



Escape Studios Research Ethics Approval Form

All research activity conducted under the auspices of Escape Studios by students, where the research involves human participants or the use of data collected from human participants are required to gain ethical approval before commencing their research. Please answer all relevant questions and note that your form may be returned if incomplete.

For further support and guidance please see the accompanying *Research Ethics Policy* or contact your respective Module Tutor.

Before completing this form, we advise that you discuss your proposed research fully with your Module Tutor. Please submit this form alongside the research proposal.

Section 1: Basic Details

Project title:.....

.....

Student name:.....

Student ID number:.....

Module/Programme:.....

School: Choose an item.

Intended research start date Click or tap to enter a date.

Intended research end date Click or tap to enter a date.

Section 2: Project Summary

Please select all research methods that you plan to use as part of your project:

- Interviews: ☐
- Questionnaires: ☐
- Observations: ☐
- Use of Personal Records: ☐
- Data Analysis: ☐
- Action Research: ☐
- Focus Groups: ☐

- Other (please specify): ☐

Section 3: Participants

Please answer the following questions giving full details where necessary.

Will your research involve human participants?

Who are the participants? Tick all that apply:

Ages under 16: ☐ Young People aged 16-18: ☐ Adults: ☐

Who are the participants? Please describe briefly who the intended participants are and the reasons for recruiting them:

How will participants be recruited (identified and approached)?

How will you obtain consent from participants? Will this be written? How will it be made clear to participants that they may withdraw consent to participate at any time?

How will you debrief participants at the beginning/end of the project?

If you are collecting data through social media/online platforms, how will you ensure the data is collected and handled ethically?

Studies involving questionnaires: Will participants be given the option of omitting questions they do not wish to answer?

Yes: ☐

No: ☐

If **No**, please explain why below and ensure that you cover any ethical issues arising from this

Studies involving observation: Confirm whether participants will be asked for their informed consent to be observed.

Yes: ☐

No: ☐

Studies involving recognisable people: Confirm how you will ensure confidentiality/anonymity.

If you are including names of participants please explain briefly the reasons for doing so.

How will you debrief participants at the beginning/end of the project?

Will participants be given information about the findings of your study? (This could be a brief summary of your findings in general)

Yes: ☐ No: ☐

Section 4: Data Storage and Security

Confirm that all personal data will be stored and processed in compliance with the General Data Protection Regulation (GDPR).

Yes: ☐ No: ☐

Who will have access to the data and personal information?

During the research:

Where will the data be stored?

Will mobile devices such as USB storage and laptops be used?

Yes: ☐ No: ☐

How will you ensure the data is protected?

After the research:

How long will the data and records be kept for, where, and in what format?

Will data be kept for use by other researchers?

Yes: ☐ No: ☐

If yes, please provide further details:

Section 5: Ethical Issues

I confirm that I have assessed the risk level using Research Ethics Approval Checklist Tool:

Yes: ☐ No: ☐

Does the proposed work fall under the category of low-risk research?

Yes: ☐ No: ☐

If **Yes**, please move to **Section 6**. Submit your application along with any other appropriate documentation to your Tutor.

If **No**, please answer the following question. Fill in the Risk Assessment Form and submit your application along with any other appropriate documentation to the Research Ethics Panel.

What are the particular features of your proposed work that makes it high risk?

	Yes	No
At least some of the participants will be under 18 years old.	<input type="checkbox"/>	<input type="checkbox"/>
The project involves participants who are vulnerable. <i>This includes people with learning difficulties, mental health problems, people in care facilities, etc.</i>	<input type="checkbox"/>	<input type="checkbox"/>
The participants will be asked to take part in your project without their knowledge at the time or will any kind of deception be involved. <i>Some projects may require certain factors to be unknown to participants prior to them taking part. Alternatively, your project may require to intentionally mislead the participants about the true nature of the study.</i>	<input type="checkbox"/>	<input type="checkbox"/>
You will discuss personally sensitive subjects with the participants which they might not otherwise discuss in public, <i>This includes certain medical conditions, sexual activity, experiences of belonging to a particular group (e.g. based on protected characteristics of race, gender, disability); personal opinions on subjects where there are polarised views, etc.</i>	<input type="checkbox"/>	<input type="checkbox"/>
There is a risk that due to nature of your project the participants could disclose any illegal or harmful activity. <i>This includes drug use, professional misconduct, etc.</i>	<input type="checkbox"/>	<input type="checkbox"/>

There is a risk that your project could induce psychological stress or anxiety. ☐ ☐

This refers discussing past traumatic events that could lead to deterioration of mental health.

The project is institutional. ☐ ☐

This refers to any project led and sponsored institutionally by the College.

When the proposed work falls under the high-risk category, it is important that you demonstrate your awareness of potential risks that may arise as a result of your research. Please assess the particular features of your proposed work which would pose a risk to participants and others involved here and fill the Risk Assessment form to demonstrate how you will deal these:

Section 6: Declaration

I have read, understood and will abide by Escape Studios Research Ethics Policy:

Yes: ☐ No: ☐

I have discussed the ethical issues relating to my research with my Module Tutor:

Yes: ☐ No: ☐

I confirm that to the best of my knowledge:

The above information is correct and that this is a full description of the ethics issues that may arise in the course of my research.

Name:

Date:

Low risk application:

Please submit your completed form to the module tutor

Name:

High risk application:

Please submit your completed form to Research Ethics Panel.

Please include the following documents:

Risk assessment form (High risk application)
Participant information sheets
Consent forms
Interview or focus group protocols (if applicable)
Questionnaires (if applicable)
Any other materials distributed to the intended participants
Other supporting documents (research proposal etc.)