**Research Ethics Clearance Form**

**For all student and staff research projects**

**Note: You must wait until you have received confirmation that you have received ethical approval in writing BEFORE commencing any data collection.**

All research projects require ethical approval and need to abide by Bishop Grosseteste University’s current Research Ethics Policy.

For more **sensitive projects** and **all** **doctoral student and staff** projects they must be reviewed at institutional level. Please complete this form and email to the Research Centre (Jessica.alvey@bishopg.ac.uk) to initiate this process.

Please note that projects are deemed sensitive if issues are outlined within section 3.1 or 3.2.

It is anticipated that all **Undergraduate and Masters** level projects can be reviewed at **local level**, requiring an internal process of review and supervisory sign-off. Consult your module specific guidance for more information.

If you require support with designing your project or completing the form, please consider discussing your project requirements with at least one of the following key contacts:

**For students:** Your supervisor OR module leader (please consult your module specific guidance).

**For staff:** Your specific subject ethics representative; or one of your subject-based Research Ethics Committee representatives (a full list of contacts can be found here: <https://www.bishopg.ac.uk/bgu-research-ethics-and-integrity/>).

You may also wish to discuss your project with colleagues within your Research and Knowledge Exchange Unit, if applicable.

Please address every question within the form. If required, please indicate the details of the anticipated ethical issue, including how you plan to address it within your project.

Please note that check boxes can be completed by double-clicking on the boxes, then changing the “default value” to **ticked**.

If you have queries about the research ethics review process, please contact the Research Administrative Assistants: Jessica.alvey@bishopg.ac.uk or Ellie.foster@bishopg.ac.uk.

Please consult the Research Ethics site on BlackBoard, available to all staff and students, for additional support documents and videos.

You may also wish to see: <https://www.bishopg.ac.uk/student/research/research-ethics-and-integrity>.

**Part I – General Information**

|  |
| --- |
| **1.1 Name of main applicant(s)** |
|  |
| **1.2 Student ID number (if applicable)****Name(s) of additional investigators and collaborators, including affiliation.***Students, please include name(s) of supervisors.* ***Supervisors must endorse this application prior to submission in section 6.1.****Please list the corresponding applicant as the first main applicant, where relevant.**Please note that if you are collaborating on a project, but not leading on it, ethical approval may be sought from the lead institution/organisation. Final versions of approved documents will need to be sent to the Research Office for auditing. Please speak to an Ethics Representative for guidance with this process. For a full list of ethics representatives and contacts, please see:* <https://www.bishopg.ac.uk/bgu-research-ethics-and-integrity/> |
|  |
| **1.3 Degree or qualification for which this research is being conducted and/or staff position at Bishop Grosseteste University**  |
|  |
| **1.4 Is ethical approval being sought from another institution or organisation?** |
| YES [ ]  NO [ ]  |
| **1.5 Names of any additional partners, organisations and/or collaborators you will be working with (e.g. a school, a museum). If none, please state, “None”.**Formal agreements **should** normally be in place before research commences, where research is conducted in partnership with individuals or organisations outside of the University and agreement needs to be documented regarding topics such as:• publication and authorship;• ownership of intellectual property; - link to policyInternational collaborations• the responsibilities of researchers;• financial liabilities;• indemnity;• data ownership; and• procedures for the resolution of issues and the investigation of allegations of misconduct. |
|  |
| **1.6 Please list any specific additional policies, guidance notes, professional body requirements or additional ethical documents that need to be adhered to. Where relevant, please provide details of relevant ethical, legal, and professional considerations.** *If external/alternative ethical approval is required, for instance NHS approval via IRAS, or approval from a leading or collaborating institution, we recommend that you complete external documents and await approval, and then submit those same documents to BGU. An additional BGU application is not required unless it has been specifically requested.* |
|  |
| **1.7 Period during which research will be conducted (start and end date) OR (for continuous schemes involving data collection) date for next review.** *The start date must allow sufficient time to submit and receive full ethics approval. We recommend at least 4 weeks between submission and the start date.* |
|  |
| **1.8 Please indicate that you have read and will abide by BGU’s Research Ethics Policy** |
| [ ]  **Yes**, I have read and will abide by BGU’s Research Ethics Policy  |
| **1.9 Do you have any conflicts of interest to declare?**  |
| YES [ ]  NO [ ] If yes, please outline the details below: |

