Dissertation Proposal Form

Student Name		Supervisor Name	
Student Number		Course	
Project title:			
Start and end dates of research:			

Proposed activity – aims, objectives, research question(s), and state how it is novel

Methodology – rationale, data selection and collection, recruitment, participant demographics, analytical process

References

Project management

Table: Project timeline and key outputs

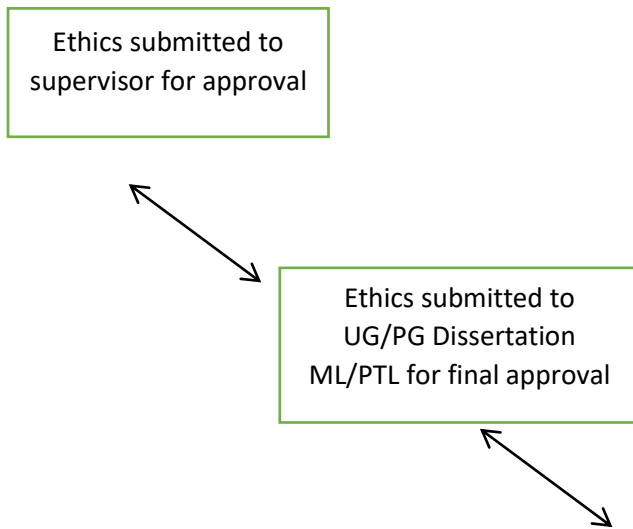| Month	Activity

Supervision Meetings

Research Data Management Plan (Describe the data you expect to acquire or generate during this research project, how you will manage, describe, analyse, and store the data and what mechanisms you will use to share and preserve your data.)
Planned outputs/publications/research datasets/impact/dissemination

If successful, I undertake to carry out the research according to the University's Ethics code of Practice and will be required to complete an Ethics checklist – see relevant forms detailed under Primary Research (Applicant's signature required)	……………………………………………..
Date and signature of Supervisor approval	……………………………………………..
Date and signature of Employer approval (required for Apprentices only)	……………………………………………..

ETHICS REVIEW PROCESS STUDENT REVIEW PROCESS STAFF

ETHICS

Ethics submitted to supervisor for approval

Ethics submitted to UG/PG Dissertation ML/PTL for final approval

Research Ethics Application Form

All research conducted by Arden University students require ethical approval.   The application should be sent to your supervisor with your research proposal and any supporting documentation such as a recruitment invitation letter or guide, recruitment flyer (online/offline), participant information sheet, informed consent form, permission letter form an organisation to use their premises, participant instruction guide, questionnaire, measures, interview questions, debrief form, and any supporting or additional documentation that will be provided to the participants, or those helping with the research such as gatekeepers and assistants.

Secondary Research Only (Answer up to and including Question 3)

Complete information up to and including Question 3 if you are conducting ONLY secondary research and can answer YES to the following question:

> 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).

Once the application and research proposal are reviewed and approved by your Supervisor, it will be sent to the Module Leader (ML)/Programme Team Leader (PTL) for final approval. **You cannot collect data until final approval has been provided by the ML/PTL**.

Please complete the information below.

Please circle Yes or No to the following questions and where indicated please provide further information

1. Are you required to use a professional code of ethics and conduct relevant to your profession (e.g. British Psychological Society, Health Care Professions Council National Health Service, Ministry of Defence, the Law Society)

    YES/NO

    If yes, please state

2. If yes, have you read the relevant professional code of ethics and conducts?

    YES/NO

3. Are you sourcing secondary data? (e.g. Information from web sites, journal articles, archives)

    YES/NO

    If yes, please provide details

    (THIS IS THE END OF THE FORM TO BE COMPLETED IF YOU ARE UNDERTAKING SECONDARY RESEARCH)

(IF CONDUCTING PRIMARY RESEARCH, PLEASE COMPLETE THE REST OF THE FORM

Primary research is used if your investigation involves the collection of data directly from human participants, rather than depending on data collected from previously completed research, and this can be in the form of a questionnaire, survey, interview or experiments.

