

Ethics Form

APPLICATION FOR ETHICAL APPROVAL

In order for research to result in benefit and minimise risk of harm, it must be conducted ethically. A researcher may not be covered by the University's insurance if ethical approval has not been obtained prior to commencement.

The University follows the OECD Frascati manual definition of **research activity**: "creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society, and the use of this stock of knowledge to devise new applications". As such this covers activities undertaken by members of staff, postgraduate research students, and both taught postgraduate and undergraduate students working on dissertations/projects.

The individual undertaking the research activity is known as the "principal researcher".

Ethical approval is not required for routine audits, performance reviews, quality assurance studies, testing within normal educational requirements, and literary or artistic criticism.

Please read the notes for guidance before completing ALL sections of the form.

This form must be completed and approved prior to undertaking any research activity.
Please see Checklist for details of process for different categories of application.

Delete the Guidance Notes at the end of the form BEFORE submitting your application

SECTION A: About You (Principal Researcher)

Full Name:		Hannah Newman			
Tick all boxes which apply:		Member of staff:	☐	Honorary research fellow:	☐
Undergraduate Student	☐	Taught Postgraduate Student	☒	Postgraduate Research Student	☐

Faculty/School/Centre:	Humanities and Social Sciences
Campus:	Carmarthen
Student E-mail address:	2216693@student.uwtsd.ac.uk
Contact Telephone Number:	07970397763

For students:	
Student Number:	2216693
Programme of Study:	MA Children, Young People and Communities' Services
Director of Studies/Supervisor:	Dr Alison Murphy

SECTION B: Approval for Research Activity

Has the research activity received approval in principle? (please check the Guidance Notes as to the appropriate approval process for different levels of research by different categories of individual)	YES	☒	NO	☐
			Date	
If Yes, please indicate source of approval (and date where known): Approval in principle must be obtained from the relevant source prior to seeking ethical approval	Research Degrees Committee	☐		
	Faculty Research Committee	☐		
	Other (write in) MA EDS Supervisor	☒	31/03/2025	

SECTION C: Internal and External Ethical Guidance Materials

Please list the core ethical guidance documents that have been referred to during the completion of this form (including any discipline-specific codes of research ethics, and also any specific ethical guidance relating to the proposed methodology). Please tick to confirm that your research proposal adheres to these codes and guidelines.	
UWTSD Research Ethics & Integrity Code of Practice	☒
UWTSD Research Data Management Policy	☒
British Sociological Association Ethical Guidelines	☒

SECTION D: External Collaborative Research Activity

Does the research activity involve collaborators outside of the University?	YES	☐	NO	☒
If Yes, please provide the name of the external organisation and name and contact details for the main contact person and confirmation this person has consented to their personal data being shared as part of this collaboration:				
Institution				
Contact person name				

Contact person e-mail address					
Has this individual consented to sharing their details on this form?	YES	☐	NO	☐	
Are you in receipt of a KESS scholarship?	YES	☐	NO	☐	
Is your research externally funded	YES	☐	NO	☐	
Are you specifically employed to undertake this research in either a paid or voluntary capacity?	Voluntary	YES	☐	NO	☐
	Employed	YES	☐	NO	☐
Is the research being undertaken within an existing UWTSD Athrofa Professional Learning Partnership (APLP)	If YES then the permission question below does not need to be answered.	YES	☐	NO	☐
Permission to undertake the research has been provided by the partner organisation	(If YES attach copy) If NO the application cannot continue	YES	☐	NO	☐

Where research activity is carried out in collaboration with an external organisation

Does this organisation have its own ethics approval system?	YES	☐	NO	☐
If Yes, please attach a copy of any final approval (or interim approval) from the organisation				

SECTION E: Details of Research Activity

Indicative title:	Talk with me: An evaluation of the effectiveness of interventions offered to parents of babies to develop attachments and support networks and the understanding of speech, language and communication development.		
Proposed start date:	28/04/25	Proposed end date:	31/03/26
Introduction to the Research (maximum 300 words) Ensure that you write for a Non-Specialist Audience when outlining your response to the three points below: • Purpose of Research Activity • Proposed Research Question • Aims of Research Activity • Objectives of Research Activity Demonstrate, briefly, how Existing Research has informed the proposed activity and explain • What the research activity will add to the body of knowledge			

- *How it addresses an area of importance.*

Purpose of Research Activity

Welsh Government (2020) is a delivery plan to improve knowledge and understanding of the value of speech and language in the early years of a child's life, in terms of their ability to thrive socially and academically to meet their highest potential as adults. However, Welsh Government (2020) identifies the barriers and challenges that children with speech, language and communication needs (SLCN) may face as an adult if left unsupported.