**Part II – Project Overview**

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| --- |
| **2.1 Please state the title of your research study.** |
|  |
| **2.2 Please write a short summary of the aims and objectives of your research, with references to appropriate literature in your field (max 250 words).**  |
|  |
| **2.3 Do you intend to collect data from participants?***If yes, please ensure you read the guidance document concerning data usage:*[*https://dmponline.dcc.ac.uk/template\_export/1638514350.pdf*](https://dmponline.dcc.ac.uk/template_export/1638514350.pdf) *.**Please also remember that Knowledge Exchange projects often involve data collection.* |
| YES [ ]  NO [ ]  |
| **2.4 Do you plan to access data from archives?** |
| YES [ ]  NO [ ]  |
| **2.5 Do you plan to use open data, and/or make your own data openly accessible?***If* ***yes****, please consult the LORIC ethics guidance document for helpful information, please see* [*https://www.bishopg.ac.uk/student/research/research-ethics-and-integrity*](https://www.bishopg.ac.uk/student/research/research-ethics-and-integrity) *or the Research Ethics BlackBoard site for the current documentation.* *Open Data are available in a form that everyone can access, modify, use, reproduce and combine with other information. It is therefore free from restrictions on use. Open Data are not necessarily free. For further information please see:* [*https://loric.bishopg.ac.uk/*](https://loric.bishopg.ac.uk/)*.*  |
| YES [ ]  NO [ ]  |
| **2.6 Is this research [to be] funded?***If you are applying for external funding, please be aware that most funders require a completed data management plan, outlining how data will be stored and used. Guidance will be provided by your funding body, but a list of some templates from major UK funding bodies can be found here:*[*http://www.dcc.ac.uk/resources/data-management-plans/faq-data-management-plans*](http://www.dcc.ac.uk/resources/data-management-plans/faq-data-management-plans)*Many issues overlap with those provided in the DCC guidance document, so we recommend you read the DCC document first.* |
| YES [ ]  NO [ ]  |
| If yes, please provide details: |
|  |
| **2.7 What kind of project are you seeking ethical approval for? *(please check box)****Most projects will be single studies.**Some projects may involve more than one phase of data collection, such as focus groups and then questionnaires. In this case, please select “A programme of research”.**If you are applying for external funding and wish to demonstrate institutional support in principle for your project, please select “Outline approval in principle”. Similarly, this could also reflect a programme of research, in which you cannot yet provide all supporting materials, such as where specific materials will be developed from a preceding phase of the project. In these cases, you may be granted approval, pending the submission and review of all participant-facing documentation in due course.**If you are a member of staff applying for approval for a teaching activity involving data collection, an on-going programme of work involving collecting data, or if you are working with data in a non-conventional way, such as collecting and sharing views on a website, please select “approval for a scheme or other activity”.* |
| Single Study | [ ]  | Outline approval in principle | [ ]  |
| A programme of research | [ ]  | Approval for a scheme or other activity | [ ]  |
| **2.8 Please provide details of the structure of the project, such as a timeline or flowchart.** *Methodological details will be requested in 2.10.*  |
|  |
| **2.9 Will you be using a survey?***If yes, please note that online surveys should only be run through University approved processes (as these are GDPR compliant) and operated on/through BGU systems/equipment which include: Online Survey; BlackBoard surveys; Office 365 software as per BGU’s Microsoft subscription (i.e., via university login, not an individual’s own Microsoft licence).* |
| YES [ ]  NO [ ] If Yes, please indicate which [approved] platform you will be using for this: |
