## **Staff & PGR Students Ethics Application for Non-Clinical Research**



**Hover over ‘Help’ for more information**



**Do I need to complete this form?**

* **Yes** - projects using data collected directly from human participants or data accessed from secondary privately owned or restricted sources should complete this form.
(*N.B. Section 7 is an additional section for projects employing personal and/or privately owned secondary source data.*)
* **No** - Projects using only secondary sources with non-identifiable data from public domains or information already in the public domain that would not normally require ethical approval. Use the [CoSS Secondary Sources Checklist](https://www.gla.ac.uk/media/Media_1173343_smxx.docx) to check if your research project requires ethical approval.
* **No** – Staff projects related to learning and teaching should complete the [UofG SofT&L Ethics application form](https://www.gla.ac.uk/myglasgow/learningandteaching/staff-support/sotlethics/)

You will find guidance, document templates and useful links at the [College ethics information](https://www.gla.ac.uk/colleges/socialsciences/students/ethics/forms/staffandpostgraduateresearchstudents/#d.en.473063) and [Ethics Information for Applicants](https://www.gla.ac.uk/colleges/socialsciences/students/ethics/informationforapplicants/) websites. You are asked to read through the information provided prior to completing your application.

Research projects involving the collection, analysis and storage of personal data normally require the following supporting documents to be submitted with their ethics application. These may not all be relevant for data considered to be in the public domain. There are links for each at the relevant section of the ethics application form for you to download and complete. Please consider relevance carefully and attach the applicable documents to your application:

* [Consent form](https://www.gla.ac.uk/media/Media_1169692_smxx.docx) (*with permission to record activity if applicable*)
* [Privacy Notice](https://www.gla.ac.uk/myglasgow/dpfoioffice/guidanceforstaffandstudents/dataprotection/privacynotices/)
* [Participant Information Sheet](https://www.gla.ac.uk/media/Media_1169687_smxx.docx)/[Participant Information Sheet (Children)](https://www.gla.ac.uk/media/Media_1169689_smxx.docx)/[Participant Information Sheet (Early Development)](https://www.gla.ac.uk/media/Media_1169691_smxx.docx)
* List of questions (if applicable)
* [Observation proforma](https://gla-my.sharepoint.com/%3Aw%3A/g/personal/clare_mckinlay_glasgow_ac_uk/EbKu8Avch3pAhubxYcnvgOcBeTRLxrF_96JwL1lyReTLKg?e=VzhxSG) (if applicable)
* Evidence of permission to access participants/data (if applicable)
* Evidence of Protection of Vulnerable Groups ([PVG](https://www.gla.ac.uk/myglasgow/pod/mgrs-admin/mgr-guidance/pvgscheme/)) clearance (if applicable)
* [Data Protection Impact Assessment](https://www.gla.ac.uk/media/Media_1167800_smxx.docx) (DPIA)
* [Data Management Plan for Staff](https://www.gla.ac.uk/media/Media_978241_smxx.docx) /[Data Management Plan Template for PGR Students](https://www.gla.ac.uk/media/Media_738056_smxx.docx) (See [DMP Notes](https://www.gla.ac.uk/media/Media_738055_smxx.pdf) for further guidance)

You should submit your completed ethics application form with all supporting documents via the [Research Ethics System](https://frontdoor.spa.gla.ac.uk/login/). **Please allow six weeks for the initial review and feedback stage**, and additional time to complete any corrections required by the review team before full approval is given. Timescales may take longer during busy and vacation periods. You are encouraged to submit your application as early as possible.

Contact the College of Social Sciences Ethics Administrative team at socsci-ethics@glasgow.ac.uk

### **Applicant Details**

|  |  |  |
| --- | --- | --- |
| 1.1**.** | **Name of applicant** | Click or tap here to enter text. |

|  |  |  |
| --- | --- | --- |
| 1.2**.** | **Student ID/Staff number** | Click or tap here to enter text. |

|  |  |  |
| --- | --- | --- |
| 1.3**.** | **School & subject**  | Click or tap here to enter text. |

|  |  |  |
| --- | --- | --- |
| 1.4**.** | **PGR Programme title** (*if applicable*) | Click or tap here to enter text. |

### **Project Details**

### **Is the project a:**

|  |  |
| --- | --- |
| 2.1. | Staff Research Project |[ ]
| 2.2. | Postgraduate Student Research Project |[ ]

|  |  |  |
| --- | --- | --- |
| 2.3. | **Project title** | Click or tap here to enter text. |

|  |  |  |
| --- | --- | --- |
| 2.4. | **Data collection start date** *Help* | Click or tap to enter a date. |

|  |  |  |
| --- | --- | --- |
| 2.5. | **Proposed project end date** *Help* | Click or tap to enter a date. |

|  |  |
| --- | --- |
| 2.6. | **Description and aims of project.** (2*00 word limit*)*Help* |
|  | Click or tap here to enter text. |

* 1. **This application involves data:**

|  |  |
| --- | --- |
| 2.7.1. | Collected via direct contact with individuals or groups (e.g. questionnaires, interviews, focus groups, observations) |[ ]
| 2.7.2. | Collected from secondary sources considered to be in the public domain (e.g. public social media sites, public documents and records). *Consider if your project requires ethical consideration via the* [CoSS Secondary Sources Checklist](https://www.gla.ac.uk/media/Media_1173343_smxx.docx)  |[ ]
| 2.7.3. | Collected from secondary sources considered to be in the private domain (e.g. private social media sites, organisational documents, family records) |[ ]
| 2.7.4. | Other Please provide details here. |[ ]

2.8. List all researchers and contacts involved in the project (*Add more lines if needed*.) *Help*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title | First and Surname | Identify by ‘x’ if primary contact | Affiliation (if applicable)  | Project role | Contact details |
|  | Enter text here |[ ]  Enter text here | Enter text here | Enter text here |
|  | Enter text here |[ ]  Enter text here | Enter text here | Enter text here |

|  |  |
| --- | --- |
| 2.9. | **Justification for the research.** (2*00 word limit*) *Help + Advice* |
|  | Click or tap here to enter text. |

|  |  |
| --- | --- |
| 2.10. | **How will the project be monitored to ensure the research is being carried out as approved?** Help |
|  | Please specify here. |

|  |  |  |  |
| --- | --- | --- | --- |
| 2.11. | **Is the research also applying/has applied to another ethics committee?** *Help* | **Yes** [ ]  | **No**[ ]  |
| 2.11.1 | **If yes, provide details here** *Help*Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| 2.12. | **Is the research subject to external funding** (*e.g. sponsor, funder etc*) | **Yes** [ ]  | **No**[ ]  |
| 2.12.1. | **If yes, provide details here**Click or tap here to enter text. |

### **Method of Data Collection, Analysis, Confidentiality, Access and Management**

**3.1. Data Collection.** *Tick all methods to be used in the research*.

|  |  |  |
| --- | --- | --- |
| 3.1.1. | **Face to face interview(s)** (*Provide draft questions* with application) | [ ]  |
| 3.1.2. | **Other type of interview** *(e.g. online, telephone, email, social media etc.)*Click or tap here to enter text. |[ ]
| 3.1.3. | **Focus group(s)** *(N.B. Seek permission to record on consent form if applicable)* | [ ]  |
| 3.1.4. | **Questionnaire(s)** (*Provide draft questions* with application) | [ ]  |
| 3.1.5. | **Participant observation** (Provide a proforma if observations are to be structured.) |[ ]
| 3.1.6. | **Public data sources** (*public social media sites, public records and documents etc*) |[ ]
| 3.1.7. | **Private data sources** (*private social media sites,**organisation records etc*) | [ ]  |
| 3.1.8. | **Other method(s)** *Help* Please provide details here |[ ]

|  |  |
| --- | --- |
| 3.2. | **Explain briefly the reasons for the chosen method(s) and the estimated time commitment required of participants.** *Help*+ *Advice* |
|  | Click or tap here to enter text. |

### **Projects collecting data from persons and/or groups** *(interviews, questionnaires, focus groups, observations or other participatory methods)*-continue but do not complete section 7

### **Projects accessing secondary data only** *(social media, public documents, family records, organisational publications, archives etc)*-go directly to section 7-11

### **Projects using both persons/groups and secondary data** – complete all sections

### **Data Management**

* 1. **Confidentiality** – Add each method being used to top of a column. Select all that apply*Advice*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 4.1.1. | **Participants will be informed that during data collection their names and other means of identification:** *Help* | Add method | Add method | Add method | Add method | Add method |
| 4.1.1.1 | **will not be collected** |[ ] [ ] [ ] [ ] [ ]
| 4.1.1.2. | **will be collected with their consent** |[ ] [ ] [ ] [ ] [ ]
| 4.1.1.3. | **will be collected as pseudonym(s)** |[ ] [ ] [ ] [ ] [ ]
| 4.1.1.4. | **will be collected anonymously** *Help* |[ ] [ ] [ ] [ ] [ ]
| 4.1.1.5. | **will employ another method of recording participant details** (*e.g. direct quotes, use of real name - with specific, written permission*)Please specify |[ ] [ ] [ ] [ ] [ ]

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 4.1.2. | **Participants will be informed that for analysis and reporting purposes detectible personal data will:** | Add method | Add method | Add method | Add method | Add method |
| 4.1.2.1. | * **be de-identified** *Help*
 |[ ] [ ] [ ] [ ] [ ]
| 4.1.2.2. | * **be anonymised** *Help*
 |[ ] [ ] [ ] [ ] [ ]
| 4.1.2.3. | * **be managed by another method**

Please specify |[ ] [ ] [ ] [ ] [ ]
| 4.1.2.4. | **Not applicable – no identifiable personal data will be collected** |[ ] [ ] [ ] [ ] [ ]

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 4.1.3. | **Participants will be informed that their names and other means of identification:** | Add method | Add method | Add method | Add method | Add method |
| 4.1.3.1. | * **may be subject to disclosure** *in the event of disclosure of harm or danger to participants or others*
 |[ ] [ ] [ ] [ ] [ ]
| 4.1.3.2. | * **may be subject to possible identification** *due to size of sample, particular locations*
 |[ ] [ ] [ ] [ ] [ ]
| 4.1.3.3. | * **may be subject to sharing/archive of name** (*in accordance with Data Sharing Guidance provided in PIS)*
 |[ ] [ ] [ ] [ ] [ ]
| 4.1.3.4. | * **Not applicable – see above**
 |[ ] [ ] [ ] [ ] [ ]

|  |  |
| --- | --- |
| 4.2. | I have attached a copy of the questions I will ask participants to answer *(if applicable)* |[ ]
| 4.3. | I have attached a copy of the observation proforma (if applicable) |[ ]
| 4.4. | I have added ‘permission to ‘audio/video record’ to the consent form (*if applicable*) |[ ]

* 1. **Data Storage** *Tick all to be used in the research*

|  |  |
| --- | --- |
| 4.5.1. | **Data will be stored electronically** (*Files to be available by password only and data encrypted. See* [*UofG/IT/InformationSecurity/Confidential Data*](https://www.gla.ac.uk/myglasgow/it/informationsecurity/confidentialdata/) *for guidance)* |[ ]
| 4.5.2. | **Data will be stored securely in paper form at the University of Glasgow in a locked facility/cabinet** |[ ]
| 4.5.3. | **Data will be stored securely in paper form at another site in a locked facility/cabinet**Provide address and details here. |[ ]
| 4.5.4. | **Other method** Provide details here. |[ ]

* 1. **Access to Data**

|  |  |  |  |
| --- | --- | --- | --- |
| 4.6.1. | **Will anyone other than those named in section 2.8 have access to the data** *Help* | **Yes** [ ]  | **No**[ ]  |
| 4.6.2. | **If yes, provide details here** *Advice*Click or tap here to enter text. |

**4.7. Data Analysis**

|  |  |
| --- | --- |
| 4.7.1. | **Provide details of how the data will be analysed**  |
|  | Click or tap here to enter text. |

* 1. **Retention and disposal of personal data**

|  |  |
| --- | --- |
| 4.8.1 | **Explain and justify your proposals for retention and disposal of any PERSONAL data to be collected.***(See Data Protection & Freedom of Information Office – ‘*[*Personal Data*](https://www.gla.ac.uk/myglasgow/dpfoioffice/guidanceforstaffandstudents/research/)*’)* |
|  | Click or tap here to enter text. |

* 1. **Retention and disposal of research data.**

The University’s default position is for research data to be retained and made available for re-use via the University’s [Enlighten: Research Data](http://researchdata.gla.ac.uk/) repository. Full guidance and advice can be found at the [UofG Research Data Management](https://www.gla.ac.uk/myglasgow/openresearch/researchdatamanagement/) site.Please confirm and justify your proposals for retention, sharing and disposal of Research data to be collected. Select all that apply:

|  |  |
| --- | --- |
| 4.9.1 | **Data will be transferred to UofG Enlighten Research Data Repository and be openly available for recommended 10 years.** *Original copies of data on other devices/storage will be deleted at this point.* |[ ]
| 4.9.2 | **Data will be moved to** Name of external organisation **for** Length of time*Original copies of data on personal device/storage will be deleted at this point.* |[ ]
| 4.9.3 | **Data will be retained in original form by researcher/research team for** Length of time **and with restricted access upon request. Data will then be destroyed by** Planned method of disposal |[ ]
| 4.9.4 | **No data will be suitable for future use and will be destroyed by** Planned method of disposal |[ ]
| 4.9.5 | **‘Other’ or ‘no’ methods of retention, sharing and disposal are planned.**Please provide details and justify here |[ ]

* 1. **Data Management Compliance**

The University is required to collect a [Data Management Plan (for Staff)](https://www.gla.ac.uk/media/Media_978241_smxx.docx)/[Data Management Plan (for PGR Students)](https://www.gla.ac.uk/media/Media_738056_smxx.docx) for projects processing data **plus** an additional [Data Protection Impact Assessment](https://www.gla.ac.uk/myglasgow/dpfoioffice/guidanceforstaffandstudents/dataprotection/dpia/) for projects involving [personal data](https://www.gla.ac.uk/myglasgow/dpfoioffice/guidanceforstaffandstudents/dataprotection/personaldata/). (*Help*) These documents are collected via its Ethics Application submission platform. **(N.B. The CoSS Committee will not review these documents but is required to ensure they are received as part of its review process.)**

Find out if you require a DPIA using the DPIA Decision Tool (UofG login required) [Do you need a DPIA?](https://forms.office.com/pages/responsepage.aspx?id=KVxybjp2UE-B8i4lTwEzyCwF_1QbAhxHjMUQ2SltjPNUREtQQURTUklZSTdVS044Q0w4NkZZN1ZURC4u&route=shorturl)

|  |  |
| --- | --- |
| 4.10.1. | I have attached a copy of the project’s Data Management Plan  |[ ]
| 4.10.2. | I have attached a copy of the project’s Data Protection Impact Assessment (DPIA) or |[ ]
| 4.10.3. | I have attached confirmation that a DPIA is not required (Use [Do you need a DPIA?](https://forms.office.com/pages/responsepage.aspx?id=KVxybjp2UE-B8i4lTwEzyCwF_1QbAhxHjMUQ2SltjPNUREtQQURTUklZSTdVS044Q0w4NkZZN1ZURC4u&route=shorturl) reply) |[ ]

### **Participants**

* [Age of Legal Capacity (Scotland)](http://www.legislation.gov.uk/ukpga/1991/50/contents)
* [Principles of Consent (England, Wales and Northern Ireland)](http://www.hra-decisiontools.org.uk/consent/principles-children-EngWalesNI.html)

|  |  |
| --- | --- |
|  | **How do you intend to recruit participants?** *Instructions* + *Help* + *Important* |
|  | Click or tap here to enter text. |

* 1. **Target Participant Group -** Select all that apply *'Important'*

|  |  |
| --- | --- |
| 5.2.1 | **Students or Staff of the University of Glasgow**(See [Working with Glasgow University Students](https://www.gla.ac.uk/colleges/socialsciences/students/ethics/informationforapplicants/#workingwithglasgowuniversitystudents)) |[ ]
| 5.2.2 | **Adults** (*over 18 years old* ***and competent*** *to give consent*) |[ ]
| 5.2.3 | **Adults** (*over 18 years old who* ***may not*** *be competent to give consent*) |[ ]
| 5.2.4 | **Young people ages 16-17 years old** *Help* |[ ]
| 5.2.5 | **Children under 16 years old** *Help* |[ ]

* 1. **Location/organisation of where research participants will be recruited from**

|  |  |  |
| --- | --- | --- |
| 5.3.1 | **University of Glasgow** (See [Policy on Student Surveys](https://www.gla.ac.uk/myglasgow/apg/policies/studentengagement/studentsurveys/)) *Help* + *Important*Enter text here | [ ]  |

|  |  |
| --- | --- |
| 5.3.2 | **Outside location(s)/external to the University** provide details/address below *Help*Enter text here |[ ]

|  |  |
| --- | --- |
|  | **If applicable, list the University of Glasgow students that you intend to contact** (*e.g. 30 students from X course*). Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| 5.5. | **Are any participants in a dependent relationship with any researchers?** *Help* | **Yes** [ ]  | **No** [ ]  |
| 5.5.1 | **If yes, provide details here**Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| 5.6. | **Will financial inducements/incentives be offered to participants?** *Help*  | **Yes** [ ]  | **No** [ ]  |
| 5.6.1 | **If yes, provide details here**Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| 5.7. | **Do you require permission to gain access to research participants within an organisation?** *Help* | **Yes** [ ]  | **No**[ ]  |
| 5.7.1. | **If yes, please confirm that you have attached evidence of permission** | [ ]  |
| 5.7.2. | **If no, explain why permission is not required** *Help*Click or tap here to enter text. |

|  |  |  |
| --- | --- | --- |
| 5.7.3. | **If not available yet, confirm that you will send a copy to** socsci-ethics@glasgow.ac.uk **before you begin any data collection** *Help* | [ ]  |

|  |
| --- |
| **5.8. Participant Information Sheet** Research projects involving human participants require a Participant Information Sheet to be submitted with the application form. This document demonstrates how participants will be informed about their role, that they can withdraw at any point and how to raise any concerns they might have. *Help* * [Participant Information Sheet](https://www.gla.ac.uk/media/Media_1169687_smxx.docx)/[Participant Information Sheet (Children)](https://www.gla.ac.uk/media/Media_1169689_smxx.docx)/[Participant Information Sheet (Early Development)](https://www.gla.ac.uk/media/Media_1169691_smxx.docx) templates are available here
 |

|  |  |  |
| --- | --- | --- |
| 5.8.1. | I have attached a copy of my Participant Information Sheet (PIS)  | [ ]  |

|  |  |
| --- | --- |
| 5.8.2. | **If not providing a PIS, explain why here** *Help*Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| 5.8.3. | **Will a copy of the PIS be offered to participants to keep?** | **Yes** [ ]  | **No** [ ]  |
| 5.8.4. | **If no, explain why a PIS is not being provided to participants**Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| 5.8.5. | **Are any participants likely to require** special consideration when preparing of the Participant Information Sheet to ensure informed consent? *Help* | **Yes** [ ]  | **No** [ ]  |
| 5.8.6. | **If yes, provide details here**Click or tap here to enter text. |

### **Informed Consent & Privacy**

|  |
| --- |
| Research projects involving human participants and/or data from sources not in the public domain require a draft copy of the project’s consent form to be submitted with the application form. This document demonstrates that participants, parents/guardians of participants or owners of data source are aware of their involvement and have confirmed their willingness to take part/given permission to access data. * A [Consent form](https://www.gla.ac.uk/media/Media_1169692_smxx.docx) template is available to download and complete here.
 |

* 1. **How will informed consent by individual participants or guardians be evidenced?** Written evidence of informed consent is normally obtained and retained using a formal consent form, with copies provided for review. Select all methods of consent collection you will apply *Help* *Important*

|  |  |
| --- | --- |
| **Signed consent form** | [ ]  |
| **Recorded verbal consent** | [ ]  |
| **Confirmed by return of survey** *Help* | [ ]  |
| **Other** - please provide details here:Enter text here |

|  |  |  |
| --- | --- | --- |
| 6.1.1. | I have attached a copy of my consent form  | [ ]  |

|  |  |
| --- | --- |
| 6.1.2**.** | **Provide justification,** if **written** evidence of informed consent will **NOT** be obtained *Help*Click or tap here to enter text. |

* 1. **Privacy Notice**

|  |
| --- |
| Research projects involving human participants require a draft copy of the project’s privacy notice to be submitted with the application form. This document explains the project’s use of collected data and directs them to guidance and contacts for further information. * [Privacy Notice](https://www.gla.ac.uk/myglasgow/dpfoioffice/guidanceforstaffandstudents/dataprotection/privacynotices/)
 |

|  |  |  |
| --- | --- | --- |
| 6.2.1. | I have attached a copy of my privacy notice  | [ ]  |

|  |  |
| --- | --- |
| 6.2.2**.** | **Provide justification,** if **a copy of the privacy notice** has **NOT** been uploaded  |
|  | Click or tap here to enter text. |

### **For projects accessing data from secondary sources only** *(e.g. Social media, organisational documents, family records, archives etc) – please complete this section*

|  |  |
| --- | --- |
| **7.1.** | **Explain where secondary data will be accessed/collected.** *Help (See* [*UofG Confidential Data Guidance*](https://www.gla.ac.uk/myglasgow/it/informationsecurity/confidentialdata/)) |
|  | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **7.2.** | **Provide details of what type of secondary data you plan to collect** *(e.g. chatrooms, tweets, diary extracts, formal records, documents) Help* |
|  | Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **7.3.** | **Does the secondary data contain personal information?** *See* [*UofG GDPR Guidance*](https://www.gla.ac.uk/myglasgow/dpfoioffice/policies/dataprotection/) | **Yes** [ ]  | **No**[ ]  |

|  |  |  |  |
| --- | --- | --- | --- |
| **7.4**. | **Does the secondary data contain Special category data** (confidential/sensitive)**?***See* [*UofG Personal Data*](https://www.gla.ac.uk/myglasgow/dpfoioffice/guidanceforstaffandstudents/dataprotection/personaldata/) *&* [*Information Commissioner’s Office*](https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/personal-information-what-is-it/what-is-personal-information-a-guide/) | **Yes** [ ]  | **No**[ ]  |

|  |  |
| --- | --- |
| **7.5.** | **If you answered yes to 7.3 and/or 7.4. explain what type of personal/special category data is contained in the material you intend to use**: |
|  | Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **7.6.** | **Is the secondary data you plan to use considered to be in the public domain?***See* [*Association of Internet Researchers ethics guidelines*](https://aoir.org/ethics/) | **YES**[ ]  | **No**[ ]  |
| 7.6.1**.** | **If yes, provide details here**Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **7.7.** | **Can individuals/organisations reasonably expect their data to be observed/ accessed by strangers and/or for it to be used in the way that you propose in your research?** | **Yes** [ ]  | **No**[ ]  |
| 7.7.1**.** | **If yes, provide details here**Click or tap here to enter text. |

|  |  |
| --- | --- |
| **7.8.** | If not in the public domain (i.e. freely accessible to use) **provide a licence/data sharing agreement from the owner of the secondary data** stating they agree for it to be used for research purposes |
| 7.8.1. | I have attached evidence of permission/agreement from owner of data source |[ ]
| 7.8.2. | I will provide evidence of permission from owner of data source before data collection begins |[ ]
| 7.8.3. | If evidence is not being provided, please provide an explanation here:Click or tap here to enter text. |  |

|  |  |
| --- | --- |
| **7.9.** | **Explain what the terms and conditions permit/do not permit in relation to downloading and saving data from their source** *Provide a copy of the extract or link to relevant section(s).* *Help* |
|  | Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **7.10.** | **Is the subject matter of a sensitive or controversial nature?** *Help* | **Yes** [ ]  | **No** [ ]  |
| 7.10.1. | **If yes, provide details here** Click or tap here to enter text. |

### **Dissemination of results**

* 1. **Dissemination routes – select all that apply**

|  |  |  |
| --- | --- | --- |
| **Method** | **To participants** | **To peers/colleagues** |
| **Thesis**  |[ ] [ ]
| **Journal Article(s)** |[ ] [ ]
| **Conference Paper(s)** |[ ] [ ]
| **Sharing summary of results to all if/as requested** |[ ] [ ]
| **Other or none of the above** |[ ] [ ]
| If you have selected **Other** above provide details here:Enter text here |

* 1. **Dissemination identification**

|  |  |  |  |
| --- | --- | --- | --- |
| 8.2.1. | **Will individuals be identifiable from published outputs?** | **Yes** [ ]  | **No** [ ]  |

|  |  |  |  |
| --- | --- | --- | --- |
| 8.2.2. | **Will any of the outputs be potentially disclosive?** (*e.g. commercially sensitive?)View* [*UK Data Archive Qualitative*](https://ukdataservice.ac.uk/learning-hub/qualitative-data/) | **Yes** [ ]  | **No** [ ]  |

|  |  |
| --- | --- |
| 8.2.3. | **If yes to above, provide details here**Click or tap here to enter text. |

### **Research Risks, Health & Safety and Insurance**

|  |  |  |  |
| --- | --- | --- | --- |
| **9.1.** | **Will the project have any personal safety implications** for you, and/or all other researchers, participants and facilitators involved in the research? | **Yes** [ ]  | **No** [ ]  |

|  |  |
| --- | --- |
| 9.1.1. | **If yes, explain the potential issues and how you intend to manage them**Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **9.2.** | **Does the activity involve lone fieldwork/working/travel to unfamiliar places?** *Help*See [Information for Applicants, Lone Working](https://www.gla.ac.uk/colleges/socialsciences/students/ethics/informationforapplicants/#/loneworkingconsiderations,loneworkingconsiderations))The University recommends use of the [**Safe Zone App**](https://www.safezoneapp.com/) when carrying out fieldwork  | **Yes** [ ]  | **No**[ ]  |

|  |  |
| --- | --- |
| 9.2.1. | **If YES, please explain**Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **9.3.** | **Does this research include any sensitive topics or vulnerable groups?** *HelpPlease consult the*[*University Protection of Vulnerable Groups Scheme webpages*](https://www.gla.ac.uk/services/humanresources/mgrs-admin/mgr-guidance/pvgscheme/) | **Yes** [ ]  | **No** [ ]  |

|  |  |
| --- | --- |
| 9.3.1. | **If YES, please explain** the rationale for including these and explain how the sensitivity impact will be managed Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **9.4.** | **Does this project require Protection of Vulnerable Groups (PVG) clearance?** *Help** [UofG Protection of Vulnerable Groups](https://www.gla.ac.uk/myglasgow/humanresources/mgrs-admin/mgr-guidance/pvgscheme/)
* [MyGov Types of Disclosure](https://www.mygov.scot/disclosure-types/?via=http://www.disclosurescotland.co.uk/)
 | **Yes** [ ]  | **No** [ ]  |

|  |  |  |
| --- | --- | --- |
| 9.4.1. | If YES, I have attached/provided confirmationof certification held or evidence that this is being sought **or** | [ ]  |

|  |  |  |
| --- | --- | --- |
| 9.4.2. | I require PVG clearance to undertake this project and will provide this to socsci-ethics@glasgow.ac.uk when obtained and before any data is collected. | [ ]  |

|  |  |
| --- | --- |
| **9.5.** | **How will you minimise** any possible **distress** caused to **participants** and **facilitators?** *Help* |
|  | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **9.6.** | **How will you ensure you minimise** any possible **distress** caused to **researchers** *Help* |
|  | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **9.7.** | **What procedures** are in place for the appropriate referral of a **participant** who discloses an **emotional, psychological, health, education**, or **other issue** during the course of the research or is identified by the researcher to have such a need? *Help* |
|  | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **9.8.** | **Please provide additional details if the proposed research involves:*** *Work involving the use of research participants outside GB, NI, the Channel Islands, Isle of Man*
* *The use of hazardous materials*
* *Non CE marked medical devices*
* *Molecules or compounds developed and manufactured at the UofG*
* *Number of participants in excess of 5000*
* *Work involving research participants known to be pregnant at the time of the project*

**Activity involving any of the above may require additional insurance cover to be put in place.** |
|  | Click or tap here to enter text. |

***Additional insurance.*** *Activity involving any of the above may require additional insurance cover to be put in place.**You should consult the University’s pages on insurance on the website, and if you think your research may not come under the usual insurance conditions, you should contact the Insurance and Risk Office. See* [*Frequently Asked Questions*](https://www.gla.ac.uk/myglasgow/finance/staffsections/insuranceandrisk/frequentlyaskedquestions/#d.en.88041) *and* [*Professional Indemnity*](https://www.gla.ac.uk/myglasgow/insurance/insurance/employersliabilitycertificate/) *. See* [*Insurance Guidance*](https://www.gla.ac.uk/myglasgow/finance/staffsections/insuranceandrisk/) *and contact* *rrc@glasgow.ac.uk* *for further information on additional requirements.*

|  |  |
| --- | --- |
| **9.9.** | **If insurance considerations are required, please provide details**  |
|  | Click or tap here to enter text. |
| **9.10.** | **Use this section to list any additional potential research ethics risks and/or related safety concerns within the project plan. Provide steps to be taken to mitigate against these risks.** *Risk Guidance Document is available at* [*CoSS Research Guidance*](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.gla.ac.uk%2Fmedia%2FMedia_710055_smxx.docx&wdOrigin=BROWSELINK)  |
|  | Click or tap here to enter text. |

###

###  **Legislation**

* 1. **Have you made yourself familiar with the requirements of the following legislation?**

|  |  |  |
| --- | --- | --- |
|  | **yes** | **no** |
| * [General Data Protection Regulation (GDPR) (May 2018)](https://www.gla.ac.uk/myglasgow/dpfoioffice/gdpr/)
 | [ ]  | [ ]  |
| * [Freedom of Information (Scotland) Act 2002](http://www.itspublicknowledge.info/Law/FOISA.aspx)
 | [ ]  | [ ]  |

|  |  |
| --- | --- |
| **10.1.1.** | **If NO to either of the above questions**, explain why the legislation is not relevant. |
|  | Click or tap here to enter text. |

### **Declaration by Researchers and Supervisors**

|  |
| --- |
| * The information contained herein is, to the best of my knowledge and belief, accurate.
* I have read the University’s current human [ethics guidelines](https://www.gla.ac.uk/research/strategy/ourpolicies/ethics/), and accept responsibility for the conduct of the procedures set out in the attached application in accordance with the guidelines, the University’s Code of Conduct for Research and any other condition laid down by the University of Glasgow Ethics Committee and the College of Social Sciences Research Ethics Committee.
* I and my co-researcher/s or supporting staff have the appropriate qualifications, experience, and facilities to conduct the research set out in the attached application and to deal effectively with any emergencies and contingencies related to the research that may arise.
* I am satisfied that all known risks have been assessed within the proposed research plan and confirm that the research poses no risk to participants and research team(s) and/or risk are minimal and mitigated against.
* I understand that **no** research work involving human participants or data collection can commence until I have been granted full ethical approval by the College of Social Sciences Research Ethics Committee.
 |

**Signatures**

|  |  |  |
| --- | --- | --- |
| **Applicant/researcher(s)***for all staff applications* | Click or tap here to enter text. | Click or tap to enter a date. |

|  |  |  |
| --- | --- | --- |
| **Supervisor(s)** *Declaration**for all PGR applications* | Click or tap here to enter text. | Click or tap to enter a date. |

**End Of Application Form.**

Upload the completed form, along with all required supporting documents by logging in to the Research Ethics System at: <https://frontdoor.spa.gla.ac.uk/login/>

NB: PGR student applications will be forwarded to their named supervisor for approval prior to formal submission to the College Research Ethics Committee.