

**Stage 1 Research Ethics Application Form**

# Section 1: Details of the Researcher and their Research

**N.B. If you are conducting research that involves ‘animals and significant habitats’, please use the Stage 1 Research Ethics Application Form involving Animals and Habitats (**[**www.anglia.ac.uk/researchethics**](http://www.anglia.ac.uk/researchethics)**).**

**Applicants carrying out research with children or vulnerable adults may also need to carry out an online Safeguarding course and submit the pass certificate with their ethics application. Please refer to the Question Specific Advice for the Stage 1 Research Ethics Application Form at the above weblink.**

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| **Researcher details** | |
| First name | Tom |
| Family name | Robinson |
| Department/Faculty | Science and Technology |
| Email address | Tom.robinson2@student.anglia.ac.uk |
| Name of Institution where you study or work (if not Anglia Ruskin) | Anglia Ruskin |
| Are you:  *Please tick* | * Undergraduate (UG) Student |
| **Students (including staff proposing research on a course/programme)** | |
| Your SID | 1409046 |
| Your course/programme title | BSc (Hons) Computer Gaming Technology |
| Name of your First Supervisor (for PGR) or Supervisor (for UG and PGT) | Mike Hobbs |
| **Research details** | |
| **Title of your research project**  *N.B. For UG/PGT students, this is not the title of your research module* | Application for artist and programmers to share work within university (App) |
| Name and institutional affiliation of any research collaborators |  |
| Date of application | 20/10/16 |
| **Brief Project Summary (up to 700 words)** Please summarise your research in non-specialist language. | This application will be a platform for artist to share their work with programmers patent free with programmers on the games technology course or with anyone enrolled on a ‘Science and Technology’ course. This will be created in Unity, as this is the only program that I have used to create applications before. The language used to create will be C#. There may also be a short questionnaire for people at beta test phase.  Some of the questions I will ask for this project will lead me into researching student tendencies, or lack of, when looking to complete more work outside of the classroom as I feel most students are hesitant to approach students that they do not know / from another course. I will also look at the benefits of collaboration between students, especially for gaming students.  To complete this project I will put out a test version to some of my peers to see if there is anything they would like to change about the application. The recruitment for this will informal as I will request the participants to help me in person. I will ask around 10-15 people there will be no specific requirements for the participants as I would like to gain a perspective from all abilities and ages. |
| Please explain the potential value of your research to society and/or the economy and its potential to improve knowledge and understanding. | The research I undertake could allow students to collaborate more frequently within the university. This will lead the students into having a greater understanding of what a real working environment is like when working with people who don’t have the same perspective as them (programmers will tend to agree with programmers over artists).  It will also hopefully lead to stronger portfolios for students making them more attractive when leaving the university meaning they should be able to impress more employers. Both of these mean the university will be receiving a better reputation from employers as the students will be better equipped when entering a job. |

# Section 2: Research Ethics Checklist (Refer to Section 3 for an explanation of the colour coding.)

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**You must provide a response to ALL questions. Please refer to the Question Specific Advice for completing the Stage 1 Research Ethics Application Form for guidance.**

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|  | **Will your r esearch:** | | | |
| 1 | Involve human participants? |  | YES |  |
| 2 | Create a risk that individuals and/or organisations could be identified in the outputs? |  |  | NO |
| 3 | Involve participants whose responses could be influenced by your relationship with them or by any perceived, or real, conflicts of interest? |  | YES |  |
| 4 | Involve the co-operation of a ‘gatekeeper’ to gain access to participants? |  |  | NO |
| 5 | Offer financial or other forms of incentives to participants? |  |  | NO |
| 6 | Involve the possibility that any incidental health issues relating to participants be  identified? |  |  | NO |
| 7 | Involve the discussion of topics that participants may find distressing? |  |  | NO |
| 8 | Take place outside of the country where you work and/or are enrolled to study? |  |  | NO |
| 9 | Cause a negative impact on the environment (over and above that of normal daily activity)? |  |  | NO |
| 10 | Involve gathering or preparing non-living biological samples *not held already* in a university, museum or other collection? |  |  | NO |
| 11 | Involve genetic modification of human tissue, or use of genetically modified organisms classified as Class One activities?[[1]](#footnote-1). |  |  | NO |
| 12 | Involve genetic modification of human tissue, or use of genetically modified organisms above Class One activities?[[2]](#footnote-2). |  |  | NO |
| 13 | Collect, use or store any human tissue or DNA (including but not limited to, serum, plasma, organs, saliva, urine, hairs and nails)?[[3]](#footnote-3) |  |  | NO |
| 14 | Involve medical research with humans, including clinical trials or medical devices? |  |  | NO |
| 15 | Involve the administration of drugs, placebos or other substances (e.g. food, vitamins) to humans? |  |  | NO |
| 16 | Cause (or have the potential to cause) pain, physical or psychological harm or negative consequences to humans? |  |  | NO |
| 17 | Involve the collection of data without the consent of participants, or other forms of deception? |  |  | NO |
| 18 | Involve interventions with people aged 16 years of age and under? |  |  | NO |
| 19 | Relate to military sites, personnel, equipment, or the defence industry? |  |  | NO |
| 20 | Risk damage/disturbance to culturally, spiritually or historically significant artefacts/places, or human remains? |  |  | NO |
| 21 | Contain research methodologies you, or members of your team, require training to carry out? |  |  | NO |
| 22 | Involve access to, or use (including internet use) of, material covered by the Counter Terrorism and Security Act (2015), or the Terrorism Act (2006), or which could be classified as security sensitive?[[4]](#footnote-4) |  |  | NO |
| 23 | Involve you or participants in a) activities which may be illegal and/or b) the observation, handling or storage (including export) of information or material which may be regarded as illegal? |  |  | NO |
| 24 | Require ethical approval from any recognised external agencies? e.g. NHS, Social Care, Ministry of Justice, Ministry of Defence. Please refer to the Question Specific Advice for the Stage 1 Research Ethics Application Form and Code of Practice for Applying for Ethical Approval for further information. |  |  | NO |
| 25 | Involve individuals aged 16 years of age and over who lack ‘capacity to consent’ and therefore fall under the Mental Capacity Act (2005)? |  |  | NO |
| 26 | Pose any ethical issue not covered elsewhere in this checklist (excluding issues relating to animals and significant habitats which are dealt with in a separate form)? |  |  | NO |

Please note that the FREP will refer to the Office of the Secretary and Clerk any application where, in the view of the Chair, the proposed research poses a risk of a legal or security related nature to Anglia Ruskin University.  The Chair will seek guidance from the Secretary and Clerk before the FREP decides if the proposed research can be granted ethical approval and/or the nature of any special arrangements which need to be put in place.

# Section 3: Approval process

All student applications must be sent to your Supervisor for checking.

Your Supervisor must then forward the application to the DREP/FREP (as appropriate)

FREP = Faculty Research Ethics Panel

DREP = Departmental Research Ethics Panel

NO answered to all questions

## Risk category Green

Complete Section 5 of this form and then send it to your DREP (or FREP for the Faculty of Medical Science only).

## You do not require ethical approval from a committee.

**You can start your research immediately.**

YES to any of Questions 1-11 and/or 26 but NO to all other questions

## Risk category Yellow

Complete Section 4 and 5 of this form and submit it, and the Participant Information Sheet (PIS) and Participant Consent Form (PCF), to your DREP (or FREP for Faculty of Medical Science only). Your faculty may require further documents.

## You need to wait for ethical approval before you start your research.

YES to any of Questions 12-23

## Risk Category Red

Complete Section 5 of this form and complete the Stage 2 Approval form. Submit both, and any other documents required, to your FREP.

**If you answered YES to Question 22 you must also complete and submit for consideration by the committee the Stage 3 Approval form.**

## You need to wait for ethical approval before you start your research.

YES to either or both of Questions 24-25

## Risk Category Purple

You need external approval(s) which, if granted, may be regarded as equivalent to approval from an Anglia Ruskin ethics committee.

Refer to the Question Specific Advice for the Stage 1 Research Ethics Application Form and Code of Practice for Applying for Ethical Approval for further information

**You need to wait for ethical and/or governance approval before you start your research.**

# Section 4: Project details

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| **Management of Ethical Risk** |
| **For each of Questions 1-11 and Question 26, where you have responded ‘Yes’, please explain for the committee how you justify and will manage the ethical risk created. Your research is in the Yellow risk category.**  The two questions I answered yes to were ‘Involving Human Participants’ and ‘responses could be influenced by your relationship with them’. I have answered Yes to these as I would like feedback on the initial test application I will create, this is an important part of the project as it will allow me to see what my end user actually wants to see in the application and in turn making the application better.  To manage the ethical risk I will make sure there is no leading questions in the questionnaire, the questionnaire will also be anonymous as there is no need to know any personal information about a user to get their views on the application. This means confidentiality will be maintained throughout. |

