ETHICS FORM

Student Name:

STU number:

Please complete **all sections** of this form, and then send to your supervisor. If your supervisor is in agreement with the form they will send it to the Programme Team Leader for approval.

Once your Ethics Form has been reviewed, you will receive an e-mail from your Supervisor confirming it has been approved or declined. If your Form is declined, you may be asked to provide further information.

The purpose of this form is to ensure that the investigation you are commencing is appropriate in terms of scope and ethics. Before submitting it, please ensure that you have read Arden University Ethics Policy and the Guidelines for Completing the Student Research Proposal Form.

Under no circumstances should the recruitment of participants begin until written approval (usually by email) is received from your Supervisor. **Failure to obtain ethical approval will result in you being unable to submit your work as well as being potentially in breach of Research Ethics.**

By submitting this form, you are confirming that:

(a) You have read Arden University's Policy on Ethics
(b) You have read the Guidelines for Completing the Student Research Proposal Form
(c) You have completed this form fully and appropriately
(d) You have the necessary skills and competencies to carry out the investigation
(e) You have the necessary consent from any relevant organisation or agency (e.g., their employer) to carry out this investigation

Your name on this form and subsequent submission will be taken as your signature.

If your investigation involves the use of human participants, you MUST append at the end of this file:

(a) Participant Information Sheet and Consent Form
(b) Any materials used (see later section)
(c) Debrief Sheet

RESEARCH ETHICS CHECKLIST

1. Student's Details	
Full Name (family name last)	
Student Number	
Email address	
Contact address	
Telephone number	

2. Programme Details	
Level of Study	
Programme	
Module Name and Code	
Supervisor or Module Leader's Name	
Supervisor or Module Leader's Email Address	

3. Proposed Research	
What is the title of the research? (can be a provisional title)	
What are the aims and objectives of the research (maximum: 250 words)?	
The research methodology (brief overview)	
Start date of the investigation	
End date of the investigation	
Date on which this proposal was completed	

4. Declaration: **Please type the word YES in ONE of the following**		
A. This investigation will involve the collection of data from human participants		A
B. This investigation will NOT involve the collection of data from human participants but will require permission from an external organisation		B
C. This investigation will NOT involve the collection of data from human participants, though it may collect data about individuals from published matter (e.g., previously published interviews or behavioural data)		C

IMPORTANT:
If you typed **YES** in **Box A** then please complete all sections of this form
If you typed **YES** in **Box B** then answer **question 4b** and submit the form, do NOT complete any other sections
If you typed **YES** in **Box C** then submit the form as it is and do NOT complete any other sections

4b. Details of External Organisation
You indicated that you require permission from an external organisation. Please indicate the name of the organisation, the nature of the permission you require, and the expected date at which you will obtain this. Please note that you will need to submit a letter on headed note paper or a formal email trail from the relevant parties.

5. Human Participants	
What are the main demographics of the sample? (e.g., age, gender, and so on)	
How will participants be recruited (e.g., from where, how, and by what means will they be invited)?	
Where will the participants take part in the research (e.g., their/your home, public space – say which, organisation premises – you'll need written permission)?	
What will be the target sample size?	

(Indicate the numbers in any subgroups, such as number of males, number of females, etc.)	
How was the sample size determined?	
How will participant's data be stored and disposed of (e.g., on an encrypted device, deleted after the research is complete)?	

6. Key Question Checks:	**Type the word YES or NO**
6.1 Is there any reason why you cannot provide the participant with an information sheet?	
6.2 Is there any reason why participants will not be able to sign a consent form – hand written or electronic?	
6.3 Will participation be voluntary?	
6.4 Is there any reason why participants will not be able to withdraw at any time if they wish, without given a reason?	
6.5 Is there any reason why participants will not be able to omit any question that they don't want to answer or any part of the task that they do not wish to do?	
6.6 Is there any reason why the participants' data cannot be kept completely confidential and in line with the new GDPR?	
6.7 Is your research dependent upon ethical approval or other form of consent from another organisation?	
6.8 Will the investigation involve ANY of the following:	
• Children under 18	
• Adults who are unable to give consent for themselves	
• Prisoners	
• Young offenders	
• Anyone in a subordinate role to that of the researcher	
• Anyone who has a dependent relationship with the researcher (e.g., those in care homes, etc.)	
• Other vulnerable groups	
6.9 Will the investigation require the co-operation of a gatekeeper to access participants (e.g., teacher, self-help group leader, nursing home director, parent or guardian)?	

6.10 Will deception be necessary (i.e., deliberate withholding of information that could have caused participants to decline to participate had they been given the information beforehand)?	
6.11 Will the investigation involve discussion or presentation of images or information of a sensitive nature (e.g., sexual activity, illegal activity, drug use, disturbing images, and so on)?	
6.12 Will drugs, placebos, food, alcohol, nicotine, vitamins, or other substances be administered to participants?	
6.13 Will the investigation involve invasive, intrusive, or potentially physically harmful procedures?	
6.14 Will pain or any discomfort for the participants be likely to result from the investigation?	
6.15 Will the researcher be exposed to any conditions that may be distressing or harmful or present any conceivable personal risk?	
6.16 Will participants face any risk (e.g., physical, psychological, social, legal, or economic) in taking part in this research?	
6.17 Is there any reason why the research will not adhere to the 2018 General Data Protection Regulation (GDPR)?	

For each question where you have answered YES to, please provide a justification and details below. You must address all questions to which you answered YES to and ONLY those.

7. Details of Answers to Key Questions	
Question number	**Your justification and details**

Intellectual Property Rights and Data Ownership

Where no external contract exists, Arden University asserts ownership of primary data generated in the course of research undertaken by researchers in its employment and by registered students.

Where research is carried out under a grant or contract, the terms of the agreement will determine ownership and rights to exploit the data.

Conduct

The researcher must not bring Arden University or the research into disrepute at any time. Therefore, they must conduct themselves professionally, in line with Arden University and BPS standards, which include being respectful, demonstrating competence, acting responsible, and with integrity.

The researcher **MUST** immediately report to their Arden University supervisor any material or behaviour that might be considered illegal or damaging to someone else or their property.

I _____

confirm that I have carefully explained the nature, demands and any foreseeable risks (where applicable) of the proposed research.

Signed: …… (Student Signature) **Date: ……..**

SUPERVISOR USE ONLY

8. Please ensure all areas below are met	
A. Is your student carrying out PRIMARY or SECONDARY research?	
B. Are all documents included if needed (not required if Secondary Research): • Participant Information Sheet and Consent Form • Company Approval Letter • A copy of any questionnaires being used • Debrief Sheet	

I am satisfied that all requirements for this form have been met and all ethical consideration has been duly given.

Signed: …… (Supervisors Signature) **Date: ……..**

Signed: …… (PTL's Signature) **Date: ……..**