CARDIFF UNIVERSITY PRIFYSGOL CAERDYD

School of Computer Science & Informatics

Ethical Approval Request Form Form valid until 15th November 2019

Instructions

Do not use this form if your research is with the NHS or NHS-linked: please refer instead to the NHS Local Research Ethics Committee.

Do not use this form if your research involves adults who do not have the capacity to consent. Such projects have to be submitted to the National Research Ethics Service (NRES) system: http://nres.nhs.uk/

Please carefully review:

- School Research Ethics documentation
- Data management, collecting personal data, data protection act requirements
- Information Security Framework
- Research Integrity and Governance
- Research Ethics

Please complete the Research Integrity Online Training Programme (<u>Staff link</u>, <u>Student link</u>) prior to submitting this form.

Please complete this form at least **2 weeks** before starting your data collection/human involvement activities and send to comsc-ethics@cardiff.ac.uk along with **all** the relevant attachments:

- Full Project plan/proposal
- Participant Information Form, either:
 - hard copy, e.g briefing and debriefing (if appropriate)
 - online equivalent
- Consent Form or online equivalent (or justification as to why this is not possible)
- Certificate(s) of completion of the Research Integrity Online Training Programme (RIOTP) for all <u>staff</u> associated with a project (and <u>students</u> if applicable).
- (If applicable) Details concerning external funding
- (If an extension is requested) Provide a list of motivations and list of amendments to any previous approvals

Submissions will be reviewed at the next COMSC Research Ethics Group meeting held approximately fortnightly.



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1 General Information

Title of Project:

If this submission relates to a previous approval request (e.g. a revision or extension):
Previous ID:
If this approval refers to an Undergraduate or Masters Student Project:
Student(s) Names and IDs:
Supervisor Name(s):
If this approval refers to a research project (e.g. Staff, Postgraduate Research Student):
Principle Researcher:
Other Researchers:
Project Start Date: — End Date:
Project Start Date: — End Date:
Attachments: Yes NA Document Version ID
Full project plan/proposal
Participant Information Form
Consent Form
RIOTP Completion Certificates
Details concerning external funding
Motivations for and list of amendments



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2 Recruitment Procedure

		Yes	No	NA
1	Does your project include children under 18 years of age?			
	If "Yes," have you read and understood Cardiff University's Code of Practice for researchers Working With Children and Young People which forms part of the Safeguarding Children and Vulnerable Adults Policy? The Interim Guidance is at Appendix 1, Page 9 of this Policy			
2	Does your project include people with learning or communication difficulties?			
3	Does your project include people in custody?			
4	Is your project likely to include people involved in illegal activities?			
5	Does your project involve people belonging to a vulnerable group, other than those listed above?			
6	Does your project include people who are, or are likely to become your clients or clients of the department in which you work?			
7	Does your project provide for people for whom English / Welsh is not their first language?			
	ny of the blue boxes has been ticked, please explain how the potention be handled:	al ethic	cal iss	ue(s)
Plea	ase describe how do you plan to recruit participants:			



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3 Consent Procedures

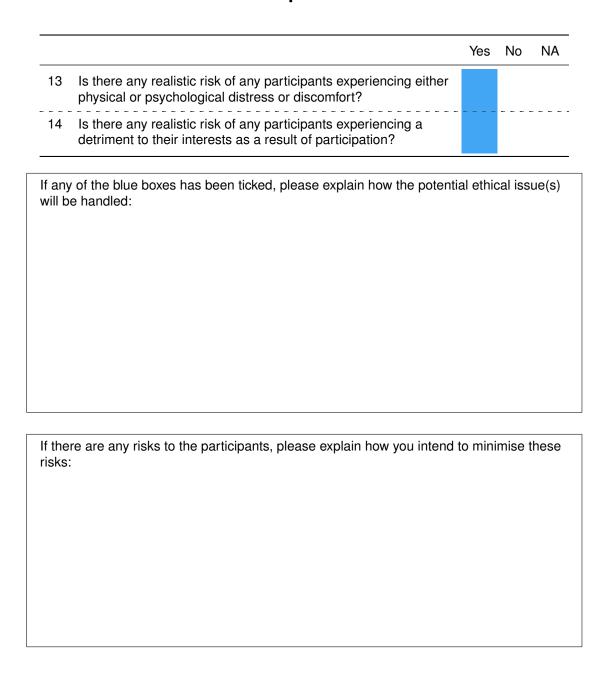
		Yes	No	NA
8	Will you tell participants that their participation is voluntary?			
9	Will you obtain written consent for participation?			
10	If the research is observational, will you ask participants for their consent to being observed?			
11	Will you tell participants that they may withdraw from the research at any time and for any reason?			
12	Will you give potential participants a significant period of time to consider participation?			

If any of the blue boxes has been ticked, please explain how the potential ethical issue(s) will be handled:



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4 Possible Harm to Participants





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5 Data Protection

		Yes	No	NA
15	Will any non-anonymised and/or personalised data be generated and/or stored?			
16	Will you have access to documents containing sensitive data about living individuals?			
	If "Yes" will you gain the consent of the individuals concerned			
17	Are you planning to use Cardiff University installation of OneDrive to store data			
	If "No" is your data storage policy compliant with Cardiff University ISF			

Sensitive data are inter alia data that relates to racial or ethnic origin, political opinions, religious beliefs, trade union membership, physical or mental health, sexual life, actual and alleged offences.



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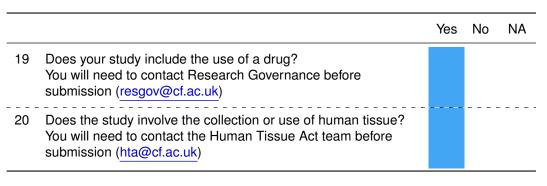
6 Researcher Safety

		Yes	No	NA
18	If relevant to your research, have you taken into account the Cardiff University guidance on safety in fieldwork / for lone workers?			
If any will b	of the blue boxes have been ticked, please explain how the pote e handled:	ntial eth	ical is	sue(s)



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7 Researcher Governance



If any of the blue boxes have been ticked, please explain how the potential ethical issue(s) will be handled and please attach approvals received from Research Governance and/or Human Tissue Act team:



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8 Prevent Duty

	Yes	No	NA
21 Has due regard been given to Prevent duty, in particular to prevent anyone being drawn into terrorism? Prevent Duty Guidance Procedure Freedom of Speech			
If any of the blue boxes have been ticked, please explain how the pot will be handled:	ential eth	ical is	sue



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9 Other Ethical Considerations

If there are other potential ethical issues that you think the Committee should consider please explain them in the following space. It is your obligation to bring to the attention of the Committee any ethical issues not covered on this form.



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10 Any other comments

If there is additional information that you think the Committee should consider please explain in the space below: