For office use only: …………………….



**College Research Ethics Committee for Non-Clinical Research involving Human Participants/Data**

**Undergraduate and Postgraduate Taught Students** **Application for ethical approval from**

**School Ethics Forum**

**Protocol for research dealing with non-standard human data – Social Media, Online, Social Networking, Secondary data, Big Data.**

Before completing this form, refer to the guidance notes available at [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/).

In addition to reading [**Appendix 1**](https://aoir.org/wp-content/uploads/2017/01/aoir_ethics_graphic_2016.pdf) of the form – applicants should consult: [Ethical decision-making and Internet research:](https://aoir.org/reports/ethics.pdf)  *and,* [Ethical decision-making and Internet research 2.0](https://aoir.org/reports/ethics2.pdf)

Completed, typed forms (with supporting documents) should be submitted electronically according to process given at end of this form.

Submit applications **at least 6 weeks in advance** of the intended data collection start date, allowing time for applications to be reviewed, and any recommended amendments to be made.

Applications requiring PVG Clearance/permissions to access participants will not be approved until evidence of this is received by Ethics Administrator. Guidance is available at [PVG Guidance](https://www.gla.ac.uk/myglasgow/humanresources/mgrs-admin/mgr-guidance/pvgscheme/).

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**Applicant Details**

**Undergraduate Student**

**Postgraduate Taught Student**

**Student ID** Enter text here

**Name of Applicant** Enter text here

**School/Subject** Enter text here

**Degree/Programme Title (All student applicants)** Enter text here

**Is research part of a placement? Yes  No**

**If Yes,** provide details: Enter text here

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**Programme Convenors** applying for **Cohort** approval only to complete this section

Full course project within a UG programme

Full course project within a PGT programme

Details of programme cohort approval applied for:

### Enter text here

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**Names of Researchers**

**All Researchers** including research assistants and transcribers where appropriate.

|  |  |  |  |
| --- | --- | --- | --- |
| Title | First and Surname | Telephone | Email usually UofG |
| Enter text here | Enter text here | Enter text here | Enter text here |
| Enter text here | Enter text here | Enter text here | Enter text here |

**All Supervisors** Principal Supervisor first where applicable.

|  |  |  |  |
| --- | --- | --- | --- |
| Title | First and Surname | Telephone | Email usually UofG |
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### **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### **Application Details**

**Project Title** Enter text here

**Data Collection Start Date** At least 4 weeks after application submission. Click here to enter a date.

**Proposed Project End Date** e.g. date of degree award. Click here to enter a date.

**Is this application being submitted to another ethics committee,** or has it been previously submitted to another ethics committee?  **Yes  No**

**If Yes provide details:** Enter text here

**Is the research subject to external funding**? (i.e. a sponsor or funding body) **Yes  No**

**If Yes provide details:** Enter text here

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**Section A**

! Application will be returned if Ethical Risks section is incomplete !

**1 Ethical Risks - Supervisors** must complete and sign this section, approving submission for ethical review.

**1.1 Is this application considered to be** a low risk or high risk application? Refer to [Risk Guidance Document](https://www.gla.ac.uk/colleges/socialsciences/students/ethics/forms/undergraduateandpostgraduatetaughtstudents/).

**High Risk  Low Risk**

**1.2 Explain specifically why the high or low risk distinction has been made.**

Enter text here

**1.3 Risk Assessment Comments from Supervisor -** Comment on the research ethics risks involved in the project. Potential risks should be clarified and evidence given of solutions to mitigate these.

Enter text here

**Declaration: I have checked this application and approve it** for submission for review to the Ethics Committee.

X Enter text here

X Click here to enter a date.

**2 Justification for the Research**

Why is this research **significant** to the wider community? What might be the **IMPACT** on your practice or on the practice of others? How will the possible benefits to researchers, participants and others realised from the project justify any risks or discomfort involved?

Enter text here

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**Section B**

1. **Please provide details** of the data you wish to collect or access – please include details of the platform, app, data archive, API, etc.

Provide information here on the type of data you wish to collect, e.g. chatrooms, discussion forums, Tweets, Facebook posts, etc.

Enter text here

**2 You should have consulted** the specific Terms and Conditions of the specific platform or data source; please answer the following:

**2.1 What do** the terms and conditions say about retention of datasets?

Enter text here

**2.2 What are** the rules regarding publishing or re-sharing collected data?

Enter text here

**2.3 Are there** specific provisions within the terms and conditions that permit research usage of data collected?

Enter text here

**2.4 What are** the explicit limits on usage that may be relevant for planned research work?

Please provide any further details here

Enter text here

1. **Have you consulted** the relevant legal guidelines, disciplinary, funder or institutional guidelines in relation to the specific ethical concerns research of this nature can raise? E.g. copyright/Intellectual Property Rights/contracts/licensing/privacy/GDPR.

See section: ([29A and Schedule 2(2)1D of Copyright Designs & Patents Act 1988)](http://www.legislation.gov.uk/uksi/2014/1372/regulation/3/made).

Please provide details here:

Enter text here

**4 4.1a Does the data contain personal data?**  Yes  No

See Guidance on [UofGGDPR/What’sChanged](https://www.gla.ac.uk/myglasgow/dpfoioffice/gdpr/changes/)

**4.1b Does the data contain Special Category Data?**  Yes  No

See Guidance on [Information Risk Classification](https://www.gla.ac.uk/media/media_537721_en.pdf)

Guidance is available from [Information Commissioner’s Office](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/key-definitions/what-is-personal-data/) and on [UofG ethics website](https://www.gla.ac.uk/colleges/socialsciences/students/ethics/informationforapplicants/#/retentionanddisposalofpersonaldatanewregulation(gdpr)).

**If you have answered Yes** to either question above please give details here.

Enter text here

**5 Is the data open** to being freely used for any purpose?

Yes  No

**Note**: the data is still likely to be covered by copyright and this should be detailed at question 3 above.

**Important**: if **not** publicly accessible, as in free to use, then you **must provide a licence or data sharing agreement from any company that owns the data.** This should state that they agree to share the data and agree that this data can be used for the dissertation/research purposes.

**6 Can the data reasonably** be considered to be in the public domain? ([AOIR ethics guidelines](https://aoir.org/ethics/) )

Yes  No

**If Yes,** give clear justification for your response.

Enter text here

**7 Can the individuals reasonably expect** their data to be observed/accessed by strangers? Or reasonably expect their data to be used in the way that you propose in your research?

Yes  No

**If Yes**, give details:

Enter text here

**8 Please provide details** of the data access and collection methods and or techniques; and also provide details of the method(s) of analysis.

Enter text here

**8.1 Include details** of your methods of accessing the data and security arrangements, these should reflect any sensitivities of the data content.

Guidance is available at [UofG/IT/InformationSecurity](https://www.gla.ac.uk/myglasgow/it/informationsecurity/confidentialdata/)/ConfidentialData

Enter text here

**8.2 Do you** require a Data Protection Impact Assessment? See [UofG GDPR Data Protection Impact Assessment](https://www.gla.ac.uk/myglasgow/dpfoioffice/gdpr/dpia/).

Yes  No

**If Yes**, give details:

Enter text here

**8.3 How is** profile, location or other personally identifying information used or stored by researcher?

Please provide details:

Enter text here

**Important:** The Data Protection Impact Assessment (DPIA) should be provided with this application if applicable.

Consult the [ICO Data protection impact assessments](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/accountability-and-governance/data-protection-impact-assessments/).

**9 Are any individuals vulnerable** (see [guidelines on vulnerable groups](https://www.gla.ac.uk/colleges/socialsciences/students/ethics/informationforapplicants/#/protectionofvulnerablegroupsscheme,workingwithpotentiallyvulnerableadults,workingwithchildren))?

Yes  No

**If Yes**, give details:

Enter text here

**9.1 How are** vulnerable persons identified and protected?

Please provide details:

Enter text here

**10 Is the subject matter** of sensitive or controversial nature?

Yes  No

**If Yes**, give details:

Enter text here

**11 Will individuals be identifiable** from published outputs?

Yes  No

**12 Will any of the outputs be** potentially disclosive? Such as commercially sensitive information?

Guidance on [UK Data Archive](https://www.ukdataservice.ac.uk/manage-data/legal-ethical/anonymisation/qualitative) Qualitative and [UK](http://eprints.uwe.ac.uk/31986/1/SDC_Guide_1.pdf) Data Archive [Quantitative](https://www.ukdataservice.ac.uk/manage-data/legal-ethical/anonymisation/quantitative)

Yes  No

**If Yes**, give details:

Enter text here

**13 Please provide** a justification for **NOT** seeking consent or explain why this would not be possible and again provide a justification for why the research should proceed. Please see [DPIA guidance](https://www.gla.ac.uk/myglasgow/dpfoioffice/gdpr/dpia/).

Enter text here

! Application will be returned if this declaration is not signed and dated !

**14 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 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.

**Applicant/Researcher/s**

X Enter text here

X Click here to enter a date.

**Supervisor/s**

X Enter text here

X Click here to enter a date.

**For Supervisors – Please note that by submitting this application the supervisor confirms that:**

* The student is aware of the College ethics requirements.
* The topic merits further research.
* The student has the relevant skills to begin research.
* If interviewing, the student has produced an appropriate information sheet for participants.
* The procedures for recruitment and obtaining informed consent are appropriate.

**See Appendix 1**: [Association of Internet Researchers chart: aoir\_ethics\_graphic\_2016](https://aoir.org/wp-content/uploads/2017/01/aoir_ethics_graphic_2016.pdf)

**……………………….. End Of Application Form …………………………**

**School of Social and Political Sciences, Adam Smith Business School, School of Interdisciplinary Studies, School of Law students - Applications** should be submitted electronically as follows**:** Send to relevant **School Ethics Forum** (SEF) via email to School ethics administrative contact. See [College ethics contacts](https://www.gla.ac.uk/colleges/socialsciences/students/ethics/committee/ethicscontacts/)

**School of Education applications** should be submitted electronically as follows**:**

**Upload** the completed form, along with any other required documents by logging in to the **Research Ethics System** at: <https://frontdoor.spa.gla.ac.uk/login/> and selecting School of Education Ethics Committee

NB: students are required to upload their application which is then forwarded to their named supervisor for approval and submission.