**On the following pages are examples of satisfactory and unsatisfactory narratives of Section 2 of the ethics application form**

**In bold the foot of each page you’ll find the narratives of applicant**

**There are 4 examples given of Section 2**

**Example 1 An unsatisfactory version of the ethics application form. Interviewing employees in the workplace**

**Example 2: A satisfactory version of Section 2 of the application form: interviewing employees**

**Example 3: A satisfactory version of Section 2 of the application form: A survey of employees**

**Example 4: A satisfactory version of Section 2 of the application form: Interviewing students and the public**

**Example 1 Here is an unsatisfactory version of this section of the ethics application form. Interviewing employees in the workplace**

**On the following pages are versions that are satisfactory with regard to Section 2 of the ethics application form. By reading them all you’ll be able to identify what is good practice**

**IMPORTANT: Please include the following details**

Who your sample will include (*not names but job roles, positions in civic society etc*)

How will they be selected and recruited?

Provide details of your principal data collection methods (e.g. questionnaires, interviews, observation, social media sites, documents – be as specific as possible **but ensure that you submit a copy of your questionnaire or your schedule of research questions with this application**

Where will you be collecting the Data? *(please provide details of the sites/locations where data collection will take place- and what times of day i.e during normal working hours i.e. 9am till 5 pm)*

If you are collecting data at a primary or secondary school/work premises/police stations/law courts etc. (but not the NHS) have you obtained, or will you obtain, written permission from the organisation before you start your research? If your answer is ‘No’ please state the reasons why.

If you are collecting data off DMU campus will a member of DMU Staff or responsible adult such as a relative or friend be made aware of the locations you intend to undertake research, dates and times and when you are expected to return? Please state the name and contact details of the DMU member of staff or responsible adult (Please see the Suzy Lamplugh Foundation Guidelines on lone working: <https://www.suzylamplugh.org/>)

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)

If you are collecting data elsewhere other than the UK, will you also obtain ethical approval within that host country? If not, please explain. Have you identified and complied with all local requirements in that country concerning ethical approval & research governance and data protection\*? Please also give contact details of a local person identified to field initial complaints locally so the participants can complain without having to write to or telephone the UK

*\*Please note that many countries require local ethical approval or registration of research projects, further some require specific research visas. You must also ensure you are aware of and abide by the national data protection legislation including legal requirements around research using data and transfer of data to and from the UK. If you do not abide by the local rules of the host country, you will invalidate your ethical approval from DMU, and may run the risk of legal action within the host country*

**The proposed sample involves interviewing a number of people in their workplace. I will ask them to complete a questionnaire. I will go to the company and leave a questionnaire for me to collect in a week’s time. They can also email me the questionnaire. It will be an anonymous questionnaire. The people at Simpsons have been selected because I know them and the manager is my Uncle. I will interview some of them too anonymously.**

**I will be asking them if they have ever stolen from their current employer and if so what have they stolen.**

**Example 2: A satisfactory version of Section 2 of the application form: interviewing employees**

 **IMPORTANT: Please include the following details**

Who your sample will include (*not names but job roles, positions in civic society etc*)

How will they be selected and recruited?

Provide details of your principal data collection methods (e.g. questionnaires, interviews, observation, social media sites, documents – be as specific as possible **but ensure that you submit a copy of your questionnaire or your schedule of research questions with this application**

Where will you be collecting the Data? *(please provide details of the sites/locations where data collection will take place- and what times of day i.e during normal working hours i.e. 9am till 5 pm)*

If you are collecting data at a primary or secondary school/work premises/police stations/law courts etc. (but not the NHS) have you obtained, or will you obtain, written permission from the organisation before you start your research? If your answer is ‘No’ please state the reasons why.

If you are collecting data off DMU campus will a member of DMU Staff or responsible adult such as a relative or friend be made aware of the locations you intend to undertake research, dates and times and when you are expected to return? Please state the name and contact details of the DMU member of staff or responsible adult (Please see the Suzy Lamplugh Foundation Guidelines on lone working: <https://www.suzylamplugh.org/>)

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)

If you are collecting data elsewhere other than the UK, will you also obtain ethical approval within that host country? If not, please explain. Have you identified and complied with all local requirements in that country concerning ethical approval & research governance and data protection\*? Please also give contact details of a local person identified to field initial complaints locally so the participants can complain without having to write to or telephone the UK

*\*Please note that many countries require local ethical approval or registration of research projects, further some require specific research visas. You must also ensure you are aware of and abide by the national data protection legislation including legal requirements around research using data and transfer of data to and from the UK. If you do not abide by the local rules of the host country, you will invalidate your ethical approval from DMU, and may run the risk of legal action within the host country*

**The proposed sample involves interviewing around 15 frontline employees of various large organisations and companies in Leicester. The sample is being purposively selected as those involved directly or indirectly with the textile trade. Initial contact will be made from my University email address to ask if they are interested in taking part in principle in the interviews. If they agree I will also seek permissions from those in authority in the organisation to allow me to interview the employee. Alternatively, I will approach the organisation first and ask for them to allow me to approach certain individuals on their frontline. The latter is the more likely approach to recruiting participant. Regardless, it is anticipated that 10-15 interviews will be conducted either face to face or over the phone. All participation will be voluntary, based on informed consent and participants will be advised of the right to withdraw.**

**Face to face interviews will take place either at the University or (more likely) at the place of work bering conducted in private between the hours of 10am and 4pm, but in a place where others, though not able to hear the conversation, will be nearby .**

**Where interviews are conducted off campus they will be undertaken where there is no machinery and I will advise a nominated contact at the University (say a member of Academic staff or another student of my safe return either home or the University at a designated time or contacting them at that time to advise them of my safety. If I do not contact them within 15 minutes after the designated time my contact will advise Security of my non-return. They will know the location of my visit**

**The project has no third party funding**

**As noted the project is not being undertaken overseas .**

**Example 3: A satisfactory version of Section 2 of the application form: A survey of employees**

**IMPORTANT: Please include the following details**

Who your sample will include (*not names but job roles, positions in civic society etc*)

How will they be selected and recruited?

