

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.

SECTION A: About You (Principal Researcher)

1	Full Name:	Level Five Students – Academic Discipline of Psychology and Counselling			
2	Tick all boxes that apply:	Member of staff:	☐	Honorary research fellow:	☐
	Undergraduate Student	☒	Taught Postgraduate Student	☐	Postgraduate Research Student
3	Institute/Academic Discipline/Centre:	Institute of Education and Humanities: Psychology and Counselling			
4	Campus:	IQ, SA1, Swansea			
5	E-mail address:	Stacey.coleman@uwtsd.ac.uk - supervisor			
6	Contact Telephone Number:				
For students:					
7	Student Number:				
8	Programme of Study:				
9	Director of Studies/Supervisor:	Stacey Coleman			

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	☐		
Institute Research Committee		☐			
Other (write in) – External Examiner		☒	01/09/23		

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, location-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. You may add rows to this table if needed.
1	UWTSD Research Ethics & Integrity Code of Practice ☒
2	UWTSD Research Data Management Policy ☒
3	UWTSD Student Code of Conduct ☒
4	BPS Code of Human Research Ethics (2021) ☒
5	BPS Code of Ethics and Conduct (2021) ☒

SECTION D: External Collaborative Research Activity

If there are external collaborators then you should gain consent from the contact persons to share their personal data with the university. If there are no external collaborators then leave this section blank and continue to section E.

1	Institution					
2	Contact person name					
3	Contact person e-mail address					
4	Is your research externally funded?	YES	☐	NO	☐	
5	Are you in receipt of a KESS scholarship?	YES	☐	NO	☐	
6	Are you specifically employed to undertake this research in either a paid or voluntary capacity?	Voluntary	YES	☐	NO	☐
7		Employed	YES	☐	NO	☐
8	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	☐
9	Has 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

10	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 (this may be a copy of an email if appropriate).					

SECTION E: Details of Research Activity

1	Indicative title:	The effect of affective traits on memory for emotion-induced stimuli			
2	Proposed start date:	23 rd November 2023	Proposed end date:	February 2028	
	Introduction to the Research (maximum 300 words per section) Ensure that you write for a <u>Non-Specialist Audience</u> when outlining your response to the 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 <u>Existing Research</u> 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>				
3	Purpose of Research Activity The purpose of this research study is to engage with and complete a Level Five module assessment task. This will involve designing and conducting a research study to collect data, and then analysing and writing up the findings for a quantitative research report. (this box should expand as you type)				
4	Research Question Do [affective traits] have an effect on memory recall for emotion-induced stimuli? <i>Note: students on this programme are required to choose one appropriate affective trait based upon existing knowledge and literature. This can include, but is not limited to, emotional intelligence, neuroticism, extraversion, emotional regulation, self-esteem, etc.</i> (this box should expand as you type)				
5	Aims of Research Activity The aim of the research activity is to design and create an experimental study to collect data to explore the research question above. (this box should expand as you type)				
6	Objectives of Research Activity A range of affective traits have been proposed to have an effect on memory recall, and particularly participants' recall of emotion-induced words.				

Emotional Intelligence / Emotional regulation:

Individuals scoring high on an assessment of trait emotional intelligence (TEI) have been shown to recall significantly more positive emotional words than those with lower TEI (Mavrou, 2021), with Lea et al. (2018) proposing that this is due to people with high TEI preferentially, yet unconsciously, attending to positive emotional stimuli more readily than negative stimuli. This study also reported that participants preference of positive stimuli was consistent across three of the main facets of EI; namely, emotionality, self-control, and well-being. Conversely, however, Toyota (2011) had previously reported that individuals with higher EI show greater recall for neutral stimuli. This study will, therefore, explore recall of positive, neutral, and negative stimuli in the form of words taken from the Affective Norms for English Words (ANEW; Bradley & Lang, 1999).

Bradley, M. M., & Lang, P. J. (1999). Affective norms for English words (ANEW): *Instruction manual and affective ratings*. Technical Report C-1, The Center for Research in Psychophysiology, University of Florida.

