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**Research Ethics Application Form Undergraduate Students**

All sections of the form should be completed. You must append, at the end of this form, all of the materials for your project. The staff member reviewing this form needs to see full details of what your participants will experience (includes access to archive materials). In completing this form, you must follow the guidance provided by your subject area.

Unless otherwise instructed, this Form should be submitted electronically via Moodle.

**PART A: Summary (Box A6 is restricted to keep this section concise).**

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| **A1. School/Institute:** |  |
| **A2. Project title:** |  |
| **A3. Student’s name:** |  |
| **A4. Leeds Trinity University email address:** |  |
| **A5. Supervisor:** |  |

**A6. Project Summary: What are you intending to do?** Be as explicit as possible about the rationale behind your proposed study, its aims, the methods to be used, including detail of your intended procedure and tasks, participant sample and recruitment method, and location in which the research will take place.

At the end of this form, you must attach copies of all measures, tests, inventories, questionnaires, interview questions or other stimuli you intend to use in the course of your research, if you are working with participants.

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| **Part B: Assessment of Risk**  Does your proposed research study involve any of the following? (Double-click the appropriate answer box to open it and select ‘Checked’) |  |
| B1. Research involving vulnerable groups (such as children aged 16 and under; those lacking capacity; or individuals in a dependent or unequal relationship) | **YES  NO** |
| B2. Research involving sensitive topics (such as participants’ sexual behaviour; their legal or political behaviour; their experience of violence; their gender or ethnic status) | **YES  NO** |
| B3. Research involving a significant element of deception (i.e. beyond the withholding of the research hypotheses where this is necessary for methodological reasons) | **YES  NO** |
| B4. Research involving access to records of personal or confidential information (including genetic or other biological information) | **YES  NO** |
| B5. Research involving access to potentially sensitive data through third parties (such as organisational or employee data) | **YES  NO** |
| B6. Research that could induce psychological stress, anxiety or humiliation or cause more than minimal pain (e.g. repetitive or prolonged testing) | **YES  NO** |
| B7. Research that may place the researcher at risk of psychological or physical harm | **YES  NO** |
| B8. Research that is conducted off campus (e.g. in an archive or library, at a community centre, at a constituency office, during filming, photography, recoding or interviewing etc.) | **YES  NO** |
| B9. Research involving invasive interventions (such as the administration of drugs or other substances, vigorous physical exercise or techniques such as hypnotherapy) that would not usually be encountered during everyday life | **YES  NO** |
| B10. Research that may have an adverse impact on employment or social standing (e.g. discussion of an employer, discussion of commercially sensitive information) | **YES  NO** |
| B11. Research that may lead to ‘labelling’ either by the researcher (e.g. categorisation) or by the participant (e.g. ‘I am stupid’, ‘I am not normal’) | **YES  NO** |
| B12. Research that involves the collection of human tissue, blood or other biological samples | **YES  NO** |
| B13. Research using procedures that may interact witha pre-existing medical condition in a participant (e.g., a heart disorder in physical exercise studies, allergies in taste studies, epilepsy in computer-based studies). | **YES  NO** |
| B14. Research requiring the use of potentially hazardous equipment or environments. | **YES  NO** |
| B15. Research requiring ethical approval from another source (e.g. research in the NHS, prisons). | **YES  NO** |
| B16. Research requiring permissions from another source (e.g. schools or businesses/organisations, a copyright holder, commercial sources). | **YES  NO** |

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| **If you answered ‘Yes’ to any of the above (Section B), please explain how you will ensure the ethical conduct of the research. For Psychology students, you must refer to the appropriate section of the BPS Code of Ethics for Human Research.**  **If applicable, explain what steps you will be taking to ensure you are appropriately skilled to collect data from special populations, or to collect data on sensitive issues.** You must demonstrate here that you have anticipated and planned for any difficulties that may arise, including consideration of any personal risk that the researcher may be exposed to – including working offsite). NB: Disclosure and Barring Service (DBS) clearance (formerly known as a CRB check) is not evidence that you are appropriately *skilled*.  **In addressing Assessment of Risk, please refer to the relevant section number (B1; B2 etc.). This box size is unlimited to enable full and detailed explanations.** |

**PART C: Data management and storage.**

**During data collection**

All paper forms involving personal data (such as consent forms) should immediately be scanned and the electronic files should be stored on your personal OneDrive at Leeds Trinity University. You should not give permission for anyone else to view these files other than your supervisor (who is part of the research team). The paper copies should then be securely destroyed (e.g. using a shredder). Under no circumstances should data be stored on unencrypted USB memory sticks or hard drives. In the event of the hardware failing or theft, this means that you will lose the data (which means that people have given their time for nothing, which is unethical).

Participants should be allocated a Unique Identifier (ID) code prior to any data collection and only this ID (not personal information such as name, address) should be recorded on any data collection forms (e.g. interviews, questionnaires, computer tasks). If qualitative data such as focus group recordings are going to be transcribed then this should be done as soon as possible, then the original recording deleted and the transcriptions pseudo-anonymised to remove personal identifying information (names). If they are not going to be transcribed then data reduction and analysis should be done as soon as possible, pseudo-anonymised, then the recordings should be destroyed.

