Diagram

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Ethical Review Form Postgraduate Educational Research

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| Last approved: | 2022 |
| Approved by: | REC |
| Next review due: | 2024 |

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| 1. **Project title** |
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| 1. **Applicant details** | |
| Name of researcher/s: |  |
| Email address: |  |
| Role (e.g. Masters student, undergraduate tutor): |  |
| Location: |  |
| Course: (Delete as appropriate)  PGCert  MALTCI | |

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| 1. **Research aims** |
| What kind of research are you planning?  What are you hoping to achieve?  Where will you be conducting the research?  Please give start and end date |

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| 1. **Participants** |
| Who will your participants be?  How many participants do you expect to take part?  How will you recruit them? |

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| 1. **Information** |
| How will you provide information about your research for your participants and relevant stakeholders appropriate to their role in the project? |

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| 1. **Consent** |
| How will you get agreement from participants to take part, and how will you explain to them that they can withdraw from the project at any time without negative consequences? |

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| 1. **Research Methods** |
| What will you be doing, and how will you ensure that you are collecting and using data ethically? |

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| 1. **Risks** |
| What possible risks to the safety and well-being of participants (and researchers) can you identify, and how will you minimise these? |

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| 1. **Safeguarding** |
| What will you do if information arises during the project which is a cause for concern regarding the safety and well-being of those involved? |

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| 1. **Confidentiality** |
| How will you preserve confidentiality for those involved? |

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| 1. **Data management** |
| Please complete the data management plan below:  Broadly speaking, research data falls into two categories:   1. **Personally Identifiable Data** (Information sheets; consent forms; completed questionnaires, audio tapes, transcripts, etc); 2. **Anonymised Data.**   These two different types of data require different management.  As far as possible, all research should be anonymized (names are replaced with codes, and all identifiable information such as locations, organisations and dates removed) or pseudonymized (using an alternative name, and disguising identifiable information such as locations, organisations and dates). Anonymisation is to be preferred, except where to do so would prevent the use of the data by third parties in the future in the event that the data is stored at the end of the project lifecycle. In this case, careful pseudonymization should be used.  The term ‘research data’ encompasses data in many different formats. This includes, but is not limited to: Text (PDF, doc, rtf, txt); Images (RAW, JPEG, PNG); Databases (Excel, Access); Multi-media, video and audio (QuickTime; mp3, mp4); Software; 3D and statistical models; Hard copies (logs, field notebooks, diaries, workshop notes, sketches, questionnaires); Correspondence (email, handwritten letters); Inputs and outputs of simulations and models. |

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| Please complete the table below with **as much detail as possible,** listing all the data that you are planning to collect.  ***Please delete the examples provided below and add your own text.*** | | | | |
| Type of data | Format | Will this data be appropriately anonymised or pseudonymised?  (if “no” please provide a brief explanation why not) | How will this data be protected against accidental loss, damage, and unauthorised access? | Will this data be shared with others during the research project?  (If “yes” please explain how you will ensure that you maintain participant confidentiality). |
| Interview transcripts | Digital (Word documents) | Yes | Storage on personal laptop (password protected).  Regular backups will be made to the university OneDrive (which is encrypted) and to a password-protected external hard drive. | No |
| Interview recordings | Digital (mp3 recordings on Dictaphone) | No (transcripts can be anonymised – original recordings cannot) | Recordings will be transferred to a password-protected external hard drive, which will be stored in a locker to which I have the only key.  Backups will be made to a second password-protected external hard drive, which will be stored securely in my home (locked filing cabinet). | No |
| Participant consent forms | Hard copy (paper forms) | No | Storage in a locker to which I have the only key. Where these are sent via email, I will print them off, and destroy the email thread in which they are contained, before storing in locker as above. | No |

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| If you have any plans to retain any of the above data at the end of the project lifecycle, please detail them here: |
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| Please detail your plans for the secure destruction of all data which will not be retained at the end of the project lifecycle: |
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| 1. **Feedback** |
| Will you be offering participants the chance to read and give feedback on your work? If so, why? If not, why not? |

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| 1. **Reputation** |
| Could the project produce findings that may have a negative effect on the reputation of BIMM University? If yes, please provide details. |

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| 1. **Dissemination** |
| Do you intend to share data or research findings outside of BIMM University? If yes, please provide details (e.g. a published academic article, conference paper). |

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| 1. **Is there any other information that you feel is relevant here?** |
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| 1. **Declaration** |
| * The information on this form is accurate to the best of my knowledge and belief, and I take full responsibility for it. * I understand that I am responsible for monitoring the research at all times and recording and reporting any unexpected events to BIMM University. * If any serious adverse events arise in relation to the research, I understand that I am responsible for immediately stopping the research and alerting the relevant College Principal at BIMM University within 24 hours of the occurrence. * I am aware of my responsibility to be up to date with and comply with the requirements of the law and relevant guidelines relating to the security and confidentiality of personal data. * I understand that research records/data which have been retained may be subject to inspection for audit purposes if required in future. * I understand that I may not commence this research until I have been notified that the project has been approved. * I understand my responsibilities as an academic researcher and will comply with the [British Educational Research Association’s ethical guidelines.](https://www.bera.ac.uk/publication/ethical-guidelines-for-educational-research-2018-online) * I confirm I have engaged with the ethical guidelines provided by my Lecturers at BIMM University. |
| **Signature of Researcher:** |
| **Date:** |

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| 1. **Staff Approval** | |
| Name and job title: |  |
| Signature: |  |
| Date: |  |