As stated in Welsh Government (2017b) and Royal Foundation (2020) parents can underestimate the value of the early years for child development which can include the importance of making connections and interacting with their babies. Moreover, Welsh Government (2017a) argues that parents need to have some understanding of child development and their role in supporting their child to thrive, in order for their children to progress to their highest potential.

The rationale for this research is to identify new knowledge around the parental perspective of the effectiveness of the interventions offered to improve the interactions between them and their children (Gavo, 2024). The research also aims to explore whether parents are able to transfer the skills acquired during the intervention sessions to their home contexts, in order to create attachments and resilient relationships between parents and their children, as discussed in Welsh Government (2017a).

ExChange Wales (2023) states that parents who are less sensitive to the needs of their children are less likely to provide opportunities to grow vocabulary as they are less intune with their babies' need for attention. With the publication of Royal Foundation (2020) it is evident that parenting support networks were limited at the time of that research. The intervention not only attempts to improve the parental understanding of SLC development but to also facilitate peer support networks during the sessions.

However, after a review of literature it seems that there are no sources of independent reviews of the effectiveness of the intervention programme as is the aim of this study. With this in mind, this research explores the way in which the intervention created to support the "Talk with me" guidance (Welsh Government, 2020) is supporting parents to form connections and interactions with their children and creating supportive networks for themselves and if the objectives of the interventions align with the needs of the parents.

See Reference list.

(this box should expand as you type)

Research Question

1. How does the intervention meet the needs of parents?
2. How transferable is the support learned to the parents' everyday life?
3. What barriers do parents face in accessing the intervention?
4. How beneficial practitioners feel the programme is to families in the area?
5. What challenges do practitioners feel they encounter in the delivery of the programme?

(this box should expand as you type)

Aims of Research Activity

This research aims to explore the parental and practitioner perspectives of the 8 week intervention, funded by Families First and Flying Start and offered to parents in Wales, to improve their understanding of SLC development of their Early Years children and the importance of attachments (GAVO, 2024) in response to the Speech, Language and Communication Delivery Plan (Welsh Government, 2020).

(this box should expand as you type)

Objectives of Research Activity

To identify parental perspectives on the effectiveness of the parenting intervention and any barriers to accessing these.

To identify parental perspectives on the transferability of skills learned during the intervention to real-life contexts and any barriers to this.

To explore practitioners' views of the effectiveness of the intervention and barriers to its delivery.

(this box should expand as you type)

Proposed methods (maximum 600 words)

Provide a brief summary of all the methods that **may** be used in the research activity, making it clear what specific techniques may be used. If methods other than those listed in this section are deemed appropriate later, additional ethical approval for those methods will be needed.

The research is being undertaken from an interpretivist position, with an emphasis on discovering how the parents and practitioners of the intervention groups feel, through gathering qualitative data via interviews with practitioners and interviews using photo elicitation with

parents. These interviews will be recorded for ease of transcription. Bell and Waters (2024) explain that interviews have the advantage of researchers being able to elaborate on responses where participants hesitate or show non verbal cues which would not have been possible through questionnaires. During the interviews with parents, the data will be gathered from participants through photo elicitation, in order to create richness in data. Photographs of the intervention group's setting, resources and activities will be gathered prior to the interviews by the researcher. During the interviews, participants will be shown these photographs to prompt the participants to think about previous sessions, what they did and to reflect on these (Kyololo, Stevens and Songok, 2023). Each participant will view the same pictures for consistency (Salmons, 2024). One consideration to be mindful of, when selecting the photographs, is to ensure confidentiality and anonymity by making sure that the photographs do not contain any children or participants. (See Appendix 1 and 2).

