School of Environment and Development

Ethics Approval for Student Research Projects with Adults able to give Informed Consent[1]

This template allows the School of Environment and Development to approve student research projects (at UG and PGT level) that comply to the template. If the Student's research project does not comply to the template then the student's ethics approval application form must be referred to UREC for approval.

1. Details of Project

- The project is to be conducted by a student within the School of Environment and Development
- The research aims and the reason for the research has been fully justified.
- The proposed data collection and analysis methods are appropriate for the study.
- The scientific quality of the research has been assessed by an internal review[2] within the School of Environment and Development
- A full risk assessment has been undertaken for the research
- The student has successfully completed a relevant School course unit which covers research methods and design which includes guidance on ethics and has discussed the ethical implications of the research with the supervisor.

2. Methodology

Student research projects fall into the following three categories:

- Largely Quantitative
- Largely Qualitative
- Mixed Methods

The relevance of the methodology in terms of ethical considerations is the amount of interpersonal contact the student will have with the participants. That is whether the contact is indirect or direct. For example a large quantitative survey which is completed anonymously so the participant cannot be identified, is not going to raise the same ethical considerations as a project which in the main will carry out in-depth interviews with participants.

For those students in the School who do not have any formalised research contact with human subjects, the ethical approval is given via standard pro forma (see Appendix 1). However its clearly noted that research may still need a risk assessment, even if it does not require full ethical review.

3. Participants

Participants in the study are adults aged 18 or over who are able to give informed consent.

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[1] Informed consent requires demonstration that the individual can understand information about the research, presented in a form meeting the person's communication needs, and can use that information in coming to a decision as to whether or not to take part.

[2] By the proposed project Supervisor or PGR Panel

The students have Criminal Record Bureau (CRB) disclosures where research involves adults with learning difficulties.

Where required permission for the study to take place has been gained from the relevant authority or management of a hosting institution or organisation. Additional permissions have been gained from persons responsible for activities within sub-settings of organisations [for example College Principal and Course Director].

4. Recruitment

4.1 Indirect Contact with the Participants	**4.2 Direct Contact with Participants**
4.1.i Participants will be identified by the student researcher or person in authority. **4.1.ii** The recruitment by student researchers will be via: Directories/ Databases in the public domain Electoral Register Recruitment by a person in authority will be via: Organisational records **4.1.iii** An information sheet (see Appendix 2) has been prepared which gives participants full details of the project. It will be made clear to participants in the covering letter that: • A non-reply will not be pursued beyond a single reminder. • Anonymity and confidentiality will be maintained.	**4.2.i** Participants will be identified by the student researcher or person in authority Recruitment is conducted by the student unless they are in a position of authority over potential participants. In this case recruitment activities are undertaken by a 'facilitator' who is a colleague/manager with whom the potential participants do not have a dependent relationship. **4.2.ii** The recruitment will be via: Personal letters/ emails/ follow up phone calls Posters Advertisements Known or named client groups (students, patients etc) Networks and recommendations And/or Recruitment by a person in a position of authority via organisational records, for which data disclosure is permitted **4.2.iii** An information sheet (see Appendix 2) has been prepared in a format that meets the individuals' communication needs, which gives participants full details of the project. It will be made clear to participants that: • No one will be made to participate in the research study against their will, and no undue influence will be exerted in order to persuade the participant to take part in the

	research. • Participation is entirely voluntary and refusal will attract no sanction and no reason for non-participation is required. • Participants are informed that if they agree to participate in the study, they are free to leave the study at any time without being required to give reasons for leaving. • Anonymity and confidentiality will be maintained as far as possible. The exception would be if person revealed that they are being harmed in any way, then the researcher has a duty to report to an appropriate authority. This will be done with the person's knowledge and it will be agreed with them whom to tell.
4.1.iv Incentives Participants will not receive any incentive for participating in the study.	**4.2.iv Incentives** Participants will not receive any incentive for participating in the study, other than, where appropriate, out of pocket expenses or gift voucher. The value of such items does not exceed £20.

5 Details of Risks

5.1 Indirect Contact with the Participants	**5.2 Direct Contact with Participants**
5.1.i Procedures to be undertaken None	**5.2.i Procedures to be undertaken** None other than those taught as part of the students' **professional training** or forming part of existing **professional role**. **Training** constitutes successful completion of one or more of the following course units/workshops: • GEOG 20820 Doing Geographical

	Research • PLAN30000 Dissertation • IDPM Dissertation workshops (covers MGD/DIG cluster PGT programmes only) • Planning PGT Dissertation Workshops • GEOG 70932 Dissertation • IDPM 60300 Research Skills for Economic Development • IDPM70982 Development Research **Professional role** constitutes evidence of qualification and authorised current practice:
5.1.ii Activities to be undertaken One or more postal questionnaires (or online equivalent) will be sent to potential participants, depending on whether the research is single or multi-staged. The questionnaires will take no longer than one hour to complete. A copy of the questionnaire / or main topics and areas to be investigated is attached and has been confirmed by internal review as appropriate to the study. The student researcher has successfully completed of one or more of the following course units: • GEOG 20820 Doing Geographical Research • PLAN30000 Dissertation • IDPM Dissertation workshops (covers MGD/DIG cluster PGT programmes only) • Planning PGT Dissertation Workshops • GEOG 70932 Dissertation • IDPM 60300 Research Skills for Economic Development • IDPM70982 Development Research	**5.2.ii Activities to be undertaken** Questionnaire administered by the researcher – maximum 1 hour. Keeping a diary – maximum 10 minutes per day over 2 months. Attending a focus group – maximum 2 hours Attending an interview – maximum 2 hours Participating in an activity that is observed by the researcher - maximum 4 hours For people with learning difficulties, activities are appropriate to the individual's communication needs. Questionnaire administered by the researcher – maximum 30 minutes. Keeping a diary – maximum 10 minutes per day over 1 month. Attending a focus group – maximum 30 minutes Attending an interview – maximum 30 minutes Participating in an activity that is observed by the researcher - maximum 4 hours A copy of questionnaires and/or focus group/interview questions / or main topics and areas to be investigated is attached and has been confirmed by internal review as appropriate to the study. The student researcher has successfully completed of one or more of the following course units

	• GEOG 20820 Doing Geographical Research • PLAN30000 Dissertation • IDPM Dissertation workshops (covers MGD/DIG cluster PGT programmes only) • Planning PGT Dissertation Workshops • GEOG 70932 Dissertation • IDPM 60300 Research Skills for Economic Development • IDPM70982 Development Research
5.1.iii What are the potential adverse effects, risks or hazards for research participants, including potential for pain, discomfort, distress, inconvenience or changes to lifestyle for research participants? No foreseeable adverse effects, risks or hazards for research participants including potential for pain, discomfort, distress, inconvenience or changes to lifestyle for have been identified at the time of application for research participants.	**5.2.iii What are the potential adverse effects, risks or hazards for research participants, including potential for pain, discomfort, distress, inconvenience or changes to lifestyle for research participants?** No or minimal adverse effects, risks or hazards for research participants are anticipated - including potential for pain, discomfort, distress, or changes to lifestyle - at the time of application for research participants.
5.1.iv Will individual or group interviews/ questionnaires discuss any topics or issues that might be sensitive, embarrassing or upsetting, or is it possible that criminal or other disclosures requiring action could take place during the study (e.g. during interviews/group discussions, or use of screening tests for drugs)? No individual questionnaires will ask questions on any topics or issues that would be considered by a reasonable person to be sensitive, embarrassing, upsetting, or likely to reveal criminal or other disclosures requiring action.	**5.2.iv Will individual or group interviews/ questionnaires discuss any topics or issues that might be sensitive, embarrassing or upsetting, or is it possible that criminal or other disclosures requiring action could take place during the study (e.g. during interviews/group discussions, or use of screening tests for drugs)?** Individual or group interviews/ questionnaires discuss topics or issues that would not be considered by a reasonable person to be embarrassing or upsetting, nor likely to result in criminal or other disclosures requiring action (e.g. during interviews/group discussions).
5.1.v Expected total duration of participation in the study for each participant	**5.2.v Expected total duration of participation in the study for each participant** Maximum 10 hours

Maximum three hours	For people with learning difficulties Maximum 4 hours
5.1.vi What is the potential for adverse effects, risks or hazards, pain, discomfort, distress, or inconvenience to the researchers themselves? *(If any)* There are no foreseeable potential adverse effects, risks or hazards, pain, discomfort, distress, or inconvenience to the researchers themselves.	**5.2.vi What is the potential for adverse effects, risks or hazards, pain, discomfort, distress, or inconvenience to the researchers themselves?** *(If any)* There are no or minimal potential adverse effects, risks or hazards, pain, discomfort, distress, or inconvenience to the researchers themselves.

6. Safeguards

6.1 Indirect Contact with the Participants	**6.2 Direct Contact with Participants**
6.1.i What precautions have been taken to minimise or mitigate the risks identified above? No foreseeable risks have been identified.	**6.2.i What precautions have been taken to minimise or mitigate the risks identified above?** Marginal risks identified for participants. • If the activity is inconvenient then it will either be cancelled or rearranged for a time that is convenient for the participant. • If participants work in the same organisation where the research is being carried out then due care will be taken to ensure that the research will not interrupt normal organisational procedures. • Where it is considered that there may be a **marginal likelihood** of a topic or issues being sensitive, difficulties are to be averted by a procedure of gaining ongoing consent. This will provide participants an opportunity to decline to answer particular questions or discuss particular topics. Marginal risks identified for researchers. • A risk assessment has been completed by the researcher's supervisor and has identified only marginal risk levels. A copy of the assessment and recommended safeguards is attached.

6.1.ii Informed Consent Information on the research has been provided in a suitable format (see Appendix 2) for potential participants and includes the following details: • the name of the researcher and contact details • an explanation that it is a student project and what the researcher is hoping to achieve in the research • what is going to be done by the researcher • how long it will take to complete the questionnaire • a clear explanation of what the participant is expected to do during the study • a statement that the participant is not obliged to take part • a clear statement on confidentiality and data security and usage in line with University policy. Other information that will be included is as relevant: • duration of the study • location of the study • anticipated outcomes in respect of publication of findings Where projects have multiple stages informed consent is to be obtained for each phase of the work.	**6.2.ii Informed Consent** Informed consent will be obtained from all participants by the researcher (see Appendix 3). Information on the research has been provided in a suitable format (see Appendix 2) for potential participants and includes the following details: • the name of the researcher and contact details of the researcher or recruitment facilitator for any questions prior to deciding whether to take part. • an explanation that it is a student project and what the researcher, is hoping to achieve in the research • what is going to be done by the researcher • a clear explanation of what the participant is expected to do during the study • a statement that the participant is not obliged to take part, and may withdraw at any time • a clear statement of payment of any out-of-pocket expenses or gift voucher. • a clear statement on confidentiality and data security and usage in line with University policy. Other information that will be included is as relevant: • duration of the study • location of the study • anticipated outcomes in respect of publication of findings Where projects have multiple stages informed consent is to be obtained for each phase of the work.
6.1.iii Will a signed record of consent be obtained In the case of a postal/on-line questionnaire, completion of the questionnaire will be taken as proof of informed consent.	**6.2.iii Will a signed record of consent be obtained** A record of consent in a suitable format will be obtained prior to any research activities with the participant being carried out (see Appendix 3). Participants have the right to decline the use of data gathering devices such as tape

	recorders and video cameras, and use of direct quotations from transcripts in any published documents. Specific permission will be sought via the record of consent for the use of recording devices and quotations.
6.1.iv How long will the participant have to decide whether to take part in the research? The maximum decision time will be determined by the cut off date for return of questionnaires/completion of online questionnaires for the study (no minimum decision time).	**6.2.iv How long will the participant have to decide whether to take part in the research?** A minimum period of two weeks is given for the participant to decide whether to take part in the research.
6.1.v What arrangements are in place to ensure participants receive any information that becomes available during the course of the research that may be relevant to their continued participation? If any information, pertinent to the study, becomes available as the study progresses then participants will be informed immediately.	**6.2.v What arrangements are in place to ensure participants receive any information that becomes available during the course of the research that may be relevant to their continued participation?** If any information, pertinent to the study, becomes available as the study progresses then participants will be informed immediately. Participants will be reminded that their participation is voluntary and they are free to withdraw at any time.
6.1.vi What arrangements have been made to provide indemnity and/or compensation in the event of a claim by, or on behalf of, participants for (a) *negligent* harm and (b) *non-negligent* harm? If granted ethical approval the research will be covered under the University's insurance arrangements for students conducting research.	**6.2/vi What arrangements have been made to provide indemnity and/or compensation in the event of a claim by, or on behalf of, participants for (a) *negligent* harm and (b) *non-negligent* harm?** If granted ethical approval the research will be covered under the University's insurance arrangements for students conducting research.

7. Data Protection and Confidentiality

7.1 Indirect Contact with the Participants	**7.2 Direct Contact with Participants**
7.1.i The researcher will abide by the provisions of the Data Protection Act and the University Data Protection	**7.2.i The researcher will abide by the provisions of the Data Protection Act and the University Data Protection**

Policy. Data and results obtained from the research will only be used in the way(s) for which consent has been given. Data will be: • Fairly and lawfully processed • Processed for limited purposes • Adequate, relevant and not excessive • Accurate • Not kept longer than necessary • Processed in accordance with the participant's rights • Secure • Not transferred to settings without adequate protection.	**Policy.** Data and results obtained from the research will only be used in the way(s) for which consent has been given. Data will be: • Fairly and lawfully processed • Processed for limited purposes • Adequate, relevant and not excessive • Accurate • Not kept longer than necessary • Processed in accordance with the participant's rights • Secure • Not transferred to settings without adequate protection.
7.1.ii What measures have been put in place to ensure confidentiality of personal data? Give details of whether any encryption or other anonymisation procedures have been used and at what stage? Anonymity will be preserved by the removal of identifiers and the use of ID numbers or pseudonyms, breaking the link between data and identifiable individuals. Where such links need to be preserved in order to match data sets in a repeated measures design, coding frames including participant identities are to be kept securely in a locked draw (or other secure location, e.g. password protected data stick) accessed only by the researcher and separate from the data base.	**7.2.ii What measures have been put in place to ensure confidentiality of personal data? Give details of whether any encryption or other anonymisation procedures have been used and at what stage?** Anonymity will be preserved by the removal of identifiers and the use of ID numbers or pseudonyms, breaking the link between data and identifiable individuals. Where such links need to be preserved in order to match data sets in a repeated measures design, coding frames including participant identities are to be kept securely in a locked draw (or other secure location, e.g. password protected data stick) accessed only by the researcher and separate from the data base.
7.1.ii Where will the analysis of the data from the study take place and by whom will it be undertaken? The analysis is to take place in a **private** study area by the student researcher conducting the study.	**7.2.ii Where will the analysis of the data from the study take place and by whom will it be undertaken?** The analysis is to take place in a **private** study area by the student researcher conducting the study.
7.1.iii Who will have control of and act as the custodian for the data generated by the study? The student researcher will control and act	**7.2.iii Who will have control of and act as the custodian for the data generated by the study?** The student researcher will control and act

as custodian for the data generated by the study.	as custodian for the data generated by the study.
7.1.iv Who will have access to the data generated by the study? The student researcher will have access to the data generated by the study. In addition the supervisor of the student researcher may see the data, in order to guide the student in analysis of the data, but only when all links that could identify individual participants have been removed.	**7.2.iv Who will have access to the data generated by the study?** The student researcher will have access to the data generated by the study. In addition the student researcher's supervisor may see the data, in order to guide the student in analysis, but only when all links that could identify individual participants have been removed.
7.1.v For how long will data from the study be stored? The data will be stored only until the study has successfully gone through the examination process and then destroyed. A maximum of one year after confirmation of the degree result. It will be stored in a locked drawer, in the student researcher's home accessed by the student researcher only.	**7.2.v For how long will data from the study be stored?** The data will be stored only until the study has successfully gone through the examination process and then destroyed. A maximum of one year after confirmation of the degree result. It will be stored in a locked drawer, in the student researcher's home accessed by the student researcher only.

8. Reporting Arrangements

8.1 Indirect Contact with the Participants	**8.2 Direct Contact with Participants**
8.1.i Please confirm that any adverse event will be reported to the Committee Any adverse event will be reported to the UREC committee.	**8.2.i Please confirm that any adverse event will be reported to the Committee** Any adverse event will be reported to the UREC committee.
8.1.ii How is it intended the results of the study will be reported and disseminated? Dissertation/short report to participants where relevant.	**8.2.ii How is it intended the results of the study will be reported and disseminated?** Dissertation/ short report to participants
8.1.iii How will the results of research be made available to research participants and communities from which they are drawn? They will not be available where there is no direct contact with participants in the study. However in a multistage study, a short report for participants will be provided.	**8.2.iii How will the results of research be made available to research participants and communities from which they are drawn?** A short report, in an appropriate format, will be sent to participants in the study detailing the main results of the study. No individual feed back to be given to participants as links between the data and individuals will have been broken.

9. Funding and Sponsorship
This is a student project and does not have external funding, therefore the sponsor is the supervisor of the student.

10. Conflict of interest
No conflict of interest has been identified at the point of application. Should a conflict of interest become apparent as the study progresses then UREC will be informed.

Appendix 1

School of Environment and Development

Project Title, Ethics and Risk Assessment Statement

The purpose of this form is to confirm that supervisor and student have agreed on an appropriate title for the student's project and addressed any ethical considerations or fieldwork practicalities raised by the research.

The form should be submitted to the Student Information Desk by the deadline given by your Programme Administrator.

After submission of the form, students may still change the title of their project with the agreement of their supervisor. If a change to title has ethical or risk implications however then the form should be resubmitted, this should also be indicated.

