

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)

1	Full Name:	Lisa Zanoni			
2	Tick all boxes which apply:	Member of staff:	☐	Honorary research fellow:	☐
3	Undergraduate Student	☐	Taught Postgraduate Student	☒	Postgraduate Research Student
4	Institute/Academic Discipline/Centre:	WISA- Wales Institute of Arts and Science			
5	Campus:	SA1 Swansea Waterfront			
6	E-mail address:	25000107@student.uwtsd.ac.uk			
7	Contact Telephone Number:	07484183489			
For students:					
8	Student Number:	25000107			
9	Programme of Study:	MSc: Environmental and Conservation Management			
10	Director of Studies/Supervisor:	Associate Professor Chris House and Professor Rhian Jenkins			

SECTION B: Approval for Research Activity

1	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			
2	If Yes, please indicate source of approval (and date where known):	Research Degrees Committee		☐	
3	Approval in principle must be obtained from the relevant source prior to seeking ethical approval	Institute Research Committee		☐	
4		Other (write in)		☒	Research Supervisor and Module leader

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.	
1	UWTSD Research Ethics & Integrity Code of Practice ☒
2	UWTSD Research Data Management Policy ☒
3	<i>This may include codes of conduct of professional bodies or overseas laws (particularly for data protection).</i> ☐

SECTION D: External Collaborative Research Activity

1	Does the research activity involve collaborators outside of the University?	YES	☐	NO	☒	
2	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.					
3	Institution					
4	Contact person name					
5	Contact person e-mail address					
6	Has this individual consented to sharing their details on this form?	YES	☐	NO	☐	
7	Are you in receipt of a KESS scholarship?	YES	☐	NO	☐	
8	Is your research externally funded	YES	☐	NO	☐	
9	Are you specifically employed to undertake this research in either a	Voluntary	YES	☐	NO	☐
10	paid or voluntary capacity?	Employed	YES	☐	NO	☐
11	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	☐
12	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

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

SECTION E: Details of Research Activity

1	Indicative title:			
2	Proposed start date:		Proposed end date:	
3	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: • Purpose of Research Activity • Proposed Research Question • Aims of Research Activity • Objectives of Research Activity Demonstrate, briefly, how <u>Existing Research</u> 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.			
4	Purpose of Research Activity Since 2018 Cors Caron (CCNNR) has been undergoing peatbog restoration using low pressure bunding techniques (LPB) for which abiotic but not biotic monitoring data exists. Researchers such as (Osbourne et al, 2022) have increasingly utilised <i>Coenonympha tullia</i> (CT) as a specialist indicator species model to collate, biotic data for evaluating extent of existing and restored favourable condition at lowland mire sites. Using CT at CCNNR to enable a biotic assessment efficacy of restoration works will contribute to existing research developing specialist indicator species models and provide a new biotic survey methodology to correlate with existing abiotic methods for future monitoring at CCNNR. (this box should expand as you type)			
5	Research Question To utilise CT adult numbers and patch quality percentage survey data for evaluation of extent of favourable condition restored to CCNNR, arising from recent peatbog restoration management using low pressure bunding techniques.			
6	Aims of Research Activity Establish a quantifiable basis to gauge extent of favourable condition restored to the bog by using annual adult index count for <i>Coenonympha tullia</i> (CT) to correlate with existing survey data taken pre – and post hydrological restoration management works. Additionally gather 'patch habitat quality % data' for CT to update attribute data for the feature and to correlate with adult count numbers for assessment of favourable condition to the mesotope ecology arising from ecological restoration works (this box should expand as you type)			
7	Objectives of Research Activity 1. Carry out current literature review to evaluate understanding of the use of CT and other specialist indicator species for evaluation of extent of restored /existing peatbog conditions 2. Repeat existing transect methodologies to collate 2023 adult CT numbers and correlate with existing survey data collated previously at CCNNR			

Commented [NW1]: The 300 words in total over the four sections, not 300 words per section. DO NOT EXCEED THIS LIMIT OR THE FORM WILL BE RETURNED TO YOU FOR REWORKING.

	3. Using quadrat sampling combined with data collection technique from (Osbourne et al,2022) score Patch quality habitat % figures for CT larval /nectar ecology 4. <i>Correlate patch quality habitat % data with adult count data to assess efficacy of LPB ecological restoration works at CCNNR.</i> (this box should expand as you type)
8	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. 1)Conduct thorough Literature Review via Online and UWTSD library resources. To further understanding of the research context of other invertebrates being used as specialist indicator species for monitoring bogland ecology condition, Low land peatbog habitat/ecology restoration practices and, climate change. 2) Count average CT Adult numbers for the 2023 Flight season and carry out Patch Quality % Habitat survey for adult nectar and larval food sources for CT. as follows: : Patch quality percentage data: Using established transect walks and GPS tracking ,2mx2m quadrat samples will be used to count percentages of CT larval and nectar food source and core lowland bog ecological mosses/bryophyte assemblages. Adult CT number Counts Adult flight and beginning times to be recorded for the 2023 (Beginning of June to first week of August) Primary data Collection: Adult number counts made weekly, using established transects walks (Boyce,2008, Polkey,2018) and GPS tracker, (for accurate recording of position and adult number location,,), counts of adults

9	This should describe how you intend to collect data. It should not include a discussion of the theoretical basis for your data collection methods. Please note, that if you intend to collect any audio/video recordings of interviews with participants then these will be are classified as Personal Data under GDPR/DPA2018. If you intend to use these then note this in section J. Literature Review : Secondary Data Sources will be obtained using:: • UWTSD interlibrary service for rare UK and International journals • Original papers/reports: • Online Databases- i.e., Science Direct- Google Scholar- Specialist Entomology/Journals- • NRW Library resources (Bangor and Cors Caron Office by request online to NRW) • Map and Report data using LERC/BAP/NBS Atlas/Data Map/FSC databases • Butterfly Conservation Charity/UKBMS regional and national reporting, publicly available Primary adult count data will be obtained by walking established transect walks on Cors Caron National Nature Reserve, using counting method devised by (Polkey,2018) whereby adults are observed 5 m in front and position recorded via GPS tracker, to enable accurate GIS mapping and number count analysis. Transects will be walked for the entire flight season for CT(Beginning of June until the first week of August, with flight start and end times for the site to also be initially recorded)In accordance with UKBMS guidance, counts should only take place during the following conditions; Transect counts should only be carried out in warm (13 C or more) and at least bright weather. The minimum criteria are 13-17°C with at least 60% sunshine, or over 17°C and not raining. Transect counts should ideally be made between 10:45 and 15:45 hours. Between 10:00 and 17:00 hours is usually allowable, though butterfly activity may drop off rapidly during the late afternoon so later times should be avoided. Windspeed should be estimated using the Beaufort scale (0 - no wind, 6 - very strong wind). Avoid counts in if values above 1(light waving of tree branches) Same route to be used each occasion set course each time with GPS tracker Patch Quality Percentage survey data to be made using established transect areas (Boyce,2008) at CCNNR, using 2m x 2m quadrats at 25 pace intervals, position to be recorded by GPS tracker:, scoring within 2 m square of CT nectar and larval food sources and sphagnum mosses to be made in accordance with techniques outlined by (Osbourne et al,2022) (this box should expand as you type)

10	Location of research activity Identify all locations where research activity will take place.
11	Cors Caron National Nature Reserve, Tregaron , Ceredigion. UWTSD Library resources online and at SA1 Swansea Waterfront :Lampeter Campuses respectively to organise interlibrary loans. (this box should expand as you type)
12	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.
13	 (this box should expand as you type)

14	Use of documentation not in the public domain: Are any documents NOT publicly available?	NO	☒
		YES	☐
15	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)		

Commented [NW2]: Interviews with participants do not contain documentation not in the public domain.

SECTION F: Scope of Research Activity

1	Will the research activity include:	YES	NO
2	Use of a questionnaire or similar research instrument?	☐	☒
3	Use of interviews?	☐	☒
4	Use of diaries?	☐	☒
5	Participant observation with their knowledge?	☐	☒
6	Participant observation without their knowledge?	☐	☒
7	Use of video or audio recording?	☐	☒
8	Access to personal or confidential information without the participants' specific consent?	☐	☒
9	Administration of any questions, test stimuli, presentation that may be experienced as physically, mentally or emotionally harmful / offensive?	☐	☒
10	Performance of any acts which may cause embarrassment or affect self-esteem?	☐	☒
11	Investigation of participants involved in illegal activities?	☐	☒
12	Use of procedures that involve deception?	☐	☒
13	Administration of any substance, agent or placebo?	☐	☒

14	Working with live vertebrate animals?	☐	☒
15	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.	☐	☒
16	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

1	Who are the intended participants:	YES	NO
2	Students or staff at the University?	☐	☒
3	Adults (over the age of 18 and competent to give consent)?	☐	☒
4	Vulnerable adults?	☐	☒
5	Children and Young People under the age of 18? (Consent from Parent, Carer or Guardian will be required)	☐	☒
6	Prisoners?	☐	☒
7	Young offenders?	☐	☒
8	Those who could be considered to have a particularly dependent relationship with the investigator or a gatekeeper?	☐	☒
9	People engaged in illegal activities?	☐	☒
10	Others (please identify specifically any group who may be unable to give consent) please indicate here and tick the appropriate box.	☒	☐
11	Other – please indicate here: I am undertaking adult butterfly counts- this will not however involve any capture mark release/recapture methodologies or handling of any kind: A timed transect will be walked and numbers of butterflies observed within 5 m in front of the researcher will be counted and numbers recorded. Complete this only if your participants cannot give consent. This includes animals. (this box should expand as you type)		

