### ETHICS APPROVAL APPLICATION FORM

**(Undergraduate and Postgraduate Taught Students)**

Ethics documents including guidance sheets, checklists and approval forms are available from the Student Enquiries Office. These can also be downloaded from your Course pages on the University VLE.

If participants are involved in the work, this form must be accompanied by:

#### A draft Participant Information Sheet

#### A draft Participant Consent Form

Once completed please send this form to: ltsc@norwichuni.ac.uk

For guidance on completing this form please refer to the Student Code of Ethics for Undergraduate and Postgraduate Taught Students.

|  |
| --- |
| **Please complete Questions 1 to 5** |
| **1. Project Title** |
| **2. Contact Person** (normally you)  If the application is for a group project only one member of the group should apply.  **Name**:  **Course**:  **Email / Tel. no:**  **Address**: |
| **3.** **Names & contact details of other key people or organisations involved** (within or outside the University) |
| **4.** **Expected duration of project**:  FROM:  TO: |
| **5.** **Please provide a summary of the project’s aims, objectives and methods, including what the ethical considerations relating to this project are**:  If submitting the summary as a separate attachment, **mark here**: |
| If your work involves **participants**, please complete **Questions 6 to 14**.  If there are **no participants** please go to **Question 15 below**. |
| **6.** **Will the participants be**: (please tick as appropriate)  STUDENTS AT THE UNIVERSITY:  OTHER:  (if ‘Other’ please specify here) |
| **7.** **How will participants be recruited and how many will be involved?** |
| **8.** **What will participants be asked to do?** (Explain in terms appropriate to a lay person) |
| **9. What potential risks to the interests of the participants do you foresee and what steps will you take to minimise those risks?**  (A participant’s interests include their physical and psychological well-being, their commercial interests, and their rights of privacy and reputation) |
| **10. What potential risks do you foresee to yourself and what steps will you take to minimise those risks?**  (e.g., does your work raise issues of potential safety or well-being for yourself during this project?) |
| **11. Please attach copies of your proposed written Participant Consent Form and Participant Information Sheet to be given to participants.**  If you are not intending to obtain written consent or supplying an information sheet you must **explain your reasons for this here**: |
| **12. Does your project involve people in a vulnerable category?** (Please refer to the **Code of Ethics for Students** for guidance on identifying ‘vulnerable’ groups)  a) If YES, how will you obtain appropriate consent to involve them in your project?  b) If YES, what measure(s) will you put in place to mitigate any risks associated with involving them in your project? |
| **Please refer to the Norwich University of the Arts’ Data Protection Policy before answering Question 13**. Please consider **anonymity** and the **secure storage and disposal** of personal information. Particular attention should be paid to projects involving **Special Category** data (**refer to the Code of Ethics for the definitions**). |
| **13. Will you be obtaining personal data from any of the participants?**  YES / NO (please delete as appropriate)  If NO go to **Question 14**  If YES please **complete** the rest of the questions in this section.  a) **Give details of the personal data you will obtain**:  b) **How will you use this information? To what extent will the data be confidential? If it is confidential, what steps will you take to protect its confidentiality in the outputs / work resulting from the project?**  (You may need to think about completely and permanently anonymising some or all of the personal data or pseudonymising it by using a secure code)  **c) How will you provide participants with detailed information about what will happen to their personal data?**  (Do they understand that their personal data will be processed under the lawful basis of Public Task and that this means they *may* not be able to have their data removed from the project at a later date if it would adversely affect the integrity of the project, and that their data *may* be held indefinitely, solely for the purposes covered by the research provisions (e.g. in the participant information sheet). As detailed [here](https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/the-research-provisions/).)  **d) How will you securely store the personal data during the project?**  (please make reference to guidance on safe storage of data in your response)  **e) How long will you keep the data?**  **f) Will you be retaining the data for future use or will it be destroyed at some point?**  RETAIN / DESTROY (please delete as appropriate and complete below)  If RETAIN: explain how you will continue to store it securely? How are you informing participants that the data may be used in the future.  If DESTROY: How this will be done? How will you ensure the data is disposed of in such a way that there is no risk of its confidentiality being compromised? |
| **14. Will payments to participants be made?**  YES / NO (please delete as appropriate)  If YES, please state amount and whether payment is for out-of-pocket expenses or a fee here: |
| **15. If the project is to receive external financial support please give details, including any conditions that have been imposed upon the work by the funders and the nature of any discussions with Ideas Factory.**  Both financial propriety and the protection of commercial rights are important for you, the University and other third parties (e.g. sponsors, participants etc.) |
| **16. Will any restrictions be placed on the dissemination or sharing of your work?**  YES / NO (please delete as appropriate)  If YES, please state nature of the restrictions (e.g. details of any confidentiality agreement) here: |
| **17. I confirm my responsibility to deliver the project in accordance with Norwich University of the Arts’ Code of Ethics for Undergraduate and Postgraduate Taught Students.**  In signing this form I am also confirming that: The form is accurate to the best of my knowledge and belief;There is no potential material interest that may, or may appear to, impair the independence and objectivity of myself and others in conducting this project;I undertake to conduct the project as set out in this application unless the University ethics approval panel, as delegated by the Learning, Teaching & Quality Committee, requires or agrees a change, and to comply with any conditions set out in any formal outcome sent by this body;I understand and accept that the University Learning, Teaching & Standards Committee may monitor the ethical propriety of this project. Name of Student:  Signature of Student: |