| **2.10 Please outline your method with reference to your design (e.g. quantitative, qualitative, mixed methods) and your proposed tools (e.g. questionnaires, interviews, experimental trials). You may wish to structure this section using the following section headings: Participants; Design; Materials/Measures; Procedure; Analyses. Please be detailed and clear, using non-technical language where appropriate.** *It is helpful in this section to state in simple terms what you plan to do as part of this project, so reviewers can ascertain exactly how participants are involved, if at all.* *Please include full details of the number and types of participants involved at each stage.*  |
|  |
| **2.11 In order to ensure the integrity of the research project, have you reflected on your researcher competency?** |
| YES [ ]  NO [ ]  |
| **Please provide a brief statement of your researcher competency and indicate here if you have any specific research support needs for your project that your supervisor/collaborators need to put in place, for the project to be feasible**. *This may include, for example, demonstrating that you have already learned about your topic or analytic method in a particular module, or that you have discussed these with your supervisor, and you are prepared to develop the relevant skills independently.* *For support needs, please note that this is not a request for support, but rather a consideration of the feasibility of the study being conducted. This relates largely to research training and equipment.* |
|  |
| **2.12 Have you already sought support for or review of the development of your methods and analytic approach?** |
| YES [ ]  NO [ ]  |
| **Would you like for this to be considered as part of the ethics review process?** |
| YES [ ]  NO [ ]  |
| **2.13 Where will the study take place? Please select as many as are appropriate** |
| [ ]  On campus[ ]  Online[ ]  Off campus[ ]  In schools[ ]  In participants’ homes |
| **Please provide further details regarding the settings you plan to work in, where relevant.***In addition to considering access issues to your relevant settings, please consider whether you will be lone working, and whether you have appropriate support mechanisms in place*. |
|  |
| **2.14 If you need to travel beyond your usual place of work/study to conduct your research, will there be particular risks associated either with this travel, or the location?** |
| YES [ ]  NO [ ]  |
| **If yes, please provide details below, including how to plan to minimise any risk.** |
|  |
| **2.15 Will you be using the internet to collect your data, recruit participants or at any other point in the research project?** *If yes, please consult relevant guidelines from your associated subject area concerning this, for instance* [*https://www.bps.org.uk/news-and-policy/ethics-guidelines-internet-mediated-research-2017*](https://www.bps.org.uk/news-and-policy/ethics-guidelines-internet-mediated-research-2017) *)**Please bear in mind that, in order to comply with GDPR, data cannot be stored outside the EU. If you have concerns or questions about this, please contact* *informationcompliance@bishopg.ac.uk**. You may need to consider an alternative method of data collection or storage.* |
| YES [ ]  NO [ ]  |
| **Please provide details of how you will be using the internet in this project*.*** |
|  |
| **2.16 Please describe your target sample (e.g. size, gender, age, occupation) and whether or not participation will be individual or in groups.** |
|  |
| **2.17 Are any of your participants in vulnerable groups (e.g. children, individuals with learning difficulties or mental illness)?**  |
| YES [ ]  NO [ ]  |
| **If yes, please provide further details below, stating the nature of the vulnerability, including how you plan to work sensitively, supportively, and ethically with your participants.**  |
|  |
| **2.18 How will you recruit and approach your intended participants? E.g. in writing, by phone, in person.** **Please include here, or in appendices, intended recruitment advertisements or letters, if relevant.** |
|  |
| **2.19 Will there be any impact or evaluation activities for the project?**  |
| YES [ ]  NO [ ]  |
| If yes, please provide details below.  |
| **2.20 Please describe how participants will be debriefed, as relevant. Please include a Debrief Sheet within your appended documents, if required.** |
|  |
| **2.21 Will you be using AI (artificial intelligence) in this project? If so, please describe what and what for. If not, please state, “none”.** |
|  |

