# Ethics Application & Consent Form: Student Research

Anyone conducting research under the auspices of GISMA Business School, University of Applied Sciences (staff, students or visitors) where the research involves human participants or the use of data collected from human participants, is required to gain ethical approval before starting. This includes preliminary and pilot studies. Please answer all relevant questions in terms that can be understood by a lay person and note that your form may be returned if incomplete.

**Before completing this form you will need to discuss your proposal fully with your supervisor(s).**

## Section 1: Project Details

1. Project title: Enter text
2. Student name: Enter text
3. Student Number: Enter text
4. Supervisor: Enter text
5. Course category (tick one):

Masters ☐

Bachelors ☐

1. Course/module title: Enter text
2. Intended research start/end dates: Enter text
3. Intended research end date: Enter text
4. Country fieldwork will be conducted in: Enter text

# Section 2 - Research methods summary (tick all that apply)

☐ Interviews

☐ Focus Groups

☐ Questionnaires

☐ Action Research

☐ Observation

☐ Literature Review

☐ Controlled trial/other intervention study

☐ Use of personal records

☐ Secondary data analysis ***– if secondary analysis used go to Section 4***

☐ Advisory/consultation/collaborative groups

☐ Other, give details: Enter text

Please provide an overview of the project, focusing on your methodology. This should include some or all of the following: purpose of the research, aims, main research questions, research design, participants, sampling, data collection (including justifications for methods chosen and description of topics/questions to be asked), reporting and dissemination. Please focus on your methodology. *Minimum 100 words* *required.*

Click or tap here to enter text.

# Section 3 – research Participants (tick all that apply)

1. Will your research involve human participants?

Yes ☐

No ☐

**If No, go to section 4**

1. Who are the participants for this project (i.e. what sorts of people will be involved)? Tick all that apply

☐ Early years/pre-school

☐ Ages 5-11

☐ Ages 12-16

☐ Young people aged 17-18

☐ Adults please specify below

☐ Unknown – specify below

☐ No participants

Enter text

1. If participants are under the responsibility of others (such as parents, or medical staff) how do you intend to obtain permission to approach the participants to take part in the study? *(Please attach approach letters or details of permission procedures - see Section 8)*

Enter text

1. How will participants be recruited (identified and approached)?

Enter text

1. Describe the process you will use to inform participants about what you are doing

Enter text

1. How will you obtain the consent of participants? Will this be written? How will it be made clear to participants that they may withdraw consent to participate at any time?

Enter text

1. **Studies involving questionnaires**: please confirm that participants will be given the option of omitting questions they do not wish to answer?

Yes ☐

No ☐

**\*If no**, please explain why: Enter text

1. **Studies involving observation**: please confirm whether participants will be asked for their informed consent to be observed

Yes ☐

No\* ☐

**\*If no**, please explain why: Enter text

1. Might participants experience anxiety, discomfort, or embarrassment as a result of your study?

Yes\* ☐

No ☐

**\*If yes**, what steps will you take to explain and minimise this? Enter text

1. Will you debrief participants at the end of their participation (i.e. give them a brief explanation of the study)?

Yes ☐

No\* ☐

**\*If no**, please explain why: Enter text

1. Will participants be given information about the findings of your study? (This could be a brief summary of your findings in general; it is not the same as an individual debriefing)

Yes ☐

No\* ☐

**If no**, why not? Enter text

# Section 4 - Secondary data analysis (only complete if applicable)

1. Are the data in the public domain?

Yes ☐ No ☐

***If no,*** *do you have the owner’s permission/license?*

Yes ☐ No\* ☐

1. Will you be conducting analysis within the remit it was originally collected for?

Yes ☐ No\* ☐

1. **If no**, was consent gained from participants for subsequent/future analysis?

Yes ☐ No\* ☐

1. **If no,** was data collected prior to ethics approval process?

Yes ☐ No\* ☐

*\* Give further details in* ***Section 6 Ethical Issues***

*If secondary analysis is only method used* ***and*** *no answers with asterisks are ticked, go to* ***Section 8 Attachments.***

# Section 5 – Data storage and security

1. Please confirm that all personal data will be stored and processed in compliance with the General Data Protection Registration (GDPR).

Yes ☐

1. Will personal data be processed or be sent outside of the European Economic Area (EEA)?

Yes\* ☐

No ☐

**\*If yes**, please confirm that there are adequate levels of protections in compliance with Data Protection Legislation and state what these arrangements are: Enter text

1. Who will have access to the data and personal information, including advisory/consultation groups, and during transcription? Enter text

**During the research**

1. Where will the data be stored? Enter text

**After the research**

1. Where will the data be stored? Enter text
2. How long will the data and records be kept for, and in what format? Enter text
3. Will the data be archived for use by other researchers?

