Application process for ethical approval: College of Social Sciences

Friday January 19th 2018
Ethics Structure @ Glasgow

- UEC
- SS
- S&E
- Arts
- MVLS
- Education
- ASBS
- Law
- IS
- SPS
Research Ethics

This section of the College Research website provides guidance on the review process and who to contact about your application.

This guidance applies to all staff and students in the College of Social Sciences undertaking research in their capacity as members of the University of Glasgow.

Information for Applicants
Forms and guidance notes

Information for Applicants
FAQ
Ethics Training Dates 2016-17 (pdf)

Ethics Contacts
College Research Ethics Committee
Information for all applicants

Before you can start any research project involving human participants, material or data in the College, you have to get approval from the College of Social Sciences Ethics Committee (PGR and Staff) or your School’s Ethics Forum (UG and PGT). Their terms of reference are: to receive research proposals from students and staff of the Schools and College and to consider any ethical issues that might arise from the execution of this research.

The following information is provided to ensure that you are aware of possible ethical issues related to your research.

+ Working with People
+ Working with Children
+ Working with potentially vulnerable adults
+ Working with Glasgow University Students
+ Protection of Vulnerable Groups Scheme
+ Lone working considerations
+ Recruiting Participants
+ Electronic Recruiting
+ Providing Information to potential participants
+ Consent forms
+ Confidentiality
+ Payment to research participants
+ Copyright and qualitative research
+ Retention and Disposal of Data
+ Data Sharing for Staff and Postgraduate Research Students
+ Informing participants of results of research
Staff and Postgraduate Research Students

The College Research Ethics Committee considers staff and postgraduate research student applications.

Applications should be submitted at least 6 weeks in advance of the intended start date for data collection to allow for review and any changes required.

Application forms and notes on how to complete them are available below, please consult the Information for Applicants section of this website for specific guidance on ethics issues.

Retrospective approval cannot be given and any data collected without ethical approval cannot be used. It is important that you allow enough time for your application.

The completed Staff and PGR Ethics Application Form, along with any other required documents (Participant Information Sheet, Consent Form, Interview Questions etc.) should be uploaded to the Research Ethics System at https://frontdoors.pa.gla.ac.uk/login/

- Ethics Forms and Guidance Notes: Staff and PGR
- Responsibility: Staff and PGR
- Supervisor Notes: PGR
- Late Submissions: Staff and PGR
- Online System Guides for PGR Students
- Online System Guides for Supervisors
- Online System Guides for Staff
- How the Research Ethics Committee decides
- Appeals: Staff and PGR Students
- Amendments to Approved Application: Staff and PGR
Important Note: In all cases applications will be returned if Ethical Risks section is not completed and/or signatures not provided both there and at end of application form. All Documents are in Word format.

You should refer to the Online System Guides in the section below for assistance in uploading your application. December 2016: Note updates to guides on resubmission of applications following requested changes by administrator or ethics committee.

Application Form and Notes
- Staff and PGR Ethics Application Form
- Staff and PGR Application Guidance Notes
- Risk Guidance and Risk Assessment Form
  - Risk Guidance Document staff_PGR
  - Graduate School PGR Risk Assessment Form
- Sample Participant Information Sheet and Notes
  - Sample Participant Information Sheet (Staff_PGR)
  - Participant Information Sheet Guidance (Staff_PGR)
  - Sample Plain Language Statement child (Staff_PGR)
- Sample Consent Form and Notes
  - Sample Consent Form (staff_PGR)
  - Consent Form Notes
- Easy Read Forms
  - easy read Plain Language Statement
  - easy read Consent Form
Online Research Ethics System application process

- **Student** creates application, email sent to supervisor to let them know, supervisor can return for changes or send on to administrator.
- **Staff** application is sent directly to administrator.

**Administrator review:** If documents not completed correctly or some missing, will return to applicant with comment document for correction.

**Examples:** Ethical risks section on form must be completed and signed. Participant Information Sheet must have paragraph about confidentiality.
Online Research Ethics System application process

**Committee Reviewer:** Has two weeks to complete review, upload comment document and recommendation to lead.

**Lead Reviewer:** Has further one week to complete, upload collated comments and final outcome.

- **Approve:** with approval letter
- **Reject:** with rejection letter
- **Major Changes Required** – collated comments detailing changes, applicant to resubmit, goes to both reviewers
- **Minor Changes Required** - collated comments detailing changes, applicant to resubmit, goes to lead reviewer only

When resubmitting application must fill in *Resubmission Document* to show how they have addressed the feedback.

* This is given as copy of collated comments with response section to be completed and reuploaded
Common problems with applications

Inadequate, insufficiently informative description of research project proposed.

Inadequate consideration of research ethics risks involved (by applicant and where applicable by supervisors).

Poorly prepared research materials, including inappropriate technical language in “plain language statements” / participant information sheets.

Failure to follow guidance: e.g. omitting to identify, in PLS, an independent person to refer questions/concerns; a lack of detail where required

Inadequate consent forms.

Other Issues:

Insufficient time before project starts. There is a fast track process but only for special cases – e.g. where funding body demands a quick response. Normally should allow up to 6 weeks.*

Gatekeepers and permission, informed consent and confidentiality.
Amendments to approved application

Notify the committee/forum, and obtain approval, if there are proposed:

- Changes to the study design.
- Changes to procedures undertaken by participants.
- Changes/addition to the key study documents.
- Changes to key/senior supervisory staff
- Changes to time-scale.