The sample frame will be made up of the parents who have recently taken part in the intervention within the last 3 months, having completed all sessions to ensure they have a well rounded view of the overall programme of the intervention, but not too long ago that they may have forgotten some key information. From the 3 most recent groups of parents the sample of 8 parents and 2 practitioners will be selected using convenience sampling to ensure the ease of access to them and their availability (Roberts-Holmes, Levy and Harmey, 2023). Luciani *et al.* (2019) describe snowball sampling as a convenience, purposive sampling method where participants introduce additional participants to the study. It is felt that this strategy would enable practitioners to invite parents to the research for ease of access to them.

To assess the reliability of the interview questions, a pilot interview will be undertaken as suggested by Bell and Waters (2024) and Abdul Majid *et al.* (2017). Validity will determine whether the questions provide the detailed answers needed in order to meet the aims and objectives of the research. Whilst piloting is time consuming as a researcher it will also provide an opportunity to check the validity of the questions. Abdul Majid *et al.* (2017) also argue that piloting the interviews offer the researcher an opportunity to practice the interview process, such as recording and building relationships with the participants. This will take place with two pilot participants who will not be taking part in the main research interviews and once complete modifications will be made to the interview schedule and interviews will commence with the sample (Burney, McCann and Arnold-Saritepe, 2024b).

In order to establish themes or patterns in the research data, thematic analysis will be used during the analysis process. Thematic analysis can be used across a wide range of research methods, data collection modes and sample sizes and allows researchers to interpret the voice of the participants (Braun and Clarke, 2018). Qualitative research with thematic analysis allows researchers to unpick the themes which arise and use their judgement (Braun and Clarke, 2006).

(this box should expand as you type)

Location of research activity

Identify all locations where research activity will take place.

Research will be conducted in the venue where the interventions are located in order to offer ease of access for participants and maintain safety for all.

(this box should expand as you type)

Research activity outside of the UK

If research activity will take place overseas, you are responsible for ensuring that local ethical considerations are complied with and that the relevant permissions are sought. Specify any local guidelines (e.g. from local professional associations/learned societies/universities) that exist and whether these involve any ethical stipulations beyond those usual in the UK (provide details of any licenses or permissions required). Also specify whether there are any specific ethical issues raised by the local context in which the research activity is taking place, for example, particular cultural and/or legal sensitivities or vulnerabilities of participants.

(this box should expand as you type)

Use of documentation not in the public domain: Are any documents NOT publicly available?	NO	☒
	YES	☐
If Yes, please provide details here of how you will gain access to specific documentation that is not in the public domain and that this is in accordance with prevailing data protection law of the country in question and England and Wales.		
(this box should expand as you type)		

SECTION F: Scope of Research Activity

Will the research activity include:	YES	NO
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Use of a questionnaire or similar research instrument?	☐	☒
Use of interviews?	☒	☐
Use of diaries?	☐	☒
Participant observation with their knowledge?	☐	☒
Participant observation without their knowledge?	☐	☒
Use of video or audio recording?	☒	☐
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?	☐	☒
Use of procedures that involve deception?	☐	☒
Administration of any substance, agent or placebo?	☐	☒
Working with live vertebrate animals?	☐	☒
Other primary data collection methods, please explain in this box For example, 'focus groups'. Please indicate the type of data collection method(s) in this box and tick the accompany box.	☐	☒
Details of any other primary data collection method: (this box should expand as you type)		

If NO to every question, then the research activity is (ethically) low risk and **may** be exempt from **some** of the following sections (please refer to Guidance Notes).

If YES to any question, then no research activity should be undertaken until full ethical approval has been obtained.