Lea, R. G., Qualter, P., Davis, S. K., & Pérez-González, J. C. (2018). Trait emotional intelligence and attentional bias for positive emotion: An eye tracking study. *Personality and Individual Differences*, **128**, 88–93. <https://doi.org/10.1016/j.paid.2018.02.017>

Mavrou, I. (2021). Emotional intelligence, working memory, and emotional vocabulary in L1 and L2: Interactions and dissociations. *Lingua*, 257(10308), 1-19. <https://doi.org/10.1016/j.lingua.2021.103083>

Toyota, H. (2011). Individual differences in emotional intelligence and incidental memory of words, *Japanese Psychological Research*, 53(3), 213-220. <https://doi-org.ezproxy.uwtsd.ac.uk/10.1111/j.1468-5884.2011.00467.x>

Personality factors:

Neuroticism is a personality trait that is related to emotionality, vulnerability, and worry (Davey & Tallis, 1994; Muris et al., 2005). Norris et al. (2019) concluded that neuroticism moderates the recall of negative stimuli, particularly in the case of false recognition of negative versus positive material. Given its association with the tendency to negatively interpret situations and stimuli, and in combination with the idea that the display of negative information garners much higher levels of attention (Ohman et al., 2011; negativity bias), it is expected that individuals who are high in neuroticism will recall significantly more negatively-induced than positively-induced words.

Davey, G. C., & Tallis, F. E. (1994). *Worrying: Perspectives on theory, assessment and treatment*. John Wiley & Sons.

Muris, P., Roelofs, J., Rassin, E., Franken, I., & Mayer, B. (2005). Mediating effects of rumination and worry on the links between neuroticism, anxiety and depression. *Personality and Individual Differences*, 39, 1105–1111. <https://doi.org/10.1016/j.paid.2005.04.005>

Norris, C. K., Leaf, P. T., & Fenn, K. M. (2019). Negativity bias in false memory: Moderation by neuroticism after a delay. *Cognition and Emotion*, 33(4), 737-753. <https://doi.org/10.1080/02699931.2018.1496068>

Öhman, A., Flykt, A., & Esteves, F. (2001). Emotion drives attention: Detecting the snake in the grass. *Journal of Experimental Psychology: General*, 130, 466–478. <https://doi.org/10.1037/0096-3445.130.3.466>

(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. You do not need to justify the methods here, but should instead describe how you intend to collect the data necessary for you to complete your project.

To measure memory recall, the Superlab experimental programme will be used to create a task allowing participants to view and record recalled words. A series of 60 words in total will be chosen from the ANEW (Bradley & Lang, 1999); 20 positive, 20 neutral; and 20 negative words. These words will be chosen based upon their length and valence score. For example, all words will be two syllables long and the valence score per trial (emotion-condition) will be based upon the representation of positive, neutral or negative valence words. Positive words, for example, will be required to have a valence mean of between 7 and 9, negative words will have a valence mean of between 1 and 3, and neutral words will have a valence score between 4.5 and 5.5.

There will be three trials that make up this part of the study: negative, positive and neutral words. Within each trial, the 20 words will be presented to participants at a rate of two seconds per word, with an inter-stimulus interval (ISI) presented for 400ms between each word. Once all 20 words have been displayed, participants will be asked to engage in a distraction task (for example, "please think of where you were the last time you rode a bike") for a period of 1 minute. Once a minute has elapsed (this will automatically be counted within Superlab), participants will be asked to record as many of the words they have just seen that they can remember within the free-text box provided.

Within this part of the study, each of the 20 words will be randomised within each trial, and each new participant will be exposed to a randomised version of the three trials to ensure appropriate counterbalancing of conditions.

To assess [1. *emotional intelligence* / 2. *personality factors*], a validated scale will be used.

The Schutte Self-report Emotional Intelligence Test (SSEIT; Schutte et al., 1998) may be used to collect data on emotional intelligence in participants. This questionnaire contains 33 items such as "I can tell how people are feeling by listening to the tone of their voice". Each item is scored on a 5-point Likert scale anchored between 1 = Strongly Disagree to 5 = Strongly Agree. Total scores on the scale can range between 33 and 165, with higher scores indicating higher levels of emotional intelligence. For the purpose of analysis, participants will be categorised into 'low' or 'high' EI based upon the calculated mean score once all data has been collected.

The Big Five Inventory (BFI; John et al., 1991) may be used to assess personality traits. The full BFI contains 44 items that measure the five factors of personality: Extraversion, Neuroticism, Openness to experience, Conscientiousness, and Agreeableness. Depending upon the factor/factors being explored, somewhere between eight and 17 items may be included. Each item within the BFI is scored on a 5-point Likert scale anchored between 1 = Strongly Disagree to 5 = Strongly Agree. Higher scores per personality factor indicate higher levels of that factor (e.g., higher extraversion implies higher levels of sociability, higher neuroticism indicates lower emotional stability, etc). For the purpose of analysis, participants will be categorised into 'low' or 'high' based upon the calculated mean score once all data has been collected for the chosen trait (or traits) being explored.

John, O. P., Donahue, E. M., & Kentle, R. L. (1991). *The Big Five Inventory--Versions 4a and 54*. Berkeley, CA: University of California, Berkeley, Institute of Personality and Social Research.

John, O. P., Naumann, L. P., & Soto, C. J. (2008). Paradigm shift to the integrative Big Five trait taxonomy: History, measurement, and conceptual issues. In O. P. John, R. W. Robins, & L. A. Pervin (Eds.), *Handbook of personality: Theory and research* (pp. 114-158). New York, NY: Guilford Press.

	Schutte, N.S., Malouff, J.M., Hall, L.E., Haggerty, D.J., Cooper, J.T., Golden, C.J., et al. (1998). Development and validation of a measure of emotional intelligence. <i>Personality and Individual Differences</i> , 25, 167-177. (this box should expand as you type)
	Location of research activity Identify all locations where research activity will take place.
8	Psychology labs, IQ building, SA1 campus (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. If you live in the country where you will do the research then please state this.
9	N/A (this box should expand as you type)

10	Use of documentation not in the public domain: Are any documents <u>NOT</u> publicly available?	NO	☒
		YES	☐
11	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 the current data protection law of the country in question and that of England and Wales. (this box should expand as you type)		

	Does your research relate to one or more of the seven aims of the Well-being of Future Generations (Wales) Act 2015?	YES	NO
12	A prosperous Wales	☐	☒
13	A resilient Wales	☐	☒
14	A healthier Wales	☐	☒
15	A more equal Wales	☐	☒
16	A Wales of cohesive communities	☐	☒
17	A Wales of vibrant culture and thriving Welsh language	☐	☒
18	A globally responsible Wales	☐	☒
19	If YES to any of the above, please give details: (this box should expand as you type)		

SECTION F: Scope of Research Activity

	Will the research activity include:	YES	NO
1	Use of a questionnaire or similar research instrument?	☒	☐
2	Use of interviews?	☐	☒
3	Use of focus groups?	☐	☒
4	Use of participant diaries?	☐	☒
5	Use of video or audio recording?	☐	☒
6	Use of computer-generated log files?	☐	☒
7	Participant observation with their knowledge?	☐	☒
8	Participant observation without their knowledge?	☐	☒
9	Access to personal or confidential information without the participants' specific consent?	☐	☒
10	Administration of any questions, test stimuli, presentation that may be experienced as physically, mentally or emotionally harmful / offensive?	☐	☒
11	Performance of any acts which may cause embarrassment or affect self-esteem?	☐	☒
12	Investigation of participants involved in illegal activities?	☐	☒
13	Use of procedures that involve deception?	☐	☒
14	Administration of any substance, agent or placebo?	☐	☒
15	Working with live vertebrate animals?	☐	☒
16	Procedures that may have a negative impact on the environment?	☐	☒
17	Other primary data collection methods. Please indicate the type of data collection method(s) below.	☒	☐
	Details of any other primary data collection method: Superlab will be used to create an experimental task to display the emotion-induced words and allow participants to recall the words they are able to remember. (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

If there are no participants then do not complete this section, but go directly to section H.