12	Participant numbers and source Provide an estimate of the expected number of participants. How will you identify participants and how will they be recruited?	
13	How many participants are expected?	Ballpark figures are fine, but make sure that you explain how you will identify and contact your participants. N/A
14	Who will the participants be?	N/A
15	How will you identify the participants?	N/A

16	Information for participants:	YES	NO	N/A
17	Will you describe the main research procedures to participants in advance, so that they are informed about what to expect?	☐	☐	☒
18	Will you tell participants that their participation is voluntary?	☐	☐	☒
19	Will you obtain written consent for participation?	☐	☐	☒
20	Will you explain to participants that refusal to participate in the research will not affect their treatment or education (if relevant)?	☐	☐	☒
21	If the research is observational, will you ask participants for their consent to being observed?	☐	☐	☒
22	Will you tell participants that they may withdraw from the research at any time and for any reason?	☐	☐	☒
23	With questionnaires, will you give participants the option of omitting questions they do not want to answer?	☐	☐	☒
24	Will you tell participants that their data will be treated with full confidentiality and that, if published, it will not be identifiable as theirs?	☐	☐	☒
25	Will you debrief participants at the end of their participation, in a way appropriate to the type of research undertaken?	☐	☐	☒
26	If NO to any of above questions, please give an explanation			
27	You should be able to tick YES for all of these questions. If not, then explain why not in this box. (this box should expand as you type)			

28	Information for participants:	YES	NO	N/A
29	Will participants be paid?	☐	☐	☒
30	Is specialist electrical or other equipment to be used with participants?	☐	☐	☒
31	Are there any financial or other interests to the investigator or University arising from this study?	☐	☐	☒
32	Will the research activity involve deliberately misleading participants in any way, or the partial or full concealment of the specific study aims?	☐	☐	☒
33	If YES to any question, please provide full details			
34	You should be able to tick NO for most of these questions. For any cases that you have ticked YES then provide details in this box. If you are using cameras/voice recorders to record interviews then please state that in this box. (this box should expand as you type)			

SECTION H: Anticipated Risks

1	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.			
2	Full risk assessment completed and appended? – template form appended- will need date/participant and supervisor signature sections amended, once supervisor officially appointed, pending proposal submission approval. The Form however, outlines all risks, level of danger and mitigation actions /procedures to be put in place in order to undertake transect (and quadrat sampling) in the field in accordance with UKBMS guidelines.		Yes	☒
			No	☐
3	Risks to participants For example: emotional distress, financial disclosure, physical harm, transfer of personal data, sensitive organisational information			
4	Risk to Participant: There are always risks. Do not write NA unless you have no participants. <i>(this box should expand as you type)</i>		<i>How will you mitigate the Risk to Participant</i> N/A: No human or live vertebrate animal participants. <i>(this box should expand as you type)</i>	
5	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>			
6	Risks to investigator For example: personal safety, physical harm, emotional distress, risk of accusation of harm/impropriety, conflict of interest			
	Risk to Investigator: There are always risks. Do not write NA. <i>(this box should expand as you type)</i>		<i>How will you mitigate the Risk to Investigator:</i> Carrying out Field research: Complete UKBMS field work risk assessment for transect counts onsite and quadrat sampling <i>(this box should expand as you type)</i>	
7	University/institutional risks For example: adverse publicity, financial loss, data protection			
	Risk to University: There are always risks. Do not write NA. <i>(this box should expand as you type)</i>		<i>How will you mitigate the Risk to University:</i> By Carrying out safe working practices in accordance to the attached Risk Assessment- I will be ensuring to the best of my ability that I will not be bringing the University into disrepute or causing adverse publicity, financial loss by careless actions or putting myself or others in danger- or by breaching data protection guidelines. <i>(this box should expand as you type)</i>	
8	Disclosure and Barring Service			
9	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

10	Does your research require you to hold a current DBS Certificate?	☐	☐	☒
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SECTION I: Feedback, Consent and Confidentiality

1	Feedback What de-briefing and feedback will be provided to participants, how will this be done and when? You don't need to email your participants with your final report. A good alternative is to set up an email address that they will be able to contact for further details or results. N/A <i>(this box should expand as you type)</i>
2	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. If you are using a paper questionnaire then you should have the participants sign an appropriate consent form. These forms will count as personal data and should be noted as such in section J. If you are using an online questionnaire, then you should have a screen before the questions start that acts as a consent form, informing participants that by clicking on the NEXT button they are providing consent. N/A <i>(this box should expand as you type)</i>
3	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. Do not collect names unless you really need them. Do not name participants or organisations in any research publications (including the thesis) without their explicit permission. N/A <i>(this box should expand as you type)</i>

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/>).

