Ethics Policy

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Section 1 Introduction

Research ethics is about ensuring that research - especially research involving humans or animals is conducted appropriately. Ethical issues occur in all types of research. General ethical principles adopt the values of "doing positive good" and "the avoidance of harm" and these should be at the heart of any ethical consideration. Some basic general principles normally apply. For example:

- The research should not have the intent or obvious capacity to cause injury or other (psychological, emotional) harm
- People should not be coerced or falsely led into taking part
- Consent or appropriate permission must be obtained before using an individual's personal details
- All relevant information – including any risks or disadvantages – should usually be made clear in advance to potential participants

Good ethical practice requires that research carried out at IADT be conducted based on respect for and adherence to regulatory guidelines and internationally accepted ethical norms focusing on the welfare of the study participants. IADT is committed to promoting and supporting good ethical practice across all of its research activities.

IADT's research ethics policy covers everyone carrying out research within the Institute, whether their place of research is within or outside IADT. It also applies to external agencies or organisations wishing to carry out research on IADT or its staff or students. All researchers undertaking research within the Institute must comply with this policy whilst conducting research. However, in cases where staff or students are members of another organisation (e.g. a Trades Union, a Students' Union) and consent to engage in an external research project run by one of those organisations, that project will not come under the remit of this Committee.

1.1 Guiding Principles and the need for Ethics Review

A number of well-documented guiding principles govern the ethical review of research proposals, in particular the Declaration of Helsinki*. These principles aim to protect the wellbeing and rights of research participants / volunteers and animals used in research.

This policy conforms to the following general principles:

- The promotion of honesty, openness and fairness in the conduct of research for the benefit of all stakeholders and in the dissemination of research outcomes. Researchers must behave in a competent and honest manner.
- The promotion of professionalism, transparency and accountability of researchers who should ensure that their work enhances the good name of the institute and the profession to which they belong.

- Respect for confidentiality of data on human subjects. Much useful and important research involves the use of highly sensitive personal data. Misuse or inadequate protection of such data could put the Institute at risk.
- Respect for the appropriate confidentiality of commercial information supplied to researchers.
- Identification of possible conflicts of interest whether financial, legal or personal between the researchers, the Institute and any external person or bodies.
- Promotion of best practice in research. The research being carried out should offer a means of developing information, not otherwise obtainable. The design of the research should be scientifically sound, the investigators and other personnel should be qualified and capable and the methods used should be appropriate to the objectives of the research and the field of study.
- Proper acknowledgement of the role of all involved in the research,
- Respect and consideration of the broader social and cultural implications of research.
- Recognition that questions of equity and morality arise in who should receive the benefits of research and who should accept its burdens.
- Acceptance of the principle that the benefits of research should be maximized and the possible harms should be minimized

1.2 When is Ethical Approval Required?

Research Ethics is everyone's responsibility**,** whether you are a student, a lecturer or a researcher. It involves ensuring that everyone in the Institute works ethically and uses best practice. Student projects, post-graduate projects and staff research projects are all bound by the Institute's commitment to ethical practice as outlined in the Institute Ethics Policy.

- Research projects, which involve one or more of the following, *may* need to obtain ethical clearance:
  - Studies, including surveys, that involve behavioural observations and participation
  - Where a conflict of interest may arise because of financial incentives/benefits from a sponsor
  - When dealing with the collection, storage and use of data of a sensitive or confidential nature
  - When dealing with, or representing, vulnerable populations which may include but not be limited to
  - Children (under the age of 18)
  - People with learning difficulties, psychological disorders, or communication difficulties
  - People in custody
  - Patients
  - People in unequal relationships with the researcher (such as students)
- When dealing with sensitive topics such as religion, sexuality/promiscuity, psychological disorders (including screening for such disorders) or illegal activities
- When dealing with the creation, collection, storage and use of pictures, images and artefacts
- If an agency funding your research (e.g. a government agency, the EU) requires that you obtain

ethical clearance for your project

- If you are involved with projects involving animal experimentation; Genetic manipulation or GMOS
- If your project involves the use of harmful substances in human or animal participants
- If you are engaged in emerging areas of research not yet listed, or any research where you are uncertain of the ethical implications
- If you are an IADT Staff member engaged with a project involving your own students

It is the researcher's responsibility (or in the case of Undergraduate/Taught Postgraduates, the tutor or supervisor) to be aware of this Policy and to comply with the Institute's requirements. Failure to comply will be regarded may be regarded as misconduct. IADT also has a Mutual Respect policy and Health and Safety policy in place.

Section 2 Composition, Remit and Procedures

2.1 Research Ethics Committees

The Institute Research Ethics Committee (IREC) overseas good practice in ethical research and develops the Institute's ethics policies and procedures. It is responsible for reviewing and approving postgraduate research and staff research proposals. It also hears appeals from Faculty/Departmental Research Ethics Committees.

The Research Ethics Committees, at Faculty level, deal with undergraduate and taught masters' research. There is one Research Ethics Committee in the Faculty of Business and Humanities that deals with all proposals generated within the Faculty. There are two Research Ethics Committees in the Faculty of Film, Art and Creative Technologies: one for proposals generated in the Department of Technology and Psychology, and one for proposals generated in the Departments of Film and Media, and Design and Visual Arts.

The relevant Research Ethics Committee (at either Institute or Faculty/Departmental level) is required to ensure that proposed research/projects are in line with the ethical guidelines outlined in this Policy document.

It is IREC's responsibility to develop detailed Ethics policies and to oversee and refine procedures. The policies will sit within the internationally accepted norms on ethical research and will promote the welfare of all human and animal participants while at the same time respecting academic freedom. These may include:

- The confidentiality of information provided by those taking part in the research
- The anonymity of the respondents
- Any consent which may be required
- The transparency to both researchers and those taking part in the research as to the purpose, methods, application of the research and any risks involved
- Arrangements for the publication of the results, including issues of co-authorship
- Legal restrictions governing access to or the use of research resources and data

2.2 Composition of Committees

The composition of IREC shall be as follows:

- Member of the Executive, or a nominee (Chair)
- Chair of Academic Council R&D Committee, or a nominee
- President (or President's nominee) of the Student's Union
- Two research active members of academic staff, one from each Faculty

The quorum for the Committee shall be three. The Committee shall normally reach decision by consensus. If consensus cannot be obtained then the majority decision will apply, with the Chair having the casting vote.

Where required, IREC may seek advice on a proposal from any relevant expert, internal or external, to the Institute.

The relevant Head of Faculty/Head of Department shall appoint Faculty/Departmental Committees.

2.3 Undergraduate/Taught Postgraduate Applications: Faculty/ Departmental Level

Application for ethical approval for undergraduate research/projects and taught masters' research/projects should be made to the relevant Faculty Departmental Ethics Committee. All Undergraduate/Taught Postgraduate researchers should complete the IADT application form (at Appendix *) for ethical approval.

2.4 Postgraduate/Staff Applications: Institute Level

Staff applications and postgraduate applications are dealt with at Institute level. Application for ethical approval for staff and postgraduate research projects should be made to IREC using the application form at Appendix *

2.5 Procedures

Having considered the application, the relevant Ethics Committee may then:

- Grant ethical approval and authorise the research to proceed without requiring any amendment. Any such authorisation is granted on the basis of the project as stated on the research submission
- Seek additional information, if necessary through a formal meeting of the Committee with the researcher (though this will be the exception rather than the rule)
- Seek modifications and a resubmission of the application
- Withhold approval until all conditions set by the Committee have been met and all recommendations set by the Committee have been addressed
- If an Undergraduate/Taught Postgraduate proposal, refer the application to IREC as part of an appeals process

In all instances, the Committee will give reasons in writing for its decision. The Committee will

normally reach decision by consensus. If consensus cannot be obtained then the majority decision will apply.

A brief summary/overview of all applications and decisions at Faculty/Departmental level shall be sent to the Institute Research Ethics Committee for its annual report.

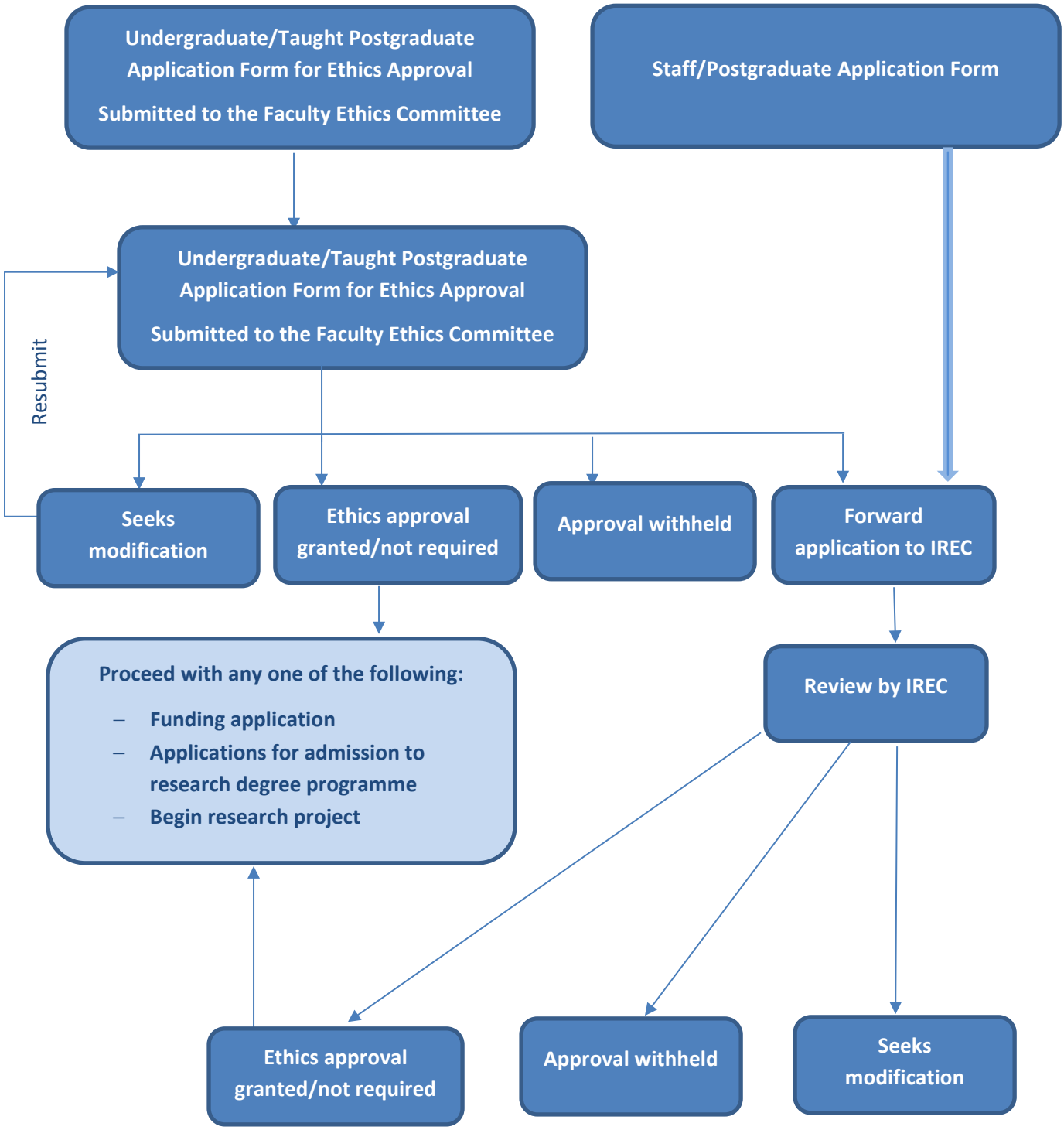
2.6 Appeals

The decision of the Faculty/Departmental Ethics Research Committee may be appealed to IREC.

2.7 Dates of meetings

The Institute Research Ethics Committee will hold meetings up to 3 times a year. The Faculty/ Departmental Committees shall meet as requested or agreed in advance with the Faculty/Departmental Chair. In exceptional circumstances (for example in advance of a funding bid etc), the Institute Research Ethics Committee may be convened at short notice.

All papers must be submitted to the relevant Committee at least one week in advance of the meeting dates. Late submissions will not be considered until the subsequent meeting.


Undergraduate/Taught Postgraduate Application Form for Ethics Approval
Submitted to the Faculty Ethics Committee
Staff/Postgraduate Application Form
Undergraduate/Taught Postgraduate Application Form for Ethics Approval
Submitted to the Faculty Ethics Committee
Resubmit
Seeks modification
Ethics approval granted/not required
Approval withheld
Forward application to IREC
Proceed with any one of the following:
Funding application
Applications for admission to research degree programme
Begin research project
Review by IREC
Ethics approval granted/not required
Approval withheld
Seeks modification

Appendix 1 Guidelines for Undergraduate/Taught Postgraduate Researchers

What is Research Ethics?

Research Ethics is everyone's responsibility, whether you are a student, a lecturer or a researcher. It involves ensuring that everyone in the Institute works ethically and is guided by good practice. Student projects, post-graduate projects and staff research projects are all bound by the Institute's commitment to ethical practice as outlined in the Institute Ethics Policy.

Do you need to have your project reviewed by an Ethics Committee?

The answer is *yes* if you are involving people in your project but this depends on the kind of engagement and interaction your project entails. Your tutor will advise you if there are aspects of your proposal that need to be reviewed by the relevant Ethics Committee. Some issues that may require ethical clearance can involve:

- Giving a sample of people a questionnaire to fill in
- Taking pictures, audio or video material from people
- Using audience participation in a performance
- Observing people; any engagement with children outside of your own family, interviewing, filming, recording, visually documenting or representing people who may be vulnerable (for example, elderly people, intellectually or physically disabled people).

As an undergraduate, you must apply to the relevant Faculty Ethics Committee for approval *before* your project proceeds.

What does the Ethics Committee review exactly?

Whether the people you involve are adults, young people, children or other people, some groups will raise different ethical risks and considerations than others. The Ethics Committee system in in place to make sure that you have considered carefully all the ethical risks of your project and that you have put measures in place to address these risks, for instance ensuring that you obtain proper consent from your participants. You should fill in the Undergraduate/Taught Postgraduate Research Ethical Form A, and if any of your answers fall into the shaded boxes, it will be clear to you whether your proposal needs ethical consideration

What should you do next?

If you have established (by filling in an Ethics Form A) that you need to have your project reviewed, (ie you have ticked some of the shaded boxes) you should talk to your supervisor/tutor in the first instance. If your project involves only minor ethical risks, you may discuss modifying or amending your proposal so that these risks are addressed and acknowledged. Once you have filled in an Ethics Form A, your tutor/supervisor may sign off on your proposal at this level and note it to the relevant Departmental/Faculty Committee. If your tutor/supervisor school/ department thinks your project involves more than minor ethical risk, they will ask you to complete an Ethics Form B which requires

you to submit an extended rationale with supporting documentation (for example, consent forms and debrief forms as outlined in Ethics Form B) for the Departmental/Faculty Ethics Committee.

Not all projects involving humans require review by an Ethics Committee. However, if your proposal involves humans, you will still need to fill in an Ethics Form A (as above) for your tutor to make sure that you are working within Institute guidelines. Some kinds of projects, which **do not** need to be reviewed by your Faculty/Departmental Committee, may include:

Using interviews, images, visual representations, questionnaires, experiments or other data gathering that does not involve sensitive content or a vulnerable population. For example, documenting, photographing, filming, or interviewing adults who have consented to talk about some aspect of their personal experience.

Research where the questions you ask, or the visual representations you make, are unlikely to upset anybody or are not of a private or intrusive nature (for example, sexuality, religious beliefs, mental health), i.e. that nobody is likely to feel affected negatively or made anxious after participating in your research/project;

Studies where you have not ticked any of the shaded boxes on Ethics Form A;

Not sure or have questions?

Contact your Departmental representative on the Departmental/Faculty Ethics Committee or ask your tutor for further information

Appendix 2 Form A: Application for Ethical Approval – Undergraduate/Taught Postgraduate Research

Form A: Application for Ethical Approval
Undergraduate/Taught Postgraduate Research

One printed and signed copy of this form should be submitted to the Chair of the relevant Faculty Ethics Committee. A soft copy should also be supplied, via email.