Provide details of your principal data collection methods (e.g. questionnaires, interviews, observation, social media sites, documents – be as specific as possible **but ensure that you submit a copy of your questionnaire or your schedule of research questions with this application**

Where will you be collecting the Data? *(please provide details of the sites/locations where data collection will take place- and what times of day i.e during normal working hours i.e. 9am till 5 pm)*

If you are collecting data at a primary or secondary school/work premises/police stations/law courts etc. (but not the NHS) have you obtained, or will you obtain, written permission from the organisation before you start your research? If your answer is ‘No’ please state the reasons why.

If you are collecting data off DMU campus will a member of DMU Staff or responsible adult such as a relative or friend be made aware of the locations you intend to undertake research, dates and times and when you are expected to return? Please state the name and contact details of the DMU member of staff or responsible adult (Please see the Suzy Lamplugh Foundation Guidelines on lone working: <https://www.suzylamplugh.org/>)

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)

If you are collecting data elsewhere other than the UK, will you also obtain ethical approval within that host country? If not, please explain. Have you identified and complied with all local requirements in that country concerning ethical approval & research governance and data protection\*? Please also give contact details of a local person identified to field initial complaints locally so the participants can complain without having to write to or telephone the UK

*\*Please note that many countries require local ethical approval or registration of research projects, further some require specific research visas. You must also ensure you are aware of and abide by the national data protection legislation including legal requirements around research using data and transfer of data to and from the UK. If you do not abide by the local rules of the host country, you will invalidate your ethical approval from DMU, and may run the risk of legal action within the host country*

**The proposed sample involves interviewing employees’ views of the level of corruption in their workplace. There will be a random sample of of 10-15 employees proactively recruited through social media channels, where they will be provided with assurances of anonymity confidentiality as (if they volunteer to participate) there will be in the initial information a link to an electronic questionnaire (such as those Surveymonkey, which they can complete and submit, if they choose to participate).**

**Even though they are employees discussing their employer the very nature of the research means that we will not be asking employers for their prior authority for employees to participate.**

**All participants who complete the questionnaire will do so on the basis of inferred and informed consent (that is; while we give information as to the purposes of the research, their completion of the form implies they are consenting voluntarily to be participants)**

**The project has no third party funding**

**As noted the project is not being undertaken overseas .**

**Example 4: A satisfactory version of Section 2 of the application form: Interviewing students and the public**

**IMPORTANT: Please include the following details**

Who your sample will include (*not names but job roles, positions in civic society etc*)

How will they be selected and recruited?

Provide details of your principal data collection methods (e.g. questionnaires, interviews, observation, social media sites, documents – be as specific as possible **but ensure that you submit a copy of your questionnaire or your schedule of research questions with this application**

Where will you be collecting the Data? *(please provide details of the sites/locations where data collection will take place- and what times of day i.e during normal working hours i.e. 9am till 5 pm)*

If you are collecting data at a primary or secondary school/work premises/police stations/law courts etc. (but not the NHS) have you obtained, or will you obtain, written permission from the organisation before you start your research? If your answer is ‘No’ please state the reasons why.

If you are collecting data off DMU campus will a member of DMU Staff or responsible adult such as a relative or friend be made aware of the locations you intend to undertake research, dates and times and when you are expected to return? Please state the name and contact details of the DMU member of staff or responsible adult (Please see the Suzy Lamplugh Foundation Guidelines on lone working: <https://www.suzylamplugh.org/>)

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)

If you are collecting data elsewhere other than the UK, will you also obtain ethical approval within that host country? If not, please explain. Have you identified and complied with all local requirements in that country concerning ethical approval & research governance and data protection\*? Please also give contact details of a local person identified to field initial complaints locally so the participants can complain without having to write to or telephone the UK

*\*Please note that many countries require local ethical approval or registration of research projects, further some require specific research visas. You must also ensure you are aware of and abide by the national data protection legislation including legal requirements around research using data and transfer of data to and from the UK. If you do not abide by the local rules of the host country, you will invalidate your ethical approval from DMU, and may run the risk of legal action within the host country*

**The proposed sample involves interviewing around 40 young people as to their views concerning how social media might influence purchasing choices of games software. The participants are expected to be both students from the university and also members of the public. I will be specifically recruiting those participants in the 18-25 age group known to be the most prolific uses of both social median and of games software**

**I will recruit participants in two ways. First, I will situate myself in the University library entrance (having first obtained agreement form library staff) and ask every 10th person if they wish to participate. Second, I will undertake recruitment of other young people by the Clock Tower in Leicester City Centre (again asking every 10th person who is likely in the target age group to if they wish to participate). In both instances I will first ensure that they are in the target age group and if they are not the interview will cease and they will be thanked, but no longer involved. Both samples will be asked for their informed consent, by giving them verbally details of the research and asking them for their verbal consent (using the guide on the BAL ethics webpage)**

**All participants who opt for answering my questions will do so on the basis of inferred and informed consent (that is; while we give information as to the purposes of the research, their continued involvement in answering the questions I ask implies they are consenting voluntarily to be participants). All interviews whether in the university or in the City Centre will take place between 10 am and 2pm (i.e. during daylight hours)**

**The project has no third-party funding and as noted, the project is not being undertaken overseas.**