

APPLICATION FOR ETHICAL APPROVAL – INTRODUCTORY NOTES

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**:

"[C]reative 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 (academic staff or support staff);
- Individuals holding honorary title from the University;
- Postgraduate research students;

In all of these cases ethical review is required regardless of discipline.

The individual undertaking the research activity is known as the **lead researcher**.

Ethical approval is not required for routine audits, performance reviews, quality assurance studies, testing within normal educational requirements, and literary or artistic criticism.

For most projects you will only need to complete sections in the main part of the form. A few projects will need more detailed ethical consideration and will need you to fill in sections in an appendix. At some points in this form you will be asked questions about your research in the following way:

1	Does your research involve <<something specific>>?	YES	Click to continue to appendix <<N>>	NO	Continue to the next section
2	Have you completed appendix <<N>>?	YES	☐	NO	☐

Clicking in the appropriate box will take you to the appropriate location in the text. At the end of each appendix is a box. Clicking on this will return you to the question that originally took you to the appendix.

Return to the main form

NB These clickable links will only work if you are editing the document in the desktop version of Word, not the browser version. Please download and save the form before editing it.

Guidance notes are provided as comments or as text **IN GREEN** throughout this form. Please ensure that the comments are removed and that the green text is replaced by your own text or removed as appropriate BEFORE submitting this form.

Please ensure that you have read the UWTSD Research Ethics and Integrity Policy and the UWTSD Research Data Management Policy BEFORE submitting this form.

APPLICATION FOR ETHICAL APPROVAL

SECTION A: About You (Lead Researcher)

1	Full Name:	Nusrat Jahan Jeba			
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 Management and Health			
4	Campus:	UWTSD Swansea Business Campus			
5	E-mail address:	2508904@student.uwtsd.ac.uk			
6	Contact Telephone Number:	07487816558			
7	Project Title	Flexible Working as a Strategic HR Mechanism: A Qualitative Study of Wellbeing and Job Satisfaction among First-Generation Bangladeshi Finance Professionals in English SMEs			
8	Proposed Start Date	15/04/2026	Proposed End Date	01/08/2026	
For students:					
9	Student Number:	2508904			
10	Programme of Study:	Doctorate of Business Administration			
11	Director of Studies/Supervisor:	Dr. Caroline Jawad			

SECTION B: Grant or Contract Funding

1	Has your research been awarded, applied for, or intend to apply for external funding?	YES	Click to continue to appendix 1	NO	Continue to the next section
2	Have you completed appendix 1?	YES	☐	NO	☒

SECTION C: Internal and External Ethical Guidance Materials

Ethical Guidance Documents		
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 Policy	☒
2	UWTSD Research Data Management Policy	☒
3	UWTSD Open Access Publications Policy	☒
4	UWTSD Export Control Policy	☒
5	UWTSD Trusted Research and Innovation Policy	☒
	<i>Required if Appendix 8 completed</i>	
	<i>Required if research is taking place outside the UK</i>	

6	British Academy of Management (BAM) Code of Ethics and Standards	☒
7	Chartered Institute of Personnel and Development (CIPD) Research Ethics Guidance	☒

SECTION D: External Collaborative Research Activity

1	Does your research involve collaborating partners at another institution or organisation?	YES	Click to continue to appendix 2	NO	Continue to the next section
2	Have you completed appendix 2?	YES	☐	NO	☒

SECTION E: Details of Research Activity

Aims, Vision and Approach of the Research (maximum 200 words per section)	
Please outline what are you hoping to achieve with your proposed work and how will you deliver it?	
1	Research aims and objectives Aim The aim of this study is to critically examine flexible working as a strategic HR mechanism within English SMEs by exploring how first-generation Bangladeshi finance professionals, with professional experience in Bangladesh, interpret and experience work-time flexibility in relation to their earlier institutional socialisation. Research Objectives 1. To explore how first-generation Bangladeshi finance professionals interpret and make meaning of flexible working arrangements within English SMEs, examining how prior professional socialisation in Bangladesh shapes these interpretations. 2. To examine how flexible working arrangements influence perceived wellbeing among participants through the psychological mechanisms of autonomy, competence and relatedness, as theorised by Self-Determination Theory. 3. To critically analyse whether flexible working is experienced as a genuine strategic HR mechanism or as a symbolic organisational practice within SME contexts. Research Questions 1) How do first-generation Bangladeshi finance professionals interpret flexible working arrangements in English SMEs in light of their prior professional socialisation in Bangladesh? Purpose: To explore how participants construct meaning around flexible working within English SMEs, and to examine how prior professional socialisation in Bangladesh shapes these interpretations through an identity-based lens. 2) In what ways do flexible working arrangements influence perceived autonomy, competence and relatedness among participants? Purpose: To investigate the psychological mechanisms through which flexible working arrangements affect wellbeing, drawing on Self-Determination Theory's core constructs of autonomy, competence and relatedness. 3) How do participants perceive the strategic intent and organisational effectiveness of flexible working policies within their SMEs? Purpose: To examine whether flexible working is experienced as a genuine strategic HR mechanism or as a symbolic organisational practice within SME context