SECTION G: Intended Participants

Who are the intended participants:	YES	NO
Students or staff at the University?	☐	☒
Adults (over the age of 18 and competent to give consent)?	☒	☐
Vulnerable adults?	☐	☒
Children and Young People under the age of 8? (Consent from Parent, Carer or Guardian will be required)	☐	☒
Prisoners?	☐	☒

Young offenders?	☐	☒
Those who could be considered to have a particularly dependent relationship with the investigator or a gatekeeper?	☐	☒
People engaged in illegal activities?	☐	☒
Others (please identify specifically any group who may be unable to give consent) please indicate here and tick the appropriate box.	☐	☒
Other – please indicate here: (this box should expand as you type)		

Participant numbers and source Provide an estimate of the expected number of participants. How will you identify participants and how will they be recruited?	
How many participants are expected?	10 participants (this box should expand as you type)
Who will the participants be?	8 parents and 2 practitioners who take part in a parent intervention programme to support speech, language and communication development and parent and child attachments. (this box should expand as you type)
How will you identify the participants?	Participants who have completed the intervention programme will be contacted through snowball sampling via the practitioners who deliver the intervention. (See appendix 4,5 and 6). (this box should expand as you type)

Information for participants:	YES	NO	N/A
Will you describe the main research procedures to participants in advance, so that they are informed about what to expect?	☒	☐	☐
Will you tell participants that their participation is voluntary?	☒	☐	☐
Will you obtain written consent for participation?	☒	☐	☐
Will you explain to participants that refusal to participate in the research will not affect their treatment or education (if relevant)?	☒	☐	☐
If the research is observational, will you ask participants for their consent to being observed?	☐	☐	☒
Will you tell participants that they may withdraw from the research at any time and for any reason?	☒	☐	☐
With questionnaires, will you give participants the option of omitting questions they do not want to answer?	☐	☐	☒

Will you tell participants that their data will be treated with full confidentiality and that, if published, it will not be identifiable as theirs?	☒	☐	☐
Will you debrief participants at the end of their participation, in a way appropriate to the type of research undertaken?	☒	☐	☐
If NO to any of above questions, please give an explanation			
(this box should expand as you type)			

Information for participants:	YES	NO	N/A
Will participants be paid?	☐	☒	☐
Is specialist electrical or other equipment to be used with participants?	☐	☒	☐
Are there any financial or other interests to the investigator or University arising from this study?	☐	☒	☐
Will the research activity involve deliberately misleading participants in any way, or the partial or full concealment of the specific study aims?	☐	☒	☐
If YES to any question, please provide full details			
<i>(this box should expand as you type)</i>			

SECTION H: Anticipated Risks

Outline any anticipated risks that may adversely affect any of the participants, the researchers and/or the University, and the steps that will be taken to address them.

If you have completed a full risk assessment (for example as required by a laboratory, or external research collaborator) you may append that to this form.

Full risk assessment completed and appended?

Yes

☐

No

☒

Risks to participants

For example: emotional distress, financial disclosure, physical harm, transfer of personal data, sensitive organisational information

Risk to Participant:

1. Reduced self-esteem.

This is a small risk for participants as they reflect and review their parenting and the journey they have undertaken through involvement in the intervention.

2. Data breach.

Information will be stored anonymously and securely therefore this is a minimal risk to participants.

(this box should expand as you type)

How will you mitigate the Risk to Participant

1. Participants will consent to participating in the research and during consent participants will be informed of their right to withdraw from the research at any time. The researcher will be aware of cues of distress and continually check in on the participants to ensure they are ok and offer breaks if needed. The researcher must work to minimise such instances and immediately change their planning should the actions appear to upset the participants (BERA, 2024). The researcher will sign-post to support if needed. Debriefing and member checking will take place to make sure participants do not have any unresolved worries.
2. Personal data will be anonymised and stored on the university's one drive, which requires two factor authentication to access, with a password and fingerprint access. Computers will not be left unattended while open and will be