	Who are the intended participants:	YES	NO
1	Students or staff at the University?	☒	☐

2	Adults (over the age of 18 and competent to give consent)?	☐	☒
3	Vulnerable adults?	☐	☒
4	Children and Young People under the age of 18? (Consent from Parent, Carer or Guardian will be required)	☐	☒
5	Prisoners?	☐	☒
6	Young offenders?	☐	☒
7	Those who could be considered to have a particularly dependent relationship with the investigator or a gatekeeper?	☐	☒
8	People engaged in illegal activities?	☐	☒
9	Others. Please indicate the participants below, and specifically any group who may be unable to give consent.	☐	☒
	Details of any other participant groups: (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?		
10	How many participants are expected?	A minimum of 30 participants are expected to take part to conduct the required analysis (this box should expand as you type)
11	Who will the participants be?	Participants will be students currently enrolled on a Psychology related degree programme within the Centre for Psychology and Counselling at the University of Wales Trinity Saint David (this box should expand as you type)
12	How will you identify the participants?	The study will be advertised through the Experiment Management System (EMS). Students can then voluntarily sign-up to take part in the study if they wish. (this box should expand as you type)

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

19	With questionnaires, will you give participants the option of omitting questions they do not want to answer?	☒	☐	☐
20	Will you tell participants that their data will be treated with full confidentiality and that, if published, it will not be identifiable as theirs?	☒	☐	☐
21	Will you debrief participants at the end of their participation, in a way appropriate to the type of research undertaken?	☒	☐	☐
22	If NO to any of above questions, please give an explanation			
Participant consent will be gained online via Qualtrics. Participants will be asked to agree with a set of statements to provide consent instead of signing a physical form. <i>(this box should expand as you type)</i>				

	Information for participants:	YES	NO	N/A
24	Will participants be paid?	☐	☒	☐
25	Is specialist electrical or other equipment to be used with participants?	☐	☒	☐
26	Are there any financial or other interests to the investigator or University arising from this study?	☐	☒	☐
27	Will the research activity involve deliberately misleading participants in any way, or the partial or full concealment of the specific study aims?	☐	☒	☐
28	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.							
1	<table border="1"> <tr> <td>Full risk assessment completed and appended?</td> <td>Yes</td> <td>☐</td> </tr> <tr> <td></td> <td>No</td> <td>☒</td> </tr> </table>	Full risk assessment completed and appended?	Yes	☐		No	☒
Full risk assessment completed and appended?	Yes	☐					
	No	☒					
2	Risks to participants For example: sector-specific health & safety, emotional distress, financial disclosure, physical harm, transfer of personal data, sensitive organisational information						
	<table border="1"> <tr> <td> Risk to participants: - The words used and being presented during the research may unexpectedly induce strong emotions in participants. - Whilst the risk of using an assessment of [emotional intelligence / personality], the </td> <td> <i>How you will mitigate the risk to participants:</i> - All 60 words used within the study will be taken from the Affective Norms for English Words (ANEW) and will be signed off by the research supervisor prior to data collection commencing. Participants will be fully informed of the purpose of the study and the procedure of the study. - The [EI / personality] scale used will be validated scale that has been used widely in research studies. In accordance with the </td> </tr> </table>	Risk to participants: - The words used and being presented during the research may unexpectedly induce strong emotions in participants. - Whilst the risk of using an assessment of [emotional intelligence / personality], the	<i>How you will mitigate the risk to participants:</i> - All 60 words used within the study will be taken from the Affective Norms for English Words (ANEW) and will be signed off by the research supervisor prior to data collection commencing. Participants will be fully informed of the purpose of the study and the procedure of the study. - The [EI / personality] scale used will be validated scale that has been used widely in research studies. In accordance with the				
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	scale being used may be negatively received by participants, and participants may decline to respond to some questions within the scale. <i>(this box should expand as you type)</i>	BPS Code of Human Research Ethics (2021), participants will be informed that they will be required to complete an emotional intelligence / personality questionnaire. They will also be informed that they can decline to respond to any question they wish, and this will not affect their overall participation. If they wish to withdraw from the study once they see the questions, they will be able to do so by closing the browser and informing the researcher that they no longer wish to proceed. <i>(this box should expand as you type)</i>
3	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>	
4	Risks to the investigator For example: personal health & safety, physical harm, emotional distress, risk of accusation of harm/impropriety, conflict of interest	
	Risk to the investigator: 1. Researcher emails will be provided to participants. Therefore, a potential risk could be the researcher receiving negative or unwelcome emails from a participant. 2. The student researchers may find themselves being asked for information outside of their scope of knowledge as an undergraduate student. 3. There is the potential for the student researcher to be accused of harm/impropriety if the participant feels they are not happy about something that has taken place during the research. <i>(this box should expand as you type)</i>	<i>How you will mitigate the risk to the investigator:</i> 1. Only university student email address will be provided, and not personal ones. If the researcher does receive any unwelcomed emails from a participant, this will be reported to the research supervisor (module lead) immediately. 2. Any queries sent to the researchers that they are unable to deal with will be passed on to the research supervisor (module lead). 3. It will be ensured that the student researcher follows all UWTSD and BPS researcher codes of conduct and research guidelines, and the study will not take place until all elements have been approved by the supervisor (module lead). <i>(this box should expand as you type)</i>

5	University/institutional risks For example: adverse publicity, financial loss, data protection		
	Risk to the University: 1. The reputation and integrity of UWTSD and the discipline of Psychology could be endangered if researchers do not adhere to codes of ethics and research protocols. 2. Data could be exposed, leaked or used for other purposes. (this box should expand as you type)	How you will mitigate the risk to the University: 1. The University Ethics and Integrity Code of Practice and the BPS Code of Ethics and Conduct will be followed at every stage of the proposed study to minimise any potential risks to the Institution from arising. Professionalism will always be exhibited by all researchers. 2. The data collected will be stored in accordance with UWTSD Research Data Management (RDM) rules and only used for the intended purpose, in compliance with ethical guidelines set out by UWTSD Research Ethics & Integrity Code of Practice policy and British Psychological Society (BPS) code of ethics. To minimise any risk to UWTSD and the psychology department, all collected data will be stored securely and initially saved on the Psychology laboratories' computers. Electronic data transfer will only occur on anonymised data. (this box should expand as you type)	
6	Environmental risks For example: accidental spillage of pollutants, damage to local ecosystems		
	Risk to the environment: Data collection will take place within the psychology labs, therefore there is the risk of spillage occurring on the equipment in this area. Printing of materials. (this box should expand as you type)	How you will mitigate the risk to environment: Participants will be reminded that no food or drink is to be taken into the lab area. Researchers will limited printing of materials – the information sheet and consent form will be displayed to participants via Qualtrics, and the debrief information will be displayed at the end of the Superlab task. A debrief form will be sent to participants via the EMS to keep for their own records following completion of the study. (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	

7	Does your research require you to hold a current DBS Certificate?	☐	☐	☒
8	If YES, please give the certificate number. If the certificate number is not available please write "Pending"; in this case any ethical approval will be subject to providing the appropriate certificate number.			

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 will be informed of the full aim of the study at the end of the study and this will be displayed via Superlab. Following completion of the study, the debrief form will be sent electronically to participants via the EMS for them to keep for their own records. <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.
	An information sheet outlining the requirements of the participant to take part in the study will be displayed via Qualtrics. This will include information on the measures being used and data being collected. If participants are happy to proceed, they will be taken to the consent form where they will be asked to respond to a series of statements to provide informed consent to take part in the study. If they do not select all the consent options with a 'yes' response, they will be unable to progress with the study and will instead be directed to a page indicating that they have not provided consent and cannot continue with the study. <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.
	Participants data will be kept confidential and each participant will be assigned with a random and unique ID number so that responses on Qualtrics and those provided by responding in the memory recall task can be combined for the purpose of analysis. <i>(this box should expand as you type)</i>

SECTION J: Data Protection and Storage

	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
1	"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. Any video or audio recordings of participants is considered to be personal data.	x	☐

	If YES, provide a description of the data and explain why this data needs to be collected:		
2	Data on participant age and gender will be collected as this forms a standard reporting measure in psychology reports within the participant subsection of the method. According to the UWTSD Research Data Management Policy, this constitutes personal data. However, these data will be not be attached to any identifying data about the participant. In addition, these data are collected only for the purpose of providing descriptive data and upon completion of data collection a mean age score will be calculated and aggregate data on gender will be used. <i>(this box should expand as you type)</i>		
	Does it involve special category data (as defined by the GDPR)?	YES	NO
3	“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),	☐	☒
	If YES, provide a description of the special category data and explain why this data needs to be collected:		
4	N/A <i>(this box should expand as you type)</i>		