Title of Project	
Name of Researcher	
Email	
Name of Supervisor/Tutor	

Item	Question	Yes	No	NA
1	Will you describe the main research procedures to participants in advance, so that they are informed about what to expect?			
2	Will you tell participants that their participation is voluntary?			
3	Will you obtain written consent for participation (through a signed or 'ticked' consent form)?			
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	Will you give participants the option of not answering any question they do not want to answer?			
7	Will you ensure that participant data will be treated with full confidentiality and anonymity and, if published, will not be identifiable as any individual or group?			
8	Will you debrief participants at the end of their participation (i.e., give them a brief explanation of the study)?			
9	If your study involves people between 16 and 18 years, will you ensure that passive consent is obtained from parents/guardians, with active consent obtained from both the child and their school/organisation?			

10	If your study involves people less than 16 years, will you ensure that active consent is obtained from parents/guardians and that a parent/guardian or their nominee (such as a teacher) will be present throughout the data collection period?				
11	If your study requires evaluation by an ethics committee/board at an external agency, will you wait until you have approval from both the IADT and the external ethics committee before starting data collection.				
12	If you are in a position of authority over your participants (for example, if you are their instructor/tutor/manager/examiner etc.) will you inform participants in writing that their grades and/or evaluation will be in no way affected by their participation (or lack thereof) in your research?				
13	If you are in a position of authority over your participants (for example, if you are their instructor/tutor/manager/examiner etc.), does your study involve asking participants about their academic or professional achievements, motivations, abilities or philosophies? (please note that this does not apply to QA1 or QA3 forms, or questionnaires limited to market research, that do not require ethical approval from the IREC)				
14	Will your project involve deliberately misleading participants in any way?				
15	Is there any realistic risk of any participants experiencing either physical or psychological distress or discomfort?				
16	Does your project involve work with animals?				
17	Do you plan to give individual feedback to participants regarding their scores on any task or scale?				
18	Does your study examine any sensitive topics (such as, but not limited to, religion, sexuality, alcohol, crime, drugs, mental health, physical health)				
19	Is your study designed to change the mental state of participants in any negative way (such as inducing aggression, frustration, etc?)				
20	Does your study involve an external agency (e.g. for recruitment)?				
21	Do your participants fall into any of the following special groups? *(except where one or more individuals with such characteristics may naturally occur within a general population, such as a sample of students)*	People with learning or communication difficulties			
		Patients (either inpatient or outpatient)			
		Criminals / people in custody			
		Victims of crime or disaster			
		Any other vulnerable population not specified above			

If you have ticked any of the shaded boxes, you should refer to the codes of professional ethics relevant to your discipline, and consult with your supervisor immediately. **You will need to fill in Form B Ethical Approval** and submit it to the Institute Research Ethics Committee **instead** of this form.

There is an obligation on the researcher to bring to the attention of the Institute Research Ethics Committee any issues with ethical implications not clearly covered by the above checklist.

I consider that this project has **no** significant ethical implications to be brought before the relevant Faculty Departmental Ethics Committee. I have read and understood the specific guidelines for completion of Ethics Application Forms. I am familiar with the codes of professional ethics relevant to my discipline (and have discussed them with my supervisor).

Name of Applicant	
Signature	
Date	

I have discussed this project with my student, and I agree that it has no significant ethical implications to be brought before the relevant Faculty Departmental Ethics Committee. ***At least one of the postgraduate student's supervisors must sign this form. It is preferred if the form is signed by all of the student's supervisors.***

Name of Supervisor/Tutor	
Signature	
Date	

Appendix 3 Form B: Application for Ethical Approval Undergraduate/Taught Postgraduate Research

Form B: Application for Ethical Approval
Undergraduate/Taught Postgraduate Research

One printed and signed copy of this form should be submitted to the Chair of the relevant Faculty Ethics Committee. A soft copy should also be supplied, via email.

Title of Project	
Name of Researcher	
Email	
Name of Supervisor/Tutor	

Item	Question	Yes	No	NA
1	Will you describe the main research procedures to participants in advance, so that they are informed about what to expect?			
2	Will you tell participants that their participation is voluntary?			
3	Will you obtain written consent for participation (through a signed or 'ticked' consent form)?			
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	Will you give participants the option of not answering any question they do not want to answer?			
7	Will you ensure that participant data will be treated with full confidentiality and anonymity and, if published, will not be identifiable as any individual or group?			
8	Will you debrief participants at the end of their participation (i.e., give them a brief explanation of the study)?			
9	If your study involves people between 16 and 18 years, will you ensure that passive consent is obtained from parents/guardians, with active consent obtained from both the child and their school/organisation?			

10	If your study involves people less than 16 years, will you ensure that active, consent is obtained from parents/guardians and that a parent/guardian or their nominee (such as a teacher) will be present throughout the data collection period?				
11	If your study requires evaluation by an ethics committee/board at an external agency, will you wait until you have approval from both the IADT and the external ethics committee before starting data collection.				
12	If you are in a position of authority over your participants (for example, if you are their instructor/tutor/manager/examiner etc.) will you inform participants in writing that their grades and/or evaluation will be in no way affected by their participation (or lack thereof) in your research?				
13	If you are in a position of authority over your participants (for example, if you are their instructor/tutor/manager/examiner etc.), does your study involve asking participants about their academic or professional achievements, motivations, abilities or philosophies? (please note that this does not apply to QA1 or QA3 forms, or questionnaires limited to market research, that do not require ethical approval from the IREC)				
14	Will your project involve deliberately misleading participants in any way?				
15	Is there any realistic risk of any participants experiencing either physical or psychological distress or discomfort?				
16	Does your project involve work with animals?				
17	Do you plan to give individual feedback to participants regarding their scores on any task or scale?				
18	Does your study examine any sensitive topics (such as, but not limited to, religion, sexuality, alcohol, crime, drugs, mental health, physical health)				
19	Is your study designed to change the mental state of participants in any negative way (such as inducing aggression, frustration, etc?)				
20	Does your study involve an external agency (e.g. for recruitment)?				
21	Do your participants fall into any of the following special groups? *(except where one or more individuals with such characteristics may naturally occur within a general population, such as a sample of students)*	People with learning or communication difficulties			
		Patients (either inpatient or outpatient)			
		Criminals / people in custody			
		Victims of crime or disaster			
		Any other vulnerable population not specified above			

If you have ticked **No** to any of questions 1 to 11, or **Yes** to any of questions 12 to 20 you should refer to the codes of professional ethics relevant to your discipline, and consult with your supervisor immediately.

There is an obligation on the postgraduate researcher to bring to the attention of the Faculty Research Ethics Committee any issues with ethical implications not clearly covered by the above checklist.

Please provide all the further information listed below, adhering closely to the suggested word counts.

1 *Purpose of project with very clear and specific justification for the study [its potential benefits], given the acknowledged sensitivity of the topic of study or the methods used (approximately 100 words)*
2 *Proposed methodology (approximately 300 words). This must include:*
   a) *Participants: recruitment methods, number, age, gender, exclusion/inclusion criteria.*
   b) *Brief description of methods and measurements.*
3 *A clear but concise statement of the ethical considerations raised by the project and how you intend to deal with them (approximately 100 words).*
4 *Copies of all materials to be used in your study should be attached to this form. This must include consent and participant information arrangements and debrief forms. It should also include copies of all standardized and/or non-standardized questionnaires and instruments, as well as any interventions and/or audio-visual materials, which will be used. Please note that these materials will not be returned to you, so you should ensure that you retain a copy for your own records. All loose materials (such as DVDs, handouts etc.) should be clearly labelled with your name. There is no word count limit on appendices, but no appendices should be included that will not be used as materials in your study.* ***If any of the above information is missing, your application will not be considered at the Faculty Research Ethics Committee meeting, and your research may be significantly delayed.***

I have read and understood the specific guidelines for completion of Ethics Application Forms. I am familiar with the codes of professional ethics relevant to my discipline.

