

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:		Angharad Myfanwy Wolsey			
Tick all boxes which apply:		Member of staff:	☐	Honorary research fellow:	☐
Undergraduate Student	☐	Taught Postgraduate Student	☒	Postgraduate Research Student	☐
Institute/Academic Discipline/Centre:		School of Social Justice and Inclusion			
Campus:		Carmarthen			
E-mail address:		1503073@student.uwtsd.ac.uk			
Contact Telephone Number:		07511318087			
For students:					
Student Number:		1503073			
Programme of Study:		MA Children and Young People (Health and Well-being)			
Director of Studies/Supervisor:		Dr. N. Welton			

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	X
			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	☐		
	Institute Research Committee	☐		
	Other (write in)	☐		

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	X
UWTSD Research Data Management Policy	X
BERA Ethical Guidelines	X

SECTION D: External Collaborative Research Activity

Does the research activity involve collaborators outside of the University?	YES	☐	NO	X	
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	X	
Are you in receipt of a KESS scholarship?	YES	☐	NO	X	
Is your research externally funded	YES	☐	NO	X	
Are you specifically employed to undertake this research in either a paid or voluntary capacity?	Voluntary	YES	☐	NO	X
	Employed	YES	☐	NO	X
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	X

Permission to undertake the research has been provided by the partner organisation	(If YES attach copy) If NO the application cannot continue	YES	☐	NO	☐
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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:	“Connecting the dots: How can aspirations be raised in young people through the life sciences sector?”		
Proposed start date:	March 1st 2020	Proposed end date:	July 1st 2020
Introduction to the Research (maximum 300 words) Ensure that you write for a <u>Non-Specialist Audience</u> when outlining your response to the three points below: • <i>Purpose of Research Activity</i> • <i>Proposed Research Question</i> • <i>Aims of Research Activity</i> • <i>Objectives of Research Activity</i> Demonstrate, briefly, how Existing Research has informed the proposed activity and explain • <i>What the research activity will add to the body of knowledge</i> • <i>How it addresses an area of importance.</i>			
Purpose of Research Activity Empirical data from the Welsh Government (2019) shows that the number of young people who are not in education, employment or training has increased in the last year. My hypothesis is that young people aged 16 and over who are moving on from education might not be aware of the career opportunities available to them in the life sciences and health innovation sector. Health innovation is a growing industry with over 350 companies in Wales. Health innovation covers a vast area, from wearable tech to monitor health, to artificial intelligence and state of the art cancer diagnostics. Young people who want to work in the health and social care or science industry might not even be aware that these companies exist and that they often cannot fill their vacancies. In my professional experience, young people wanting to work in the “helping professions” are limited to being nurses or care workers and there is far greater opportunity available. I want to research whether a third party organisation may be able to connect young people to the health innovation companies, and whether this could help with the rising number of NEET young people in Wales.			
Research Question How can career aspirations be raised in young people through the life sciences sector? (this box should expand as you type)			
Aims of Research Activity To identify and explore whether young people and those leaving education are aware of the careers available to them in the life sciences sector, and whether the current provision of qualifications at further education level sufficiently equips them to work in the life sciences and health innovation sector. To explore whether a third party organisation could help connect young people with careers in the life sciences industry.			

Why does Wales have such high unemployment rates, though 50.2% of young people are university graduates? Why do we have educated young people who are unemployed, and on the other end of the scale life sciences organisations who cannot fill their positions? These are some of the research questions I will be attempting to answer.

(this box should expand as you type)

Objectives of Research Activity

- To conduct interviews with learners aged 16 or over who are leaving education, or going into higher or further education.
- To establish whether they are aware that careers in the life sciences exist.
- To interview education providers and other organisations like Careers Wales, to explore why so many young people find themselves NEET.
- To interview life sciences companies in the locality.

(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.

To conduct my research, I will be using the following methods:

- Online questionnaires (e.g. Survey Monkey, where participants are anonymised).
- Focus groups/group discussions
- Interviews

I will be using mixed data collection methods for this research project as I would like varied ways in which to facilitate open discussion. This research project is focusing on qualitative data, and as such, the need for unhindered discussion is essential in order to obtain rich data; people's thoughts, feelings, views and aspirations.

I will also be interviewing life science companies in order to better understand the skills and qualities they look for in candidates to their companies, and where they see skills gaps, to ascertain what could be done to equip young people to work in the sector, and why they cannot fill their vacancies in this growing industry.

(this box should expand as you type)

Location of research activity

Identify all locations where research activity will take place.

Life sciences organisation's offices, school and college campuses in the Carmarthenshire and Swansea area, and also online.

(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.