(this box should expand as you type)

2 Vision

Problem Statement

Despite extensive research establishing flexible working as a strategic mechanism for employee wellbeing, scholarship has overwhelmingly presumed culturally homogeneous workforces and universally shared interpretations of autonomy. This assumption is critically ill-suited to contemporary UK labour markets, where skilled migration increasingly diversifies the professional workforce.

First-generation Bangladeshi finance professionals entering English SMEs bring prior institutional socialisation formed within distinct managerial and cultural work-time regimes in Bangladesh. How these professionals interpret autonomy-oriented flexibility—and whether such arrangements function as intended across this population—remains empirically unknown.

Without this understanding, SMEs risk implementing HR practices that operate differently than designed across culturally diverse teams, potentially undermining both employee wellbeing and the strategic objectives flexibility policies are intended to achieve. This study addresses this gap by examining how prior professional socialisation shapes migrant professionals' experiences of flexible working and its consequences for wellbeing and job satisfaction.

Theoretical Framework-

Primary Framework: Self-Determination Theory (SDT)

Self-Determination Theory posits that wellbeing and intrinsic motivation are shaped by satisfaction of three fundamental psychological needs: autonomy, competence and relatedness. Autonomy refers to perceived volition and self-direction; competence to effectiveness and mastery; and relatedness to meaningful social connection. Flexible working arrangements are frequently framed as mechanisms that enhance autonomy and thereby improve wellbeing. However, SDT emphasises that need satisfaction is contingent on subjective interpretation rather than structural provision alone.

Secondary Framework: Warr's Vitamin Model

Warr's Vitamin Model conceptualises occupational wellbeing as shaped by environmental job features, including opportunity for control, skill use, clarity, externally generated goals and interpersonal contact. These job characteristics function analogously to vitamins: certain levels promote wellbeing, while deficiency or excess may produce adverse effects.

The research addresses a critical conceptual blind spot within organisational behaviour scholarship by examining how flexible working—a strategic human resource mechanism—is interpreted and experienced by first-generation Bangladeshi finance professionals working within English SMEs. As UK labour markets become increasingly diverse through skilled migration, understanding how culturally and institutionally heterogeneous workforces respond to autonomy-oriented HR practices has never been more important. It advances current understanding by challenging the implicit assumption within flexible working research that autonomy, discretion and time control are universally interpreted concepts. While extensive literature documents associations between flexible working and wellbeing outcomes (Agnolett, 2024; Brulin et al., 2023), these studies largely presume culturally homogeneous workforces. By centring the experiences of migrant professionals whose prior institutional socialisation occurred within distinct regulatory, managerial and cultural work-time regimes in Bangladesh, this research interrogates whether flexible working functions as uniformly autonomy-enhancing across diverse professional populations.

The study also generates new knowledge at the intersection of three under-explored areas: strategic HRM in SME contexts, migrant professional identity reconstruction, and occupational wellbeing among skilled migrants. By integrating Self-Determination Theory (Ryan & Deci, 2017) with Warr's Vitamin Model and workplace acculturation scholarship, the research develops a layered explanatory framework that connects environmental job conditions, psychological need satisfaction and culturally mediated meaning-making processes.

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3 Approach

Research Design

Philosophical Position:

The study adopts an interpretivist epistemological position, recognising that flexible working is socially constructed and that wellbeing outcomes are mediated through subjective meaning-making processes.

Sampling Strategy-

Participants must:

- Be first-generation Bangladeshi migrants
- Have a minimum of two years' professional finance experience in Bangladesh
- Currently work in an SME in England
- Have at least two years of UK professional experience

SMEs are defined in accordance with UK standards as organisations employing fewer than 250 people, with an annual turnover not exceeding £25.9 million and a balance sheet total not exceeding £12.9 million {Under UK law (Companies Act 2006)}.