**Part III – General ethical considerations**

*Please note – all studies with human participants have the potential to create a level of risk. You are fully responsible for their protection, as well of that of the research team (including yourself). Please try to anticipate the context and perspective of your participants when completing this section as well as a duty of care to yourself as a researcher.*

|  |
| --- |
| **3.1 Do you anticipate any risks of the following nature to participants?** |
| [ ]  Physical [ ]  Psychological [ ]  Emotional[ ]  Socio-cultural  |
| **If you have ticked any of the above, please provide details, including how you intend to minimise any anticipated risk(s).***Please ensure that you include, if relevant, contact details for relevant support services in the Participant Information Sheet and/or the Debrief.* |
|  |
| **3.2 Will your research explore topics that may be deemed contentious or sensitive, and/or are linked to illegality?**  |
| YES [ ]  NO [ ]  |
| **If yes please provide details, including how you intend to minimise any anticipated risk.** |
|  |
| **3.3 Will you need to address any considerations of cultural difference during your project?**  |
| YES [ ]  NO [ ]  |
| **If yes please provide details, including how you intend to minimise any anticipated risk. Please also include any relevant details should you be working internationally.** |
|  |
| **3.4 Do you anticipate any risks to yourself, or another member of the research team?** |
| YES [ ]  NO [ ]  |
| **If yes please provide details, including how you intend to minimise any anticipated risk.** |
|  |
| **3.5 Will you encounter foreseeable risks to your or others’ physical safety as a result of undertaking the research?**  |
| YES [ ]  NO [ ]  |
| **If yes please provide details, including how you intend to minimise any anticipated risk.** |
|  |
| **3.6 Might you encounter risks to your or others’ emotional safety (e.g. working with documents of a sensitive or distressing nature, or participants who may become distressed)?**  |
| YES [ ]  NO [ ]  |
| **If yes please provide details, including how you intend to minimise any anticipated risk.** |
|  |
| **3.7 Are there any further anticipated ethical issues associated with this research project? If so, please state how will they be addressed.** |
| YES [ ]  NO [ ]  |
| **3.8 Where relevant, please indicate how participants might benefit from taking part in this research, to demonstrate the rationale for your project. As a general rule, the project should aim to be beneficial to someone.**  |
|  |
| **3.9 Does your study require that participants are naïve? (i.e. Some information is to be withheld about exact aims of the research). If yes, please explain why and give details of debriefing procedures. Please provide full information if any deception is to be anticipated.**  |
| YES [ ]  NO [ ]  |
| **If yes, please provide further details.** |
|  |
| **3.10 It is expected that all studies involving human participants will include a thorough Participant Information Sheet. Please provide details of the way(s) in which these will be shared with participants. Otherwise, please explain why no information sheet is required.** |
|   |
| **3.11 Is written consent to be obtained?** *If* ***yes****, please complete a Consent Form and attach to this documentation. A template Consent Form is available and should be edited to reflect the specific project requirements, as appropriate.**Please note that when gaining consent for online studies, all consent questions must be completed before any other aspect of the study can continue. All consent items must be compulsory to complete however no other aspects of the survey/study should be compulsory, in order to uphold participants’’ right to withdraw.* |
| YES [ ]  NO [ ]  |
| **Please indicate below how consent will be obtained.****If relevant, please demonstrate how consent will be obtained for both study participation and data collection, and for each phase of the project.** |
|  |
| **If no, please state why.** |
|  |

**Part IV – Data collection, storage, and retention**

*Before completing this section, we recommend that you consider a data management plan. Please see* [*http://www.dcc.ac.uk/sites/default/files/documents/resource/DMP/DMP-checklist-flyer.pdf*](http://www.dcc.ac.uk/sites/default/files/documents/resource/DMP/DMP-checklist-flyer.pdf) *for a brief overview of relevant considerations, and for a more comprehensive set of questions to consider, along with some useful guidance tools please see here:*

[*http://www.dcc.ac.uk/sites/default/files/documents/resource/DMP/DMP\_Checklist\_2013.pdf*](http://www.dcc.ac.uk/sites/default/files/documents/resource/DMP/DMP_Checklist_2013.pdf)

If you are unsure whether your data collection involves any non-research data processing, feel free to contact informationcompliance@bishopg.ac.uk for guidance.

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| **4.1 Do you plan to collect any data that could identify the participant at any point?** |
| YES [ ]  NO [ ]  |
| **If yes, please provide full details, including (where relevant) when and how you will digitise data, when and how you will anonymise the data, and how you will work sensitively with the data.** **Materials including data should have the participants’ real names and identifying features removed, unless that is unavoidable.***If data could identify the participant, you will need to explain how data will be stored securely, and anonymised ASAP where possible. Sensitive or identifiable data needs to be considered carefully, in line with the BGU Research Ethics Policy and GDPR.* *Please be aware that in some cases, we will need you to complete a Data Protection Impact Assessment (DPIA) to ensure that data will be processed in line with GDPR and BGU requirements.*  |
|  |
| **4.2 In line with General Data Protection regulations, please give details of steps you will take to ensure the security of any data you collect, including when you plan to delete or publish data (if relevant).** **Data should be stored securely and not be accessible to or interpretable by individuals outside of the project. If you need to share the data, please state who with, and how this will be achieved.***All data stored on individual electronic devices must be password protected and encrypted. Passwords should be strong. Paper copies must be stored securely (e.g. in locked facilities). Security of personal devices must be considered.* *Data should be deleted at a stated point in time following publication or completion of examinable work which allows time for any reviewer / marker to recall the data for interrogation / verification. Some funders will stipulate times in their criteria.*  |
|  |
| **4.3 Where and how do you intend to store any data collected from this research? Please identify electronic and paper forms of storage. Data should be stored securely and not be accessible to or interpretable by individuals outside of the project. If you need to share the data, please state who with, and how this will be achieved.***We recommend that all data are anonymized and digitized as soon as possible.* *In line with the BGU IT User Policy, we strongly recommend that all data are stored on staff/student OneDrive accounts. These will be deleted following graduation/ceasing employment with BGU.*  |
|  |
| **4.4 What steps will you take to safeguard the confidentiality of personal records?****Please consider, where relevant, how you may safeguard participants’ data or participation in your study.** *You may need to consider the potential for disclosures within the process of conducting your research, and the need to breach confidentiality. If this occurs, you must give clear information about this potential occurrence within the Participant Information Sheet.*  |
|  |
| **4.5 Will this research require the use of any of the following, subject to participants’ consent?** |
| **Video recordings** |
| YES [ ]  NO [ ]  |
| **Audio recordings** |
| YES [ ]  NO [ ]  |
| **Observation of participants** |
| YES [ ]  NO [ ]  |
| **Photographs** |
| YES [ ]  NO [ ]  |
| **If yes to any of the above, please provide details of how you will safeguard the data and ensure anonymity. Please also state when data will be deleted.** |
|  |
| **4.6 Have you identified and communicated the legal basis for processing data?**Please note that, in virtually all cases, you should state the following to your participants: “*This research is being conducted in the public interest*”.  |
| YES [ ]  NO [ ]  |

**Part V – Wider use and implications of your research**

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| **5.1 Will your project involve working with any partners (individuals or organisations), other than those listed in 1.2?**  |
| YES [ ]  NO [ ]  |
| **If yes, please provide details, including whether you have approached these partners already, and whether they have indicated a willingness to collaborate with you.** **Please also comment on whether any of these partners will have access to the data.**  |
|  |
| **5.2 Will you need a DBS check in order to undertake any aspect of this research?** |
| YES [ ]  NO [ ]  |
| **If yes, please provide evidence of this.**  |
|  |
| **5.3 Please outline the plans for publication of your findings, if relevant.**  |
|  |
| **If yes, please provide details.**  |
|  |
| **5.4 Do you anticipate any issues that may challenge institutional integrity?**  |
| YES [ ]  NO [ ]  |
| **If yes, please provide details.**  |
|  |

