

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:	David Edward Smith			
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:	WAPPAR			
5	Campus:	Carmarthen			
6	E-mail address:	davidnaclive@gmail.com			
7	Contact Telephone Number:	0829081020			
For students:					
8	Student Number:	2021120			
9	Programme of Study:	MA in Professional Practice			
10	Director of Studies/Supervisor:	Nick Samuel			

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): Approval in principle must be obtained from the relevant source prior to seeking ethical approval	Research Degrees Committee	☐		
3		Institute Research Committee	☐		
4		Other (write in) WAPPAR Ethics Board Representative	☒		

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		☐

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 paid or voluntary capacity?	Voluntary	YES	☐	NO	☐
10		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:	Middle Managers at supervisory levels working in corporations in South Africa have little to no knowledge of the formal coaching process and its efficacy hence the limited representation of this group in formal coaching training		
2	Proposed start date:	15 April 2021	Proposed end date:	15 Dec 2021
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 To evaluate the impact formal coaching may have on research participants of middle management. The intention is to evaluate the impact after a series of formal coaching sessions of those middle managers operating in the same working environment and having same or similar responsibilities, vs those who have not been formally coached. The purpose will be to gather information via interviews and questionnaires at the beginning and at the end and to report on the findings. Similarly, the data gathered from subordinates and superiors pre and post the coaching intervention will be tabulated, studied and reported on. The purpose is that the formal coaching intervention will offer us authentic data to conduct a comparative study that will add to the field of knowledge regarding the efficacy of formal coaching for middle management working in corporations in South Africa. (this box should expand as you type)			
5	Research Question Does formal coaching, as opposed to on the job training only, offer middle managers greater life and leadership skills that can translate into tangible improved performance? (this box should expand as you type)			
6	Aims of Research Activity Directed at middle, senior management as well as their HR Practitioners as to their awareness to the special language and processes of formal coaching and the benefits derived from applying it within their work environment at a middle management level. (this box should expand as you type)			

7	Objectives of Research Activity To compare the performance from the targeted middle managers who had been exposed to formal coaching sessions over the period of them being coached vs those who were not. To determine the effect of this intervention will be to analyse the data from the in-take questionnaire of both groups (coached and un-coached) and at the end. A coaching presentation to promote formal coaching middle management is an additional outcome of this project. (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.
9	The research methods have been constructed to enable myself, as researcher, to examine the hypothesis as put forward in the statement above (indicative title), i.e. that the lack of knowledge of professional (formal) coaching by middle managers have a direct bearing (causal relation) to limited representation of this group in formal coaching training. This relationship will be examined using the following approach: Research paradigms - Constructivism Research approach – Qualitative Research methods – Questionnaires; In-depth Interviews/Coaching Sessions & Case studies Triangulation I will be using various methods to collect data to offer me a wider perspective and which will offer greater validity for the research topic. Sampling / population The plan is to use a purposive sampling process, i.e. middle managers working in the same factory/company, with roughly the same years of experience in that role and with equal responsibilities will be selected so as to ensure that a comparative base is established. The participants profile will be included in the Findings of this project or as an appendix. Questionnaire The questionnaire will be designed with the view of targeting a specific group of middle managers that will offer the research topic a broader insight to this group's view of life learning and personal attributes pertaining to measures of success, networking, skills, formal coaching knowledge and key challenges faced. An additional 2 questionnaires will be designed for population by a superior and minimum 2 subordinates of the selected 'to-be-coached' middle manager. Data collection Case studies – the primary data will be collected from the actual participants who are selected for the coaching case study. While they will also form part of the broader group responding to the questionnaire, aspects from their inputs will be collected mostly through in-depth coaching session (interviews). The plan is to offer the selected group (approximately 3-5 participants) the opportunity to be part of a coaching intervention which may be 2 or 3 90min sessions each. Important to note is that these participants will complete a questionnaire identical to their peers before they commence the coaching case study. It is also envisaged for them to complete the same questionnaire after the 2 or 3 coaching sessions.

All these questionnaires will be conducted via Zoom unless access is given to in-person gatherings at the site of their operations. Equally, all in-depth coaching conversations will take place via Zoom unless in-person is allowed.

Analysing the data

It is envisaged that the data analysis will be done in the following way:

Questionnaire/s

The responses to the general questionnaire will be tabulated with some analysis given to trends and observations. I am expecting this to be a simplistic analysis that offers individual perceptions on coaching, but that can be categorised into some measurable scaling to draw conclusions and trends.