Sampling Feasibility:

Access will be facilitated through Bangladeshi professional networks in England & alumni associations. Snowball sampling will be employed to access this specialised population. Preliminary mapping of professional networks indicates active Bangladeshi finance communities in major English cities, supporting recruitment feasibility. An estimated sample of 6 participants is anticipated, sufficient for interpretive depth while allowing analytical exploration of variation across prior experience and residency duration.

Data Collection:

Data will be collected through semi-structured interviews designed to explore interpretations of flexibility, prior work-time socialisation and perceived wellbeing outcomes. Interview questions will probe environmental job features, psychological need satisfaction and identity negotiation processes.

Data Analysis:

Data will be analysed using reflexive thematic analysis, moving from descriptive accounts of flexible working experiences to interpretive themes relating to autonomy, environmental job features and migrant identity reconstruction. Analytic memos will document theoretical integration between SDT, Warr's model and acculturation constructs.

(this box should expand as you type)

4 Location of research activity

Identify all locations where research activity will take place.

All primary data collection will take place in England and Wales, where participants reside and work. Participants are first-generation Bangladeshi finance professionals employed in English SMEs, with many residing in Cardiff and surrounding areas. Interviews will be conducted either:

- 1) In person at locations convenient and comfortable for participants (e.g., private meeting rooms, quiet public spaces, or UWTSD Swansea or Cardiff Campus facilities)
- 2) Via Microsoft Teams (using University licensed accounts) for participants who prefer remote participation or are located outside Wales

(this box should expand as you type)

5	Will any of your research be undertaken outside of the UK?	YES	Click to continue to appendix 3	NO	Continue to the next section
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6	Have you completed any of appendix 3?	YES	☐	NO	☒
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SECTION F: Research Methods

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

SECTION G: Research Participants

Research participants include people who will be taking part in your research as providers of research data (e.g. being interviewed, answering questionnaires, or doing user testing of hardware or software). This includes animal participants.					
1	Does your research involve human or non-human participants?	YES	Continue this section	NO	Click to continue to section N

Participant numbers and source		
How will you ensure an appropriately convened sample group in order to meet the aims of the research? Give details for subgroups separately, if appropriate. How will any potential pitfalls, for example dual roles or potential for coercion, be addressed?		
1	How many participants will be recruited and how was the number decided upon?	There will be six (06) participants. The sample size of 6 participants was determined based on the interpretive qualitative nature of the study and its specific sampling criteria. As the research targets a highly specialised population-first-generation Bangladeshi finance professionals with prior professional experience in Bangladesh who now work in

		English SMEs-the eligible population is necessarily limited. In reflexive thematic analysis, sample sizes of 6 participants are considered sufficient for generating rich, interpretive depth when participants possess relevant experiential expertise (Braun & Clarke, 2021). This sample size enables detailed idiographic exploration of meaning-making processes while allowing analytical examination of variation across participants' prior experience, residency duration and organisational contexts. The focus is on interpretive depth and theoretical insight rather than statistical generalisability, making 6 participants appropriate for achieving the study's aims. <i>(this box should expand as you type)</i>
2	Who will the participants be?	Participants will be first-generation Bangladeshi migrants who meet the following inclusion criteria: i) Minimum of two years' professional finance experience in Bangladesh ii) Currently working in a small or medium-sized enterprise (SME) in England iii) At least two years of UK professional experience iv) Self-identify as first-generation migrants from Bangladesh <i>(this box should expand as you type)</i>
3	How will you identify the participants?	Participants will be identified through purposive sampling through Bangladeshi professional networks and community organisations in Cardiff and surrounding areas. Access will be facilitated through: · Bangladeshi professional associations and alumni networks · Community organisations and cultural associations serving the Bangladeshi diaspora in South Wales · Professional networking platforms (e.g., LinkedIn) targeting Bangladeshi finance professionals in the UK · Snowball sampling: initial participants will be invited to suggest other eligible individuals within their professional networks <i>(this box should expand as you type)</i>
4	Will you be excluding any groups of people, and if so what is the rationale for that?	• Finance professionals without prior work experience in Bangladesh • Second-generation or British-born • Those with less than two years' UK professional experience • Finance professionals working in large organisations <i>(this box should expand as you type)</i>
5	Will the research involve any element of deception? If yes, please describe why this is necessary and whether participants will be informed at the end of the study	NO. The research involves no element of deception. Participants will be fully informed about the purpose of the study, the nature of their participation and how their data will be used. The participant information sheet will clearly explain the research aims, interview procedures, data handling practices and their rights. Informed consent will be obtained prior to any data collection and participants may withdraw at any time without consequence. <i>(this box should expand as you type)</i>