**Data storage and retention**

All digital materials relating to this study, including data, recordings and signed consent forms, will be stored on your OneDrive at Leeds Trinity University for a period of 3 months following your graduation and will then be securely destroyed.

Copies of some of the reports submitted for the Level 6 research project module are archived with the transcripts or SPSS output tables removed and may be viewed by students at Leeds Trinity University in subsequent years as an exemplar. No report should contain personal or identifiable material.

**PART D: Final checklist and declaration**

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| **In completing this form, have you followed the guidance provided by your subject area?**  **YES  NO** |
| **Have you included any adverts or letters by which you mean to recruit participants?**  **YES  NO  NOT APPLICABLE** |
| **Are the timescales within which participants may withdraw from the study (including their data) clear and specific, and explained to participants?**  **YES  NO  NOT APPLICABLE** |
| **Have you made the mechanisms for withdrawing from the study clear to participants, including specifying a point after which it will not be possible to withdraw data?**  **YES  NO  NOT APPLICABLE** |
| **Have you included your Consent Form? (Please note: Consent Forms are not required for purely postal or internet-based questionnaire studies where completion of the questionnaire itself denotes participant consent).**  **YES  NO  NOT APPLICABLE** |
| **Have you made it** **clear to participants that the research is being undertaken with supervision for an undergraduate project at Leeds Trinity University?**  **YES  NO  NOT APPLICABLE** |
| **Have you provided participants with your supervisor’s name and contact details?**  **YES  NO  NOT APPLICABLE** |
| **Have you provided participants with your name and contact details (i.e. your University email address)?**  **YES  NO  NOT APPLICABLE** |
| **Have you included the Debrief Form or transcript of information written in an accessible manner, to be given to participants after they have participated?**  **YES  NO  NOT APPLICABLE** |
| **Have you included copies of all measures, tests, inventories, questionnaires and interview questions you intend to use in the course of your research?**  **YES  NO  NOT APPLICABLE** |
| **Have you included approval obtained from other Research Ethics Committees or permissions from other organisations (if applicable)?**  **YES  NO  NOT APPLICABLE** |
| **Have you made it clear to participants that any personal or sensitive data and related materials will be anonymised and stored securely at LTU for a period of 3 months after completion of the study?**  **YES  NO  NOT APPLICABLE** |
| **Have you made it clear who will have access to the raw and summarised data?**  **YES  NO** |
| **Have you made it clear to participants that anonymised data may form part of a publication written by the researcher and/or their supervisor?**  **YES  NO  NOT APPLICABLE** |
| **Have you checked all participant materials to ensure that there are no spelling or grammatical errors?**  **YES  NO  NOT APPLICABLE** |
| **I confirm that participants will not be subjected to any undue or disproportionate incentives to participate in the proposed study.**  **YES  NO  NOT APPLICABLE** |
| **TO BE COMPLETED BY THE SUPERVISOR**  **I confirm that the student has had appropriate health and safety training.**  **YES  NO  NA**  **I confirm that I have checked the form and the related materials and agree that, in addition to general ethical issues, the matters listed above have been specifically addressed.**  **YES  NO** |

**Note that in submitting this form, you are agreeing to comply with the following procedures. Failure to adhere to this process will constitute a breach of ethical requirements and may result in your failing the module:**

1. **Only you and your supervisor may have access to the data.**
2. **Prior to commencing data analysis, you must show your supervisor ALL of your collected data as stored electronically on One Drive (e.g. questionnaires, response sheets, recordings of interviews, or, for computer-based studies, all of the individual participant data files) so that it can be verified that the data have been collected.**
3. **Once data analysis has been completed, you must give your supervisor all of the collected data, as described in 2. This will be stored securely and retained for 3 months after graduation. Any other copies of data that the student may have MUST be destroyed securely once the report has been submitted.**
4. **Each Department must appoint a member of academic staff to the role of Data Management for undergraduate projects with responsibility for secure storage and destruction of data 3 months after graduation.**

**Ethical approval decision**

The response from the ethical review to your proposal is as indicated below by the checked box. Please read the information carefully so that you understand what, if anything, is now required of you.

The proposed research project is **APPROVED**. You may commence data collection. Please note that if you make any substantial changes to the nature of the research you will need to submit a new application for ethical approval. Ethical approval for this research project is valid until **1st July of the current academic year**.

The proposed research project is **APPROVED SUBJECT TO MINOR CONDITIONS**. Before commencing data collection, you must make the changes to your materials as listed below. You are not required to resubmit a new ethics form, but the changes must be checked by your supervisor prior to data collection. Please note that if you make any substantial changes to the nature of the research you will need to submit a new application for ethical approval. Ethical approval for this research project is valid until **1st July of the current academic year**.

Issues which must be addressed are:

The proposed research project is **NOT APPROVED**. You must address the issues listed below and make a new submission of your ethics form and materials. You are reminded that the final date for securing ethical approval is **31st January of the current academic year**, although you are advised to address these issues as soon as possible. It is important that you discuss this with you supervisor before making amendments.

Issues which must be addressed are:

**If you have any queries about the ethical approval process or the outcomes, please contact the Chair of your School or Institute Ethics Committee.**