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| Leeds Arts University Student Ethical Approval Form\* – Research involving human participation (including surveys) |

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| Type of Project *(delete as necessary)* | | | | STAFF | POSTGRADUATE | UNDERGRADUATE | FURTHER EDUCATION |
| Title of Project: | |  | | | | | |
| Name of Student(s): | | |  | | | | |
| Date: |  | | | | | | |

(Note: N/A = not applicable)

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| --- | --- | --- | --- | --- |
|  | *Mark with X in box* | YES | NO | N/A |
| 1 | Will you describe the main approaches to participants in advance, so that they are informed about what to expect? |  |  |  |
| 2 | Will you tell your participants that their participation is voluntary? |  |  |  |
| 3 | Will you obtain written consent for participation? |  |  |  |
| 4 | If the research is observational, will you ask participants for their consent to being observed? |  |  |  |
| 5 | Will you tell participants that they may withdraw from the research at any time and for any reason? |  |  |  |
| 6 | With questionnaires, will you give participants the option of omitting questions they do not want to answer? |  |  |  |
| 7 | Will you tell participants that their data will be treated with full confidentiality and that, if published, it will not be identifiable as theirs? |  |  |  |
| 8 | Will you debrief participants at the end of their participation (i.e. give them a brief explanation of the study)? |  |  |  |
| 9 | With interviews, will you tell your participants that you wish to record the interview, and that they may decline to have their interview recorded? |  |  |  |
| 10 | With research that requires audio or video recordings, will you tell your participants that their permission will be sought to play any excerpts in the course of presentations given? |  |  |  |

If you have marked **No** to any of Q1-10, please give an explanation in **Box A** overleaf.

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|  | *Mark with X in box* | YES | NO | N/A |
| 11 | Will your project involve deliberately misleading participants in any way? |  |  |  |
| 12 | Is there any realistic risk of any participants or yourself experiencing either physical or psychological distress or discomfort? |  |  |  |

If you have marked **Yes** to Q11 or 12 please complete **Box B** overleaf.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *Mark with X in box* | | YES | NO | N/A |
| 13 | Does your project involve work with animals? | |  |  |  |
| 14 | Do participants fall into any of the following special groups?  Please refer to BPS guidelines.  You should ensure that you have DBS (Disclosure and Barring Service) clearance. | School children (under 18 years of age) |  |  |  |
| People with learning or communication difficulties |  |  |  |
| Patients |  |  |  |
| People in custody |  |  |  |
| People engaged in illegal activities  (e.g. drug-taking) |  |  |  |
| Individuals or group who might be considered to hold extreme religious or political beliefs |  |  |  |

If you have marked **Yes** to Q13 or 14 please complete **Box B** overleaf.

**There is an obligation on the tutor to bring to the attention of the Leeds Arts University Ethics Sub-Committee any issues with ethical implications not clearly covered by the above checklist.**

PLEASE MARK **EITHER** BOX A OR BOX B BELOW AND **PROVIDE** **THE DETAILS REQUIRED** IN SUPPORT OF YOUR APPLICATION. THEN PRINT OFF AND SIGN THE FORM.

*Mark with X*

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| **A.** I consider that this project has **no** significant ethical implications to be brought before the Leeds Arts University Ethics Sub-Committee |  |
| **Give a brief description of participants and procedure (methods, tests used etc.)** *(max. 150 words)* |  |

**OR**

*Mark with X*

|  |  |
| --- | --- |
| **B.** I consider that this project **may** have ethical implications that should be brought before the Leeds Arts University Ethics Sub-Committee, and/or it will be carried out with children or other vulnerable populations. |  |
| **Please provide all the further information listed below in a separate attachment.**   1. Title of project 2. Purpose of project and its academic rationale 3. Brief description of methods and measurements 4. Participants: recruitment methods, number, age, sex, exclusion/inclusion criteria 5. How you will obtain informed consent and provide debriefing 6. A clear and concise statement of the ethical considerations raised by the project and how you intend to deal with them 7. Estimated start date and duration of project 8. What you will tell participants to do if they should experience any problems 9. Who participants can contact for help |  |

I have read and am familiar with Leeds Arts University Ethics Policy <http://portal.leeds-art.ac.uk/node/4096>

and (if appropriate) have discussed it with the other staff, students and researchers involved in the project. I understand that images and personal information cannot be disclosed without consent from the individual concerned (see section 6 of Ethics Policy).

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| **Signed:………………………………………..** | **Print Name:………………………………......** | | **Date: ……………………** |
| *(UG student or PG student researcher, if applicable)* |  | |  |
| **Signed:………………………………………..** | **Print Name:………………………………......** | **Date: ……………………** | |
| *(Tutor)* |  | |  |

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| **For those projects that are considered by the Ethics Sub- Committee**  **STATEMENT OF ETHICAL APPROVAL**  This project has been considered using agreed Leeds Arts University Institutional procedures and is now approved. | | |
| **Signed:………………………………………..** | **Print Name:………………………………......** | **Date: ……………………** |
| *(Chair, Research Ethics Sub-Committee)* |  |  |

**Notes on completing the form**

THIS FORM IS TO BE COMPLETED ELECTRONICALLY AND MUST NOT BE MORE THAN TWO SIDES OF A4**.**

Research involving participants is hence defined broadly to include research that:

(i) Directly involves people in the research activities, through their physical participation (e.g. interviews, questionnaires, surveys, observational research, social media) and may mean the active or passive involvement of a person;

(ii) Indirectly involves people in the research activities, through their provision of or access to personal data and/or tissue;

(iii) Involves people on behalf of others (e.g. parents/legal guardians of children and the psychologically and/or physically impaired, and supervisors of people under controlled environments [e.g. prisoners, pupils]).