Name of Applicant	
Signature	
Date	

I have discussed this project with my student, and I agree that it has ethical implications, which need to be brought before the relevant Departmental Ethics Committee. I confirm that the student will complete the research in the manner outlined by them above, using the materials attached to this form. ***At least one of the student's supervisors must sign this form. It is preferred if the form is signed by all of the student's supervisors.***

Name of Supervisor/Tutor	
Signature	
Date	

Appendix 4 Specific Guidelines for Completion of Ethics Applications for Research Postgraduates

- Students should not contact any member of the Institute Research Ethics Committee directly with queries regarding their proposal and its progress. All queries should be directed to the Committee via your supervisor. E-mails received by members of Committee directly from students regarding the submission process or decisions made will not be responded to.
- When completing your form, you should consult closely with your supervisor, who will advise you on the appropriate form to use, and how to complete it.
- Plan your project, so that you know exactly what form your research will take
- Identify who your participants are likely to be (in a broad sense – where will you recruit them, what age will they be, will they have any specific characteristics, will there be any incentives for participation).
- Prepare all the materials for your project (such as interview questions, survey questions, consent form, information sheet, debrief, experimental stimuli, and any other documents, media or materials that you will use over the course of your data gathering).
- It is strongly recommended that all studies involve the presentation to participants of information sheets and debrief letters. It is also strongly recommended that all participants complete a consent form (either online or offline) to indicate informed consent. Samples of each of these forms are available from IREC, and it is advised that your materials either use these templates, or include all of the information outlined in the templates. Lack of use of information sheets, consent forms and debriefs should only occur in exceptional circumstances. If for any reason, you plan to not use such documents, please consult with your supervisor. Your supervisor may request a meeting with a member of the Institute Ethics Committee to discuss this decision in advance of submitting an application.
- Consider whether your project has any major ethical implications or not. Use the example projects listed below, in conjunction with the checklist on the 'A' and 'B' ethics forms to guide you. Meet with your supervisor if you have any questions or concerns
- If your project meets the conditions for an A form, without any major ethical implications, meet with your supervisors, who may, at their discretion, sign the A form (your supervisors may indicate that it is a 'B' form application instead). The signature of at least one of your supervisors is required for an A submission. It is preferred if all of your supervisors sign the form. Submit this form in both print and soft copy (via email) to the Chair of the Institute Research Ethics Committee. Please note that you and your supervisor must sign the print copy of the form.
- If your project meets the conditions for a B form, complete the B form, including the answers to Questions 1-3 on page 2, adhering closely to the suggested word counts. Include copies of all materials to be used in your study. Sign the form, and ensure that at least one (and preferably all) of your supervisors have also signed the form. Submit this form and accompanying materials in both print and soft copy (via email) to the Chair of the Institute Research Ethics Committee.
- You may be asked to attend the meeting of the Institute Research Ethics Committee to answer questions on your project. Please note that you may not be advised of the status of your application during the meeting.
- The Institute Research Ethics Committee will consider your application at their next meeting,

and will provide feedback. Their decision may be any of the following:

- Ethics application is successful – student may proceed with project as per the proposal under the guidance of their supervisor. However, no major changes may be made to the project without prior approval of the Institute Research Ethics Committee.
- Unsuccessful – supervisors to approve changes. The proposal is not currently acceptable, but only minor changes are required. The student should make these changes under the guidance of their supervisors, who may then approve the proposal on behalf of the Institute Research Ethics Committee.
- Unsuccessful – Resubmission required, with the Chair of the Institute Research Ethics Committee to approve changes. The proposal is not currently acceptable, and major changes are required in order to gain ethical approval. The student should revise their proposal, under the guidance of their supervisors, and should submit the revised proposal for consideration by the Chair of the Institute Research Ethics Committee.
- Unsuccessful – Resubmission required, with the Institute Research Ethics Committee to approve changes. The proposal is not currently acceptable, and major changes are required in order to gain ethical approval. The student should revise their proposal, under the guidance of their supervisors, and should submit the revised proposal for the next scheduled meeting of the Institute Research Ethics Committee. This is likely to involve a delay of several months before data collection can begin as meetings are held three times per year.
- Unsuccessful – project is unsuitable for research. The proposal is not ethically acceptable, and involves a topic or population that is unsuitable for study at postgraduate level. The Institute Research Ethics Committee recommends that the student consider developing a different proposal, under the guidance of their supervisor, which should be submitted to a future meeting of the Institute Research Ethics Committee.

- If successful, the applicant will be issued with a Statement of Ethical Approval
- In some cases, 'A' forms that have been fully completed and signed by a member of the Committee may be approved by the Chair of the Institute Research Ethics Committee without being brought to a committee meeting. However, the Chair or the Committee may request further information prior to approving an application.
- You should only commence data collection when you have received a Statement of Ethical Approval from the committee.
- Please note that research proposals will receive only **provisional** approval from the Institute Research Ethics Committee in the absence of approval from any agency where you intend to recruit the participants for your study. If you have already secured the relevant consent, please enclose a copy of this along with your Ethics application.
- If your application is successful, you may proceed with your project's practical work under the guidance of your supervisor.

Sample Projects by Application Type

- No Ethical Application Required
- QA1 or QA3 forms
- Surveys that only involve market research (e.g. assessing if there is a market for a new programme)

- User testing of a software prototype which does not involve sensitive content or a vulnerable population (for example, user testing a programme aimed to teach music skills to adults)
- Content analysis of literature, images or media files in the public domain produced or published by agencies, companies or organisations (such as news organisations, production companies, book publishers).
- Interviews completed with subject matter experts that relates to their expertise (rather than personal experience) with a topic

Examples of studies appropriate to 'A' Forms

- Interviews, questionnaires, experiments or other data gathering that does not involve sensitive content or a vulnerable population, even if they do involve personal experience. For example, interviewing adults about their preferred media content
- Research where participants are highly unlikely to experience negative emotional reactions to the process of data gathering (for example, no negative mood is induced as a result of the study)
- Studies where the researcher does not need to tick any of the shaded boxes on the ethical approval forms
- Studies involving children where parental consent is obtained, but do not involve sensitive topics (for example, observational studies of children where consent has been obtained from their parents)

Examples of studies appropriate to 'B' Forms

- Studies involving vulnerable groups (including, but not limited to, patients, people in custody, people with learning or communication difficulties)
- Studies involving sensitive topics (such as health, religion, sexuality, relationships, substance use or abuse, crime)
- Studies designed to change the mental state of participants in any negative way (such as inducing aggression, frustration or disgust)
- Studies involving recruitment of participants from external agencies (such as schools, companies or professional bodies)
- Studies where the participant will be advised of their performance on any task or scale (such as intelligence tests)
- Studies involving deception, or studies where the main research procedures are not fully outlined to participants in advance of their participation
- Any study which involves a person in a position of authority over their participants (such as lecturer / manager) asking participants about their academic or professional achievements, motivations, abilities or philosophies
- Any study where anonymity and confidentiality cannot be ensured
- Studies where the researcher must tick any of the shaded boxes on the ethical approval forms

Appendix 5 Form A: Postgraduate Research Application for Ethical Approval

Form A: Postgraduate Research Application for Ethical Approval

One printed and signed copy of this form should be submitted to the Chair of the relevant Faculty Ethics Committee. A soft copy should also be supplied, via email.

