

## **College Research Ethics Committee for Non-Clinical Research involving Human Participants/Data**

**Undergraduate and Postgraduate Taught Students Application Form for ethical approval from**

**School Ethics Forum**

Before completing this form, refer to the guidance notes available at [College ethics information](https://www.gla.ac.uk/colleges/socialsciences/students/ethics/forms/staffandpostgraduateresearchstudents/#d.en.473063) and [Ethics Information for Applicants](https://www.gla.ac.uk/colleges/socialsciences/students/ethics/informationforapplicants/).

This application form should be typed and submitted electronically. **All questions must be answered**.“Not applicable” is a satisfactory answer where appropriate.

Applications should be submitted **at least 4 weeks in advance** of the intended start date for the data collection to allow time for review and any amendments that may be required.

**Send to relevant School Ethics Forum (SEF)** via email to School ethics administrative contact. See [College ethics contacts](https://www.gla.ac.uk/colleges/socialsciences/students/ethics/committee/ethicscontacts/) **(Except School of Education** which should be submitted electronically via the [Research Ethics System](https://frontdoor.spa.gla.ac.uk/login/))

Applications requiring PVG Clearance/permissions to access participants will not be approved until evidence of this is received by Ethics Administrator. Guidance is available at [PVG Guidance](https://www.gla.ac.uk/myglasgow/humanresources/mgrs-admin/mgr-guidance/pvgscheme/).

### **Applicant Details\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­\_\_\_\_\_\_\_**

**Undergraduate Student**

**Postgraduate Taught Student**

### **Student ID** Enter text here

### **Name of Applicant** Enter text here

### **School & Subject** Enter text here

### **Degree/Programme Title** (All student applicants) Enter text here

**Is research part of a placement? Yes  No**

**Details:** Enter text here

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Programme Convenors** applying for **Cohort** approval only to complete this section

Full course project within a UG programme

Full course project within a PGT programme

Details of programme cohort approval applied for:

### Enter text here

### **Application Details\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project Title** Enter text here

**Data Collection Start Date** At least 4 weeks after application submission Click here to enter a date.

**Proposed Project End Date** e.g. date of degree award, Click here to enter a date.

**Is this application being submitted to another ethics committee,** or has it been previously submitted to another ethics committee?  **Yes  No**

**If Yes provide details** Enter text here

**Is the research subject to external funding**? (i.e. a sponsor or funding body) **Yes  No**

**If Yes provide details** Enter text here

**Does the research involve using networked or electronic data** such as internet platforms, apps, social media, secondary data, Big Data? **Yes  No**

**If YES you must complete the ‘Protocol for research dealing with non-standard human data’** This can be downloaded from the [College ethics website](https://www.gla.ac.uk/colleges/socialsciences/students/ethics/forms/staffandpostgraduateresearchstudents/#d.en.473063).

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**1 Description of project** Give a brief description of the project.

Enter text here

**2 Ethical Risks:** **this section must be completed and signed/dated in some form by all Supervisors.**

**2.1 Risk Assessment:**

**Is this application considered to be a low risk or high risk application?** Refer to [Risk Guidance Document](https://www.gla.ac.uk/colleges/socialsciences/students/ethics/forms/undergraduateandpostgraduatetaughtstudents/)

**High Risk  Low Risk**

**2.2 Explain specifically why the high or low risk distinction has been made.**

Enter text here

**2.3 Risk Assessment Comments from Supervisor**

Comment on the research ethics risks involved in the project. Potential risks should be clarified, and evidence given of solutions to mitigate these.

Enter text here

**2.4 Supervisor Statement on COVID-19 Fieldwork Risk Assessment**

Supervisor should confirm here that risks associated with COVID-19 have been identified and addressed. Refer to [Fieldwork/Project Risk Assessment Template on the SEPS website](https://www.gla.ac.uk/myglasgow/seps/forms/#d.en.37632).

**I confirm that risks associated with COVID-19 have been considered, and where relevant, steps taken to mitigate these.**

**Declaration: I have checked this application and approve it for submission for review to the Ethics Committee.**

**2.5** X Enter text here **Supervisor**

X Click here to enter a date.

