## **Ethics Application Form 2020-21 For Office Use only**

 Ethics Board Approval signature:

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| **Ref No:****Programme of study:****Or** **Name of study:** |

Guidance Notes for Ethical Approval

**Research ethics**

Research is to be conducted according to the principles set out in the Research College Group’s (RCG) research ethics guidance and must comply with the requirements of the BERA guidelines (2018) or another named ethical code.

The guidance applies to all RCG members or to staff and students of a member institution. It also applies to third parties (e.g. staff or students from other institutions) who propose to undertake research with the RCG or a member organisation.

The guidance states that all research must be conducted according to appropriate ethical, legal and professional frameworks, obligations and standards.

It specifies that the following types of research must undergo ethical scrutiny by the appropriate research ethics committee and obtain formal approval before it is undertaken:

* research involving living human participants, their tissue or their data;
* research with the potential for adverse environmental impact;
* research involving NHS patients, staff or resources;
* research involving animals;
* research into terrorism, extremism, radicalisation, and other areas under the counter-terrorism and security act (2015) and prevent duty for higher education (2015).

Other forms of research may also raise significant ethical issues, and this too should be subject to ethical review. if in doubt about whether research requires ethical review, advice should be sought from the chair of the Research College Group or member organisation Ethics committee.

Ethical approval must be obtained by *all researchers* prior to starting research. Within member organisations all staff and students must discuss the content of the form with their supervisor who will advise them about revisions prior to submission to the committee. A final copy of the application will then be agreed and the researcher and supervisor will ‘sign it off’. The form is then forwarded to the appropriate Ethics Committee for discussion at the relevant meeting.

The form must be completed with as much detail about the project as possible to ensure the committee can make an informed decision. Failure to include details will result in the research being rejected until the details are included which could delay the start of your research.

As a result of GDPR, ensuring that data is to be kept confidential, secure and destroyed safely once it is no longer required is particularly important. This section of the form must be completed in particular detail if approval is to be granted.

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| **Is this application a resubmission?** *(delete as appropriate)* | **Yes** |  | **No** |

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| If **Yes**, please indicate previous issues raised with application |
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**Prior to submitting the application form:**

*Failure to complete the necessary documents will result in the application being returned to the applicant without being reviewed for re-submission thus delaying the approval process.*

**Documentation Attached** *(mandatory unless otherwise stated. If questionnaires, consent etc. is required, then it must be attached here).*

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| **Document** | **Attached (Y/N)** |
| **Informed Consent Form** (please see RCG template) |  |
| **Indicative Questionnaire** |  |
| **Indicative Interview Questions** |  |
| **Participant sheet**  |  |
| **Gatekeeper/Organisation consent**  |  |
| **Physical Activity Readiness Questionnaire** (please see RCG template) |  |
| **Data Protection Impact Assessment** (Use of RCG form mandatory for all RCG projects) |  |
| **Equality Impact Assessment** (Use of RCG form mandatory for all RCG projects) |  |
| **NB: Proposals without relevant supporting documents will not be passed** |  |

**Name of Tutor supervising project:­­­­­­ < >**

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| **Does your project include the following potential risks?** | **Yes** | **No** |
| Will this project use any NHS or Care sector settings? |  |  |
| Will this project include anyone under the age of under 18? |  |  |
| Will this project involve women who may be pregnant? |  |  |
| Will this project involve anyone who may have mental illness? |  |  |
| Will this project involve adults lacking the capacity to consent for themselves? |  |  |
| Any other vulnerable groups? |  |  |

**If you answered Yes to any of the above, please provide a supporting statement identifying precautions you will take:**

1. **Title of proposed research project**

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**2. Research Question**

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1. **What are you aiming to achieve from this research?**

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1. **What is the rationale that led to this project?**

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1. **Is your project part in collaboration with any other student or staff research project? If so please give details including how you will ensure recognition for all parties involved.**

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1. **Explain the research design of the project**

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1. **How many participants/subjects will be recruited and/or involved in the research study, and what is the rationale behind this number?**

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1. **Has gatekeeper/organisational consent been obtained for the use of these participants?**

Note: a **gatekeeper** is an individual with whom the researcher must negotiate access to participant subjects. The gatekeeper for RCG is the Ethics Committee

**YES/ NO** (*please provide evidence in appendix and if* ***No*** *explain why*)

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1. **How are you going to approach/recruit individuals to be involved in your research?**

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1. How will you ensure you gain voluntary informed consent from anyone involved in the study? *(If you are using any vulnerable groups, please explain how their consent will be obtained. If there are power issues regarding researcher and participants such as direct teacher / student relationship please explain how these will be addressed.)*
2. The Research College Group actively promotes the use of practitioner research to develop and inform thinking across the post-16 education and training sector. Please detail the practitioner’s research your work draws upon in the box below, or a explanation for why this was not possible.

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Guidance Notes for DatA PROTECTION APPROVAL

**Open Data & Data Management**

RCG supports the principles set out in the UK Concordat on open research data and supports the principle of open access for both research data and outputs, recognising the benefits to the public and wider academic community. These principles outline that all researchers have a duty to:

* Take responsible ownership of all research data that they generate.
* Follow legal, regulatory and compliance needs.
* Ensure the maximum possible security and confidentiality of research data and that personal, confidential or sensitive data is not disclosed to unauthorised recipients.
* Ensure the integrity of research data.
* Ensure the appropriate availability of data.

Therefore, integrated into the research ethics form, is a section on data management, focusing on the storage, sharing and availability of your data. To find out more, please refer to:

* the RCG Data Protection Impact Assessment form, which must be completed as part of gaining ethical clearance.
* the UK concordat on open data:

<https://www.ukri.org/files/legacy/documents/concordatonopenresearchdata-pdf/>

1. **Other ethical issues that need to be considered.** For exampleBritish Educational Research Association, (BERA) *ethical considerations. Please note issues regarding inclusion or equality and diversity will be addressed by the completion of the Equality Impact Assessment form.*

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1. **Will the methods and/or procedures involve any of the below?**

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|  | **Yes** | **No** |
| Involves taking blood samples |  |  |
| Involves procedures which are likely to cause physical, psychological, social or emotional distress to participants |  |  |
| Is designed to be challenging physically or psychologically in anyway (includes any study involving physical exercise) |  |  |
| Exposes participants to risks or distress greater than those encountered in their normal lifestyle |  |  |
| Involves collection of body secretions by invasive methods |  |  |
| Prescribes intake of compounds additional to daily diet or other dietary manipulations or supplementation |  |  |
| Involves testing new equipment |  |  |
| Involves the use of supplements |  |  |

*If you answered* ***Yes****, please explain below:*

1. **Indicative Resources – provide an initial list of all resources, including some references to be used as part of the project**

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***I certify that the above information is, to the best of my knowledge, accurate and correct. I understand the need to ensure I undertake my research in a manner that reflects good principles of ethical research practice.***

Signed by Researcher: …………………………………………………………………..…………………….

Date ……………………………………………………………………………………….……………………….

*In signing this form, I confirm that I have read and agreed the contents with the student.*

Signed by Supervisor: …………………………………………………………...…………………………

Date …………………………………………………………………………………………………………………..