All forms for primary research **MUST** accompany this Ethics form, including

A **full** draft of the questionnaire, interview questions, survey or experiment

PLUS:

- Participant Information Sheet
- Participant Informed Consent Form
- Participant Debrief Sheet
- Evidence of organisational approval (where relevant)
- Recruitment poster/invitation letter or email

These forms can be found in the Dissertation Module on ilearn

A proviso is to be used if all of the correct paperwork has been submitted, and this includes a questionnaire that addresses the research aims and objectives but which requires some minor amendments such as phrasing of questions, typos, grammatical errors and so on. Therefore, the form can be approved as long as the conditions of the proviso are met. Guarantee of the changes being met can be authorised by the supervisor and this will save going through the whole proposal/ethics approval process again. The supervisor MUST see the proviso changes before the student uses the instrument.

4. Are you using an external research instrument or validated scale? (e.g. survey/psychometric))

   YES/NO

   If yes, please provide a reference.

5. Are you sourcing primary data involving participants (e.g. Surveys, interviews, focus group, Internet forums)?

   YES/NO

6. Are you dealing with sensitive data (e.g. personal data, organisational data, those with vulnerable groups)?

   YES/NO

If yes, please outline how this data will be stored securely to ensure compliance with GDPR (all data MUST be stored on the AU Onedrive, not on personal drives)

7. Are you sourcing secondary data? (e.g. Information from web sites, journal articles, archives)

YES/NO

If yes, please provide details

8. Does the study require DBS (Disclosure and Barring Service) checks?

**Please note that unless already working with this population, permission will not be granted to students to data collect from this population)

YES/NO

If yes, please provide serial number, date obtained and expiry data

9. Does the study involve direct contact with:

**Please note that unless already working with this population, permission will not be granted to students to data collect from this population)

Vulnerable adults (e.g. learning difficulties, dementia, living in residential care)
YES/NO
Those under the age of -18   YES/NO
Adults in prison/remanded in custody/on bail
YES/NO

If yes, please outline the participant group

Data Security
10. Can you guarantee the full security and confidentiality of data collected?

YES/NO

If no, please outline reasons

**Please note that any electronic data should be stored on Arden University's one drive (therefore students must use their Arden email address for data collection, communication etc.)

11. Please outline how you will ensure anonymity and confidentiality of data

12. Will you be responsible for destroying the data after the research is complete?

   YES/NO

   If yes at what date will the data be destroyed?

   If no, who will be responsible?

**Please note that data should be destroyed as soon as possible (when full data usage has been completed) but no later than 3 years from data collection.

Informed Consent
13. Will all participants receive information as to why the research is being conducted and what their participation will involve?

   YES/NO

   If no, please state reasons

14. Will all participants be asked to give informed consent before the study starts?

   YES/NO

   If no, please state reasons

15. Will all participants be told of the data being collected and how the data be used?

   YES/NO

   If no, please state reasons

16. Will all participants be told that they do not have to participate in the research?

   YES/NO

If no, please state reasons

17. Does the study involve deception?

    YES/NO

    If yes, please provide detail

Risk of Harm
18. Is there any risk that the research may lead to physical/psychological harm or disclosure of criminal activities/convictions?

    YES/NO

    If yes, please outline and explain what you will do to reduce risks

19. Is there any significant risk that participants may disclose the harming of others or harming of themselves?

    YES/NO

    If yes, please provide details and actions you will take

Participant Recruitment
20. Are you proposing to recruit participants who are students or staff or Arden University?

    YES/NO

    If yes, please provide details of any potential conflict of interest and how this will be mitigated

21. Employees of organisations?

    YES/NO

    If yes, how will permission be gained from the organisation?

22. Students through educational institutions?

YES/NO

If yes, how will permission be gained from the institution?

23. Participants in residential care, social care, nursing homes

    YES/NO

    If yes, how will permission be gained from the organisation and individuals/carers?

24. Adults in prison, in custody, on remand

    YES/NO

    If yes, how will permission be gained from the organisation and individuals?

Online Research

25. Will any of your research involve online data collection?

    YES/NO
    (e.g. online surveys, Facebook, Linkedin. Twitter)

    If yes, how will permission be obtained to collect data if necessary?

26. Will you be using a survey software (e.g. Gorilla or Microsoft Forms)?

    YES/NO

    If yes, please provide details

Participant Payment

27. Are payments/incentives being offered to participants?

    YES/NO

    If yes, please provide details

28. Will you tell participants that payment/incentives do not affect participants right to withdraw their data?

YES/NO