Some people participating in research may be more particularly vulnerable to harm than others. Particularly vulnerable groups include:

(i) Infants and children under the age of eighteen;

(ii) People with physiological and/or psychological impairments and/or learning difficulties.

(iii) People dependent on the protection or under the control or influence of others (e.g. children, pupils, people in care, young offenders, prisoners, employees/fellow staff, students);

(iv) Relatives of sick people (e.g. parents of sick children);

(v) People who may have only a basic or elementary knowledge of the English language.

Sensitive personal data consist of information as to:

(i) The racial or ethnic origin of the participant

(ii) Their political opinions

(iii) Their religious beliefs or other beliefs of a similar nature

(iv) Whether they are a member of a trade union (within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992)

(v) Their physical or mental health or condition

(vi) Their sexual life

(vii) The commission or alleged commission by them of any offence

(viii) Any proceedings for any offence committed or alleged to have been committed by them, the disposal of such proceedings or the sentence of any court in such proceedings.

After participating in the research, participants must be debriefed in a positive manner regardless of how successfully you think they have completed the task.

Leeds Arts University STAFF/STUDENTS **MUST** READ THE **ETHICS POLICY.**

This document can be found at:

<http://portal.leeds-art.ac.uk/node/4096>

**Guidance on producing Participant Information Sheets**

Participant Information Sheets should be designed to assist participants to make informed choices. Potential recruits need to be given sufficient information to allow them to decide whether or not they want to take part and, should they take part, it should be made clear that they are free to withdraw at any time. Researchers should take the steps necessary to ensure that all participants in the research understand the process in which they are to be engaged, including why their participation is necessary, how it will be used and how and to whom it will be reported.

Below is a recommended structure and information to include in a participant information sheet. Your information sheet should be no more than two sides of A4 and should include all of the following headings:

**Research Project Title**

Is the title self-explanatory? If not, a simplified title should be included.

**Invitation paragraph**

This should explain that the participant is being asked to take part in a research project. The following is a suitable example:

‘You are being invited to take part in a research project. Before you decide, it is

important for you to understand why the research is being done and what it will

involve. Please take time to read the following information carefully and discuss it

with others if you wish. Ask me/us if there is anything that is not clear or if you would

like more information. Take time to decide whether or not you wish to take part.

Thank you for reading this.’

**What is the purpose of the project?**

The background and aim of the project should be given here. Also mention the project’s duration.

**Why have I been chosen?**

You should explain how the participant was chosen and how many other participants will be studied.

**Do I have to take part?**

You should explain that taking part in the research is entirely voluntary and that refusal to participate will involve no penalty or loss of benefits to which the participant is otherwise entitled, and the participant may discontinue participation at any time without penalty or loss of benefits, to which the participant is otherwise entitled. You could use the following paragraph:

‘It is up to you to decide whether or not to take part. Refusal to take part will involve

no penalty or loss of benefits to which you are otherwise entitled. If you do decide

to take part you will be given this information sheet to keep (and be asked to sign

a consent form). If you decide to take part you are still free to withdraw at any time,

without penalty or loss of benefits, and without giving a reason.’

**What will happen to me if I take part?**

You should say how long the participant will be involved in the research, how long the research will last (if this is different), how often they will need to participate and for how long each time. You should set out simply the research methods you intend to use.

**What do I have to do?**

State if there are any lifestyle restrictions as a result of participating.

**What are the possible disadvantages and risks of taking part?**

Any reasonably foreseeable discomforts, disadvantages and risks need to be stated. Any unexpected discomforts, disadvantages and risks to participants, which arise during the research, should be brought immediately to their attention.

**What are the possible benefits of taking part?**

Any benefits to the participants that can reasonably be expected should be stated. However, where there is no intended benefit to the participant from taking part in the project this should be stated clearly. It is important not to exaggerate the possible benefits to the particular participant during the course of the project. This could be seen as coercive. Depending on the particular proposed project the following sentence might be useful:

‘Whilst there are no immediate benefits for those people participating in the

project, it is hoped that this work will …’

**What happens if the study has to be terminated?**

If this is the case the reason(s) should be explained to the participant.

**Will my taking part in this project be kept confidential?**

You will need to obtain the participant’s permission to allow restricted access to information collected about them in the course of the project. You should explain that all information collected about them will be kept strictly confidential. You are responsible for ensuring that when collecting or using data, you are not contravening the legal or regulatory requirements in any part of the UK. A suggested form of words is:

‘All data which is collected about you during the course of the research will

be kept strictly confidential. Any data about you that is disseminated will

be anonymised so that you cannot be identified by it.’

**What happens immediately after data collection?**

You should tell your participants that they will be debriefed immediately after data collection, providing them with any further information that they might need in order to complete their understanding of the research.

**What will happen to the results of the research project?**

You should be able to tell the participants what will happen to the results of the research. Where can they obtain a copy of the results? You might add that they will not be identified in any report. Depending on the nature of your proposed project, you may need to include a statement indicating that the data collected during the course of the project might be used for additional or subsequent research.

**Who has reviewed the project?**

You should tell your participants that the project has been reviewed by the Leeds Arts University Ethics Sub-Committee, overseen by the Research Committee.

**Contact for further information**

You should give the participant your contact information (name, address and telephone number) and that of your supervisor (if applicable).

**Remember to thank the participants taking part in the project!**

**The Participant Information Sheet should state that the participant will be given a copy of the Participant Information Sheet and, if appropriate, a signed Participant Consent Form to keep.**