-type scale with a range of one to five to get their level of agreement.(e.g. I know the term of STEM).

Each of the participants will be interviewed individually for between 30-45 minutes and will take place using MS Teams. Before the interview, the aims of the study will be reiterated and consent will be obtained. The interview will be audio recorded. The participants will be asked around ten questions probing their roles as secondary school teachers with respect to the STEM education area to research how cross-disciplinary STEM teaching is enacted. These teachers will be selected to represent a diverse range of age, teaching background, teaching experience and school circumstance. The questions will be semi-structured.

21 Confirm which of the following consent processes will be used:

- [x] Written Consent: A written description of the research will be provided to all potential participants and written consent will be recorded in either paper or electronic form in advance of participation.
- [ ] Verbal Consent: I am able to demonstrate that written information and consent is not practical, or not appropriate, so I confirm that I will follow College guidance on providing information and gaining consent from participants verbally.
- [x] Anonymous submission of survey/questionnaire/app based research tool data: A written description of the research will be provided to all potential participants and it will be made clear that the submission of a completed survey/questionnaire/app data implies consent.
- [ ] Non-invasive observations that do not involve any interaction with participants and no identifying information will be recorded.

(•) Provisions for written consent: I confirm that I will follow the KCL Information Sheet and Consent Form templates and I will provide appropriate researcher contact details for purposes of questions, complaints or withdrawal requests.
KCL guidelines and for participant recruitment templates

(•) Provisions for anonymous submissions: I confirm that I will provide appropriate researcher contact details for purposes of questions and/or complaints wherever practical. It will also be made clear that due the data being submitted anonymously, withdrawal from the study will not be possible past the point of submission.

22 Does the project involve the collection and/or use of personally identifiable information (as outlined in UK GDPR)?

Identifiable information is data that can be used to identify an individual, either directly (such as full name, address, Twitter handle, etc) or indirectly through the combination of several pieces of data. The most common examples are names, contact details, audio/ video recordings, usernames etc. However, data that has the potential to indirectly identify a participant should also be treated as identifiable.

Please see the guidance icon for more examples of when data should be considered identifiable or contact the Research Governance Office: rgo@kcl.ac.uk

Please indicate which of the following applies:

(•) Yes, the project involves the collection and/or use of identifiable information

( ) No, all data I will collect or access for this research will be completely anonymous. It will not be possible for me to identify an individual(s) at any point in the project.

22a Important Notice: UK General Data Protection Regulation requirement

Projects involving the collection and processing of personal data must be registered with King's College London in order to comply with the UK General Data Protection Regulation. Applicants are now able to complete KDPR registration as part of the minimal risk registration process and will not need to complete an additional KDPR form.

Please use the 'navigate' action on the left hand side to complete the Data Protection Registration Form.

IMPORTANT: PLEASE NOTE YOUR MINIMAL RISK REGISTRATION FORM WILL NOT BE SUBMITTED UNTIL THIS SECTION HAS BEEN COMPLETED

If you have any questions regarding the UK GDPR section, please email rgo@kcl.ac.uk or call 02078481239 or 02078483323 for further advice.

General Data Protection Regulation Requirements

Before completing the following questions, please ensure you have read the KCL Research Data Management Guidelines and guidance on the UK General Data Protection Regulation (UK GDPR)

DP2 Please state which of the following categories of personal data (relating to research participants) will be collected, processed or stored at any stage of the research project (please select all that apply):

PLEASE NOTE: If participants are filmed/recorded as part of this research project at any stage (even if these will be transcribed), this must be recorded here. Recordings in any format are considered identifiable personal data under UK GDPR.

- ☐ Name
- ☐ Date of Birth/Age
- ☐ Contact Details (email address, phone number, etc)
- ☐ Identification Number (staff number, participant number etc)
- ☐ Location Data (full address, postcode, IP address etc)
- ☐ Online Identifier (Identifiers provided by devices or apps, cookies etc)
- ☑ Identifiable Image or Recording (photographs, video recordings and audio recordings) including interviews
- ☑ Biographical Data (includes gender, marital status, employment history/job, etc.)
- ☐ Other

DP3 Will any of the following special categories of personal data (relating to research participants) be collected, processed or stored at any stage of the research project from this point forward? (please select all that apply):

- ☐ Race
- ☐ Ethnic Origin
- ☐ Political Opinions
- ☐ Religious or Philosopical beliefs
- ☐ Trade Union Membership
- ☐ Processing of genetic data
- ☐ Biometric data for the purpose of uniquely identifying a natural person
- ☐ Health data
- ☐ Sex life
- ☐ Sexual orientation
- ☐ Criminal convictions or offences
- ☑ None of the above

DP4 The UK GDPR identifies research as a 'public task' and as such you are advised to use 'public task' as your lawful basis for processing personal data.

Please confirm you will be processing data under the 'public task' lawful basis

- [x] I confirm I will be processing data under the 'public task' lawful basis

If you believe an alternative lawful basis to 'public task' applies to your project, please contact the Research Governance Office: rgo@kcl.ac.uk

Data Handling, Protection and Storage during data collection/ analysis

DP5 In which format/s will the personal data be stored in while data collection and analysis is ***ongoing***?

- [x] Electronic Format
- [ ] Hard Copy

DP5a Electronic format - select all that apply:

Please note, at least one KCL storage option (e.g. SharePoint/ OneDrive) ***must*** *be selected in addition to any external storage*

If you wish to store data in a location not mentioned below, please contact the Research Governance Office: rgo@kcl.ac.uk

- [ ] KCL network drive
- [ ] KCL SharePoint
- [x] KCL OneDrive
- [ ] Portable storage (ie External hard drive/ USB)
- [ ] Rosalind
- [ ] KCL laptop
- [x] Personal laptop

DP5a i) Can you confirm that the storage device is either encrypted and/or password protected?

- (•) Yes
- ( ) No

DP6 Please select which of the following measures will be applied after data analysis:

- ( ) Data will be stored in an identifiable format after analyis
- (•) Data will be pseudonymised after analysis
- ( ) Data will be fully anonymised immediately after analysis

Data Handling, Protection and Storage on completion of the research

DP7 In which format/s will the personal data be stored following ***completion*** of data collection and analysis?

- [x] Electronic Format
- [ ] Hard Copy

DP7a

Please note, at least one KCL storage option (e.g. SharePoint/ OneDrive) ***must*** *be selected in addition to any external storage*

If you wish to store data in a location not mentioned below, please contact the Research Governance Office: rgo@kcl.ac.uk

- [ ] KCL network drive
- [ ] KCL SharePoint
- [x] KCL OneDrive
- [ ] Rosalind
- [ ] Portable storage (ie External hard drive/ USB)
- [ ] KCL laptop
- [x] Personal laptop

DP7a i) Can you confirm that the storage device is either encrypted and/or password protected?

- (•) Yes
- ( ) No

DP7c Expected date that the data will no longer be stored in an identifiable format for the purposes of this project:

Please note: Data should only be stored in an identifiable format for as long as is necessary for the purpose of the project.

01/09/2021

DP7d Data Retention Schedule

Research data should be stored in line with the KCL Data Retention Schedule. Please note that raw data should be stored in an ***anonymous/ pseudonymous*** format where possible.

- [x] I confirm data will be stored in line with the KCL Data Retention Schedule

Publication & Data Sharing

DP8 Will any data from which participants could be identified be published (this could be direct quotes or biographical data that could lead to the identification of an individual)?

- ○ Yes
- ◉ No

DP9 I confirm that data will only be used for the purpose of this study and will not be shared with any external third parties.

Please note this includes sharing data with any transcription services

- ◉ I confirm that data will only be used for the purpose of this study and will not be shared with any external third parties.
- ○ No, data will be shared with a third party external to KCL

Declaration and Signatures

DP12 Researcher/Applicant Declaration:
IMPORTANT NOTE FOR STUDENTS: Please ensure that you have signed the form in this section before requesting your Supervisor's signature in section 24 below.

By signing this form I confirm the following:

- The information supplied above is to the best of my knowledge accurate.
- I have read the Minimal Ethical Risk Guiding Principles and clearly understand my obligations and the rights of participants, particularly as regards obtaining informed consent.
- The participant selection and recruitment procedures, including the recruitment documents to be provided and the manner of obtaining informed consent, are appropriate and the ethical issues arising from the project have been considered (and agreed with my Supervisor if applicable).
- I understand that I must not commence research with human participants until I have received confirmation of minimal risk registration.

Please note that in order to authorise your application you must sign off using your KCL email address i.e. joe.bloggs@kcl.ac.uk and your KCL email password.

Signed: [redacted]

DP13 Supervisor Declaration:

Once you have electronically signed the form in DP12, you should then request your Supervisor's signature using the below 'Request' button. Once your Supervisor has also signed the form the form will be automatically submitted for registration.

Please note: Following submission for registration you must wait until you have received a letter from REMAS confirming that your project has been registered before commencing data collection.

Request Supervisor's Signature: