

Information about gaining permission to carry out research in organisations

If you are planning to recruit participants through their connection with an organisation - voluntary or otherwise, you need to ask for permission to do so. This is likely to be the case even for those working within the organisation and it is vital that, if you are in this position, you do not assume that permission will automatically be given.

It is important to realise that informed permission cannot be given from an organisational representative until you have received ethical approval from the university, so it is important that you begin the application process in good time. It is also important to note that sometimes organisations do **not** give permission, so you need to allow time to restructure your research, should this be the case.

So the sequence of events is this:

- (a) complete the College of Social Sciences ethics application form and related documents
- (b) at this time, it is sensible to ask the organisational representative for **outline** permission, in principle, to carry out your research. If they agree, **this is not final or full permission**.
- (c) when you receive your approval form from the ethics office, which may note permissions pending, you should submit your request to the organisation. You should normally attach a copy of your ethics approval form, along with the required details of your proposed research. Ensure that you give a clear account of what you are planning to do, and offer a strong justification of what the benefits of this research are likely to be for the participants and/or the organisation.
- (d) forward your permissions to socsci-ethics@glasgow.ac.uk for inclusion in your ethics file (additional documents cannot be uploaded to an approved application in the online system).