# USEC Coursework-Part B: Ethics Form

1. This form consists of two parts. The first part is the Project form, which is a list of questions specific to the USEC coursework. The second part is the official Ethical Reviews Procedure Level 1 used by the School of Informatics. Please fill on both sections and submit them on Learn.

# USEC - Project From

1. **Name and UUN of Students involved:**

Name 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ UUN 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ UUN 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ UUN 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **In 3-4 sentences, please briefly explain what your project is:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Which methodology does your team intend to use?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **How many participants do you intend to have?**

\_\_\_\_\_\_\_

1. **If any part of the research involving participants will be recorded using any electronic medium, what medium is to be used and how will the recordings be used?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Who will have access to the raw data?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **If participants will be identified in your records, how will their consent to quotations/identifications be sought?**

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1. **If they will not be identifiable, how will anonymity be preserved?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Will the datafiles/audio/video tapes, etc. be disposed of after the study?**

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1. **If not, how long they will be retained and how will they eventually be disposed of?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# USEC – Level 1 Ethics Review.

The final section is a copy of Level 1 ethics review for the School of Informatics. Please fill this section in as well, and submit the full document on Learn.

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| --- | --- |
| Ethical Review Procedures: Level 1Project Details & Self-assessment |  |

This document is closely modelled on documents used in School of Philosophy, Psychology and Language Sciences provided by Ellen Bard and Cedric MacMartin.

|  |
| --- |
| This form is to be filled in and submitted at the same time as the project proposal or the funding application it applies to. The form should be submitted by the Principal Investigator, except in the following cases:   * Post-doctoral fellowships – the proposed postdoc mentor. * UG, MSc, and PhD research projects – the supervisor. * Visiting researcher – the staff hosting the visitor.   **This address, with appropriate RT number once issued, should be used for all correspondence (including forms and attached documents). This is essential to ensure proper record keeping.** No signature is required if the form is sent from a valid University email address. |

# Project Details

1. **Type Of Project:**

**USEC course project (pre-filled in)**

1. **Is there a sponsor/ funding body?** YES / NO
2. **Does the sponsor/funder require formal prior ethical review?** YES / NOIf yes, by what date is a response required ?
3. **Is any other institution and/or ethics committee involved?** YES / NO

If YES, give details and indicate the status of the application at each other institution or ethics committee (i.e., submitted, approved, deferred, rejected):

1. **Title of Project:**
2. **Researchers’ names, affiliations, emails**

Names of all the students in your group and the name/email of the Lecturer. Include student/supervisor, post-doc/mentor, PI, or visitor/host.

1. **State which professional organisation guidelines you are using:**

* School of Informatics research ethics code: http://www.inf.ed.ac.uk/research/ethics/
* Other ethics code as required by funding body or professional organization:

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ URL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Self-assessment

*Refer to Level 2 form for details on any of the following points.*

1. **Protection of research participants’ confidentiality**Are there any issues of CONFIDENTIALITY which are NOT ADEQUATELY HANDLED by normal tenets of academic confidentiality? YES / NO

These include well-established sets of procedures that may be agreed more or less explicitly with collaborating individuals/organisations, for example, regarding:

1. Non-attribution of individual responses;
2. Individuals and organisations anonymised in publications and presentation;
3. Specific agreement with respondents regarding feedback to collaborators and publication.
4. **Data protection and consent**Are there any issues of DATA HANDLING AND CONSENT which are NOT ADEQUATELY DEALT WITH, and compliant with established procedures? YES / NO

These include well-established sets of procedures, for example regarding:

1. Compliance with the University of Edinburgh’s Data Protection procedures (see http://www.recordsmanagement.ed.ac.uk);
2. Respondents giving consent regarding the collection of personal data (via consent form).
3. **Significant potential for physical or psychological harm, discomfort or stress**Are there any risks of :
4. psychological harm or stress for the participants? YES / NO
5. physical harm or discomfort for the participants? YES / NO
6. any kind to the researcher? YES / NO
7. **Vulnerable participants**

Are any of the participants in the research vulnerable, e.g., children, patients, disabled participants? YES / NO

1. **Moral issues and researcher/institutional conflicts of interest**Are there any SPECIAL MORAL ISSUES/CONFLICTS OF INTEREST? These include:
2. Conflict of interest: potential benefit to the researcher, friends or family of a particular research outcome which might compromise the researcher’s objectivity or independence;
3. The need to keep the purposes of research concealed;
4. Use of participants who are unable to provide informed consent (e.g., children);
5. Situations where research findings would impinge negatively/differentially upon the interests of participants. YES / NO
6. **Bringing the University into disrepute**Is there any aspect of the proposed research which might bring the University into disrepute? For example, could any aspect of the research be considered controversial or prejudiced?   
    YES / NO

**7. Use of animals** Does the research involve animals? YES / NO

**8. Developing countries** Does the research involve developing countries? YES / NO

**9. Dual use**

Is the research classified or does it have specific adversarial military applications? YES / NO

1. **10. Terrorist or extremist groups**
2. Does your research concern groups which may be construed as terrorist or extremist? YES / NO

# Can you stop now?

You may want to assure yourself that your ‘NO’ answers are correct by checking the detailed form in the next section.

If all the YES / NO answers are NO, the self assessment has been conducted and confirms the ABSENCE OF REASONABLY FORESEEABLE ETHICAL RISKS. This form should be signed by the researchers and submitted. The researchers may retain a copy for their own records.

If any answer is YES, please complete the relevant section in the Level 2 form below.