Title of Project	
Name of Researcher	
Email	
Name of Supervisor/Tutor	

Item	Question	Yes	No	NA
1	Will you describe the main research procedures to participants in advance, so that they are informed about what to expect?			
2	Will you tell participants that their participation is voluntary?			
3	Will you obtain written consent for participation (through a signed or 'ticked' consent form)?			
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	Will you give participants the option of not answering any question they do not want to answer?			
7	Will you ensure that participant data will be treated with full confidentiality and anonymity and, if published, will not be identifiable as any individual or group?			
8	Will you debrief participants at the end of their participation (i.e., give them a brief explanation of the study)?			
9	If your study involves people between 16 and 18 years, will you ensure that passive consent is obtained from parents/guardians, with active consent obtained from both the child and their school/organisation?			
10	If your study involves people under 16 years, will you ensure that active consent is obtained from parents/guardians and that a parent/guardian or their nominee (such as a teacher) will be			

	present throughout the data collection period?				
11	If your study requires evaluation by an ethics committee/board at an external agency, will you wait until you have approval from both the IADT and the external ethics committee before starting data collection.				
12	If you are in a position of authority over your participants (for example, if you are their instructor/tutor/manager/examiner etc.) will you inform participants in writing that their grades and/or evaluation will be in no way affected by their participation (or lack thereof) in your research?				
13	If you are in a position of authority over your participants (for example, if you are their instructor/tutor/manager/examiner etc.), does your study involve asking participants about their academic or professional achievements, motivations, abilities or philosophies? (please note that this does not apply to QA1 or QA3 forms, or questionnaires limited to market research, that do not require ethical approval from the IREC)				
14	Will your project involve deliberately misleading participants in any way?				
15	Is there any realistic risk of any participants experiencing either physical or psychological distress or discomfort?				
16	Does your project involve work with animals?				
17	Do you plan to give individual feedback to participants regarding their scores on any task or scale?				
18	Does your study examine any sensitive topics (such as, but not limited to, religion, sexuality, alcohol, crime, drugs, mental health, physical health)				
19	Is your study designed to change the mental state of participants in any negative way (such as inducing aggression, frustration, etc?)				
20	Does your study involve an external agency (e.g. for recruitment)?				
21	Do your participants fall into any of the following special groups? *(except where one or more individuals with such characteristics may naturally occur within a general population, such as a sample of students)*	People with learning or communication difficulties			
		Patients (either inpatient or outpatient)			
		Criminals / people in custody			
		Victims of crime or disaster			
		Any other vulnerable population not specified above			

If you have ticked any of the shaded boxes, you should refer to the codes of professional ethics relevant to your discipline, and consult with your supervisor immediately. **You will need to fill in Ethical Approval Form B** and submit it to the Institute Research Ethics Committee **instead** of this form.

There is an obligation on the researcher to bring to the attention of the Institute Research Ethics Committee any issues with ethical implications not clearly covered by the above checklist.

I consider that this project has **no** significant ethical implications to be brought before the Institute Research Ethics Committee. I have read and understood the specific guidelines for completion of Ethics Application Forms. I am familiar with the codes of professional ethics relevant to my discipline (and have discussed them with my supervisor).

Name of Applicant	
Signature	
Date	

I have discussed this project with my student, and I agree that it has no significant ethical implications to be brought before the Institute Research Ethics Committee. ***At least one of the postgraduate student's supervisors must sign this form. It is preferred if the form is signed by all of the student's supervisors.***

Name of Supervisor/Tutor	
Signature	
Date	
Name of Supervisor/Tutor	
Signature	
Date	
Name of Supervisor/Tutor	
Signature	
Date	

Appendix 6 Form B: Postgraduate Research Application for Ethical Approval

Form B: Postgraduate Research Application for Ethical Approval

One printed and signed copy of this form should be submitted to the Chair of the relevant Faculty Ethics Committee. A soft copy should also be supplied, via email.

Title of Project	
Name of Researcher	
Email	
Name of Supervisor/Tutor	

Item	Question	Yes	No	NA
1	Will you describe the main research procedures to participants in advance, so that they are informed about what to expect?			
2	Will you tell participants that their participation is voluntary?			
3	Will you obtain written consent for participation (through a signed or 'ticked' consent form)?			
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	Will you give participants the option of not answering any question they do not want to answer?			
7	Will you ensure that participant data will be treated with full confidentiality and anonymity and, if published, will not be identifiable as any individual or group?			
8	Will you debrief participants at the end of their participation (i.e., give them a brief explanation of the study)?			
9	If your study involves people between 16 and 18 years, will you ensure that passive consent is obtained from parents/guardians, with active consent obtained from both the child and their school/organisation?			
10	If your study involves people less than 16 years, will you ensure that active consent is obtained from parents/guardians and that a parent/guardian or their nominee (such as a teacher) will be present throughout the data collection period?			

11	If your study requires evaluation by an ethics committee/board at an external agency, will you wait until you have approval from both the IADT and the external ethics committee before starting data collection.				
12	If you are in a position of authority over your participants (for example, if you are their instructor/tutor/manager/examiner etc.) will you inform participants in writing that their grades and/or evaluation will be in no way affected by their participation (or lack thereof) in your research?				
13	If you are in a position of authority over your participants (for example, if you are their instructor/tutor/manager/examiner etc.), does your study involve asking participants about their academic or professional achievements, motivations, abilities or philosophies? (please note that this does not apply to QA1 or QA3 forms, or questionnaires limited to market research, that do not require ethical approval from the IREC)				
14	Will your project involve deliberately misleading participants in any way?				
15	Is there any realistic risk of any participants experiencing either physical or psychological distress or discomfort?				
16	Does your project involve work with animals?				
17	Do you plan to give individual feedback to participants regarding their scores on any task or scale?				
18	Does your study examine any sensitive topics (such as, but not limited to, religion, sexuality, alcohol, crime, drugs, mental health, physical health)				
19	Is your study designed to change the mental state of participants in any negative way (such as inducing aggression, frustration, etc?)				
20	Does your study involve an external agency (e.g. for recruitment)?				
21	Do your participants fall into any of the following special groups? *(except where one or more individuals with such characteristics may naturally occur within a general population, such as a sample of students)*	People with learning or communication difficulties			
		Patients (either inpatient or outpatient)			
		Criminals / people in custody			
		Victims of crime or disaster			
		Any other vulnerable population not specified above			

If you have ticked any of the shaded boxes, you should refer to the codes of professional ethics relevant to your discipline, and consult with your supervisor immediately. There is an obligation on the postgraduate researcher to bring to the attention of the Institute Research Ethics Committee any issues with ethical implications not clearly covered by the above checklist.

Please provide all the further information listed below, adhering closely to the suggested word counts.

1 *Purpose of project with very clear and specific justification for the study [its potential benefits], given the acknowledged sensitivity of the topic of study or the methods used (approximately 100 words)*

2 *Proposed methodology (approximately 300 words). This must include:*
   a) *Participants: recruitment methods, number, age, gender, exclusion/inclusion criteria.*
   b) *Brief description of methods and measurements*

3 *A clear but concise statement of the ethical considerations raised by the project and how you intend to deal with them. Please cross reference your answer with the shaded boxes ticked in the table above (approximately 100 words)*

4 *Copies of all materials to be used in your study should be attached to this form. This must include consent and participant information arrangements and debrief forms. It should also include copies of all standardized and/or non-standardized questionnaires and instruments, as well as any interventions and/or audio-visual materials, which will be used. If you have successfully obtained approval from any external body's ethics committees, please include a copy of their written approval for your project. Please note that these materials will not be returned to you, so you should ensure that you retain a copy for your own records. All loose materials (such as DVDs, handouts etc.) should be clearly labelled with your name. There is no word count limit on appendices, but no appendices should be included that will not be used as materials in your study.* ***If any of the above information is missing, your application will not be considered at the Institute Research Ethics Committee meeting, and your research may be significantly delayed.***

I have read and understood the specific guidelines for completion of Ethics Application Forms. I am familiar with the codes of professional ethics relevant to my discipline.