1	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 ☐
2	If YES, provide a description of the data and explain why this data needs to be collected: This includes audio/video data of participants, but can also include IP addresses and usernames. Names, addresses and emails also count, as do consent forms. <i>(this box should expand as you type)</i>		
3	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, (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),	☐	☒
4	If YES, provide a description of the special category data and explain why this data needs to be collected: What counts as ‘sensitive’ will differ between cultures. Any information on behaviour that is not in accordance with cultural norms would count as sensitive personal data. N/A (this box should expand as you type)		

5	Will the research activity involve storing personal data and/or special category data on one of the following:	YES	NO
6	Manual files (i.e. in paper form)?	☐	☒
7	University computers?	☐	☒
8	Private company computers?	☐	☒
9	Home or other personal computers?	☐	☒
10	Laptop computers/ CDs/ Portable disk-drives/ memory sticks?	☐	☒
11	“Cloud” storage or websites?	☐	☒
12	Other – specify:	☐	☒
13	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: If possible, save your data on University computers. Many cloud services only provide GDPR-compliant storage for business customers. An example of suitable text is given below. All data will be kept in password protected cloud storage on the University Office 365 system which will not be shared. Audio/visual data will be transcribed and would be shown to participants to check accuracy of reporting. Any USB sticks used to store or transfer data will be password protected. All participants will be given a unique identifier to ensure confidentiality and this list will be kept securely in the password protected folder. (this box should expand as you type)		
14	All Data Storage		
15	Will the research activity involve any of the following activities:	YES	NO
16	Electronic transfer of data in any form?	☒	☐
17	Sharing of data with others at the University?	☒	☐
18	Sharing of data with other organisations?	☒	☐
19	Export of data outside the European Union or importing of data from outside the UK?	☐	☒
20	Use of personal addresses, postcodes, faxes, emails or telephone numbers?	☐	☒

Commented [NW3]: Suggested text in purple.

Commented [NW4]: If you are collecting data outside of the then you should tick YES

21	Publication of data that might allow identification of individuals?	☐	☒
22	Use of data management system?	☒	☐
23	Data archiving?	☒	☐
24	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):		
	This includes data such as drafts of your thesis as well as experimental or survey data. An example of suitable text is given below. All data will be encrypted and kept in password protected cloud storage on the University Office 365 system which will not be shared. Any USB sticks used to store or transfer data will be password protected. All data transfers will be encrypted and password protected. All participants will be given a unique identifier to ensure confidentiality and this list will be kept securely in the password protected folder. The data will be stored until the completion of the project and then deleted. In accordance with the DPA2018, participants will have the right to ask to see what data is held relating to them, and this data will be deleted immediately if the participant requests this, in which case the data will not be used in the project. (this box should expand as you type)		
25	List all who will have access to the data generated by the research activity:		
	Normally the principal researcher, possibly also the supervisor and, if the project has an industrial partner, a representative of that partner. Possibly also external examiner or second marker? Myself, Professor Rhian Jenkins (Supervisor) and the external examiner (this box should expand as you type)		
26	List who will have control of, and act as custodian(s) for, data generated by the research activity:		
	Usually the principal researcher. Myself (Lisa Zaroni) (this box should expand as you type)		
27	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.		
	It is unlikely that Bachelors or Masters projects will need to be archived. PhD or staff research data may be archived, either within the university's data archive (see below) or a central government archive. See the university's data management policy for further details. All data will be encrypted and kept in password protected cloud storage on the University Office 365 system which will not be shared. Any USB sticks used to store or transfer data will be password protected, and will be reformatted at the end of the project in order to destroy the data. The data will be stored until the completion of the project and then deleted. -use (this box should expand as you type)		
28	Please indicate if your data will be stored in the UWTSD Research Data Repository (see https://researchdata.uwtsd.ac.uk/). If so please explain. (Most relevant to academic staff)		
	no (this box should expand as you type)		
29	Confirm that you have read the UWTSD guidance on data management (see https://www.uwtsd.ac.uk/library/research-data-management/)	YES	☒
		NO	☐
30	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

31	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:		Date: 17/04/2023

For STUDENT Submissions:

32	Director of Studies/Supervisor:		Date:
33	Signature:		

For STAFF Submissions:

34	Academic Director/ Assistant Dean:		Date:
35	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 Academic Director.
☒	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.