**! Application will be returned if Ethical Risks section is incomplete !**

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3 Names of Researchers

3.1 All Researchers including research assistants and transcribers where appropriate

|  |  |  |  |
| --- | --- | --- | --- |
| Title | First and Surname | Telephone | Email usually UofG |
| **Enter text here** | **Enter text here** | **Enter text here** | **Enter text here** |
| **Enter text here** | **Enter text here** | **Enter text here** | **Enter text here** |
| **Enter text here** | **Enter text here** | **Enter text here** | **Enter text here** |

3.2 All Supervisors Principal Supervisor first where applicable

|  |  |  |  |
| --- | --- | --- | --- |
| Title | First and Surname | Telephone | Email usually UofG |
| **Enter text here** | **Enter text here** | **Enter text here** | **Enter text here** |
| **Enter text here** | **Enter text here** | **Enter text here** | **Enter text here** |
| **Enter text here** | **Enter text here** | **Enter text here** | **Enter text here** |

**4** **Justification for the research**

Why is this research **significant** **to the wider community**? What might be the **impact** **on your practice** or the practice of others? How will the possible benefits to researchers, participants and others realised from the project justify any risks or discomfort involved?

Enter text here

**5** **Research Methodology and Data Collection**

**5.1 Method of data collection** Attach indicative themes/questions in separate document, in sufficient detail to present a clear view of the project and its ethical implications.

Select all that apply

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Method** | **Face to Face** | **Online** | **Attached** | |
| **5.1a Individual Interview** Attach an interview schedule |  |  |  | |
| **5.1b Focus group** Attach a focus group schedule |  |  |  | |
| **5.1c Questionnaire** Attach a questionnaire |  |  |  | |
| **5.1d Participant observation** Attach an observation proforma |  |  |  | |
| **5.1e Other methodology** Provide details below – maximum 50 words. |  |  |  | |
| **5.1f Recording** **interviews, focus groups or events** Provide evidence of permission on the consent form. | **Audio** | **Visual** |  | |
| If **Other** selected above provide details here:  Enter text here | | | |

**5.2 Research Methods**

**Explain the reasons for the chosen method(s), the estimated time commitment required of participants and how the data will be analysed**. Include reference to methods of providing confidentiality as indicated below.

Enter text here

# 6 Confidentiality and Data Handling

6.1 Will the research involve: Select all options that apply to your (different) research methods

Choose the type of method at top of each column, e.g. interview / questionnaire

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Degree of Anonymity** | Select method | Select method | Select method | Select method | Select method |
| **6.1a De-identified samples or data** (i.e. a **reversible** process whereby identifiers are replaced by a code, to which the researcher retains the key, in a secure location? |  |  |  |  |  |
| **6.1b Anonymised samples or data** (i.e. an **irreversible** process whereby identifiers are removed from data and replaced by a code, with no record retained of how the code relates to the identifiers. It is then impossible to identify the individual to whom the sample of information relates)? |  |  |  |  |  |
| **6.1c Complete anonymity of participants** (i.e. researchers will not meet, or know the identity of participants, as participants are part of a random sample and are required to return responses with no form of personal identification)? |  |  |  |  |  |
| **Use of Names** |  |  |  |  |  |
| **6.1d Subject being referred to by pseudonym** in any publication arising from the research? |  |  |  |  |  |
| **6.1e Participants consent to being named?** |  |  |  |  |  |
| **6.1f Participants being made aware that confidentiality may be impossible to guarantee;** for example in the event of **disclosure of harm or danger** to participants or others. This is a required clause. |  |  |  |  |  |
| **6.1g Participants being made aware that confidentiality may be impossible to guarantee;** for example due to **size of sample, particular locations** etc.? |  |  |  |  |  |
| **6.1h Participants being made aware that data may be shared/archived or re-used** in accordance with Data Sharing Guidance provided on Participant Information Sheet? |  |  |  |  |  |
| **6.1i Any Other methods of protecting the privacy of participants?** (e.g. use of direct quotes with specific, written permission only; use of real name with specific, written permission only): |  |  |  |  |  |
| If **Other** selected above provide details here:  Enter text here | | | | | |

# 6.2 Which of the following methods of assuring confidentiality of data will be implemented?

# Note: The more ethically sensitive the data, the more secure the conditions of storage are expected to be.

# Select all that apply

|  |  |
| --- | --- |
| **6.2a Data will be stored at University of Glasgow**  **\* Paper** (kept secure in locked facility/cabinet)  **\* Electronic** (files to be available by password only **and** data encrypted; see [UofG/IT/InformationSecurity](https://www.gla.ac.uk/myglasgow/it/informationsecurity/confidentialdata/)/ConfidentialData for guidance) |  |
| **6.2b Data will be stored at another site** provide details/address below  **\* Paper** (kept secure in locked facility/cabinet)  **\* Electronic** (files to be available by password only **and** data encrypted; see [UofG/IT/InformationSecurity](https://www.gla.ac.uk/myglasgow/it/informationsecurity/confidentialdata/)/ConfidentialData for guidance)  **(Provide details/address below)**  Enter text here |  |
| **6.2c Other** (other methods of securing confidentiality of data in transmission, access, and storage)  (e.g. data to be encrypted for transmission/security measures if data sent outside UK; cloud storage and access) See [UofG Data management support](https://www.gla.ac.uk/myglasgow/datamanagement/lookingafteryourdata/datasharing/) and link given above. |  |
| If you have selected **Other** above provide details here:  Enter text here | |