6	Describe whether participants will be able to withdraw from the study, and up to what point (eg if data is to be anonymised). If withdrawal is not possible, after a certain point, explain why not.	Participants will be able to withdraw from the study at any time without providing a reason and without penalty. Participants may withdraw their data up to 30 days after their interview date. After this point, data will have been anonymised and incorporated into analysis and withdrawal may no longer be possible. This timeframe will be clearly stated in the Participant Information Sheet and Consent Form.
7	How long will the participant have to decide whether to take part in the research?	Potential participants will be given a minimum of 7 days from receipt of the participant information sheet to decide whether they wish to participate. Additional time will be accommodated upon request <i>(this box should expand as you type)</i>
8	What arrangements have been made for participants who might have difficulties understanding verbal explanations or written information, or who have particular communication needs that should be taken into account to facilitate their involvement in the research?	The following arrangements will be made to ensure accessibility and inclusive participation: 1. Language clarity: All participant information sheets, consent forms and interview materials will be written in clear, plain English, avoiding unnecessary jargon or complex terminology. 2. Explanation opportunity: Prior to the interview, participants will have the opportunity to ask questions and seek clarification about any aspect of the research. 3. Researcher's language skills: The researcher shares Bengali language capability with participants. Should any participant prefer to discuss aspects of the research or clarify understanding in Bengali, this can be accommodated during pre-interview discussions. However, interviews will be conducted in English as participants are professionally active in UK finance contexts where English is the working language. <i>(this box should expand as you type)</i>

SECTION H: Research with Vulnerable People

1	Are your participants classed as vulnerable people?	YES	Click to continue to appendix 4	NO	Continue to the next section
2	Have you completed appendix 4?	YES	☐	NO	☒

SECTION I: Research Involving Animals

1	Are your participants non-human animals?	YES	Click to continue to appendix 5	NO	Continue to the next section
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2	Have you completed appendix 5?	YES	☐	NO	☒
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SECTION J: Research with the Prison Service or the Probation Service

1	Are your participants staff or offenders within the Prison Service or the Probation service?	YES	Click to continue to appendix 6	NO	Continue to the next section
2	Have you completed appendix 6?	YES	☐	NO	☒

SECTION K: Health and Social Care Research

1	Are your participants selected due to their health or social care needs?	YES	Click to continue to appendix 7	NO	Continue to the next section
2	Have you completed appendix 7?	YES	☐	NO	☒

SECTION L: Types of Personal Data

Personal Data		YES	NO
Does the research activity involve personal data (as defined by the General Data Protection Regulation 2016 and the Data Protection Act 2018)?			
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 and transcription of such are considered to be personal data. If you ticked YES, provide a description of the data and explain why this data needs to be collected:	☒	☐
The research will collect the following personal data: - Biographical information: Job title, organisational role, years of experience, department. Justification: Essential for contextualising participant responses and enabling purposive sampling across hierarchical levels. - Audio recordings of interviews. Justification: Required for accurate transcription and analysis of participant narratives; enables reflexive thematic analysis. - Professional contact details (email). Justification: Necessary for scheduling interviews and member checking activities. For remote interviews conducted via Microsoft Teams, recordings will be processed through University-licensed accounts with data stored in UK/EU data centres in compliance with UWTSD's data protection policies.			

All personal data is essential for achieving the research objectives and will be processed in accordance with GDPR principles of lawfulness, fairness, transparency, purpose limitation, data minimisation, accuracy, storage limitation and integrity.

(this box should expand as you type)

Special Category Data		YES	NO
Does the research involve the processing of special category data (as defined by the General Data Protection Regulation 2016 and the Data Protection Act 2018)?			
2	Racial or ethnic origin	☒	☐
3	Political opinions	☐	☒
4	Religious or philosophical beliefs	☐	☒
5	Genetic, biometric or health data	☐	☒
6	Sex life or sexual orientation	☐	☒
7	Trade union membership	☐	☒
If you ticked YES to any of questions L2-L7, provide a description of the data and explain why this special category data needs to be collected to support the research and that it is in the public interest to do so:			
8	This study collects data on racial and ethnic origin (Bangladeshi ethnicity) because it is inherent to the sampling criteria. The research specifically examines first-generation Bangladeshi finance professionals to understand how prior professional socialisation within Bangladeshi work contexts shapes interpretation of flexible working in UK SMEs. Ethnic origin is not merely demographic background but is analytically relevant to the study's core research questions, which explore culturally embedded interpretations of autonomy, time discipline, and hierarchical relationships. The processing of this special category data is justified under Article 9(2)(j) of UK GDPR as it is necessary for archiving purposes in the public interest, scientific or historical research purposes, with appropriate safeguards in place. These safeguards include: · Explicit consent obtained from participants · Strict anonymisation of all data · Secure storage with access limited to the researcher · Data used only for the specified research purposes Collecting this data is essential to the research aims and cannot be achieved through alternative means that exclude ethnic origin, as the study's entire premise is founded on understanding the experiences of this specific population. <i>(this box should expand as you type)</i>		
9	Please describe how the research has been designed to gather the minimum amount of personal data necessary for the specified research purpose:		
The Data Protection Act (2018) requires you to collect as little personal data as possible. Explain how your project has been designed to do this. Highlight what data will be collected and what will NOT be collected. The research design minimises potential for harm through: 1. Professional context: All data relates to participants' professional experiences in finance roles within English SMEs, not personal or sensitive life circumstances. 2. Organisational anonymisation: Company names and identifying characteristics will be masked, protecting participants from any organisational repercussions. 3. Confidential participation: No individual-level reporting to organisations. 4. Voluntary participation: Participants can decline questions or withdraw without explanation.			