In-depth interviews

I anticipate that this will be in the form of a narrative style as its content will have strong narrative context. It is my aim to interpret this subjective content in a manner that offers the research project meaningful data to analyse and tabulate.

Interviews with CEO or Heads of Coaching School/s

I will design a questionnaire for use in this meeting to guide me for this in-depth interview with a professional in the field. I believe a high degree of research material will be referenced here that I will research/analyse and offer my objective view thereof including additional personal thoughts of my own.

Findings and recommendations

The research question will be answered here, proven or disproven with additional analysis and recommendations. (Coaching presentation to promote professional formal coaching for middle managers).

(this box should expand as you type)

10	Location of research activity Identify all locations where research activity will take place.
11	Research activity will take place mostly via Zoom meetings from my residence in Cape Town, SA. Where allowed under Covid-19 restrictions, in-person interviews will take place at the various locations within South Africa (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	No known cultural or legal stipulations exists beyond those usual in the UK (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)		

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: Focus Groups Groups, online forums and in-depth interviews (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: N/A (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?	15 to 20 participants will be involved in the research (this box should expand as you type)
14	Who will the participants be?	- Heads of Operations/factories/companies & Human Resource - Persons in Middle Management positions - Persons reporting into Middle Managers - Owners/Strategy Executives of Coaching Schools

		<i>(this box should expand as you type)</i>
15	How will you identify the participants?	- Persons working in corporations in South Africa that are willing to participate – a purposive sampling method will be used - The samples within a specific population will NOT be of a specific age, culture, gender, race, but will be representative of that population grouping - The participant will need to have been in their current position for at least 1 year <i>(this box should expand as you type)</i>

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	N/A <i>(this box should expand as you type)</i>			

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	As the majority of the interviews will be conducted via Zoom, with consent from the participant, the sessions will be recorded as a source of data required in the compilation of this research (MA) submission ONLY. <i>(this box should expand as you type)</i>			

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?		<table border="1"> <tr> <td>Yes</td> <td>☐</td> </tr> <tr> <td>No</td> <td>☒</td> </tr> </table>	Yes	☐	No	☒
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:	<i>How will you mitigate the Risk to Participant</i>					

	Participants may be concerned with: Confidentiality Judgement or prejudice Concern of disclosure of personal information Concern for duration of time the process of interviews and questionnaires might require of them Assurance of anonymity and the use of labels (Participant 1,2 or A/B) as opposed to names <i>(this box should expand as you type)</i>	To alleviate all of these fears, I will place in writing to each participant, my commitment to ethical practices pertaining to personal information. This correspondence will be addressed personally to each participant outlining: - the purpose and method of the research; - the total amount of time required of them to participate in interviews or complete questionnaires - that feedback will be given (if wanted) - that confidentiality is guaranteed and no judgement or prejudice to opinions / views expressed will be taken - that no collusion will be entered into with their superiors or subordinates should it be that they also form part of the sample group <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	
	I am not anticipating to uncover overly sensitive information or information of a criminal nature. Should it however present itself, I will notify the authorities in line with what the law requires of its citizens when exposed to information that may cause harm to an individual or others <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: In the process of extracting relevant data pertaining to the research topic, other personal information may be shared by the participant, that of a private and emotionally distressing nature. The above may also render me emotionally distressed and not able to continue with the interview at hand Should it be that in-person interviews are kept <i>(this box should expand as you type)</i>	<i>How will you mitigate the Risk to Investigator:</i> I will acknowledge what was shared and show empathy for the emotional impact this may be having on the participant. If they are willing, I will encourage them to seek support from the relevant source Having a sense of awareness of this risk will offer me the opportunity to pause the process and to do reflection before starting/continuing the process of data gathering I will ensure that these are held in public spaces for my own safety and to mitigate any unfounded accusations of harm imposed on a participant <i>(this box should expand as you type)</i>
7	University/institutional risks	

	For example: adverse publicity, financial loss, data protection		
	Risk to University: Bring the university into disrepute by acting unlawfully/inappropriately <i>(this box should expand as you type)</i>	How will you mitigate the Risk to University: As I will not only be representing myself in this research, but as introduction offer the participants insight into my association with the University of Wales, it will be incumbent of me to act in a manner that is exemplary and that models the value of the university <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?	☐	☒	☐

