

**RESEARCH ETHICS CHECKLIST**

**Form RE1**

This checklist should be completed for every research project which involves human participants. It is used to identify whether a full application for ethics approval needs to be submitted.

**Before completing this form, please refer to the University Code of Practice on Ethical Standards for Research Involving Human Participants.** The principal investigator and, where the principal investigator is a student, the supervisor, is responsible for exercising appropriate professional judgment in this review.

***This checklist must be completed before potential participants are approached to take part in any research.***

**Section I: Applicant Details**

1.	Name of Researcher (applicant):	Richard Millwood
2.	Status (please click to select):	Postgraduate Student
3.	Email Address:	rm1iec@bolton.ac.uk
4a.	Contact Address:	2 Burntwood, Sawyers Hall Lane, Brentwood, CM15 9BZ
4b.	Telephone Number:	07790558641

**Section II: Project Details**

5.	Project Title:	The Design Of Learner-Centred Technology Enhanced Education
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**Section III: For Students Only:**

6.	Course title and module name and number where appropriate	PhD by Retrospective Practice
	School/Centre:	IEC
7.	Supervisor's or module leader's name:	Dai Griffiths
8.	Email address:	d.e.griffiths@bolton.ac.uk
9.	Telephone extension::	3598

***Declaration by Researcher (Please tick the appropriate boxes)***

<input checked="" type="checkbox"/>	I have read the University's Code of Practice
<input checked="" type="checkbox"/>	The topic merits further research
<input checked="" type="checkbox"/>	I have the skills to carry out the research
<input checked="" type="checkbox"/>	The participant information sheet, if needed, is appropriate
<input checked="" type="checkbox"/>	The procedures for recruitment and obtaining informed consent, if needed, are appropriate
<input checked="" type="checkbox"/>	The research is exempt from further ethics review according to current University guidelines

**Comments from Researcher, and/or from Supervisor if Researcher is Undergraduate or Taught Postgraduate student:**

Although the research practice reported in this PhD took an action-research approach which consistently involved human subjects in educational contexts, I declare that all ethics guidelines in force in the time of that research were formally cleared and that no new data is to be explored nor published in the production of this PhD that would in any way contravene those earlier agreements nor current guidelines of the University of Bolton.

Richard Millwood 27<sup>th</sup> October 2011

## Section IV: Research Checklist

Please answer each question by ticking the appropriate box:

	YES	NO
1. Will the study involve participants who are particularly vulnerable or who may be unable to give informed consent (e.g. children, people with learning disabilities, emotional difficulties, problems with understanding and/or communication, your own students)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Will the study require the co-operation of a gatekeeper for initial access to the groups or individuals to be recruited (e.g. students at school, members of self-help group, residents of nursing home)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Will deception be necessary, i.e. will participants take part without knowing the true purpose of the study or without their knowledge/consent at the time (e.g. covert observation of people in non-public places)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Will the study involve discussion of topics which the participants may find sensitive (e.g. sexual activity, own drug use)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Will drugs, placebos or other substances (e.g. food substances, alcohol, nicotine, vitamins) be administered to or ingested by participants or will the study involve invasive, intrusive or potentially harmful procedures of any kind?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Will blood or tissues samples be obtained from participants?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Will pain or more than mild discomfort be likely to result from the study?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Could the study induce psychological stress or anxiety or cause harm or negative consequences beyond the risks encountered in normal life?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Will the study involve prolonged or repetitive testing?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. Will financial inducements (other than reasonable expenses and compensation for time) be offered to participants?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11. Will participants' right to withdraw from the study at any time be withheld or not made explicit?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12. Will participants' anonymity be compromised or their right to anonymity be withheld or information they give be identifiable as theirs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13. Might permission for the study need to be sought from the researcher's or from participants' employer?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14. Will the study involve recruitment of patients or staff through the NHS?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If ALL items in the Declaration are ticked AND if you have answered NO to ALL questions in Section IV, send the completed and signed Form RE1 to your School/Centre Research Ethics Officer for information. You may proceed with the research but should follow any subsequent guidance or requests from the School/Centre Research Ethics Officer or your supervisor/module leader where appropriate. Undergraduate and taught postgraduate students should retain a copy of this form and submit it with their research report or dissertation (bound in at the beginning). MPhil/PhD students should submit a copy to the Board of Studies for Research Degrees with their application for Registration (R1). **Work which is submitted without the appropriate ethics form will be returned unassessed.**

If ANY of the items in the Declaration are not ticked AND / OR if you have answered YES to ANY of the questions in Section IV, you will need to describe more fully in Section V of the form below how you plan to deal with the ethical issues raised by your research. **This does**

**not mean that you cannot do the research, only that your proposal will need to be approved by the School/Centre Research Ethics Officer or School/Centre Research Ethics Committee or Sub-committee. When submitting the form as described in the above paragraph you should substitute the original Section V with the version authorized by the School/Centre Research Ethics officer.**

If you answered YES to **question 14**, you will also have to submit an application to the appropriate external health authority ethics committee, after you have received approval from the School/Centre Research Ethics Officer/Committee and, where appropriate, the University Research Ethics Committee.

**Section V: Addressing Ethical Problems**

If you have answered YES to any of questions 1-12 please complete below and submit the form to your School/Centre Research Ethics Officer.

<b>Project Title</b>
<b>Principal Investigator/Researcher/Student</b>
<b>Supervisor</b>
<b>Summary of issues and action to be taken to address the ethics problem(s)</b>

Please note that it is your responsibility to follow the University’s Code of Practice on Ethical Standards and any relevant academic or professional guidelines in the conduct of your study. **This includes providing appropriate information sheets and consent forms, and ensuring confidentiality in the storage and use of data.** Any significant change to the design or conduct of the research should be notified to the School/Centre Research Ethics Officer and may require a new application for ethics approval.

Signed: Richard Millwood Principal Investigator/Researcher

Approved: \_\_\_\_\_ Supervisor or module leader  
(where appropriate)

Date: 27<sup>th</sup> October 2011

**For use by School/Centre Research Ethics Officer:**

- No ethical problems are raised by this proposed study - Retain this form on record
- ~~Appropriate action taken to maintain ethical standards~~
- ~~The research protocol should be revised to eliminate the ethical concerns or reduce them to an acceptable level, using the attached suggestions~~
- ~~Please submit School/Centre Application for Ethics Approval (Form RE2(D))~~
- ~~Please submit University Application for Ethics Approval (Form RE2(U))~~

Retain this form on record and return a copy of section V to Researcher

Signed: \_\_\_\_\_

Date: 27<sup>th</sup> October 2011