

Guide to completing the Undergraduate /Post Graduate Taught Ethics Application Form

These notes will help you work through the form (and save you having it sent back for further completion!)

Section 1 and 2 a to 2d – Just your details, supervisor details, the module details and the title of your research - so it should be easy to do

Section 2e – Please tell us what you are planning to do.

Go through the items 1 to 8 and supply those details. If they do not apply please advise accordingly. Where any of items 1 to 8 do apply please tell us how they apply.

For example, 2e. 7 Give details as to whether your project being funded by a third party? (this includes if funding has been applied for but not yet given). Most of you will not be funded. So a simple sentence to say "This research is not being funded" will be sufficient and will ensure that item 2.e 7 has been covered. Likewise if you are not doing research overseas, just provide a sentence to that effect "I am not doing research overseas".

If you are doing research off campus please read the note about having your research risk assessed

Section 3 – Just one question that relates to whether there is conflict of interest – the question gives examples of what is a conflict of interest – answer yes or no

Section 4.1 Participation in your research should be voluntary and based on informed consent so it is expected that you will answer 'yes' to both these questions. If you answer 'no', explain why

Section 4.2 – Relates to how you protect the anonymity and confidentiality of your participants (and the data – or information – they give you). For a survey you could answer for example by not asking or revealing the names of participants

But also tell us how you are keeping the information securely – for example, will you store digital data on a password protect computer (or an encrypted USB drive that only you know the password to?

If you have recorded an interview what are you doing with the original recording once you have uploaded it to a secure storage space? It needs erasing immediately after uploading so tell us that you will do just that.

If your research involves collecting hard copy questionnaires where will you store them? Are they securely kept? How is it secure (e.g. Locked drawer that you only have access to)? Remember you should have promised research participants that the information they give is being kept securely so tell us how you will keep that promise.

Section 4.3 – Avoiding harm. Here you might think about whether questions you ask would cause harm. Do you really need to ask those and not others? If you avoid asking them about their personal experiences this might well avoid harm. If you feel your questions are essential but might cause harm what can you do if your participant becomes distressed (or might become distressed later). For example, if your participant is a student you might give them the contact details of student welfare. So you'll need to show us that you know these contact details so you can (in turn) advise the participant.

Sections 5, 6, 7 and 8. There are a number of questions but if you examine these one by one you'll see that they need you to answer 'yes' or 'no'.

If you answer 'yes' then tell us the details.

If you answer 'yes' to any question in section 8 then see the note in bold below Section 8 (regarding other people helping you to conduct the research – and details of Disclosure and Barring checks).

My advice here is that all questions between Sections 5 to 8 should be answered 'no' unless it is absolutely essential that you need these participants. But even then, you might consider recruiting other participants. For example, professional groups who deal with offenders rather than offenders themselves.

Section 9. - Your module leader or supervisor will give you these details

Section 10. - Don't forget to submit copies of these forms!

Section 11- Don't forget to digitally sign the application!

Submit the form to Blackboard (but not through Turnitin)