	password protected when powered off to add another layer of protection. <i>(this box should expand as you type)</i>
If research activity may include sensitive, embarrassing or upsetting topics (e.g. sexual activity, drug use) or issues likely to disclose information requiring further action (e.g. criminal activity), give details of the procedures to deal with these issues, including any support/advice (e.g. helpline numbers) to be offered to participants. Note that where applicable, consent procedures should make it clear that if something potentially or actually illegal is discovered in the course of a project, it may need to be disclosed to the proper authorities	
N/A <i>(this box should expand as you type)</i>	
Risks to investigator For example: personal safety, physical harm, emotional distress, risk of accusation of harm/impropriety, conflict of interest	
Risk to Investigator: 1. Physical harm. As the participants are known to the practitioners the risk to the researcher is minimal. 2. Emotional distress. The researcher could become distressed by the participants' story, if disclosures are made or from the severity of the research process. 3. Accusation of harm/impropriety. <i>(this box should expand as you type)</i>	How will you mitigate the Risk to Investigator: 1. The interviews will take place in the venue used for the interventions and so the safety guidelines for the venue will be followed. The researcher will sign in to the venue and ensure staff are aware of my presence. University I.D. will be worn and the interviews will be scheduled and this will be shared with the supervisor, for safety. Participants will be known to the practitioners and a rapport will be built with them. 2. Support will be sought from the supervisor. Research planning and timeline to be well organised and in place to support smooth running of the research project. 3. The risk of accusations will be minimised by ensuring that all relevant

	documentation is in place and will seek support from the supervisor. The interviews will take place in a building with other practitioners present. <i>(this box should expand as you type)</i>
University/institutional risks For example: adverse publicity, financial loss, data protection	
Risk to University: 1. Data breach A data breach could cause bad publicity for the university however is a low risk. <i>(this box should expand as you type)</i>	How will you mitigate the Risk to University: 1. Participants' personal data will be anonymised as it is typed from recordings and stored on the university's one drive, which requires two factor authentication to access, with a password and fingerprint access. Computers will not be left unattended while open and will be password protected when powered off to add another layer of protection. The university's research data management policy will be followed. <i>(this box should expand as you type)</i>

Disclosure and Barring Service			
If the research activity involves children or vulnerable adults, a Disclosure and Barring Service (DBS) certificate must be obtained before any contact with such participants.	YES	NO	N/A
Does your research require you to hold a current DBS Certificate?	☒	☐	☐

SECTION I: Feedback, Consent and Confidentiality

Feedback

What de-briefing and feedback will be provided to participants?

At the end of the research process, once all writing is complete, the participants will be debriefed via email with a copy of the research findings as suggested by BERA (2024).

(this box should expand as you type)

Informed consent

Describe the arrangements to inform potential participants, before providing consent, of what is involved in participating. Describe the arrangements for participants to provide full consent before data collection begins. If gaining consent in this way is inappropriate, explain how consent will be obtained and recorded in accordance with prevailing data protection legislation.

British Sociological Association (BSA), 2017; British Educational Research Association (BERA) (2024) and University of Wales Trinity St David (2022b) state the need for “informed consent” from participants prior to taking part in research which is ensuring that participants are completely understanding of the research project prior to obtaining assent and taking part in the study. This links to *UK General Data Protection Regulation (UK GDPR)* Article 7 which states the need to obtain consent from the “data subject” who are the parents and practitioners in this research project. Participants will be contacted via letter which will be shared with them by the practitioners, which will outline the timeline and informed consent process (see appendix 3, 5 and 6). Consent will be gained through consent forms, which will be discussed with the participants prior to their interviews, to allow them time to consider. Participants will have the opportunity to ask questions to gain a deeper understanding if necessary. On the day of their interview the researcher will again check that the participants are happy to take part and answer any further questions. The participants will be reminded of their right to withdraw at any time, in line with BERA (2024).

(this box should expand as you type)

Confidentiality / Anonymity

Set out how anonymity of participants and confidentiality will be ensured in any outputs. If anonymity is not being offered, explain why this is the case.

Data must be kept confidential which is in line with *Data Protection Act 2018* and *UK General Data Protection Regulation (UK GDPR)* as well as BERA (2024) and University of Wales Trinity St David, (2022a). This means that personal information needs to be kept securely. This will be done by storing data on the university’s one drive, which requires 2 step authentication to access.

As suggested in University of Wales Trinity St David (2022b) steps to anonymise the participants in order to maintain privacy and confidentiality will be taken. This means that when the research is

read the identification of the participants should not be recognisable. The intervention will not be named in order to maintain the anonymity of the practitioners.

Participants will be made aware of the confidentiality and anonymity process within the letter of explanation and consent process.

