Full Ethics Submission Form

This form is for applicants conducting research involving the following groups:

* Children
* Those with learning disabilities
* People with mental impairment due to health or lifestyle
* Those who are terminally ill
* Recently bereaved
* Those unable to consent to or understand the research
* Where research concerns sensitive topics/illegal activities
* Where deception is involved
* Any research requiring a DBS check

Name of Applicant *

Short-answer text

Email Address: *

Short-answer text

Is this a collaboration with another researcher? *

- Yes
- No

After section 1 **Continue to next section**

Section 2 of 17

Other Applicants

Please list the names of other applicants who are directly involved in conducting this research.

Names of Additional Applicants

Long-answer text

Email Addresses of Additional Applicants

Long-answer text

Long-answer text

After section 2 **Continue to next section**

Section 3 of 17

Supervision

Description (optional)

Staff/Student Status *

- Staff
- Postdoctoral Researcher
- PhD Student
- MSc/MA Student
- Undergraduate Student
- Visiting Researcher
- Other...

Section 4 of 17

Supervision

Description (optional)

Name of 1st Supervisor: *

Short-answer text

Supervisor's Email Address *

Short-answer text

After section 4 **Continue to next section**

Section 5 of 17

Project Details

Description (optional)

Short-answer text

Project Start Date *

Day, month, year

Is this research under the jurisdiction of any other external ethics board? (e.g. the European commission; Human Subjects Review in

Short-answer text

Funded? *

- Yes
- No
- Other...

After section 5 **Continue to next section**

Section 6 of 17

Untitled section

Funding Source?

Short-answer text

Are any ethical concerns / conflicts of interest likely to arise as a consequence of funding source (with respect to your own work or that of other individuals/departments within in the University e.g. perceived or actual with respect to direct payments, research funding, indirect sponsorship, board or organisational memberships, past associations, future potential benefits, other…) *

Long-answer text

If the Principal Investigator or any other key investigators or collaborators have any direct personal involvement in the organisation sponsoring or funding the research that may give rise a possible conflict of interest, please supply details.

Long-answer text

After section 6 **Continue to next section**

Section 7 of 17

Description (optional)

Please briefly outline the questions or hypotheses that will be examined in the research: *

Long-answer text

Methods of Data Collection *

- [ ] Face to face interviews
- [ ] Interview via Email
- [ ] Online Surveys
- [ ] Telephone/Skype surveys
- [ ] Focus Groups
- [ ] Ethnographic Observation
- [ ] Social Media Collection/Observation
- [ ] Other...

How many participants will take part in this research? (estimate) *

Short-answer text

How will they be invited to take part in the study? *

Short-answer text

Please indicate whether any research participants will be from the following groups; if so, please explain the justification for their *

- [ ] NHS Staff (If you are collecting data from NHS patients or staff, or Social Service users or staff, yc
- [ ] Children under 18
- [ ] Those with learning disabilities
- [ ] Those suffering from dementia
- [ ] Prisoners
- [ ] Young Offenders
- [ ] Adults who are unable to consent for themselves
- [ ] Those who could be considered to have a particularly dependent relationship with the investigator
- [ ] None of these
- [ ] Other...

Please explain why any of these groups are included

Short-answer text

After section 7 Continue to next section

Section 8 of 17

Untitled section

Description (optional)

During your study, will anyone discuss sensitive, embarrassing or upsetting topics, or issues likely to disclose information requiring further action? If so, please give details of the procedures in *

Long-answer text

Does this research involve deception of any kind? If so please explain and justify the deception. *

Long-answer text

Please list and justify potential adverse effects, risks or hazards for participants. *

Long-answer text

inconvenience that the study might cause participants, including

Long-answer text

Please describe the potential benefits to participants. *

Long-answer text

After section 8 **Continue to next section**

Section 9 of 17

Obtaining Consent

Description (optional)

Confirm that you will obtain confirmed consent before subjects participate in the study

- [ ] I will provide consent sheets for subjects to sign before participating in the study
- [ ] I will retain these forms for the duration of the research
- [ ] Other...

be elicited from participants. If different groups are involved in the study (e.g. parents, children, staff), please describe the

Long-answer text

If you do not envisage obtaining a signed record of consent from participants, please justify. *

Long-answer text

If you do not envisage providing participants with a written information sheet about your study, please justify. *

Long-answer text

Please explain what arrangements have been made to explain the research to participants who do not understand English well. *

Long-answer text

Please upload your project information sheet to be given to all *

ADD FILE

Please upload your informed consent form *

Please upload any other forms.

ADD FILE

After section 9 **Continue to next section**

Section 10 of 17

Section title (optional)

Description (optional)

Are the results to be disseminated to the participants? *

- Yes
- No
- Other...

After section 10 **Continue to next section**

Section 11 of 17

Description (optional)

How will you be disseminating your results to your participants?

Long-answer text

After section 11 **Continue to next section**

Section 12 of 17

Anonymity

In most instances we expect that anonymity will be offered to research subjects.

Please explain out how you intend to ensure anonymity. *

Long-answer text

If anonymity is not being offered please explain why this is the *

Long-answer text

After section 12 **Continue to next section**

Data Protection

All personal and sensitive data must be collected and stored in accordance with the Data Protection Act 1998 and the University's research data management policy https://www.york.ac.uk/library/info-for/researchers/data/storing/

The University's research data management policy is applied to research undertaken by postgraduate research students and research staff only. This suggests retaining data for a period of 10 years.

Although data produced by taught postgraduates does not therefore need to be retained under the

Please detail the types of data you will be collecting *

- [ ] Interviews
- [ ] Questionnaires
- [ ] Audio recordings
- [ ] Video recordings
- [ ] Photographs
- [ ] Note/ethnographic observations
- [ ] Other...

Where will the data be stored electronically? *

- [ ] Password protected PC
- [ ] GOOGLE drive with no sharing enabled
- [ ] Encrypted folder on hard drive
- [ ] Other...

Where is the data to be stored in paper form? *

- ( ) Locked filing cabinet
- ( ) Other...

At what point are you proposing to destroy the data, in relation to the duration of this project? *

- ( ) Two years after the research is turned in (ie a dissertation)
- ( ) Two years after the research is published
- ( ) Ten years after the research is completed
- ( ) Ten years after the research is published

How will you destroy this data? *

- [ ] Secure delete it electronically

Other...

If you are sharing your data with others outside your department, what steps are you taking to ensure that it is protected? *

- I am not sharing the data with others
- Sharing via password protected Google Drive
- Sharing via encrypted file sharing
- Other...

Please detail all who will have access to the non-anonymized data generated by the study. (other students, staff, supervisors) *

Long-answer text

Please detail who will have control of, and act as custodian(s) for, non-anonymized data generated by the study. *

Long-answer text

If the data is to be exported outside the European Union, what steps are you taking to ensure that it is protected? *

- I am not exporting it outside the EU

Other...

After section 13 **Continue to next section**

Section 14 of 17

Data Analysis and Reporting

Description (optional)

Please explain where, and by whom, data will be analysed. *

Long-answer text

Please indicate whether your results will be reported and disseminated in any of the following ways, giving any relevant *

- [ ] Peer reviewed journals
- [ ] Internal report
- [ ] Conference presentation
- [ ] Other publication
- [ ] Submission for academic assessment

Access to raw data and right to publish freely by all investigators in study

After section 14 **Continue to next section**

Section 15 of 17

Risk analysis

Description (optional)

Please list any potential risks to the researcher(s) employed on the project, including details of procedures to deal with any such risks (e.g. personal safety, physical harm, emotional distress, risk of accusation of harm/impropriety, conflict of interest…) The answer of "none" will not be accepted *

Long-answer text

Please list potential University / institutional risks (e.g. adverse publicity, financial loss, data protection) and what will be put in place to address these (The answer of "none" will not be *

Long-answer text

respect to direct payments, research funding, indirect sponsorship, board or organisational memberships, past

Long-answer text

Any other information you wish to communicate with respect to the application/research:

Long-answer text

After section 15 **Continue to next section**

Section 16 of 17

Ethics checklist

Please confirm that all of the steps indicated below have been taken, or will be taken, with regards to the above named project submitted for ethical approval. If there are any items that you cannot confirm, or are not relevant to your project, please use the space provided below to explain.

Please tick if true, otherwise leave blank

- [ ] Informed consent will be sought from all research participants where appropriate
- [ ] All data will be treated anonymously and stored in a secure place
- [ ] All relevant issues relating to Data Protection legislation have been considered (see http://www.yo

- [ ] All reasonable steps have been taken to minimise risk of physical/ psychological harm to project p
- [ ] All reasonable steps have been taken to minimise risk of physical/mental harm to researchers
- [ ] Participants will be made aware of and consent to all potential futures uses of the research and da
- [ ] Any relevant issues relating to intellectual property have been considered (see https://www.york.a
- [ ] There are no known conflicts of interest with respect to finance/funding
- [ ] The research is approved by the Supervisor, Head of Department or Head of Research

If any of the above items have not yet been confirmed, please expla

Long-answer text

Are there any issues that you wish to draw to the Committee's attention? It is your responsibility to highlight any ethical issues tha may be of perceived or actual interest.

Long-answer text

After section 16 **Continue to next section**

Section 17 of 17

In submitting this application I hereby confirm that there are no actual or perceived conflicts of interest with respect to this application (and associated research) other than those already declared.

Furthermore, I hereby undertake to ensure that the above named research project will meet the commitments in the checklist in the previous section. In conducting the project, the research team will be guided by the RCUK Ethical Guidelines for research: http://www.ethicsguidebook.ac.uk/Research-Council-funding-122

Type your name to sign the document *

Short-answer text