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? Participants that show a keen interest for feedback will be provided with feedback in the form of a summarised email on the broader aspects of the findings, especially as it pertains to their area of interest. Their 'interest', I will gather at our 'Meet & Greet' session when I share the principle aspects of the research project with them and in turn enlist their participation therein. <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. A letter / email will be sent to each of the targeted or identified potential participants. This will include - the purpose of the research; the scope of their involvement pertaining to the length of time required for them to complete interviews and/or surveys and the scope of their input, that being, their lived experiences in relation to the research topic. Should they agree to participate, they will be asked to sign the document and return it electronically. On the next occasion that they receive a questionnaire electronically for completion, the front page will direct them to tick the 'Consent Granted' box before they can gain access to the actual questionnaire. <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. Based upon the manner that I will structure the research, all the participants will be known to me. I will be in possession of their personal contact details and would know them by face as I intend conducting Zoom sessions or where applicable, Covid-19 regulation abiding, in person. As I am not part of any of these organisations or have no direct power of influence over their careers /standing within their companies, I do not see this as a conflict of interest. What I will design into the questionnaire for diaries submitted and any other documents exchanged with them or the university, names will be replaced with labels (Participant A,B or 1,2) Where the Coaching School/s prefer that I reference them by name, I will get their written consent to do so. (They may see the inclusion of the name of their institution as personal benefit for them)

	(this box should expand as you type)
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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 pertains to the consent forms as noted in Section I above. Only the institutions who explicit ask to be mentioned and do so in writing will be named in my final submission together with their consent letters (this box should expand as you type)		
3	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' –</i> (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),	X	☐
4	If YES, provide a description of the special category data and explain why this data needs to be collected:		
	This information will not be EXPLICITEDLY gathered and the questionnaire or interviews will not reference or allude to any of the Special category data as noted in 'a-h' above. However, considering the nature of the legacy of the unfair practices that Apartheid, an institutionalised system of white minority rule in South Africa with its oppression and segregation laws against their Black community, it cannot be ruled out that aspects of this culture still lingers in the mind and practices of individual leaders within organisations. This may spill out in the interview or the responses to the questionnaire. While it may be important to the individuals, it is a very sensitive and complex problem, so I would be drafting and managing the interviews in awareness that this does not become the 'elephant in the room' as it is not central to the purpose, aim and objective of this research topic/project. (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:		
	<i>I am a sole proprietor and my electronic devices are not linked in any way to other servers or systems. Information will be emailed to me or I will draw data from the interviews which will be recorded on my personal computer. A separate category entitled MA in Professional Practice has been set up with folders that are password protected. To ensure that info is not lost due to equipment failure (laptop hard drive etc.), I have bought an external hard drive to back up this data. This will be stores in a locked cabinet in my home office which is also locked when not in use. At the conclusion of this project and after submission and feedback from the University of Wales, the information gathered will be destroyed</i> <i>(this box should expand as you type)</i>		
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?	☒	☐
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):		
	<i>I am a sole proprietor and my electronic devices are not linked in any way to other servers or systems. Information will be emailed to me or I will draw data from the interviews which will be recorded on my personal computer. A separate category entitled MA in Professional Practice has been set up with folders that are password protected. To ensure that info is not lost due to equipment failure (laptop hard drive etc.), I have bought an external hard drive to back up this data. This will be stores in a locked cabinet in my home office which is also locked when not in use. At the conclusion of this project and after submission and feedback from the University of Wales, the information gathered will be destroyed</i> <i>(this box should expand as you type)</i>		
25	List all who will have access to the data generated by the research activity:		

	Only myself as principle researcher <i>(this box should expand as you type)</i>		
26	List who will have control of, and act as custodian(s) for, data generated by the research activity:		
	Only myself as principle researcher <i>(this box should expand as you type)</i>		
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.		
	<i>I am a sole proprietor and my electronic devices are not linked in any way to other servers or systems. Information will be emailed to me or I will draw data from the interviews which will be recorded on my personal computer. A separate category entitled MA in Professional Practice has been set up with folders that are password protected. To ensure that info is not lost due to equipment failure (laptop hard drive etc.), I have bought an external hard drive to back up this data. This will be stores in a locked cabinet in my home office which is also locked when not in use. At the conclusion of this project and after submission and feedback from the University of Wales, the information gathered will be destroyed</i> <i>(this box should expand as you type)</i>		
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)		
	Data will not be stored in the UWTSD Research Data Repository <i>(this box should expand as you type)</i>		
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:	David Edward Smith	Date: 13 April 2021

For STUDENT Submissions:

32	Director of Studies/Supervisor:	Nick Samuel	Date: 14/4/2021
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