**7** **Access to data**

**7.1a Will anyone other those named above,** examiners, research assistants, transcribers access the research data? **Yes**   **No**

**7.1b If YES please provide details below.** If e.g. transcribers are not known at this time, please forward details to Ethics Administrator when available.

Enter text here

**7.2** **Retention and disposal of Personal data**

**7.2a Explain/justify your proposals for retention and disposal of any PERSONAL data to be collected.**  For example, names, addresses, contact information. The definition of personal data is available at [UofG GDPR Changes](https://www.gla.ac.uk/myglasgow/dpfoioffice/gdpr/changes/). Further information on GDPR is available at [UofG GDPR Guidance](https://www.gla.ac.uk/myglasgow/dpfoioffice/gdpr/).

Enter text here

**7.2b It is normally appropriate to destroy the personal data** at the end of the research project, if you do **NOT** intend to do so, you must provide **substantial reasons** below.

Enter text here

**7.3** **Retention and disposal of RESEARCH data**

**Explain/justify your proposals for retention and disposal of RESEARCH data to be collected.** UofG research data is expected to be retained for 10 years. Further guidance is available in [Code of Good Practice in Research](https://www.gla.ac.uk/media/media_490311_en.pdf). For Data Management Support, visit [Data Management](https://www.gla.ac.uk/myglasgow/datamanagement/).

Enter text here

**8** **Dissemination of results** select all that apply

|  |  |  |
| --- | --- | --- |
| **Method** | **to participants** | **to peers/colleagues** |
| **8.1a Dissertation** |  |  |
| **8.1b Thesis (e.g. PhD)** |  |  |
| **8.1c Journal Articles** |  |  |
| **8.1d Conference Papers** |  |  |
| **8.1e Written summary of results to all** |  |  |
| **8.1f Other or none of the above** |  |  |
| If you have selected **Other** above provide details here:  Enter text here | | |

**9** **Participants**

**9.1 Explain how you intend to recruit participants.** Provide as much detail as you can about each different age/type of group will be used for each research activity e.g. Interviews.

Enter text here

**9.2** **Target Participant Group** Guidance on the age of legal capacity is available at [Age of Legal Capacity (Scotland)](http://www.legislation.gov.uk/ukpga/1991/50/contents).

Select all that apply

|  |  |
| --- | --- |
| **9.2a Students or Staff of the University of Glasgow**  (\* See [Working with Glasgow University Students](https://www.gla.ac.uk/colleges/socialsciences/students/ethics/informationforapplicants/#workingwithglasgowuniversitystudents)) |  |
| **9.2b Adults** (over 18 years old and **competent** to give consent) |  |
| **9.2c Adults** (over 18 years old who **may not** be competent to give consent) |  |
| **9.2d Young people ages 16-17 years old** |  |
| **9.2e Children under 16 years old** |  |

**10** **Will financial inducements/incentives other than reasonable expenses** and compensation for time, be offered to participants? **Yes**   **No**

**If YES provide details:**

Enter text here

**10.1** **Number of participants** Give details of different age groups/activities involved **for each method of data collection.**

Enter text here

**10.2** **Are any of the participants in a dependent relationship with any of the investigators,** particularly those involved in recruiting for or conducting the project? (i.e. student/teacher, employee/employer, patient/doctor, student supervisor etc.) **Yes**   **No**

**If YES provide details:**

Enter text here

**11** **Location of research** **participants** Select all that apply

|  |  |
| --- | --- |
| **11a University of Glasgow** |  |
| **11b Outside location(s)** (provide details/address below).  Enter text here |  |

##### 12 Permission to access participants

**12.1a**  **Do you require permission to gain access to research participants within an organisation?** e.g. Academic institution, **including University of Glasgow**, Private Company; school; Local Authority; Voluntary Organisation; Overseas institution,