Name of Applicant	
Signature	
Date	

I have discussed this project with my student, and I agree that it has ethical implications, which need to be brought before the Institute Research Ethics Committee. I confirm that the student will complete the research in the manner outlined by them above, using the materials attached to this form. ***At least one of the postgraduate student's supervisors must sign this form. It is preferred if the form is signed by all of the student's supervisors.***

Name of Supervisor/Tutor	
Signature	
Date	

Name of Supervisor/Tutor	
Signature	
Date	
Name of Supervisor/Tutor	
Signature	
Date	

Appendix 7 Specific Guidelines for Completion of Ethics Application Forms - Staff Applications

- Plan your project, so that you know exactly what form your research will take
- Identify who your participants are likely to be (in a broad sense – where will you recruit them, what age will they be, will they have any specific characteristics, will there be any incentives for participation)
- Prepare all the materials for your project (such as interview questions, survey questions, consent form, information sheet, debrief, experimental stimuli, and any other documents, media or materials that you will use over the course of your data gathering).
- It is strongly recommended that all studies involve the presentation to participants of information sheets and debrief letters. It is also strongly recommended that all participants complete a consent form (either online or offline) to indicate informed consent. Samples of each of these forms are available from IREC, and it is advised that your materials either use these templates, or include all of the information outlined in the templates. Lack of use of information sheets, consent forms and debriefs should only occur in exceptional circumstances. If, for any reason, you plan to not use such documents, please meet with a member of the Institute Ethics Committee to discuss this decision in advance of submitting an application.
- Consider whether your project has any major ethical implications or not. Use the example projects listed below, in conjunction with the checklist on the 'A' and 'B' ethics forms to guide you. Meet with a member of the Institute Research Ethics Committee if you have any questions or concerns
- If your project meets the conditions for an A form, without any major ethical implications, meet with a member of the Institute Research Ethics Committee, who may, at their discretion, sign the A form. Submit this form in both print and soft copy (via email) to the Chair of the Institute Research Ethics Committee. Please note that the print copy of the form must be signed by you, all members of your research team, and another member of the Institute Research Ethics Committee
- If your project meets the conditions for a B form, complete the B form, including the answers to Questions 1-3 on page 2, adhering closely to the suggested word counts. Include copies of all materials to be used in your study. Submit this form and accompanying materials in both print and soft copy (via email) to the Chair of the Institute Research Ethics Committee. Please note that the print copy of the form should be signed by all members of your research team, if possible, but must be signed by at least one member of the research team.
- You may be asked to attend the meeting of the Institute Research Ethics Committee to answer questions on your project. Please note that you may not be advised of the status of your application during the meeting.
- The Institute Research Ethics Committee will consider your application at their next meeting, and will provide feedback. Their decision may be any of the following:
    - Ethics application is successful – applicant may proceed with project as per the proposal or with minor changes as outlined in the feedback from IREC (but there is no need to resubmit the proposal to IREC). However, no major changes may be made to the project without prior approval of the Institute Research Ethics Committee.

- Unsuccessful – Resubmission required, with the Chair of the Institute Research Ethics Committee to approve changes. The proposal is not currently acceptable, but only minor changes are required. The applicant should revise their proposal, and should submit the revised proposal for consideration by the Chair of the Institute Research Ethics Committee.
- Unsuccessful – Resubmission required, with the Institute Research Ethics Committee to approve changes. The proposal is not currently acceptable, and major changes are required in order to gain ethical approval. The applicant should revise their proposal, and should submit the revised proposal for the next scheduled meeting of the Institute Research Ethics Committee. This is likely to involve a delay of several months before data collection can begin as meetings are held three times per year.
- Unsuccessful – project is unsuitable for research. The proposal is not ethically acceptable, and involves topics and/or population that are unsuitable for research. The Institute Research Ethics Committee recommends that the applicant consider developing a different proposal, which should be submitted to a future meeting of the Institute Research Ethics Committee.

- If successful, the applicant will be issued with a Statement of Ethical Approval
- In some cases, 'A' forms that have been fully completed and signed by a member of the Committee may be approved by the Chair of the Institute Research Ethics Committee without being brought to a committee meeting. However, the Chair or the Committee may request further information prior to approving an application.
- You should only commence data collection when you have received a Statement of Ethical Approval from the committee.
- Please note that research proposals will receive only provisional approval from the Institute Research Ethics Committee in the absence of approval from any agency where you intend to recruit the participants for your study. If you have already secured the relevant consent, please enclose a copy of this along with your Ethics application.

Sample Projects by Application Type

No Ethical Application Required

- QA1 or QA3 forms
- Surveys that only involve market research (e.g. assessing if there is a market for a new programme)
- User testing of a software prototype which does not involve sensitive content or a vulnerable population (for example, user testing a programme aimed to teach music skills to adults)
- Content analysis of literature, images or media files in the public domain produced or published by agencies, companies or organisations (such as news organisations, production companies, book publishers).
- Interviews completed with subject matter experts that relates to their expertise (rather than personal experience) with a topic

Examples of studies appropriate to 'A' Forms

- Interviews, questionnaires, experiments or other data gathering that does not involve sensitive content or a vulnerable population, even if they do involve personal experience. For example, interviewing adults about their preferred media content
- Research where participants are highly unlikely to experience negative emotional reactions to the process of data gathering (for example, no negative mood is induced as a result of the study)
- Studies where the researcher does not need to tick any of the shaded boxes on the ethical approval forms
- Studies involving children where parental consent is obtained, but do not involve sensitive topics (for example, observational studies of children where consent has been obtained from their parents)

Examples of studies appropriate to 'B' Forms

- Studies involving vulnerable groups (including, but not limited to, patients, people in custody, people with learning or communication difficulties)
- Studies involving sensitive topics (such as health, religion, sexuality, relationships, substance use or abuse, crime)
- Studies designed to change the mental state of participants in any negative way (such as inducing aggression, frustration or disgust)
- Studies involving recruitment of participants from external agencies (such as schools, companies or professional bodies)
- Studies where the participant will be advised of their performance on any task or scale (such as intelligence tests)
- Studies involving deception, or studies where the main research procedures are not fully outlined to participants in advance of their participation
- Any study which involves a person in a position of authority over their participants (such as lecturer / manager) asking participants about their academic or professional achievements, motivations, abilities or philosophies
- Any study where anonymity and confidentiality cannot be ensured
- Studies where the researcher must tick any of the shaded boxes on the ethical approval forms

Appendix 8 Form A: Staff Application for Ethical Approval

Form A: Staff Application for Ethical Approval

One printed and signed copy of this form should be submitted to the Chair of the relevant Faculty Ethics Committee. A soft copy should also be supplied, via email.

Title of Project	
Name of Researcher	
Email	

Item	Question	Yes	No	NA
1	Will you describe the main research procedures to participants in advance, so that they are informed about what to expect?			
2	Will you tell participants that their participation is voluntary?			
3	Will you obtain written consent for participation (through a signed or 'ticked' consent form)?			
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	Will you give participants the option of not answering any question they do not want to answer?			
7	Will you ensure that participant data will be treated with full confidentiality and anonymity and, if published, will not be identifiable as any individual or group?			
8	Will you debrief participants at the end of their participation (i.e., give them a brief explanation of the study)?			
9	If your study involves people between 16 and 18 years, will you ensure that passive consent is obtained from parents/guardians, with active consent obtained from both the child and their school/organisation?			
10	If your study involves people less than 16 years, will you ensure that active consent is obtained from parents/guardians and that a parent/guardian or their nominee (such as a teacher) will be present throughout the data collection period?			
11	If your study requires evaluation by an ethics committee/board at an external agency, will you wait until you have approval from both the IADT and the external ethics committee before starting			

	data collection.				
12	If you are in a position of authority over your participants (for example, if you are their instructor/tutor/manager/examiner etc.) will you inform participants in writing that their grades and/or evaluation will be in no way affected by their participation (or lack thereof) in your research?				
13	If you are in a position of authority over your participants (for example, if you are their instructor/tutor/manager/examiner etc.), does your study involve asking participants about their academic or professional achievements, motivations, abilities or philosophies? (please note that this does not apply to QA1 or QA3 forms, or questionnaires limited to market research, that do not require ethical approval from the IREC)				
14	Will your project involve deliberately misleading participants in any way?				
15	Is there any realistic risk of any participants experiencing either physical or psychological distress or discomfort?				
16	Does your project involve work with animals?				
17	Do you plan to give individual feedback to participants regarding their scores on any task or scale?				
18	Does your study examine any sensitive topics (such as, but not limited to, religion, sexuality, alcohol, crime, drugs, mental health, physical health)				
19	Is your study designed to change the mental state of participants in any negative way (such as inducing aggression, frustration, etc?)				
20	Does your study involve an external agency (e.g. for recruitment)?				
21	Do your participants fall into any of the following special groups? *(except where one or more individuals with such characteristics may naturally occur within a general population, such as a sample of students)*	People with learning or communication difficulties			
		Patients (either inpatient or outpatient)			
		Criminals / people in custody			
		Victims of crime or disaster			
		Any other vulnerable population not specified above			

If you have ticked any of the shaded boxes, you should refer to the codes of professional ethics relevant to your discipline, and consult with a member of the IADT Research Ethics Committee immediately. There is an obligation on the lead researcher to bring to the attention of the Institute Research Ethics Committee any issues with ethical implications not clearly covered by the above checklist.

Please provide all the further information listed below, adhering closely to the suggested word counts.

1 *Purpose of project with very clear and specific justification for the study [its potential benefits], given the acknowledged sensitivity of the topic of study or the methods used (approximately 100 words)*

2 *Proposed methodology (approximately 300 words). This must include:*
   a) Participants: recruitment methods, number, age, gender, exclusion/inclusion criteria.
   b) Brief description of methods and measurements

3 *A clear but concise statement of the ethical considerations raised by the project and how you intend to deal with them. Please cross reference your answer with the shaded boxes ticked in the table above (approximately 100 words)*

4 *Copies of <u>all materials</u> to be used in your study should be attached to this form. This must include consent and participant information arrangements and debrief forms. It should also include copies of all standardized and/or non-standardized questionnaires and instruments, as well as any interventions and/or audio-visual materials, which will be used. If you have successfully obtained approval from any external body's ethics committees, please include a copy of their written approval for your project. Please note that these materials will not be returned to you, so you should ensure that you retain a copy for your own records. All loose materials (such as DVDs, handouts etc.) should be clearly labelled with your name. There is no word count limit on appendices, but no appendices should be included that will not be used as materials in your study.* ***If any of the above information is missing, your application will not be considered at the Institute Research Ethics Committee meeting, and your research may be significantly delayed.***

I have read and understood the specific guidelines for completion of Ethics Application Forms. I am familiar with the codes of professional ethics relevant to my discipline. All researchers involved in the study must sign below.

Name of Applicant	
Signature	
Date	
Name of Applicant	
Signature	
Date	
Name of Applicant	
Signature	
Date	

Appendix 9 Form B: Staff Application for Ethical Approval

Form B: Staff Application for Ethical Approval

One printed and signed copy of this form should be submitted to the Chair of the relevant Faculty Ethics Committee. A soft copy should also be supplied, via email.

Title of Project	
Name of Researcher	
Email	

Item	Question	Yes	No	NA
1	Will you describe the main research procedures to participants in advance, so that they are informed about what to expect?			
2	Will you tell participants that their participation is voluntary?			
3	Will you obtain written consent for participation (through a signed or 'ticked' consent form)?			
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	Will you give participants the option of not answering any question they do not want to answer?			
7	Will you ensure that participant data will be treated with full confidentiality and anonymity and, if published, will not be identifiable as any individual or group?			
8	Will you debrief participants at the end of their participation (i.e., give them a brief explanation of the study)?			
9	If your study involves people between 16 and 18 years, will you ensure that passive consent is obtained from parents/guardians, with active consent obtained from both the child and their school/organisation?			
10	If your study involves people less than 16 years, will you ensure that active consent is obtained from parents/guardians and that a parent/guardian or their nominee (such as a teacher) will be present throughout the data collection period?			
11	If your study requires evaluation by an ethics committee/board at an external agency, will you wait until you have approval from both the IADT and the external ethics committee before starting			

	data collection.				
12	If you are in a position of authority over your participants (for example, if you are their instructor/tutor/manager/examiner etc.) will you inform participants in writing that their grades and/or evaluation will be in no way affected by their participation (or lack thereof) in your research?				
13	If you are in a position of authority over your participants (for example, if you are their instructor/tutor/manager/examiner etc.), does your study involve asking participants about their academic or professional achievements, motivations, abilities or philosophies? (please note that this does not apply to QA1 or QA3 forms, or questionnaires limited to market research, that do not require ethical approval from the IREC)				
14	Will your project involve deliberately misleading participants in any way?				
15	Is there any realistic risk of any participants experiencing either physical or psychological distress or discomfort?				
16	Does your project involve work with animals?				
17	Do you plan to give individual feedback to participants regarding their scores on any task or scale?				
18	Does your study examine any sensitive topics (such as, but not limited to, religion, sexuality, alcohol, crime, drugs, mental health, physical health)				
19	Is your study designed to change the mental state of participants in any negative way (such as inducing aggression, frustration, etc?)				
20	Does your study involve an external agency (e.g. for recruitment)?				
21	Do your participants fall into any of the following special groups? *(except where one or more individuals with such characteristics may naturally occur within a general population, such as a sample of students)*	People with learning or communication difficulties			
		Patients (either inpatient or outpatient)			
		Criminals / people in custody			
		Victims of crime or disaster			
		Any other vulnerable population not specified above			

If you have ticked any of the shaded boxes, you should refer to the codes of professional ethics relevant to your discipline, and consult with a member of the IADT Research Ethics Committee immediately. There is an obligation on the lead researcher to bring to the attention of the Institute Research Ethics Committee any issues with ethical implications not clearly covered by the above checklist.

Please provide all the further information listed below, adhering closely to the suggested word counts.

5 *Purpose of project with very clear and specific justification for the study [its potential benefits], given the acknowledged sensitivity of the topic of study or the methods used (approximately 100 words)*

6 *Proposed methodology (approximately 300 words). This must include:*
c) Participants: recruitment methods, number, age, gender, exclusion/inclusion criteria.
d) Brief description of methods and measurements

7 *A clear but concise statement of the ethical considerations raised by the project and how you intend to deal with them. Please cross reference your answer with the shaded boxes ticked in the table above (approximately 100 words)*

8 *Copies of <u>all materials</u> to be used in your study should be attached to this form. This must include consent and participant information arrangements and debrief forms. It should also include copies of all standardized and/or non-standardized questionnaires and instruments, as well as any interventions and/or audio-visual materials, which will be used. If you have successfully obtained approval from any external body's ethics committees, please include a copy of their written approval for your project. Please note that these materials will not be returned to you, so you should ensure that you retain a copy for your own records. All loose materials (such as DVDs, handouts etc.) should be clearly labelled with your name. There is no word count limit on appendices, but no appendices should be included that will not be used as materials in your study.* ***If any of the above information is missing, your application will not be considered at the Institute Research Ethics Committee meeting, and your research may be significantly delayed.***

I have read and understood the specific guidelines for completion of Ethics Application Forms. I am familiar with the codes of professional ethics relevant to my discipline. All researchers involved in the study must sign below.

Name of Applicant	
Signature	
Date	
Name of Applicant	
Signature	
Date	
Name of Applicant	
Signature	
Date	

Appendix 10 Template Information Sheet

Study Title: <insert a title that is simple and self-explanatory to a lay person>

Purpose of the Research

Provide the background and aim/s of the research project.

Invitation

You are being invited to consider taking part in this research study. This project is being undertaken by *<insert name/s of researcher/s>. Indicate if the project is funded (if so, by whom?), if there are external partners (e.g. other universities or companies), and/or if the study is being conducted in pursuit of a qualification (if so, which qualification, and from what institution).* Before you decide whether you wish to take part, it is important for you to understand, why this research is being done and what it will involve. Please take time to read this information carefully and discuss it with friends and relatives if you wish. Ask us if there is anything that is unclear or if you would like more information. *Provide email and/or telephone contact details if the study is being conducted remotely (e.g. via post or online).* The IADT Institute Research Ethics Committee has approved this study.

Do I have to take part?

You are free to decide whether you wish to take part or not. If you do decide to take part, you will be asked to indicate your consent through completion of a short form. You are free to withdraw from this study at any time and without giving reasons.

If you are in a position of authority over your participants (e.g. if you are their tutor, lecturer, manager, examiner, etc.) you must explain that their decision to either take part or not take part in the study will have no impact on their marks, assessments, future studies, promotional prospects, performance reviews, or any other evaluation of their professional or academic life.

If I take part, what do I have to do?

Set out briefly and clearly, what you will expect of participants. Explain what exactly will happen to participants (e.g., you will be given a questionnaire to complete); including how long it will take (if unsure, give participants an indication of the maximum amount of time they will spend completing the research). If you need participants to come back at a later time/date for a subsequent part of your study, indicate this clearly now, stating how long each part of the study will take.

What are the benefits and risks (if any) of taking part?

Explain these clearly.

How will information about me be used and who will have access to it?