Yes\* ☐

No ☐

\***If yes**, please provide details: Enter text

# Section 6 – Ethical Issues

Are there particular features of the proposed work which may raise ethical concerns or add to the complexity of ethical decision making? If so, please outline how you will deal with these below.

It is important that you demonstrate your awareness of potential risks or harm that may arise as a result of your research. You should then demonstrate that you have considered ways to minimise the likelihood and impact of each potential harm that you have identified.

*Ethical concerns may include, but not be limited to, the following areas:*

* Methods
* Sampling
* Recruitment
* Informed consent
* Potentially vulnerable participants
* Sensitive topics
* Risks to participants and/or researchers
* Confidentiality/Anonymity
* Disclosures/limits to confidentiality
* Data storage and security both during and after the research
* Reporting
* Dissemination and use of findings

Enter text

# Section 7 – Further information

Outline any other information you feel is relevant to this submission, using a separate sheet or attachments if necessary

Enter text

# Section 8 – Attachments

Please attach the following items to this form, or explain if not attached:

1. Information sheets and other materials to be used to inform potential participants about the research, including approach letters

Yes ☐ No ☐ N/A ☐

1. Consent form

Yes ☐ No ☐ N/A ☐

1. The proposal for the project

Yes ☐ No ☐ N/A ☐

1. Full risk assessment

Yes ☐ No ☐ N/A ☐

# Section 9 – Approval Process

All correspondence on your ethics approval should come through your supervisor.

If your study does not involve human participants or the use of data collected from human participants, your supervisor may grant you approval to conduct your research directly. This must take place in writing. Please note that your supervisor may consult with the University Ethics Sub-Committee (UESC) before granting you approval.

If your study involves human participants or the use of data collected from human participants, your supervisor will forward your application to the UESC. The UESC convenes once per month. For urgent cases, a Chair’s action may be sought.

The UESC will review your project and then decide to approve it, reject it, or ask for revisions. Students cannot appeal the UESC’ decision.

You may only begin data collection once you receive notification that your project has ethical approval. If the circumstances of your study change after approval, it is your responsibility to complete a further application.

# Section 10 – Declaration

I have read, understood, and will abide by the preceding set of guidelines:

Yes ☐ No ☐

I have discussed the ethics issues relating to my research with my supervisor

Yes ☐ No ☐

**I confirm that to the best of my knowledge:**

The above information is correct and this is a full description of the ethics issues that may arise in the course of this project

Name: Enter text

Date: Enter text

**Once complete, please submit your complete ethics forms to your supervisor**

# Section 11 – Recommended Reading

Kara, H. (2018). *Research Ethics In The Real World*. Bristol, Policy Press. <https://perlego.com/book/1657602/research-ethics-in-the-real-world-eurowestern-and-indigenous-perspectives-pdf/?utm_medium=share&utm_source=perlego&utm_campaign=share-book>

#### Study Information and Statement of Informed Consent

## Title

###### (Insert the title of the study)

## 1. Aim of the Study

###### The aim of this study is to (insert a brief explanation of the study's objectives). We are investigating (describe the specific goals or questions of the study).

## 2. Procedure and Content of the Study

###### If you choose to participate, you will be asked to (describe what participants will do during the study, including any tests, surveys, interviews, etc.). The total time required for participation is approximately (insert estimated time).

## 3. Are There Any Risks Involved?

###### Participation in this study may involve some risks or discomforts. These include (describe any potential risks, such as emotional distress, physical discomfort, etc.). If you experience any discomfort, you can stop participating at any time without any consequences.

## 4. What Will Happen to the Information and Data Collected?

###### We will keep your information confidential to the fullest extent allowed by law. Your data will be stored securely, and your identity will not be revealed in any publications or reports. Data may be anonymized or coded to ensure confidentiality.

## 5. Participation is Voluntary

###### Your participation in this study is entirely voluntary. You have the right to refuse to participate or withdraw at any time without penalty or loss of benefits. If you choose to withdraw, your data will not be used in the study. In case you are using data from a specific company, you must obtain their permission by securing a signature. Additionally, you should provide a detailed explanation of how you will use, store, and manage the data in your thesis.

## 6. Consent

###### By signing below, you indicate that you have read and understood this form, and you consent to participate in this study. You will receive a copy of this form for your records.

###### Participant's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

###### Participant's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

###### Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ Hereby, I .................................................... (Supervisor’s Full Name) as the supervisor of the student .................................................... (Student’s Full Name and GH Number), confirm that the Ethics Form has been checked, completed, and approved.

###### Supervisor's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

###### Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

###### Investigator's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

###### Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_