**Yes**   **No**

**12.1b If YES is evidence of this permission provided with this application? Yes**   **No**

NB: Separate permission to survey students must be obtained, usually by the appropriate authority, prior to any such survey being undertaken onceethical approval has been granted. Once obtained, proof of permission must be forwarded to the Ethics Administrator. More details available on [Information for Applicants](https://www.gla.ac.uk/colleges/socialsciences/students/ethics/informationforapplicants/). See [Working with Glasgow University Students](https://www.gla.ac.uk/colleges/socialsciences/students/ethics/informationforapplicants/#workingwithglasgowuniversitystudents)

**12.2 If NO to either of the above questions, explain why permission is not required,** or why evidence is not provided with this application:

Enter text here

**13** **Informed consent**

**13.1** **Informed consent** Consult [UG/PGT Forms and Guidance Notes](https://www.gla.ac.uk/colleges/socialsciences/students/ethics/forms/undergraduateandpostgraduatetaughtstudents/#d.en.412017) to understand what you are required to provide in the Participant Information Sheet (a written ‘plain language’ statement that explains your project and invites participation) Contact details for Supervisor and School Ethics Officer **must** be included.

Select all that apply

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| **13.1a Have you attached your Plain Language Statement** (Participant Information Sheet)? |  |  |
| **13.1b Will a copy of the Plain Language Statement be offered to participants to keep?** |  |  |
| **If NO to 13.1b** above,please give details here:  Enter text here |  |  |
| **13.1c Is the Plain Language Statement suitable for all participants to ensure informed consent?** (Some may require special consideration, e.g. use of child friendly language, English as a second language) |  |  |
| **13.1d If ‘NO’ to any of the above questions, please explain:**  Enter text here | | |

**13.2 How will informed consent by individual participants or guardians be evidenced?** Written evidence of informed consent is normally obtained and retained using a formal consent form, with copies provided for review

select all that apply

|  |  |
| --- | --- |
| **Participant Consent** |  |
| **13.2a Signed consent form** |  |
| **13.2b Recorded verbal consent** |  |
| **13.2c Confirmed by return of survey** ( evidence of clear agreement of consent to use participant data must be provided at start of survey e.g. by use of tick box) |  |
| **13.2d Other** |  |
| If **Other** selected above, provide details here:  Enter text here | |

**14 Justification** if **written** evidence of informed consent will be **NOT** obtained and retained:

Enter text here

**15** **Monitoring**

**Describe how the project will be monitored to ensure that the research is being carried out as approved** (e.g. give details of regular meetings/email contact).

Enter text here

**16** **Health and Safety/Risk**

What are the potential issues of personal safety for you, other researchers or participants involved in the project and how will you manage them? (Other than lone field work. Where relevant, this should include risks associated with COVID-19.)

Enter text here

**16.1 Does the activity involve lone field work, lone working or travel to unfamiliar places?**  (E.g. Carrying out interviews alone and off-campus) See [Information for Applicants, Lone Working](https://www.gla.ac.uk/colleges/socialsciences/students/ethics/informationforapplicants/#/loneworkingconsiderations) NB: this does not apply to working within an institution such as a school.

Yes  No

**If Yes give details here of arrangements to minimise risks pertaining to this.**

Enter text here

**16.2 How will you ensure that you minimise any possible distress caused to participants by the research process?** Consider potential disruption or negative consequences that could cause emotional/social/economic distress.

Enter text here

**16.3 How would you respond if you think that the participant has become distressed by any of the issues raised by the research?** (Examples of distress: emotional, psychological, economic, health.)

**16.3.1** Contact Supervisor

**16.3.2** Contact details of support organisations provided on PLS/Information Sheet

**16.3.3** Provide details of support organisations at interview

**16.3.4** Any other responses you propose to provide:

Enter text here

**16.4 Does this research involve any sensitive topics or vulnerable groups?** You should refer to the [Risk Guidance Document](https://www.gla.ac.uk/colleges/socialsciences/students/ethics/forms/undergraduateandpostgraduatetaughtstudents/#d.en.412017) for guidance. Yes  No

**If YES,** give details here of arrangements to minimise risks pertaining to this.

Enter text here

17 Protection Of Vulnerable Groups

17.1 Does this project require Protection of Vulnerable Groups (PVG) clearance? Yes  No

**If YES,** evidence that this has been obtained/applied for, must be provided with this application.

**17.2 If PVG registration is held or an application is currently in progress, please provide details here:**

Enter text here

The Protection of Vulnerable Groups (Scotland) Act 2007 came into effect on 28 February 2011. This replaced the previous Disclosure Scotland checking system for individuals who work with children and/or protected adults. The University is a Registered Body under this legislation.