5. Secure processing: All data processed on encrypted devices with restricted access.
6. Member checking: Participants can review and amend their contributions before final analysis

(this box should expand as you type)

10 Demonstrate that the processing is not likely to cause substantial damage or distress to individuals and that their interests will be safeguarded:

The research data will not be used to make any decisions affecting individual participants:

1. No employment decisions: Research findings will have no bearing on participants' employment status, performance evaluations, promotions, or workplace relationships.
2. Recruitment and dual-role transparency: Participants will be recruited through the researcher's existing professional networks in the Bangladeshi finance community in Cardiff. To address potential coercion concerns arising from this pre-existing relationship, the following safeguards are in place:

- Independent point of contact: Participants may contact the research supervisor (Dr. Caroline Jawad, caroline.jawad@uwtsd.ac.uk) independently to confirm their voluntary participation or raise concerns
 - No direct recruitment of subordinates: The researcher will not recruit anyone over whom they have direct authority or line management responsibility
 - Cooling-off period: A minimum of 7 days between receiving information and consenting
 - Explicit statement in PIS: "Your decision to participate or withdraw will have no impact on your professional relationship with the researcher"
 - Right to withdraw without explanation: Up to 30 days after interview
 - Separate consent process: Consent is obtained in writing before any data collection begins, with verbal reconfirmation at interview start
3. Academic purpose only: Data will be used exclusively for academic analysis, assignment completion, and scholarly publication.
4. Separation from commercial interests: The researcher has no financial or commercial relationship with participating organisations that could influence participant outcomes.
5. Explicit commitment: The consent form explicitly states that participation will not affect the participant's employment or professional standing.
These protections will be clearly communicated to participants before data collection begins.

(this box should expand as you type)

11 Demonstrate that the data will not be used to take any action or make decisions in relation to the individuals concerned:

Explain that your research will have no direct impact on your participants, for instance if it is educational research then no decisions about the student will be made on the basis of this data.

The data collected in this study will be used exclusively for research purposes and will not inform any decisions or actions affecting the individual participants themselves.

Specifically:

- i) No employment decisions: The research is independent of participants' employers. No data will be shared with employers, and no information from the study will influence participants' employment, performance evaluations, promotions or professional standing in any way.
- ii) No professional judgments: The study does not assess participants' competence, performance or suitability for their roles. It explores their subjective experiences and interpretations, not their professional capability.
- iii) No service provision decisions: The research does not inform eligibility for services, benefits, or any form of institutional assessment.
- iv) No individual profiling: Data will be analysed thematically across the participant group, not used to create individual profiles or make predictions about any participant.
- v) No onward sharing: Anonymised data will be retained securely in accordance with UWTSD's Research Data Management Policy for research integrity and audit purposes.
- vi) No individual-level data will be shared with third parties.

The research is educational in purpose, contributing to a doctoral thesis and potentially to academic knowledge. It is not evaluative, diagnostic or interventionist. Participants are contributing their experiences to generate understanding, not being assessed or judged. This will be made explicit in the participant information sheet and consent process.

(this box should expand as you type)

12 Data should be anonymised wherever possible, either at point of capture or once collated. If the data cannot be anonymised, and if pseudonymisation is not possible, demonstrate why that is possible. If special category data cannot be anonymised, explicit consent to share that data must normally be obtained.

Anonymisation – irreversibly removing all personal identifiers. Once data is fully anonymised GDPR no longer applies. Pseudonymisation – replacing personal identifiers with codes or fictitious names but having a separate key that allows re-identification if necessary. This provides improved privacy but does not exempt the data from GDPR regulations. Pseudonymisation is often used for longitudinal studies.

No data will be collected that allows identification of participants by third parties without access to the linking file.

(this box should expand as you type)

13	If special category data cannot be anonymised, will you obtain explicit consent to share that data?	YES	NO	N/A
		☒	☐	☐

SECTION M: Participant Information and Consent

Information for participants It is normally expected that those participating in research should do so having given their informed consent. If this is not appropriate or practical, explicit justification must be provided, in line with prevailing disciplinary conventions. Please note however, that informed consent to participate in the research is separate from consent to process (e.g. collect, analyse, store, reuse or share) personal data, as the University's lawful basis for processing personal data in research activities is part of its 'public task'.		YES	NO	N/A
1	Will you obtain written consent for participation?	☒	☐	☐
2	Will you describe the main research procedures to participants in advance, so that they are informed about what to expect?	☒	☐	☐
3	Will you tell participants that their participation is voluntary?	☒	☐	☐
4	Will you explain to participants that refusal to participate in the research will not affect their treatment or education (if relevant)?	☒	☐	☐
5	If the research is observational, will you ask participants for their consent to being observed?	☐	☐	☒
6	Will you tell participants that they may withdraw from the research at any time and for any reason?	☒	☐	☐
7	Will participants be made aware of how you will treat any information that may reasonably be considered as confidential?	☒	☐	☐
8	If your research requires your participants to sign up for a service provided by an external company or organisation will you inform them that their data may be stored and processed outside UWTSD?	☐	☒	☐
9	Will you give participants the UWTSD Privacy Notice for Research?	☒	☐	☐
If you have answered NO to any of questions M1-M9, please provide justification detailing why this is necessary for the research.				

10	Justify your decisions, particularly if written consent won't be obtained or if participants will not be fully informed in advance. whether participants will be required to sign up for a service provided by an external company or organisation. This does not apply to my research. Participants will not be asked to register with, sign up for, or use any external platforms, applications or services as part of this study. All interactions will be direct between researcher and participant, arranged via email or telephone, with interviews conducted either in person. Therefore, no data will be stored or processed by external third-party organisations, and this question is not applicable to my research design. Informed consent process for this study: Informed consent will be obtained through the following process to ensure participants are fully informed and their participation is voluntary: 1. Initial contact: Potential participants will receive a Participant Information Sheet via email at least 7 days before any data collection commences. This provides adequate time to consider participation, ask questions, and make an informed decision without pressure. 2. Information provision: The Participant Information Sheet will clearly explain: · Research purpose, aims, and objectives · What participation involves (interview duration, topics to be discussed, audio recording) · How data will be handled, stored, and protected · Confidentiality and anonymity measures · Participants' rights, including the right to withdraw at any time without consequence · Contact details for the researcher and supervisory team · The UWTSD Privacy Notice for Research will be provided or signposted 3. Consent documentation: Prior to interview, written consent will be obtained using a consent form that covers: · Confirmation that the participant has read and understood the Participant Information Sheet · Agreement to participate in the interview · Agreement to audio recording of the interview · Agreement to the use of anonymised quotations in the thesis and any publications · Acknowledgment that participation is voluntary · Understanding of withdrawal rights and the deadline for withdrawal 4. Ongoing consent: At the beginning of each interview, participants will be reminded of their rights, including that they may pause, skip any question, or withdraw at any time without providing a reason. Clarification on consent vs. data processing: It is important to note that consent relates specifically to participation in the research. The processing of personal data is undertaken under UWTSD's public task as a UK higher education institution, in accordance with UK GDPR. This distinction will be clearly explained in the Participant Information Sheet to ensure transparency. <i>(this box should expand as you type)</i>
	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 the research begins. If gaining consent in this way is inappropriate, explain how consent will be obtained and recorded.
11	Arrangements for informing participants: Potential participants will be informed about the research through a multi-stage process designed to ensure they have comprehensive information before deciding whether to participate: Stage 1: Initial approach When potential participants are identified through professional networks or snowball sampling, they will receive an initial email introducing the researcher and the study. This email will include the Participant Information Sheet (PIS) as an attachment and will explain that they are under no

obligation to participate. They will be invited to read the PIS and take at least 7 days to consider whether they wish to take part.