	Will data from the research activity (collected data, drafts of the thesis, or materials for publication) be stored in any of the following ways?	YES	NO
5	Manual files (i.e. in paper form)?	☐	☒
6	University computers?	☒	☐
7	Private company computers?	☐	☒
8	Home or other personal computers?	☒	☐
9	Laptop computers/ CDs/ Portable disk-drives/ memory sticks?	☒	☐
10	“Cloud” storage or websites?	☒	☐
11	Other – specify:	☐	☒
12	For all stored data, explain the measures in place to ensure the security of the data collected, data confidentiality, including details of backup procedures, password protection, encryption, anonymisation and pseudonymisation:		
	Qualtrics will be used to collect data on [emotional intelligence / personality] and so this data will be stored on the cloud storage until the point it is required to be downloaded for analysis. To access Qualtrics, one lead researcher will have to provide a password and so the data will remain confidential. Data gathered using Qualtrics is licensed to Yr Athrofa, with all identifying information, such as IP address and GPS position, disabled prior to data collection in compliance with the ethical principles set forth by the British Psychological Society for Internet Mediated Research (2021). Once downloaded from Qualtrics, the raw data will be saved to SPSS and this will be saved within a private Microsoft Teams group to enable sharing of data with everyone in the research group. Data collected via Superlab (memory recall task) will initially be stored on the computers within the psychology labs but will be transferred using a memory stick to the researchers’ own devices at the end of each data collection period. The data will then be deleted from the lab		

	computer to maintain confidentiality. Draft and final copies of the research report will be stored on researchers' personal devices. (this box should expand as you type)
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Data Protection			
	Will the research activity involve any of the following activities:	YES	NO
13	Electronic transfer of data in any form?	☒	☐
14	Sharing of data with others at the University outside of the immediate research team?	☐	☒
15	Sharing of data with other organisations?	☐	☒
16	Export of data outside the UK or importing of data from outside the UK?	☐	☒
17	Use of personal addresses, postcodes, faxes, emails or telephone numbers?	☐	☒
18	Publication of data that might allow identification of individuals?	☐	☒
19	Use of data management system?	☐	☒
20	Data archiving?	☐	☒
21	If YES to any question, please provide full details, explaining how this will be conducted in accordance with the GDPR and Data Protection Act (2018) (and any international equivalents, where appropriate): In accordance with the GDPR, Transfer of data from Qualtrics to SPSS spreadsheets will only be carried out with anonymised data and transferred between researchers via Microsoft Teams cloud sharing. Superlab data will require transfer from the lab computers to the researchers' own devices, and this will be done at the end of each data collection period using a memory stick. At the end of the project all electronic data will be stored by the UWTSD Psychlabs team and then destroyed once the module assessment has been reviewed by the end of year examination board. (this box should expand as you type)		
22	List all who will have access to the data generated by the research activity: Stacey Coleman [level five group members] (this box should expand as you type)		
23	List who will have control of, and act as custodian(s) for, data generated by the research activity: Stacey Coleman (this box should expand as you type)		
24	Give details of data storage arrangements, including security measures in place to protect the data, where data will be stored, how long for, and in what form. Will data be archived – if so how and if not why not. Data stored initially on Qualtrics will be accessible only by the lead researcher with a password known only to them. Once ready for analysis, the data will be downloaded in its raw form and saved to an SPSS file on the researchers' devices within a password protected folder. To enable sharing of the data, Microsoft Teams will be used for each research group to share data. As this is a module experiment that is not expected to produce research-standard data, it does not require archiving for public use nor does it require to be maintained for a period required for data in the public domain. Therefore, after review of the materials by the External Examiners regarding the		

	research reports produced by each student, and after the experiment assessment has been reviewed by the appropriate examination board, the data will be destroyed (in all but exceptional circumstances this will then mean within 10 months of data collection).		
	<i>(this box should expand as you type)</i>		
25	Please indicate if your data will be stored in the UWTSD Research Data Repository (see https://researchdata.uwtsd.ac.uk/). If so please explain. <i>(Most relevant to academic staff)</i>		
	N/A <i>(this box should expand as you type)</i>		
26	Confirm that you have read the UWTSD guidance on data management (see https://www.uwtsd.ac.uk/library/research-data-management/)	YES	☒
27	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	☒

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/		
1	Signature of applicant:		Date:

For STUDENT Submissions:

2	Director of Studies/Supervisor:	Stacey Coleman – module lead	Date: 09.10.23
3	Signature:		

For STAFF Submissions:

4	Academic Director/ Assistant Dean:		Date:
5	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 (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.

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/>

Appendices

Information sheet

Centre for Psychology and Counselling
SA1 Campus

Swansea

Study Information Sheet

This document provides key information regarding the study and provides details about what will be expected of you as a participant. Therefore, please read this information carefully before providing consent to take part.

The purpose of this study is to explore the effect of [emotional intelligence / personality] on the recall of different types of stimuli. The aim of the study is to determine whether individuals who score highly on a measure of [emotional intelligence / personality] will be better able to recall certain types of words.

During this study you will be required to do the following:

- Fill out an online demographic questionnaire asking you for basic demographic information.
- Completing a measure of [emotional intelligence / personality]
- Taking part in a task that assesses memory recall. You will be shown three sets of words and asked to recall as many words as you can per set.

At the end of the study you will be provided with the study debrief.

If you have any questions or concerns about this study, please contact the research supervisor Stacey Coleman on stacey.coleman@uwtsd.ac.uk.

If you are happy to take part in this study, please click the button below to direct you to the consent form for the study.

If you feel you want to leave the study, you can do so at any time by closing the browser on your computer or notifying the researcher. Once the study has ended you will be asked if you want your data to be saved as part of the study. If you agree, then your data will be anonymised and therefore untraceable to later delete. If you do not wish for your data to be used, please ensure you inform the researcher.

Study Consent Form

I understand that this research study is being carried out by a group of 2nd year Psychology Students for the purpose of a module assessment, and that taking part in this study will involve completing a questionnaire assessing emotional intelligence and taking part in a computer-based task where I will view a variety of different words.

I understand that this study will take approximately 20 minutes to complete.

I understand that participation in this study is voluntary, and I am free to withdraw participation at any time during or before the end of the study without giving a reason.

I understand that once I complete the study my data will remain confidential and will not be traced back to me as a code will be assigned in place of my name and unique EMS identification number. The data collected will be stored indefinitely in accordance with the Data Protection Act.

I am aware that if I have concerns about the study, I can contact the researchers at any time during or after the study on **put names and University emails of group members here** or the module lead Stacey Coleman on (stacey.coleman@uwtsd.ac.uk), should I have any concerns.

I also understand that at the end of the study I will be provided with a debrief form.

Please tick the boxes below to confirm:

☐ I am aged 18 years of age or over

☐ I understand I can withdraw at any time without penalty

☐ I understand my data will be held confidentially with a code assigned in place of my name

☐ I understand all the above information on this consent form

☐ I consent to taking part in this study

Study Debrief Sheet

The effect of emotional intelligence on memory recall for emotion-induced words

Thank you for taking part in this study.

The aim of this study was to **[insert aim here]**. We specifically wanted to explore whether individuals with higher levels of emotional intelligence were better able to recall **[positive/negative/neutral?]** words. Previous research, such as that conducted by **[insert ref]** has suggested that level of emotional intelligence can have an impact on the recall of emotion-induced stimuli, and words were chosen in this study to induce positive and negative emotions in participants, as well as neutral words used as a control condition.

If you wish to withdraw your data from the study you must tell the researcher now. After this point, all of your data will remain confidential, and we will not trace it back to you.

If taking part in this study has raised any questions, please speak to the researchers or contact the academic supervisor Stacey Coleman: stacey.coleman@uwtsd.ac.uk

Thank you once again for taking time to participate in this study.

Level Five Students

List Name and student email address of all researchers in the group here

BSc Psychology

BSc Psychology and Counselling

University of Wales Trinity Saint David, Swansea