# Section 5: Confirmation/Declaration statements

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|  | **Confirmation Statements** | |
| 1 | I have completed the relevant training in research ethics.[[5]](#footnote-5) | Yes No  Not applicable |
| 2 | I have consulted the Research Ethics Policy and the relevant sections of the Code of Practice for Applying for Ethical Approval, available at www.[**anglia.ac.uk/researchethics**](http://www.anglia.ac.uk/researchethics)**.** | Yes |
| 3 | I have completed a Risk Assessment (Health and Safety).[[6]](#footnote-6) | Yes |
| 4 | My research complies with the UK Data Protection Act (1998) and/or the data protection laws of the country where the research is being conducted.[[7]](#footnote-7) | Yes |
| 5 | For research funded externally where the funding was acquired via Anglia Ruskin, I have completed a Project Risk Assessment.[[8]](#footnote-8) | Not applicable |
| 6 | I have attached my confirmation of passing a Safeguarding course. | Yes |
| 7 | If my research project involves a contract between Anglia Ruskin University and an external party, I have had the contract approved by the Secretary and Clerk’s Office[[9]](#footnote-9) | Not applicable |

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| **Confirmation of Data Storage Compliance** |
| **By sending this form you confirm that:**   * Physical documents containing personal or confidential information will be stored securely and only accessible to the research team and other authorised individuals. * You will not store protected information [as defined by the Data Protection Act 1998] in personal cloud services, such as Dropbox, Google Drive or Microsoft OneDrive as their quality or security cannot be guaranteed. * Any portable media, such as USB storage devices, removable hard drives, CDs or DVDs, that are used to hold personal, confidential or sensitive data will be securely stored on-premises and appropriately encrypted when used off-premises. * Access to our remote desktop facilities will always be via an approved connection.   The preferred storage solution for electronic files is on a University server accessed from a password protected computer.  Please consult our IT Acceptable Use Policy for further information and guidance: <http://web.anglia.ac.uk/it/policy/> |

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| **Applicant Declaration** |
| By sending this form from my Anglia Ruskin e-mail account, I confirm that I will undertake the research as detailed here. I understand that I must abide by the terms of my ethical approval and that I may not amend the research without further ethical approval. I also confirm that the research will comply with all Anglia Ruskin ethical guidance, all relevant legislation and any relevant professional or funding body ethical guidance. |

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| **Supervisor/First Supervisor Declaration** |
| By sending this form from my Anglia e-mail account, I confirm the statements in the Applicant Declaration and that I will supervise the research as detailed in the application. |

Thank you for completing the Stage 1 Research Ethics Application Form.

Please submit it as follows:

**Staff Researchers:** Send form directly to the relevant committee.

**Student Researchers:** Send form to Supervisor/First Supervisor.

**Supervisor/First Supervisor:** Check application and forward to the relevant committee.

Date 8 September 2016

Version 3.1

1. Email [**FST-Biologicalsafety.GMO@anglia.ac.uk**](mailto:FST-Biologicalsafety.GMO@anglia.ac.uk)for further information.

   2 As above. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)
3. For any research involving human material you must contact Matt Bristow ([**matt.bristow@anglia.ac.uk**](mailto:matt.bristow@anglia.ac.uk) ) for further guidance on how to proceed [↑](#footnote-ref-3)
4. The Counter Terrorism and Security Act (2015) and Terrorism Act (2006) outlaws web posting of material that encourages or endorses terrorist acts, even terrorist acts that have occurred in the past. Sections of the Terrorism Act also create a risk of prosecution for those who transmit material of this nature, including transmitting the material electronically. The storage of such material on a computer can, if discovered, prompt a police investigation. Visits to websites related to terrorism and the downloading of material issued by terrorist groups (even from open-access sites) may be subject to monitoring by the police. Storage of this material for research purposes may also be subject to monitoring by the police. Therefore, research relating to terrorism, or any other research that could be classified as security-sensitive (for example, Ministry of Defence-commissioned work on military equipment, IT encryption design for public bodies or businesses) needs special treatment. If you have any doubts about whether your research could be classified as security-sensitive, please speak to your FREP Chair. [↑](#footnote-ref-4)
5. Where required, UG or PGT students must submit confirmation with this form that they have passed the on-line ethics training. Some courses have exemption from this requirement. Please check with your supervisor. [↑](#footnote-ref-5)
6. For research conducted at ARU including Ixion, University Centre Peterborough and College of West Anglia, go to [**http://web.anglia.ac.uk/anet/staff/sec\_clerk/gen\_info.phtml**](http://web.anglia.ac.uk/anet/staff/sec_clerk/gen_info.phtml)for the relevant guidance. Students at other institutions must follow local processes. [↑](#footnote-ref-6)
7. For guidance go to [**web.anglia.ac.uk/anet/staff/sec\_clerk/dpa.phtml**](http://web.anglia.ac.uk/anet/staff/sec_clerk/dpa.phtml) [↑](#footnote-ref-7)
8. For details go to [**web.anglia.ac.uk/anet/rdcs/compliance/faqs.phtml**](http://web.anglia.ac.uk/anet/rdcs/compliance/faqs.phtml) [↑](#footnote-ref-8)
9. For details go to <http://web.anglia.ac.uk/anet/staff/sec_clerk/> [↑](#footnote-ref-9)