Guidance available at [UofG Protection of Vulnerable Groups](https://www.gla.ac.uk/myglasgow/humanresources/mgrs-admin/mgr-guidance/pvgscheme/) and additionally at [MyGov Types of Disclosure](https://www.mygov.scot/disclosure-types/?via=http://www.disclosurescotland.co.uk/).

18 Insurance

**18 Please provide additional details if the proposed research involves:**

* Work involving the use of research participants outside GB, NI, the Channel Islands or the Isle of Man
* The use of hazardous materials
* Non CE marked medical devices
* Molecules or compounds developed and manufacture at the UofG
* Number of participants in excess of 5000
* Work involving research participants known to be pregnant at the time of the project
* Activity involving any of the above may require additional insurance cover to be put in place

**See** [Insurance Guidance](https://www.gla.ac.uk/myglasgow/finance/staffsections/insuranceandrisk/) - If you have a problem accessing this link, please try a different browser e.g. Firefox instead of Internet Explorer.

Please contact [debra.stuart@glasgow.ac.uk](mailto:debra.stuart@glasgow.ac.uk) for further information regarding additional insurance requirements

**If applicable, please provide details here:**

Enter text here

**19 UK and Scottish Government legislation**

**Government Legislation** further information available at [Information for Applicants](https://www.gla.ac.uk/colleges/socialsciences/students/ethics/informationforapplicants/)

Select all that apply

|  |  |  |
| --- | --- | --- |
| Have you made yourself familiar with the requirements of the following legislation? | **yes** | **no** |
| [General Data Protection Regulation (GDPR) (May 2018)](https://www.gla.ac.uk/myglasgow/dpfoioffice/gdpr/) |  |  |
| [Freedom of Information (Scotland) Act 2002](http://www.itspublicknowledge.info/Law/FOISA.aspx) |  |  |

**If ‘NO’** to either of the above questions, explain why the legislation is not relevant.

Enter text here

**! Application will be returned if Declaration is not signed and dated !**

**20 Declarations by Researchers and Supervisors**

* The information contained herein is, to the best of my knowledge and belief, accurate.
* I have read the University’s current human [ethics guidelines](https://www.gla.ac.uk/research/aims/ourpolicies/ethics/), and accept responsibility for the conduct of the procedures set out in the attached application in accordance with the guidelines, the University’s Code of Conduct for Research and any other condition laid down by the University of Glasgow Ethics Committee and the College of Social Sciences Research Ethics Committee.
* I and my co-researcher(s) or supporting staff have the appropriate qualifications, experience, and facilities to conduct the research set out in the attached application and to deal effectively with any emergencies and contingencies related to the research that may arise.
* I understand that **no** research work involving human participants or data collection can commence until I have been granted full ethical approval by the School Ethics Forum (UG & PGT students).

**Applicant/Researcher/s**

X Enter text here

X Click here to enter a date.

**Supervisor/s**

X Enter text here

X Click here to enter a date.

**For Supervisors – Please note that by submitting this application the supervisor confirms that:**

* The student is aware of the College ethics requirements.
* The topic merits further research.
* The student has the relevant skills to begin research.
* If interviewing, the student has produced an appropriate information sheet for participants.
* The procedures for recruitment and obtaining informed consent are appropriate.

**……..…………………….. End of Application Form ……………………………………..**

**Submission of Application**

**School of Social and Political Sciences, Adam Smith Business School, School of Interdisciplinary Studies, School of Law students - Applications** should be submitted electronically as follows**:** Send to relevant **School Ethics Forum** (SEF) via email to School ethics administrative contact. See [College ethics contacts](https://www.gla.ac.uk/colleges/socialsciences/students/ethics/committee/ethicscontacts/)

**School of Education applications** should be submitted electronically as follows**:**

**Upload** the completed form, along with any other required documents by logging in to the **Research Ethics System** at: <https://frontdoor.spa.gla.ac.uk/login/> and selecting **School of Education Ethics Committee**

NB: students are required to upload their application which is then forwarded to their named supervisor for approval and submission.

**Application Form Checklist: This is for your own use: do not submit with application**

|  |  |
| --- | --- |
| Are all fields completed? |  |
| Has the supervisor signed and dated Section 2.2 and 20? |  |
| Are you submitting your application 4 weeks in advance of your data collection? |  |
| Have you included a Plain Language Statement? |  |
| Have you included a Consent Form? |  |
| Have you included Interview Themes/Questionnaire/Observation Proforma? |  |
| Have you provided details of numbers/circumstances of participants? |  |
| Are you aware of the procedure for written permission, and when to obtain this? |  |