N/A

(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
Use of a questionnaire or similar research instrument?	X	☐
Use of interviews?	X	☐
Use of diaries?	☐	X
Participant observation with their knowledge?	☐	X
Participant observation without their knowledge?	☐	X
Use of video or audio recording?	☐	X
Access to personal or confidential information without the participants' specific consent?	☐	X
Administration of any questions, test stimuli, presentation that may be experienced as physically, mentally or emotionally harmful / offensive?	☐	X
Performance of any acts which may cause embarrassment or affect self-esteem?	☐	X
Investigation of participants involved in illegal activities?	☐	X
Use of procedures that involve deception?	☐	X
Administration of any substance, agent or placebo?	☐	X
Working with live vertebrate animals?	☐	X
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 accompanying box.	X	☐
Details of any other primary data collection method: - Focus groups - Interviews - Online surveys (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?	☐	X
Adults (over the age of 18 and competent to give consent)?	X	☐
Vulnerable adults?	☐	X
Children and Young People under the age of 18? (Consent from Parent, Carer or Guardian will be required)	X	☐
Prisoners?	☐	X
Young offenders?	☐	X
Those who could be considered to have a particularly dependent relationship with the investigator or a gatekeeper?	☐	X
People engaged in illegal activities?	☐	X
Others (please identify specifically any group who may be unable to give consent) please indicate here and tick the appropriate box.	☐	X
Other – please indicate here: In relation to the question above regarding participants under the age of 18, I will be hoping to interview NEET young people who will be aged 16 or over. I will of course seek parent or guardian consent and also the consent of the participant prior to their participation.		
(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?	50-100
Who will the participants be?	Young people leaving education, life sciences companies, education providers and other third party organisations in the education sector.
How will you identify the participants?	To begin with, I intend to put out a survey on social media with an explanation of my research aims. I will state at the outset of the survey that I am interested in interviewing post 16 learners, I will need to gain parental/guardian consent, and that of the participants, and those who would like to take part can contact me via email. I will also be contacting schools and colleges with post 16 provision to see if they have learners who would be happy to participate in my research. In terms of the life sciences companies, through my professional contacts, I have links with many of these organisations and know where to find more if need be.

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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?	X	☐	☐
Will you tell participants that their participation is voluntary?	X	☐	☐
Will you obtain written consent for participation?	X	☐	☐
Will you explain to participants that refusal to participate in the research will not affect their treatment or education (if relevant)?	X	☐	☐
If the research is observational, will you ask participants for their consent to being observed?	☐	☐	X
Will you tell participants that they may withdraw from the research at any time and for any reason?	X	☐	☐
With questionnaires, will you give participants the option of omitting questions they do not want to answer?	X	☐	☐
Will you tell participants that their data will be treated with full confidentiality and that, if published, it will not be identifiable as theirs?	X	☐	☐
Will you debrief participants at the end of their participation, in a way appropriate to the type of research undertaken?	X	☐	☐
If NO to any of the above questions, please give an explanation			
<i>(this box should expand as you type)</i>			

Information for participants:	YES	NO	N/A
Will participants be paid?	☐	X	☐
Is specialist electrical or other equipment to be used with participants?	☐	X	☐
Are there any financial or other interests to the investigator or University arising from this study?	☐	X	☐
Will the research activity involve deliberately misleading participants in any way, or the partial or full concealment of the specific study aims?	☐	X	☐
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

X

No

☐

Risks to participants

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

Risk to Participant:

Potential trigger of emotional distress for participants.

How will you mitigate the Risk to Participant

I will fully brief the participant before asking any questions or beginning any discussions. I will also be sure to ask the participants if there are any topics they feel they would find particularly distressing and I will ensure I do not ask any questions related to those topics identified.

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

The research itself will be outside the remit of the aforementioned topics, as it's focus is on employment opportunities for young people in the life sciences sector.

Risks to investigator

For example: personal safety, physical harm, emotional distress, risk of accusation of harm/impropriety, conflict of interest

Risk to Investigator:

I cannot foresee any risks to myself as the investigator as my research remit does not stray into upsetting topics, or take me to situations where I will be in physical harm.

(this box should expand as you type)

How will you mitigate the Risk to Investigator:

The research will take place online, and the face to face interviews and focus groups will be in safe environments.

University/institutional risks

For example: adverse publicity, financial loss, data protection

Risk to University:

N/A

(this box should expand as you type)

How will you mitigate the Risk to University:

(this box should expand as you type)

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?	X	☐	☐
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SECTION I: Feedback, Consent and Confidentiality**Feedback**

What de-briefing and feedback will be provided to participants, how will this be done and when?

I will forward a copy of the completed research to my participants and will be happy to meet with them to discuss any questions they may have.