Stage 2: Participant Information Sheet content

The PIS will contain the following information in clear, accessible language:

- Research purpose, aims and objectives
- Why they have been invited to participate
- What participation involves (one interview, approximately 30-45 minutes)
- Topics to be discussed (flexible working experiences, wellbeing, job satisfaction)
- That the interview will be audio recorded
- How data will be handled, stored and protected
- Confidentiality and anonymity measures
- Their right to withdraw at any time without consequence
- Potential benefits and risks of participation
- How the research will be used (thesis, publications)
- Contact details for the researcher and supervisor
- The UWTSD Privacy Notice for Research (provided or signposted)
- Clear explanation that consent to participate is separate from the University's lawful basis for processing data under its public task

Stage 3: Opportunity for questions

Potential participants will be invited to contact the researcher or supervisor with any questions before deciding. They may ask for clarification by email, telephone, or an informal discussion if preferred.

Arrangements for obtaining consent:

Before the research begins:

- Written consent will be obtained using a consent form that participants will sign and return electronically or in person before the interview commences.
- The consent form will include specific tick-box items confirming understanding of each key aspect of participation.
- The researcher will check that the signed consent form has been received before any data collection begins.
- At the start of the interview, the researcher will verbally confirm that the participant has read the PIS, understands their rights and remains willing to proceed. This verbal confirmation will be captured on the audio recording as an additional safeguard.

Recording of consent:

- Signed consent forms will be stored securely, separately from interview data, on password-protected University systems.
- A record of when consent was obtained and by whom will be maintained.
- Participants will receive a copy of their signed consent form for their own records.

This approach ensures that consent is fully informed, freely given, and appropriately documented before any research activity commences.

Anonymised data will be retained securely in accordance with UWTSD's Research Data Management Policy for research integrity and audit purposes.

Data collected during this study may also contribute to the main doctoral thesis, in line with established qualitative research practice.

(this box should expand as you type)

Confidentiality: Confidential information refers to information that can be related to an identifiable individual, whether living or deceased, which is not in the public domain and which is given with the expectation that it will be kept confidential. Under Common Law when an individual entrusts a researcher or research team with confidential information, the team must handle this in line with 'reasonable expectations'. In other words, confidential information should only normally be shared when there would be 'no surprises' for the individuals concerned. Where participants would not expect the researcher to be sharing their confidential information with others, researchers can manage their expectations by informing them of their intentions (e.g. in the participant information sheet or during discussions about participation) and asking them if they are happy with these plans. They should understand what is being proposed and what this might mean for them, before they decide whether the researcher can share their confidential information with others.

Please detail how you will treat confidential information:

12	Technical measures •256-bit AES encryption for all digital data files •Password-protected devices with two-factor authentication •Secure institutional storage approved by UWTSD •Physical documents stored in locked cabinets •Access restricted to the researcher and supervisory team Retention and destruction •Identifiable data (including linking files and contact details) destroyed within 6 months of thesis completion •Audio recordings deleted after transcription verification •Fully anonymised data retained securely in accordance with UWTSD Research Data Management Policy for research integrity and audit purposes only •Data will not be deposited in any public or open-access repository <i>(this box should expand as you type)</i>
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Copies of any written consent form, written information and all other explanatory material should accompany this application. If you have included these then please list the documents included here.

13	Sample information sheets and consent forms are available from the Doctoral College Portal. Study Title: Flexible Working as a Strategic HR Mechanism: A Qualitative Study of Wellbeing and Job Satisfaction among First-Generation Bangladeshi Finance Professionals in English SMEs ID: 2508904 Supervisor(s): Dr. Caroline Jawad Institution: University of Wales Trinity Saint David — Swansea Business Campus Email: 2508904@student.uwtsd.ac.uk			
14	Consent form attached?	YES ☒	NO ☐	N/A ☐

SECTION N: Research with Potential Military Application

1	Does your research have any potential military application?	YES	Click to continue to appendix 8	NO	Continue to the next section
2	Have you completed appendix 8?	YES	☐	NO	☒