(this box should expand as you type)

Reference List:

British Educational Research Association (BERA). (2024) *Ethical Guidelines for Educational Research*. 5th edn. www.bera.ac.uk/publication/ethical-guidelines-for-educational-research-2024

British Sociological Association (BSA) (2017) *Statement of ethical practice*. Available at: https://www.britisoc.co.uk/media/24310/bsa_statement_of_ethical_practice.pdf (Accessed: 23 April 2025).

ExChange Wales (2023) *SLC study day - webinar*. [video] Available at: <https://www.exchangewales.org/talk-with-me-speech-language-and-communication-slc/> (Accessed: 12 April 2025).

GAVO (2024) *Lets talk with your baby programme in Caerphilly, delivered by GAVO*. Available at: <https://www.gavo.org.uk/post/let-s-talk-with-your-baby-programme-in-caerphilly-delivered-by-gavo#:~:text=The%20course%20has%20taught%20me,can%20further%20support%20his%20development.%22> (Accessed: 13 April 2025).

Royal Foundation (2020) *State of the nation: understanding public attitudes to the early years*. Available at: <https://royalfoundation.com/wp-content/uploads/2020/11/STRICTLY-EMBARGOED-UNTIL-0001-HRS-FRIDAY-27-NOVEMBER-2020-IPSOS-MORI-ROYAL-FOUNDATION-EXECUTIVE-SUMMARY.pdf> (Accessed: 16 April 2025).

University of Wales Trinity St David (2022a) *Research data management policy*. Available at: <https://www.uwtsd.ac.uk/about/governance-and-management/strategies-and-policies> (Accessed: 23 April 2025).

University of Wales Trinity St David (2022b) *Research ethics and integrity code of practice*. Available at: <https://www.uwtsd.ac.uk/sites/default/files/2024-02/REICoP-July-2022.pdf> (Accessed: 21 April 2025).

Welsh Government (2017a) *Families First. Programme guidance*. Available at: https://www.gov.wales/sites/default/files/publications/2019-07/families-first-guidance-for-local-authorities_0.pdf (Accessed: 14 April 2025).

Welsh Government (2017b) *Flying start annex. Parenting support guidance*. Available at: <https://www.gov.wales/sites/default/files/publications/2019-07/flying-start-parenting-support-guidance-2017-2019.pdf> (Accessed: 14 April 2025).

Welsh Government (2020) *Talk with me: speech, language and communication (SLC) delivery plan*. Available at: <https://www.gov.wales/sites/default/files/publications/2020-11/talk-with-me.pdf> (Accessed: 13 April 2025).

SECTION J: Data Protection and Storage

In completing this section refer to the University's Research Data Management Policy and the extensive resources on the University's Research Data Management web pages (<http://uwtsd.ac.uk/library/research-data-management/>).

Does the research activity involve personal data (as defined by the General Data Protection Regulation 2016 “GDPR” and the Data Protection Act 2018 “DPA”)?	YES	NO
“Personal data” means any information relating to an identified or identifiable natural person (‘data subject’). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.	☐	X
If YES, provide a description of the data and explain why this data needs to be collected:		
(this box should expand as you type)		
Does it involve special category data (as defined by the GDPR)?	YES	NO
“Special category data” means sensitive personal data consisting of information as to the data subjects’ – (a) racial or ethnic origin, (b) political opinions, (c) religious beliefs or other beliefs of a similar nature.	☐	X

(d) membership of a trade union (within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992), (e) physical or mental health or condition, (f) sexual life, (g) genetics, (h) biometric data (as used for ID purposes),		
If YES, provide a description of the special category data and explain why this data needs to be collected:		
<i>(this box should expand as you type)</i>		