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.

Participants who will be taking part in the anonymous online survey will read an explanation of what will be expected during the survey. There will be no pressure for them to engage with the survey or to fill it in. All answers given will be completely anonymous, and the participants will have to tick a box to say they give consent to take part prior to entering the survey.

For the interviews and focus groups, a letter explaining my intended research, verbal communication, and a consent form will be given to the participants and to their parents and guardians (if aged between 16- 18; there will not be any participants aged under 16). Only those participants who fully choose to take part and have returned their consent forms will be able to take part in the research.

It will be made fully clear to all participants that they are fully within their rights to withdraw consent at any time.

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.

All responses to the online survey will be entirely anonymous. All information published in the research will be anonymised, and no one will be identifiable. They will be able to skip any questions they feel uncomfortable with.

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
<i>"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.</i>	☐	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
<i>"Special category data" means sensitive personal data consisting of information as to the data subjects' – c(a) racial or ethnic origin, (b) political opinions, (c) religious beliefs or other beliefs of a similar nature, (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),</i>	☐	X

If YES, provide a description of the special category data and explain why this data needs to be collected:

(this box should expand as you type)

Will the research activity involves storing personal data and/or special category data on one of the following:	YES	NO
Manual files (i.e. in paper form)?	☐	X
University computers?	☐	X
Private company computers?	☐	X
Home or other personal computers?	☐	X
Laptop computers/ CDs/ Portable disk-drives/ memory sticks?	☐	X
"Cloud" storage or websites?	☐	X
Other – specify:	☐	X

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:

<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?	☐	X
Sharing data with others at the University?	☐	X
Sharing data with other organisations?	☐	X
Export of data outside the European Union or importing of data from outside the UK?	☐	X
Use of personal addresses, postcodes, faxes, emails or telephone numbers?	☐	X
Publication of data that might allow identification of individuals?	☐	X
Use of data management system?	☐	X
Data archiving?	☐	X
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):		
<i>(this box should expand as you type)</i>		
List all who will have access to the data generated by the research activity:		
<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:		
<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.		
<i>(this box should expand as you type)</i>		
Please indicate if your data will be stored in the UWTSD Research Data Repository (see https://researchdata.uwtسد.ac.uk/). If so please explain. <i>(Most relevant to academic staff)</i>		
<i>(this box should expand as you type)</i>		
Confirm that you have read the UWTSD guidance on data management (see https://www.uwtسد.ac.uk/library/research-data-management/)	YES	X
	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	X
	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 which is published on the website: <https://www.uwtsd.ac.uk/research/research-ethics/>

Signature of applicant:	A.M. Wolsey	Date: 2.1.20
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For STUDENT Submissions:

or of Studies/Supervisor:		
ure:		

For STAFF Submissions:

mic Director/ Assistant Dean:		
ure:		

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

X	I have read the guidance notes supplied before completing the form.
X	I have completed ALL RELEVANT sections of the form in full.
X	I confirm that the research activity has received approval in principle
X	I have attached a copy of final/interim approval from external organisation (where appropriate)
X	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
X	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.
X	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 Academic Director.
X	I have deleted the guidance notes before submitting the PG2 for consideration

RESEARCH STUDENTS AND STAFF ONLY

All communications relating to this application during its processing must be in writing and emailed to pgresearch@uwtsd.ac.uk , with the title 'Ethical Approval' followed by your name.

You will be informed of the outcome of your claim by email; therefore it is important that you check your University and personal email accounts regularly.

STUDENTS ON UNDERGRADUATE OR TAUGHT MASTERS PROGRAMMES should submit this form (and receive the outcome) via systems explained to you by the supervisor/module leader.

This form is available electronically from the Academic Office web pages:

<https://www.uwtsd.ac.uk/academic-office/appendices-and-forms/>

Application Process

All staff research projects and all research students must submit the Ethical Approval Form to the **University Research Ethics Committee** via the Academic Office (pgresearch@uwtsd.ac.uk). Staff research directly in relation to personal study for taught undergraduate or Masters programmes should be submitted via the Institute procedures explained below.

Taught masters and taught undergraduate research Ethical Approval Forms are considered **within Institutes**. Institutes will provide details of the specific processes for this. Where the Ethical issues within any single ethical application are of particular concern the Institute will refer these to the University Research Ethics Committee. Any student activity that involves the collection of primary data needs to undergo Ethical approval, this includes assignment work as well as dissertations.

I have completed section H, and included a risk assessment which can be viewed at this link:

https://docs.google.com/document/d/1KvG88_sbqERE8n5QreAJKWXTMbYMKxUuMKbu7tqjM48/edit?usp=sharing