Explain how their data will be collected and what the data will be used for. It must be clear whether the data collected will be retained for use in future research studies. You should tell the participants how their confidentiality would be safeguarded during and after the study.

The participants should be told:

- *That data will be stored securely and where the data will be stored (e.g., in a locked filing cabinet, on a password protected computer)*
- *The level of identification (e.g. coded, unlinked-anonymous, fully identifiable)*
- *That the researcher will retain the data for at least one year. If the research is to be published, most scientific journals require original data (including videos and transcripts) to be kept for 5 years. If it is not to be published then the data should be kept for 1 year, but this can lead to difficulties if publication is subsequently required as original data cannot be checked or examined if necessary.*
- *What the longer-term arrangements are for disposing of or keeping the data (e.g., that they will be securely disposed of, or placed in a repository)*

You should tell the participants what would happen to the results of the research. Will they be used in your dissertation or thesis? For what degree (e.g., MSc by Research in the Dun Laoghaire Institute of Art, Design & Technology)? Will they be published? How can they obtain a copy of the published research?

What if there is a problem?

If you have a concern about any aspect of this study, you may wish to speak to the researcher(s) who will do their best to answer your questions. You should contact *<insert researcher's name and contact number/email address>* or their supervisors *<insert IADT contact number and/or IADT e-mail address>.*

Thank you

Appendix 11 Template Consent Form

Title of Project	
Name of Researcher(s)	
Name of Supervisor(s)	

I confirm that I have read and understand the information sheet for the above study and have had the opportunity to ask questions. I understand that my participation is voluntary and that I am free to withdraw at any time. I am over the age of 18 years and I agree to take part in this study.	**Please Tick Box**

Notes: If appropriate, one or more of the following statements should also be included in the text above:

- *I understand that data collected about me during this study will not be anonymised before it is submitted for publication*
- *I agree to the interview/ focus group being audio/video recorded*
- *I agree that the data collected can be used for future research projects*
- *I agree for my quotes to be published in a dissertation, presentation, academic publication, or online format*

Appendix 12 Template Debrief Document

Thank you very much for taking part in this research study.

The study in which you just participated was designed to investigate *include short description of your research question, in layperson terms.*

If you have questions about this study or you wish to have your data removed from the study, please contact me at the following e-mail address: Student Email address and/or phone number. Alternatively, you may contact my supervisor, *Supervisor Name* at IADT, at *Supervisor Contact Details, as agreed with supervisor*

We thank you sincerely for contributing and assure you that your data is confidential and anonymous, and if published the data will not be in any way identifiable as yours.

If you have been affected by the content of this study in any way, the organisations below may be of assistance: *Please include a list of contact individuals or organisations that may be able to provide information and guidance to those affected by the study. If this includes an individual (such as a counsellor), then ensure that you have permission to include them as a contact here.*

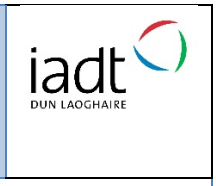
Researcher Name

Appendix 13 Statement of Ethical Approval for Undergraduate/Taught Postgraduate Research – Faculty Committee

Statement of Ethical Approval for Undergraduate/Taught Postgraduate Research – Faculty Committee	iadt DUN LAOGHAIRE
This project has been considered using agreed IADT procedures and is now approved.	
Chair of Faculty Ethics Committee Signature	
Print Name	
Date	
Notes	

a. Research proposals can receive only **provisional** approval from the Faculty in the absence of approval from any agency where you intend to recruit participants. If you have already secured the relevant consent, please enclose a copy with this form.
b. Where your application for ethical approval is rejected, you (and, where relevant, your supervisor) will be informed. The grounds for refusal will be outlined and will have to be addressed in your re-submission.
c. Approved proposals will be retained in the Institute for 18 months after the research has been completed.
d. The Institute is not primarily concerned with methodological issues but may comment on such issues as far as they have ethical implications.

Appendix 14 Statement of Ethical Approval for Staff or Postgraduate Research Institute Research Ethics Committee

Statement of Ethical Approval for Undergraduate/Taught Postgraduate Research – Institute Research Ethics Committee	
This project has been considered using agreed IADT procedures and is now approved.	
Chair of Institute Ethics Committee Signature	
Print Name	
Date	
Notes	

a. Research proposals can receive only provisional approval from the Institute in the absence of approval from any agency where you intend to recruit participants. If you have already secured the relevant consent, please enclose a copy with this form.
b. Where your application for ethical approval is rejected, you (and, where relevant, your supervisor) will be informed. The grounds for refusal will be outlined and will have to be addressed in your re-submission.
c. Approved proposals will be retained in the Institute for 18 months after the research has been completed.
d. The Institute is not primarily concerned with methodological issues but may comment on such issues as far as they have ethical implications.

Appendix 15 Feedback Form for Staff/Postgraduate Researchers from the Institute Research Ethics Committee

Feedback Form for Staff/Postgraduate Researchers Institute Research Ethics Committee	
Title of Project	
Name of Researcher(s)	
Name of Supervisor(s)	
Date of Decision	

Decision of Institute Research Ethics Committee	**Tick as appropriate**
Ethics application is successful – student may proceed with project as per the proposal under the guidance of their supervisor. However, no major changes may be made to the project without prior approval of the Institute Research Ethics Committee.	
Unsuccessful – supervisors to approve changes. The proposal is not currently acceptable, but only minor changes are required. The student should make these changes under the guidance of their supervisors, who may then approve the proposal on behalf of the Institute Research Ethics Committee.	
Unsuccessful – Resubmission required, with the Chair of the Institute Research Ethics Committee to approve changes. The proposal is not currently acceptable, and major changes are required in order to gain ethical approval. The student should revise their proposal, under the guidance of their supervisors, and should submit the revised proposal for consideration by the Chair of the Institute Research Ethics Committee.	
Unsuccessful – Resubmission required, with the Institute Research Ethics Committee to approve changes. The proposal is incomplete. The student should revise their proposal, under the guidance of their supervisors, and should submit the revised proposal for a future meeting of the Institute Research Ethics Committee.	
Unsuccessful – project is unsuitable for research. The proposal is not ethically acceptable, and involves a topic or population that is unsuitable for study at postgraduate level. The Institute Research Ethics Committee recommends that the student consider developing a different proposal, under the guidance of their supervisor, which should be submitted to a future meeting of the Institute Research Ethics Committee.	

Feedback from Institute Research Ethics Committee, including required changes (if appropriate):

Appendix 16 Feedback Form for Undergraduate/Taught Postgraduate Research Projects from the Faculty Ethics Committee

Feedback Form for Undergraduate/Taught Postgraduate Research Projects Faculty Ethics Committee	
Title of Project	
Name of Researcher(s)	
Name of Supervisor(s)	
Faculty	
Date of Decision	

Decision of Faculty Ethics Committee	**Tick as appropriate**
Ethics application is successful – student may proceed with project as per the proposal under the guidance of their supervisor. However, no major changes may be made to the project without prior approval of the Faculty/Departmental Committee.	
Unsuccessful – supervisors to approve changes. The proposal is not currently acceptable, but only minor changes are required. The student should make these changes under the guidance of their supervisors, who may then approve the proposal on behalf of the relevant Ethics Committee.	
Unsuccessful – Resubmission required, with the Chair of the relevant Faculty/Departmental Ethics Committee to approve changes. The proposal is not currently acceptable, and major changes are required in order to gain ethical approval. The student should revise their proposal, under the guidance of their supervisors, and should submit the revised proposal for consideration by the Chair of the relevant Ethics Committee.	
Unsuccessful – Resubmission required, with the Faculty/Departmental Committee to approve changes. The proposal is incomplete. The student should revise their proposal, under the guidance of their supervisors, and should submit the revised proposal for a future meeting of the relevant Ethics Committee.	
Unsuccessful – project is unsuitable for research. The proposal is not ethically acceptable, and involves a topic or population that is unsuitable for study at postgraduate level. The Ethics Committee recommends that the student consider developing a different proposal, under the guidance of their supervisor, which should be submitted to a future meeting of the relevant Faculty/Departmental Ethics Committee.	

Feedback from Faculty Ethics Committee, including required changes (if appropriate):