

## COMMON AWARDS RESEARCH ETHICS

### GUIDELINES FOR PARTICIPANT INFORMATION SHEET

Potential participants in your research should be given sufficient information to allow them to decide whether or not they wish to take part. The information you give should be written in clear, non-technical language that is easy to understand. You should include the following information:

#### **1. Study Title**

Give the title of your study. If it contains technical terms or is not self-explanatory to a lay person, you should include a brief explanation.

#### **2. Invite Participation**

A brief paragraph inviting the person to take part. For example:

*You are being invited to take part in a research study. In order to help you decide it is important for you to understand why the research is being done and what it will involve. Please take time to read the following information carefully. You may wish to discuss it with others. For any further information or questions about my research, please contact me on: XXXX*

#### **3. Provide brief information on the aims and purpose of the project**

#### **4. Explain why the person has been chosen and who else will take part**

#### **5. Informed consent**

The potential participant should be told that participation is entirely voluntary. For example:

*You are free to decide whether or not to take part. If you decide you do wish to take part, you are free to withdraw at any time, without giving a reason. It is usually not practical to withdraw after the research project has been written up. If you take part you will be asked to sign a consent form, and you will be given a copy of it to keep.*

#### **6. Information about what the research will involve**

Clear description of what the participant will be asked to do, giving an idea of how much time it will take. You should give information about your research method, eg interview or focus group.

#### **7. Information about any risks or benefits for the participant**

Risks – for example if your interview addresses potentially painful personal issues which may affect the participant's well-being, you should alert them to this possibility, and provide information about who they should contact for support if this happens.

Benefits – for example your research might provide an opportunity to contribute to our understanding of some issue. Do not exaggerate the benefits if none are obvious.

#### **8. Confidentiality**

You should provide information about the limits of confidentiality and the security of information. Provide specific details of how confidentiality will be maintained and who is likely to have access to personal information and data; eg supervisors, internal and external examiners. Do not provide promises of absolute confidentiality as a few staff may have limited access to data in order to mark the project, but state that every effort will be made to provide as

much confidentiality as possible. Under normal circumstances no-one else should have access to the participant's details or data. Confidentiality includes the fact of the person's participation as well as their data. Only in exceptional circumstances might personal details or raw data need to be examined by staff or examiners.

#### **9. Data**

Provide information about what will happen to the information you collect and any participant details; how and where it will be presented, who is likely to read it and whether surveys or interviews will be destroyed after the assessment has been marked. Inform the participant of the extent to which they may or may not be identifiable. If data is to be retained after the end of the project, you must give clear information about how and why this will happen.

#### **10. Further information**

Provide the contact details for yourself and your TEI supervisor for the potential participant to contact if they require further information and would like to take part. Refer the potential participant to the **TEI name's** Research Ethics Policy and tell them where this can be viewed.

Thank the potential participant for considering taking part.

Participants must be given a copy of the information sheet and a copy of the signed, dated consent form. The original signed consent form will be kept by the student.

**EXAMPLE CONSENT FORM (Appendix 2)**

**Participant Identification Code:**

**Title of Project:**

**Student Name:**.....

**Supervisor Name:**.....

**Please read and sign:**

(Additional information should be included as appropriate, eg 'I agree to the interview being audio recorded)

I confirm that I have read and understand the information sheet about the above-named project and have had the opportunity to ask questions.

I understand that participation is voluntary and that I am free to withdraw at any time prior to the research project being written up, without giving a reason.

I agree to take part in this project.

Name of participant: .....

Date: .....

Signature: .....

Name of student: .....

Date: .....

Signature: .....

**Participants will be given a copy of this signed, dated consent form. The original signed consent form will be kept by the student.**

**COMMON AWARDS RESEARCH ETHICS  
ETHICS APPROVAL FORM (Appendix 3)**

**SECTION A  
STUDENT INFORMATION**

<b>Name:</b>
<b>Tel. No.:</b>
<b>Email:</b>
<b>TEI/Formational Centre:</b>
<b>Module name and code</b>
<b>Assignment title</b>

**SECTION B  
INITIAL DECLARATION**

- |  |        |
|--|--------|
| This investigation will include research involving children or young people under 16 | No/Yes |
| This investigation will include research involving young people aged 16-18           | No/Yes |
| This investigation will include research involving adults                            | No/Yes |
| This investigation will include research involving vulnerable adults                 | No/Yes |

**NB This form covers research involving human participants through the use of questionnaires, interviews, focus groups or observations of activity. Separate advice and permission must be sought for any research activity not covered under these headings.**

All students must complete all sections of this form. You should include with your application a copy of your proposed Consent Form and Information Sheet for participants. Completed applications should be submitted to XXXXXXXXXX

## SECTION C

Please answer all the following questions.

Where Yes/No is requested, give details if answering Yes (or if necessary to explain No)

1. What are the aims of this study/project?
2. How will the study be carried out? (e.g. interviews, questionnaires, observation) <i>Please include copies of any questionnaires with your application</i>
3. How many participants will be recruited, and by what criteria will they be selected?

SAFEGUARDING	
4. Does the study involve participants who are under 18 or particularly vulnerable or unable to give informed consent?	No/Yes
5. Have any safeguarding issues have you identified? If yes, provide details of the arrangements you will make to ensure safeguarding good practice.	No/Yes
6. Will the study involve discussion of sensitive topics not usually addressed in your placement work?	No/Yes
7. Could the study induce psychological stress, anxiety, or cause harm or negative consequences to the participants beyond the risks encountered in normal life?	No/Yes
8. Will financial inducements (other than reasonable expenses) be offered to participants?	No/Yes
9. Do you foresee any other particular ethical issues?	

<b>INFORMED CONSENT</b>	
10. Will you ensure informed consent from individual participants? <i>(please include a copy of your information sheet and consent form with your application)</i>	No/Yes
11. Do you need to seek permission from any institution or service-providers?	No/Yes
12. Will any interviews be audio or video recorded?	No/Yes

<b>CONFIDENTIALITY AND ANONYMITY</b>	
12. How will confidentiality of individual participants be maintained?	
13. How will the confidentiality of the placement or context be maintained?	
14. Who will have access to the data gathered?	
15. Who will have access to the final piece of work?	

**DATA PROTECTION**

16. How will data be collected (e.g. recording, written notes)

17. How, and for how long will the data be stored?

18. I confirm that data for this project will be handled in accord with the TEI Data Protection Policy and IT Acceptable Use Policy.

**SECTION E**

**SUPERVISOR(S)**

Placement Supervisor (where applicable)
Name:
Address:
Tel:
Email:
<b>I have read this form and support the student in their proposed study</b> Signature:

Module Supervisor
Name:
Address:
Tel:
Email:.
<b>I have read this form and support the student in their proposed study</b> Signature:

**SECTION F**

<b>I agree to conduct this study in line with the ethical guidelines laid down in the document 'Common Awards Research Ethics Policy'.</b>
Signature of student .....
Date: .....



**ETHICAL APPROVAL HAS BEEN GRANTED/REJECTED**

COMMENTS:

CONDITIONS (if any):

Signed:

Name:

Role in TEI:

Date: