



PRIFYSGOL CYMRU
Y Drindod Dewi Sant
 UNIVERSITY OF WALES
Trinity Saint David

**Application for Approval of a Project/Research by the
 Ethics Committee**

This form is to be used prior to conducting research, projects or productions that involves the collection or presentation of information. The form should be completed by the project co-ordinator/supervisor and supported by the Head of School. The form should then be submitted to the Research & Development Office for submission to the Ethics Committee. This form **MUST** be completed and approved by the Ethics Committee prior to the commencement of the project/research.

R&D office only

Date received

Supported by School

Approved by EC

Reported to RDC
(if applicable)

Category of Project
Please tick one box to identify your category of project **v**

Category A - Staff	
Staff Research Project	
School Production / Presentation	
Widening Access Project	

Category B - Students	
Research Degree Thesis	
MA dissertation	
Level 6 dissertation	
Widening Access Project	

Section 1 - Details

Full Name of the person undertaking the research		School	
First Supervisor (if applicable)		Student No. (if applicable)	
Telephone (if applicable)		Email	
Research/Project title			

Section 2 – Project / Research / Production Details

Project outline

Duration of Project

From to

Description
Provide a brief outline, free from jargon, of the project including what participants will be required to do. Explain any technical terms or discipline specific terminology (up to 300 words.)

Please attached additional pages as necessary or use the reverse sides of this application

Aims and Justification for the Project: *State the aims of the project and rationalise why it should take place, clearly indicating the potential impacts. (up to 500 words).*

Proposed Methods: *Outline how the data will be collected or the nature of rehearsal time. Include specific techniques / methods, tasks participants will be asked to do, time and commitment of participants and analysis of the data. If the projects includes procedures / activities different from already established acceptable practice then please explain and justify (up to 700 words).*

Investigators Qualifications / Experience: *List academic qualifications and outline any experience or skills relevant to completing the project. Indicate any mandatory qualifications required for the collection of data or for the production.*

Dissemination of Information / Audience: *Outline to whom a copy of the results or final report / presentation will be given or shown.*

Location of Project: *Identify all locations where data will be collected or rehearsals/ production will take place.*

Other Approvals: *Is there a requirement for approval from any other organisation / institution prior to starting or completing the project? If so, by whom and has it been obtained?*

Section 3 - Participant / Audience details

Who are the intended participants?	Yes	No
Students / staff of Trinity Saint David		
Adults (over the age of 16 and competent to give consent)		
Children / legal minors		
Patients or clients of professionals		
Anyone in custodial care or for whom the court has assumed responsibility		
A member of any organisation where another individual may also need to give consent.		
Others: please identify:		

Participant / Audience Number, Age and Source: *Provide details of the demographics of the participants / audience. Include methods of recruitment and any exclusion criteria.*

Participant/ Audience number	
Participant/ Audience age group	
Participant/ Audience source	

Section 4 – Risk Management

	Yes	No
Does the project include		
Use of questionnaire (or similar research instrument (attach copy)		
Use of written or computerised test		

	Yes	No
Interview (attach provisional questions)		
Diaries		
Participant observation with their knowledge		
Participant observation without their knowledge		
Video or audio-taping		
Access to personal or confidential information without the participants specific consent		
Administration of any questions, test stimuli, presentation that may be experienced as physically, mentally or emotionally harmful / offensive		
Performance of any acts which may cause embarrassment or affect self-esteem		
Investigation of participants involved in illegal activities		
Procedures that involve deception		
Administration of any substance, agent or placebo		
Other method of data collection or presentation format (please explain)		

If you have indicated yes to any of the above, please provide additional information and justification of actions.

Benefits of Project: *Describe how the benefits of the project outweigh any risks (up to 200 words).*

Potential Risk to Participants / Audience: *Identify, as far as possible any potential risks to participants (physical, psychological, legal, social or economic) associated with the project. Include an analysis of the likelihood and potential severity of any risk.*

Potential Risks to Researcher: *Outline any potential risks to the researcher greater than might be encountered on a daily basis.*

Management of Risk: *Outline how any risks identified will be managed.*

Adverse Outcomes: *Outline any measures you have put in place to mediate any adverse affects or outcomes of the project. Include any emergency protocols.*

Section 5 - Monitoring, Feedback and Confidentiality

Monitoring: *Outline any strategy included to monitor the conduct of participants and or investigators throughout the project to ensure they conform to the University's Code of Practice and any guidelines published by the appropriate professional association.*

Debriefing and Support: *When and what support or feedback will be given to participant, if any?*

Informed Consent: *Outline the method by which you are documenting the consent to participate in the project (include a copy of the consent form if you are using one).*

Legal Limitations to Confidentiality: *Identify potential conflicts that may arise between confidentiality and the legal need to access the information, such subpoena, freedom of information and mandatory reporting by some professions. Is the participant being advised of these potential conflicts?*

Section 6 - Data Access, Storage and Security

Responsibility for Data Collected: *Indicate how and who is responsible for the storage and security of all information collected.*

Data Access: *Indicate who will have access to the data and whether there are any conditions to access.*

Confidentiality / Anonymity: *Outline the methods used to ensure confidentiality of information and the anonymity of participants.*

Section 7 - Funding

	Yes	No
Is the project being funded?		
Does the project require approval before consideration by the funding agency?		
Source of Funding:		

Section 8 - Please add any further comments you wish to be considered with this application.

This section must be completed by all concerned parties before it can be submitted to the Ethics Committee.

Declaration

The information contained herein is, to the best of my knowledge and belief, accurate. I have attempted to identify any risks and issues related to the project/research or production and acknowledge my obligations and the rights of the participants.

Signatures

Project co-ordinator/ student

Date:

Project supported by Supervisor

Date:

Project supported by Head of School

Date:

Ethics Committee

Supported		The Ethics Committee is confident that any and all ethical issues have been addressed and that the investigators possess the necessary skills and competence to conduct the research outlined on the attached sheet.
Supported subject to amendments		The Ethics Committee is unsure that all ethical issues have been addressed or that the investigators possess the necessary skills and competence to conduct the research outlined on the attached sheet. Further details are required before approval is given.
Not supported		The Ethics Committee is not confident that all ethical issues have been addressed and that the investigators possess the necessary skills and competence to conduct the research outlined on the attached sheet.
Comments or recommendations:		
Signature:		Date:
Chair of the Ethics Committee		