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

**Undergraduate and Postgraduate Taught Courses - Approval Within a Programme (Block Approval)**

This form should only be used for UG or PGT Course level ethics application to conduct research using primary or secondary sources for activities usually deemed to be low risk in the College of Social Sciences. Please refer to the [Risk Guidance Document](https://www.gla.ac.uk/colleges/socialsciences/students/ethics/forms/undergraduateandpostgraduatetaughtstudents/#ethicsformsandguidancenotes%3Augandpgt) available on the Forms and Guidance Notes page of the College ethics website. (Some research falling within high risk such as with groups within the high risk classification might be allowed. Seek guidance from School Ethics Forum convenor - and provide **justification** in relevant sections of **this document** and **Undergraduate and Postgraduate Taught Ethics Application Form**)

For cohort approval the methods, participatory cohorts, gatekeeper access, research themes, data protection, consent procedures, and research outcomes and access to findings should be identical or near identical for all researchers. **Data collection is only allowed when it has been formally approved**.

This form should be completed by course conveners.

This application form should be typed and submitted electronically. **All questions must be answered**.“Not applicable” is a satisfactory answer where appropriate.

Please allow at least 15 working days for an initial review. Many applications require resubmission which will also require review, so please allow at least 6 weeks for the completion of the process.

1. **Indicate if this is cohort approval for:**

**Undergraduate course or dissertation programme** [ ]

**Postgraduate Taught course or dissertation programme** [ ]

* 1. Course Convenors name Click here to enter text.

1.2 Contact information (email address) Click here to enter text.

1.3. Name of the course and Course catalogue number Click here to enter text.

1.4. Is this for all students on the course? **Yes** [ ]  **No** [ ]

Approximately how many students will be covered by this application? Click here to enter text.

1. **Applications should be submitted one semester prior** to the term where students will commence their research. Applications should include the relevant **Undergraduate and Postgraduate Taught Ethics Application form** and copies of all relevant documents (such as Participant information sheet, Consent forms, survey and interview questions, gatekeeper consents). Please indicate which documents have been included in the application. {Note **at least one of A and B** must be ticked and included). Copies of the documents, proformas and guidance notes can be found on the [Forms and Guidance Notes page](https://www.gla.ac.uk/colleges/socialsciences/students/ethics/forms/undergraduateandpostgraduatetaughtstudents/#ethicsformsandguidancenotes%3Augandpgt) of the College ethics website.
2. Undergraduate/Postgraduate Taught Ethics Application Form (covering primary data collection) [ ]
3. UG and PGT Protocol for Research with Non-Standard Data (for social media and secondary data) [ ]
4. Consent form(s) [ ]
5. Participant Information Sheet(s) [ ]
6. Survey/Questionnaire questions [ ]
7. Interview questions/themes [ ]
8. Focus Group questions/themes [ ]
9. Participant Observation pro forma [ ]
10. Gatekeeper consents/sample letter to gatekeepers [ ]
11. Disclosure Scotland Certification and/or equivalent [ ]
12. GDPR Privacy Notice [ ]
13. Other relevant documents please specify below. [ ]

Click or tap here to enter text.

1. **Topics of study:**

Please identify the topic(s) of study and confirm that they are low risk, please see [Risk Guidance Document](https://www.gla.ac.uk/colleges/socialsciences/students/ethics/forms/undergraduateandpostgraduatetaughtstudents/#ethicsformsandguidancenotes%3Augandpgt) on the Forms and Guidance Notes page of the College ethics website.

I confirm I have read the risk guidance and the project is **low risk**  [ ]

I confirm I have read the risk guidance and the project is **high risk** [ ]

* 1. **Brief description** **of the topic(s) of study:**

(Fuller description to be placed in the relevant sections of:

1. Undergraduate/Postgraduate Taught Ethics Application Form *(covering primary data collection)*
2. and/or B. UG/PGT Protocol for Research with Non-Standard Data *(for social media and secondary data)*

Click here to enter text.

* 1. If they are high risk, then **briefly identify means to reduce risks:**

(this should be more fully explained in the relevant sections of:

1. Undergraduate/Postgraduate Taught Ethics Application Form *(covering primary data collection)*
2. and/or B. UG/PGT Protocol for Research with Non-Standard Data *(for social media and secondary data)*

Click here to enter text.

1. **Research Methods and Data Collection**:

Please confirm that **none** of the research methods will include any listed as **high risk** in the [Risk Guidance Document](https://www.gla.ac.uk/colleges/socialsciences/students/ethics/forms/undergraduateandpostgraduatetaughtstudents/#ethicsformsandguidancenotes%3Augandpgt), such as deception of participants; concealing the purposes of the research; covert observation; audio or visual recording without consent; data collection through third parties; withholding from one group specific treatments or methods of learning, from which they may “benefit” (e.g., in medicine or teaching; any psychological interventions or treatments; use of medical records where participants can be identified or linked; potentially humiliating tasks; financial or other material incentives being offered to induce subjects to participate; using platforms or information from an organisation to access primary subjects without permission).

**I confirm** I have read the risk guidance and the research includes **no high risk methods** [ ]

**I confirm** I have read the risk guidance and the research includes **at least one high risk method** [ ]

(Usually high risk methods are not acceptable - if such methods are planned on being used, please **provide brief justification below** and at **section** **5.1/5.2** on the **Undergraduate/Postgraduate Taught Ethics Application Form**)

Click here to enter text.

1. **Participants**

Does the research involve research participants that are **high risk** as listedin the [Risk Guidance Document](https://www.gla.ac.uk/colleges/socialsciences/students/ethics/forms/undergraduateandpostgraduatetaughtstudents/#ethicsformsandguidancenotes%3Augandpgt)?

**I** confirm I have read the risk guidance and the research includes **no high risk** participants[ ]

**I** confirm I have read the risk guidance and the research includes **at least one high risk** group of participants [ ]

(explain below)

Click here to enter text.

Some research with groups that are high risk may be acceptable, such as education students carrying out data gathering on pupils that does not differ from their usual practice. **Please provide a justification below** and in relevant **section** **10.2** in the **Undergraduate/Postgraduate Taught Ethics Application Form**

Click here to enter text.

1. **Does the block/cohort research involve Social Media, Online Social Networking, Secondary data, Big Data?**

**Yes,** it involves social media, online social networking, secondary data, or big data [ ]

**No,** it does not involve social media, online social networking, secondary data, or big data [ ]

**If Yes**, please fill in the **UG/PGT Ethics Protocol for Research Dealing with Non Standard Data, available from the** [Forms and Guidance Notes page](https://www.gla.ac.uk/colleges/socialsciences/students/ethics/forms/undergraduateandpostgraduatetaughtstudents/#ethicsformsandguidancenotes%3Augandpgt) of the College ethics website.

If this is the **only** data being used, this is the only form you need to fill in. In it you will need to consider and explain:

* The specific Terms and Conditions of the platform or data source that will be adhered to, including with respect to retention of data, publishing or re-sharing collected data and copyright/Intellectual Property Rights/contracts/licensing/privacy/GDPR.
* Whether the data can reasonably be considered to be in the public domain.
* Whether individuals, whose data will be used, can reasonably expect their data to be observed/accessed by strangers and used as part of research.
* Whether the data is publicly accessible and does not require a licence or data sharing agreement from any company that owns the data stating they agree this data can be used for the dissertation/research purposes.
* How to ensure individuals will not be identifiable in the dissertation or published outputs.
* Confirm that the outputs will not involve commercially sensitive information.

If the research also involves primary data collection, please fill in the **Undergraduate/Postgraduate Taught Ethics Application Form as well**. If no social media or secondary data is being used and **only** primary data collection is being used, then **just** fill in the **Undergraduate/Postgraduate Taught Ethics Application Form.**

1. **Audit:**

Please outline your method for ensuring that course projects/dissertations will be audited for compliance. The suggested procedure is that course conveners should undertake these audits by random sampling of at least 5% (class greater than 150) or 10% (class smaller than 150) of student projects/dissertations and confirm that they comply with the undertakings given in this application.

Click here to enter text.

1. **Location of study:**

Please identify the locations where the research takes place and confirm the research will involve students following fieldwork and travel risk management procedures as appropriate and will not include research conducted in: participant’s home, in an isolated area, outside of organisation or institution premises or research being undertaken in a politically unstable areas (see [Risk Guidance Document](https://www.gla.ac.uk/colleges/socialsciences/students/ethics/forms/undergraduateandpostgraduatetaughtstudents/#ethicsformsandguidancenotes%3Augandpgt)). If the research **might take place in high-risk locations**, please fill in the relevant **section 11** in the **Undergraduate/Postgraduate Taught Ethics Application Form**.

* **Location of research** is consistent with risk guidance as **low risk** [ ]
* **Location of research** is identified as **high risk** [ ]

Please explain below:

Click here to enter text.

1. **Consent, Confidentiality and Data Handling:**

Confirm all researchers will ensure informed consent protocols are followed and this will include provision of Plain Language Statement (personal information sheets) and written Consent Form as appropriate. Please include copies of Plain Language Statement (personal information sheets) and written Consent Forms in your completed application.

I confirm recorded consent **will be used** [ ]

Recorded consent **will not be used** [ ]

If recorded consent will **not** be used, please provide a **brief explanation here** and provide **detailed information** on the Ethics Application form as applicable to this research.

Click here to enter text.

1. **Anonymisation (pseudonymisation):**
	1. **If participants are to be anonymised, please confirm that one of the following methods will be**

**used**: (it may be appropriate to tick more than one box)

* + 1. **De-identified samples or data** (i.e. a reversible process whereby identifiers are replaced by a code, to which the researcher retains the key, in a secure location? [ ]
		2. **Anonymised samples or data** (i.e. an **irreversible** process whereby identifiers are removed from data and replaced by a code, with no record retained of how the code relates to the identifiers. It is then impossible to identify the individual to whom the sample of information relates)? [ ]
		3. **Complete anonymity of participants** (i.e. researchers will not meet, or know the identity of participants, as participants are part of a random sample and are required to return responses with no form of personal identification)? [ ]
		4. **Subject being referred to by pseudonym** in any publication arising from the research [ ]
		5. **Participants consent to being named** [ ]

**Limits to confidentiality:**

* + 1. Participants being made aware that confidentiality may be impossible to guarantee, for example in the event of disclosure of harm or danger to participants or others. [ ]
		2. Participants being made aware that confidentiality may be impossible to guarantee, for example due to size of sample, particular locations etc.? [ ]
		3. Participants being made aware that data may be shared/archived or re-used in accordance with Data Sharing Guidance provided on Participant Information Sheet. [ ]
		4. Any Other methods of protecting the privacy of participants? (e.g. use of direct quotes with specific, written permission only; use of real name with specific, written permission only). [ ]
		5. Where confidentiality is promised the research will involve a sufficiently large sample size to avoid participant identification in final report.[ ]
1. **Data storage:**

Please confirm that data will be stored in one or more of the following ways (full information should be supplied on the relevant ethics application form(s)) along with relevant GDPR required documents (see [University’s Data Protection Office](https://www.gla.ac.uk/myglasgow/dpfoioffice/); pro-formas are available on the [Forms and Guidance Notes page](https://www.gla.ac.uk/colleges/socialsciences/students/ethics/forms/undergraduateandpostgraduatetaughtstudents/#ethicsformsandguidancenotes%3Augandpgt) of the College ethics website.

* 1. Data will be stored at University of Glasgow [ ]
	2. Data will be stored at another site (provide details/address below) [ ]
	3. Paper records will be kept secure in locked facility/cabinet [ ]
	4. Other [ ]

Please specify below:

Click here to enter text.

1. **Data and identifiers kept secure in locked facility/cabinet:**
	1. Electronic files to be available by password only and data encrypted; see [UofG/IT/Information Security for guidance](https://www.gla.ac.uk/myglasgow/it/informationsecurity/confidentialdata/) [ ]
	2. Different, secure data storage. [ ]

Please specify below:

Click here to enter text.

1. **Access to the data**

Please confirm that:

No-one other than the course convenor, auditor or individual student collecting the data will be allowed to access to the unanonymised data.

**Yes** [ ]  **No** [ ]

Please confirm that:

The process for retention or disposal of data will be in compliance with GDPR regulations.

**Yes** [ ]  **No** [ ]

1. **Signature of class convener:** Click here to enter text.

**Date:** Click to enter a date.

**End of Cohort Approval Application Form**

**Send the completed form and ALL relevant documents to appropriate 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/) (**Except School of Education)** which should be submitted electronically via the [Research Ethics System](https://frontdoor.spa.gla.ac.uk/login/))