**Part VI – Checklist**

**For all student (undergraduate, PGCE programme, Masters and doctoral level) applicants: A supervisor needs to endorse this prior to submission, in accordance with your module processes for review.**

|  |
| --- |
| **FOR COMPLETION BY SUPERVISOR(S)** |
| **6.1 Do you endorse this application for review?**  |
| YES [ ]  NO [ ]  |
| **Supervisors, please add your name(s) for transparency, and feel free to add further comments here if relevant:**  |
|  |

**Please ensure that you have attached and completed the following as applications will not be processed if any documents are missing. All sections, especially participant facing materials must be carefully proof-read.**

|  |  |
| --- | --- |
| **6.2** |  |
| **Document or relevant section** | **Included** |  **n/a** |
| Consent form | [ ]  | [ ]  |
| DBS check (if required) | [ ]  | [ ]  |
| Participant information sheet(s) | [ ]  | [ ]  |
| Recruitment advertisements/details | [ ]  | [ ]  |
| Indicative measures e.g. questionnaires, interview schedule, focus group prompts, experimental stimuli. | [ ]  | [ ]  |
| Debrief statement | [ ]  | [ ]  |

**UG, PGCE and MA students: please submit as per your module instructions for local level review.**

**Staff and Doctoral students: please submit to the Research Administrative Assistant, Jessica Alvey** **Jessica.alvey@bishopg.ac.uk** **for forwarding to members of the Research Ethics Committee for review.**

**For Staff and Doctoral Student Applications Only**

**Outcome of the Research Ethics Committee**

Please indicate which of these options is to be followed by placing a tick in the appropriate box(es), following review of the application by members of the committee.

|  |  |
| --- | --- |
|  **Ethical approval granted** | [ ]  |
|  **Grant ethical clearance in principle, pending submission of final approved documents or other outlined conditions** | [ ]  |
|  **Ethical approval not granted**  | [ ]  |

**Research Ethics Committee Chair (or nominee) signature:**

 **Date:**

**RESEARCH INFORMATION SHEET FOR POTENTIAL PARTICIPANTS**

*Please delete guidance notes and other text in red before submitting your form*

**Title of the research project:**

**What is the project about?** *(use non-specialist language which is appropriate for your audience)*

**Who is the researcher?** Name:

Institution: *(with address)*

Contact details *(including BGU e-mail):*

Supervisor’s contact details *(including BGU e-mail) (delete when not appropriate)*

**What will my participation in the research involve?** *(What kinds of activities are involved? How long will this take? Where will it take place?)*

**Will there be any benefits in taking part?**

**Will there be any risks in taking part?**

**What happens if I decide I don’t want to take part during the actual research study, or decide I don’t want the information I’ve given to be used?** *If you are approaching your students to take part you need to ensure they do not feel obliged to participate, or that if they don’t, there will be no repercussions. If a participant decided to withdraw, how can they do this?*

**What will you do with my data?** *(How will you try to make my contribution is anonymous?)*

Please note that your confidentiality and anonymity cannot be assured if, during the research, it comes to light you are involved in illegal or harmful behaviours which I may disclose to the appropriate authorities.

**This research is being conducted in the public interest.**

In case of any need to raise queries or concerns about this research project, you are welcome to use these independent contact’s details:

*e.g. Module leader name and email (if not your supervisor)*

OR Professor Caroline Horton, Chair of Bishop Grosseteste University’s Research Ethics Committee, caroline.horton@bishopg.ac.uk.

**Research consent form - template**

**Title of research project:**

**Name of researcher:**

**By signing below:**

1. I confirm that I have read and understood the information sheet for the above research project and have had the opportunity to ask questions.
2. I understand that my participation is voluntary and that I am free to withdraw at any time, without giving any reason.
3. I consent for my data to be stored and used as outlined in the information sheet, including publication and other forms of dissemination as appropriate.
4. I agree to take part in this research project.

**For parents only** (*delete where not appropriate to include):*

1. I consent to my child(ren) being approached to see if they wish to take part.

**Name of participant/parent:**

**Signature:**

**Date:**

**Name of researcher:**

**Signature:**

**Date:**