Example Template for Revisions to Ethics Applications

## Please use the following table template to provide your responses to the comments raised by the Committee.

## Please ensure your response is clear, concise and specific.

## If multiple comments are present for a specific question, please ensure you respond to each of them and use bullet points to provide clarity.

## Copy and paste the comments from your PDF letter into the left hand column, being sure that each comment is on a different line of the table. Alternatively, you may adjust the PDF letter to include your comments in line (if you do this please be sure to use a different font, font colour or font style to distinguish it from the comments made by the Committee).

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| **Question Specific Comments** | **Applicant’s Response** |
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## Please see below for a variety of examples to assist you with providing responses which are clear, concise and specific. Please note these responses are from real ethics applications from across the University which have been anonymised and provided as best practice examples with explicit permission. These should be used as example guidance only and are not to be plagiarised.

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| **Question Specific Comments** | **Applicant’s Response** |
| D3.1 Proposed start date of data collection This is in the past; please update | amended on the online form to 09/01/18 |
| D3.1Proposed start date of data collection  Please amend to a date after which approval has been obtained | Done |
| E3.Give a brief summary of the design and methodology of the planned research.  Please provide more information about the purpose of the study 1 and provide a copy of the interview schedule being used for this study | In E3.1 we have added additional information on the purpose of the study:  There are currently no first hand empirical studies which have attempted to examine this research question. We expect that this study will provide a rich qualitative data set which will be insightful in its own right.  The interview schedule has now been included. |
| E7.1Please briefly describe how the interviews will be conducted:  How are data being collected for the interviews?  Are recording devices being used, and if so, how are data transferred and transcribed? | Interviews will be audio recorded and transcribed verbatim by a researcher on the project, or using a professional transcriber. We have added a note on this. |
| E18.Please list and justify the exclusion criteria for participants. | The adverts do not mention all the inclusion criteria  We have now amended the advertisements to include reference to English speaking. |
| E24: What happens if a participant withdraws before the end of the study? | If a subject decides to withdraw, they will be recompensed pro rata for the time already given. This has been made clear on the PIS and consent form for this study. |
| E24.1Please indicate how much, on what basis this has been decided and when participants will be informed of this:  It is advisable to say that travel expenses will be re-imbursed against receipts | This has been added to the PIS |
| E26-27: Please specify the point of withdrawal on the consent forms. | Thank you for this comment. The consent forms associated with these studies have been amended. |
| E26-27: Please move the contact for further information to the end of the PIS - this makes it easier for participants to know what to do. | Thank you for this comment; contact details are now placed at the end of both PIS. |
| E38.Will the research involve any of the following activities at any stage (including identification of potential research participants)?  How are consent forms being stored (in manual files?); will electronic transfer of  files take place? | Consent forms are stored in manual files. This has now been checked on item E38. Transcripts of interviews files will involve electronic transfer between the research team and the transcriptions service. |
| E38: Sharing of data is not described on the PIS. Please update either the form or PIS to be consistent. | Thank you for this comment; both PIS have been updated to provide consistency. |
| E39: Please include details of where consent forms will be stored | We have updated our answer to E39 to include where consent forms are held. |
| E42: Are data anonymised prior to sharing? Please include information about this on the PIS. | Thank you for this comment. We have updated our answer to read:  ‘In the first instance, Professor Smith will have access to the data; she is based at the University of Manchester. Anonymised data will be shared with the funder of the study (details provided).’  This additional information has been included in the PIS. |
| L20.What do you consider to be the main ethical issues raised by the methodology and how will you address them? Given that the agent is a member of staff, is there a possibility of coercion here? The supporting documents make clear that the study is voluntary but this is not addressed here. | I have added an extra section in L20 as follows to address the issue of coercion more clearly in the online form:  4] Participant choice to take part in the study and avoid any undue pressure being applied to participate via the recruiting agent.  Participation in the study for the participants is voluntary and the process of recruitment via an agent, who is a member of staff at the hosting University who could coerce the students into participating will be avoided via a clear briefing (see Appendix 5) which  does include a clear process that will  ensure that students are not coerced into participating.  This will then be followed up when meeting the student participants to obtain consent, where at all stages of the research process the participant will have the option to share concerns, including those of coercion, and / or withdraw from the research study. |
| L43. Additional supporting documentation. There is a consent form included for the PAG but not for the research participants. | I have added all the attachments to L43 as well as including the Consent form and PIS for the participants in L25.2 and L25.3. |
| P20.3 Please attach a copy of your participant information sheet(s) AND consent form(s) OR a document explaining why they are not necessary for this project:   * Consent form - make clear that they can withdraw at any time prior to leaving the testing room * PIS - title appears incorrect * Need to add how long the data will be stored for on the PIS | * The consent form now reads:   I understand that my participation in the study is voluntary and that I am free to withdraw at any time prior to leaving the testing room without giving a reason and without detriment to myself.   * The title is now:   Visual Search for dangerous things   * The section on what happens to the data now reads:   The data collected from all participants will be analysed to look at how the amount of knowledge about the target affects performance. Your data may be stored for use in future studies for up to five years from the date of testing or shared with other researchers in non-identifiable form. |
| P25.Identify any potential for adverse effects or risks to participants; potential for topics to arise that may be sensitive, embarrassing, or upsetting.   * What precautions have been taken to minimise or mitigate these risks? * What about if the participants have a phobia about any of the images? * How will this be managed during the session? * Should this be identified prior to the session? * Perhaps this should be an exclusion criteria? | * We have followed the advice from the reviewer and now use phobia as an exclusion criterion. Since there should be no participants with phobia in the experiment, it does not seem necessary to include a distress protocol. * The use of phobia as an exclusion criterion has led to changes in the advert, the PIS and sections P16.1 and P25.2 of the ethics application. * Advert:   To participate in this study you should have normal or corrected to normal vision and you should not have a phobia for spiders, snakes, scorpions etc.   * PIS (why have I been chosen):   You also have normal or corrected-to-normal eye-sight and you do not have a phobia for spiders, scorpions, snakes, etc.   * P16.1   Participants should have normal or corrected-to-normal vision and should not have a phobia for spiders, snakes, scorpions etc.   * P25.2   Some people may have a phobia for some of the dangerous animals used in this experiment (snakes, scorpions, spiders, etc.). We will therefore make clear that this type of stimuli is part of the experiment and use a phobia for these animals as an exclusion criterion. |