Family Name	
Firstname(s)	
Registration Number	
Programme	
Name of Supervisor	

Section 1. Confirmation of Title

Title	

Section 2. Risk Assessment

Please tick (✓) one box:

	The proposed research does **not** involve any fieldwork but complies with the School Generic Risk Assessment C: On Campus Working.
	The proposed research **does** include a period of fieldwork, but complies with the School Generic Risk Assessment A: Off Campus work in the UK.
	The proposed research **does** include a period of fieldwork, but complies with the School Generic Risk Assessment B: Off Campus work overseas.
	The proposed research **does** include a period of fieldwork, but falls outside of the School's Generic Risk Assessments and therefore **I have completed and attached a full risk assessment for approval**.*

***Should you wish to discuss this further before submitting your Risk Assessment please contact the Senior Programme Administrator in charge of Fieldwork Emma Casey Emma.Casey@manchester.ac.uk)**

Section 3. Ethical Considerations

Question 1	**YES**	**NO**
Will the research for your project involve you gathering or holding data from human participants in any form (i.e. interviews, surveys, observation)? Yes or No please tick (✓) one box		

If you answered ***No*** to Question 1, then you are free to undertake your research, but if your research alters at any time before submission to involve the gathering of information from or holding of data from human participants then you must recomplete and resubmit this form.

If you answered ***Yes*** to Question 1, please continue onto Question 2 and 3

Question 2. Will any of these participants be from the following groups? Yes or No please tick (✓) one box:	**YES**	**NO**

- Children under 16
- Adults with learning difficulties
- Adults in emergency situations e.g. those in refuge camps or seeking asylum
- Adults with mental illness (particularly if detained under mental health legislation)
- Adults with dementia
- Prisoners
- Young offenders
- Adults in Scotland who are unable to consent for themselves
- Those who could be considered to have a particularly dependent relationship with the investigator, e.g. those in care homes, medical students, employees.
- Any other groups who could be considered vulnerable

Question 3 Will any of these issues apply? Yes or No please tick (✓) one box	**YES**	**NO**

- Payment or incentives will be given to research participants (e.g. gifts/money/free service)
- Participants will discuss any topics or issues that might be sensitive, embarrassing or upsetting.
- Criminal or other disclosures requiring action could take place during the research.

If you answered ***No*** to Questions 2 and 3 above then you are free to undertake your research providing you abide by the following conditions.

- You must always use the School's participant consent form and participant information form to gain consent from any individuals involved.
- You must work to the information contained in the School's "Ethical Guidelines for Taught Students" regarding the safe collection, storage and handling of data.
- If your research alters at any time before submission to include any of the participants listed in Question 2 or the issues listed in Question 3, then this approval is revoked and you must speak immediately to your supervisor

If you answered ***Yes*** to either Questions 2 or 3 above then Ethical Approval cannot automatically be granted by the School of Environment and Development **please speak immediately to Rosie Williams, School Teaching and Learning Administrator (Rosie.Williams @manchester.ac.uk)**

Please tick (✓) to show you understand the ethical approval granted:

	I have read through questions 1-3 in Section 3 above and I can confirm that my research does not need additional ethical approval. I have also read and understand the School of Environment and Development "Ethical Guidelines for Taught Students".

Section 4. Signatures

Signature (Supervisor)		**Date**	
Signature (Student)		**Date**	

Appendix 2

University of Manchester
School of Environment and Development

Participant Information Sheet

[complete each section]

What is the title of the research?

Who will conduct the research?

What is the aim of the research?

Why have I been chosen?

What would I be asked to do if I took part?

What happens to the data collected?

How is confidentiality maintained?

What happens if I do not want to take part or if I change my mind?

Will I be paid for participating in the research?

What is the duration of the research?

Where will the research be conducted?

Will the outcomes of the research be published?

Contact for further information

What if something goes wrong?

Appendix 3

University of Manchester
School of Environment and Development

[insert title of dissertation/project/research]

[remove questions 3 and 4 if not relevant within your research]

CONSENT FORM

If you are happy to participate please read the consent form and initial it:

	Please Initial Box
1. I confirm that I have read the attached information sheet on the above project and have had the opportunity to consider the information and ask questions and had these answered satisfactorily.	
2. I understand that my participation in the study is voluntary and that I am free to withdraw at any time without giving a reason and without detriment to any treatment/service	
3. I understand that the interviews will be audio/video-recorded	
4. I agree to the use of anonymous quotes	

I agree to take part in the above project

Name of participant	Date	Signature
Name of person taking consent	Date	Signature