Will the research activity involve storing personal data and/or special category data on one of the following:	YES	NO
Manual files (i.e. in paper form)?	☐	☒
University computers?	☐	☒
Private company computers?	☐	☒
Home or other personal computers?	☐	☒
Laptop computers/ CDs/ Portable disk-drives/ memory sticks?	☒	☐
"Cloud" storage UWTSD or websites?	☒	☐
Other – specify:	☐	☐
For all stored data, explain the measures in place to ensure the security of the data collected, data confidentiality, including details of password protection, encryption, anonymisation and pseudonymisation:		
Data will be stored on a laptop which has a secure password and on the university's one drive which has a 2 step verification process, which includes thumb/fingerprint locking. All data will be anonymised and original data collected throughout the research process will only be kept until the research writing is complete, then it will be deleted in line with UWTSD (2022a). <i>(this box should expand as you type)</i>		
All Data Storage		
Will the research activity involve any of the following activities:	YES	NO
Electronic transfer of data in any form?	☒	☐
Sharing of data with others at the University?	☒	☐
Sharing of data with other organisations?	☐	☒
Export of data outside the European Union or importing of data from outside the UK?	☐	☒
Use of personal addresses, postcodes, faxes, emails or telephone numbers?	☐	☒
Publication of data that might allow identification of individuals?	☐	☒

Use of data management system?	☒	☐
Data archiving?	☐	☒
If YES to any question, please provide full details, explaining how this will be conducted in accordance with the GDPR and DPA (and/or any international equivalent):		
Sharing data with others in the university - Research will be discussed with the research supervisor however confidentiality will be maintained at all times, unless there is a disclosure made which requires a duty to report in line with BERA (2024). Electronic transfer of data - interviews will be recorded and then transcribed electronically. This data will only be kept for as long as necessary to complete analysis and then deleted in line with the university's research data management policy. Use of data management systems - Data will be stored on the university's one drive with 2 step authenticity. <i>(this box should expand as you type)</i>		
List all who will have access to the data generated by the research activity:		
The researcher only, as there are no plans for a research assistant. Hannah Newman. <i>(this box should expand as you type)</i>		
List who will have control of, and act as custodian(s) for, data generated by the research activity:		
The Researcher - Hannah Newman. <i>(this box should expand as you type)</i>		
Give details of data storage arrangements, including security measures in place to protect the data, where data will be stored, how long for, and in what form. Will data be archived – if so how and if not why not.		
Data will be stored on a laptop which has a secure password and on the university's one drive which has a 2 step verification process, which includes thumb/fingerprint locking. All data will be anonymised and original data collected throughout the research process will only be kept until the research writing is complete, then it will be deleted in line with UWTSD (2022a).		
Please indicate if your data will be stored in the UWTSD Research Data Repository (see https://researchdata.uwtsd.ac.uk/). If so please explain. <i>(Most relevant to academic staff)</i>		
No, the research will not be stored in this way. <i>(this box should expand as you type)</i>		
Confirm that you have read the UWTSD guidance on data management (see https://www.uwtsd.ac.uk/library/research-data-management/)	YES	☒
	NO	☐
Confirm that you are aware that you need to keep all data until after your research has completed or the end of your funding	YES	☒
	NO	☐

SECTION K: Declaration

The information which I have provided is correct and complete to the best of my knowledge. I have attempted to identify any risks and issues related to the research activity and acknowledge my obligations and the rights of the participants.

In submitting this application I hereby confirm that I undertake to ensure that the above named research activity will meet the University's [Research Ethics and Integrity Code of Practice](#)

Signature of applicant:	H. Newman	Date: 28.04.25
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For STUDENT Submissions:

Director of Studies/Supervisor:		Date:
Signature:		

For STAFF Submissions:

Head of School/Assistant Dean:		Date:
Signature:		

Checklist: Please complete the checklist below to ensure that you have completed the form according to the guidelines and attached any required documentation:

☒	I have read the guidance notes supplied before completing the form.
☒	I have completed ALL RELEVANT sections of the form in full.
☒	I confirm that the research activity has received approval in principle
☐	I have attached a copy of final/interim approval from external organisation (where appropriate)
☐	I have attached a full risk assessment (and have NOT completed Section H of this form) (where appropriate) ONLY TICK IF YOU HAVE ATTACHED A FULL RISK ASSESSMENT
☒	I understand that it is my responsibility to ensure that the above named research activity will meet the University's Research Ethics and Integrity Code of Practice.
☒	I understand that before commencing data collection all documents aimed at respondents (including information sheets, consent forms, questionnaires, interview schedules etc.) must be confirmed by the DoS/Supervisor, module tutor or Head of School.
☒	I have deleted the guidance notes before submitting the PG2 for consideration

