

Ethics form completion: Brief guidance

These are some common issues that occur on ethics forms:

- **Section B** – Your research does have prior approval as you have completed a proposal that has been signed off by your supervisor so please ensure you add this in the ‘other’ section.
- **Section C** – At a minimum you need to read and reference these Guidance Materials:
 - UWTSD Research Ethics & Integrity Code of Practice
(<https://www.uwtsd.ac.uk/media/uwtsd-website/content-assets/documents/academic-office/misc-forms/REICoP-17-20-v3-Final.pdf>)
 - UWTSD Research Data Management Policy
(<https://uwtsd.ac.uk/library/research-data-management/>)
 - General Data Protection Regulation
(https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/711097/guide-to-the-general-data-protection-regulation-gdpr-1-0.pdf)
 - British Psychological Society Code of Human Research Ethics
(<https://www.bps.org.uk/sites/bps.org.uk/files/Policy/Policy%20-%20Files/BPS%20Code%20of%20Human%20Research%20Ethics.pdf>)
- You should also cite any other relevant documents to your specific topic area or mode of research (e.g., Internet mediated research).
- **Section H** – this is a section researchers struggle to complete – even though you may feel your research has no/little risk to the participant, research or University, the nature of psychological research always involves some level of risk.
 - Read the examples provided to consider your potential risks, and the way to mitigate these risks, involved in research.
- **Section J** (Data Storage) – this is another section researchers trip up on.
 - Your data will be archived in accordance to the University’s policy as you need to keep your data at least until you graduate – so click Yes to ‘Data archiving’

- If you are putting any data/transcriptions etc. onto your My Documents or other form of storage provided by the university you need to select Yes for the 'cloud storage or website' option and explain how the data is safeguarded on this platform.
- Also, if you are using Qualtrics you need to select Yes for 'cloud storage or website' and explain this in the section below – have a read through the Quantitative example ethics form for an explanation of how this online data is stored and protected.
- You should only select Yes for 'University computers' if you are storing something on the hard drive of a particular PC – It is most likely you will be storing it to your documents which would fall under the 'cloud storage or website' option (if you are carrying out research using one of the lab computers it is good practice to download and take off any data collected on that computer at the end of each session onto a memory stick or into your cloud storage area – our lab computers are routinely cleared by IT and so you do not want to lose data by leaving it on the computer)
- For recordings of interviews/focus groups you need to select Yes for the 'Laptop computers/ CDs/ Portable disk-drives/ memory sticks' option – have a read through the Qualitative example form for an explanation of how these data are managed.

It is important to note that all statements on the form need to be addressed in some way – so if, for example, the 'Use of data management system' option does not apply to you, then you need to click the 'No' option rather than leave it blank. If there are any questions that do not have a response then the form may get rejected so please respond to every question/option.