SECTION O: Use of Artificial Intelligence Tools

Use of generative AI and other AI-based tools		YES	NO	N/A
There are a number of ethical issues relating to the use of generative AI and other AI-based tools, including data security, output bias, and output errors. In general you should assume that any generative AI or other AI-based tool that you pay to use is more secure and accurate than one which is free to use.				
Will the research use AI tools to do any of the following:				
1	Capture data?	☐	☒	☐
2	Generate and/or edit text?	☒	☐	☐
3	Generate graphics?	☐	☒	☐
4	Generate video?	☐	☒	☐
5	Generate sound/music?	☐	☒	☐
6	Generate code?	☐	☒	☐
7	Generate synthetic data?	☐	☒	☐
8	Analyse data?	☐	☒	☐
9	Analyse personal or sensitive data?	☐	☒	☐
10	Classify data?	☐	☒	☐
11	Do you intend to use the free version of any AI tools?	☐	☒	☐
If you have answered YES to any of questions O1-O11, please provide justification detailing why this is necessary for the research.				
12	State which AI tool or tools you will be using, and where they are based (or store their data – you may need to check their webpages or user agreement for this). If you are planning to use Copilot then say if you're using the UWTSD version of it or the public version. You should also show how you are complying with current UWTSD guidance/policy of the use of AI. AI Tool: Microsoft Copilot (UWTSD licensed version) Location: Data processed in UK/EU data centres Purpose: Generative AI will be used for proofreading support only, specifically to check the researcher's own text for grammatical and syntactical errors, including translation verification between Bengali and English (if required). Justification: As the report will be written in English by a non-native speaker, AI-assisted proofreading helps ensure clarity and accuracy of academic writing. This use aligns with UWTSD guidance on acceptable AI use in research. Safeguards: Only the UWTSD-licensed version of Copilot will be used (not free public versions) No participant data or interview content will be processed through AI tools No research data will be input into AI systems All AI-generated suggestions will be critically reviewed by the researcher AI use will be transparently acknowledged in the thesis methodology Compliance: This use complies with UWTSD policy on AI in research and the PG2 declaration regarding Generative AI use for proofreading purposes only. <i>(this box should expand as you type)</i>			

Section P: Research Data Management Plan

1	Data Summary
This research will create and access the following types of data: Primary data: • Audio recordings of semi-structured interviews (6 interviews, 30-45 minutes each) captured either via digital recorder (in-person) or Microsoft Teams recording (remote) • Interview transcripts in Word documents • Translated key extracts in English (Word documents) if required • Reflexive research journal entries Data formats: • Academic literature and published reports Data formats: Audio files (MP3/WAV), Word documents (.docx), NVivo project files (.nvvp), PDF documents	
2	Responsibilities
Primary responsibility: Nusrat Jahan Jeba (Lead Researcher) Day-to-day data management and security Implementation of data protection protocols Data collection, storage, and processing Anonymisation procedures Compliance with GDPR. Supervisory oversight: Dr. Caroline Jawad (Director of Studies), (Supervisor) Review of data management practices Guidance on ethical data handling Approval of data sharing decisions UWTSD institutional responsibilities: Provision of secure data storage infrastructure Data protection guidance and support Oversight of data retention in accordance with UWTSD Research Data Management Policy	
3	Assessment of existing data
This research will generate primary qualitative data as there is no existing dataset that captures the specific experiences of first-generation Bangladeshi finance professionals in English SMEs in relation to flexible working. Existing data sources consulted: 1. Academic literature on flexible working, Self-Determination Theory, and Warr's Vitamin Model 2. UK government statistics on SME employment and migrant professionals 3. Existing qualitative studies on migrant professional acculturation Gap analysis: While existing literature establishes associations between flexible working and wellbeing outcomes, no existing dataset provides: i) In-depth qualitative accounts from first-generation Bangladeshi finance professionals in English SMEs	

ii) Exploration of how prior professional socialisation in Bangladesh shapes interpretations of autonomy-oriented HR practices
iii) Integration of SDT and Warr's Vitamin Model with migrant identity reconstruction

Therefore, primary data collection is essential to address these gaps.

4 Management and curation of data

Data organisation:

- Hierarchical folder structure by data type, organisation, and participant
- Consistent file naming convention: [OrgCode]_[ParticipantCode]_[DataType]_[Date]

Example: Org1_SM01_Interview_20260315

Documentation:

- Master spreadsheet tracking all data files, dates, and processing status
- Codebook for participant codes and organisation identifiers
- Interview protocol and topic guide versions

Preparation:

- Audio recordings checked for quality immediately after interviews
- Transcription completed within 30 days of interview – if required
- Back-translation verification for critical passages

5 Quality assurance of data

At point of collection:

- Audio equipment tested before each interview
- Interview recordings checked immediately for quality
- Field notes completed same day as data collection

During transcription:

- The researcher will transcribe all interviews verbatim in English
- If a participant uses Bengali phrases or code-switching, the researcher will:
 - Transcribe the original Bengali alongside an English translation in brackets
 - Example: "ami flexible working niye khub satisfied" (I am very satisfied with flexible working)
- No audio recordings or full transcripts will be shared with any third party
- Researcher verification of transcripts against audio recordings
- Participant member checking for accuracy

During analysis:

- NVivo audit trail for all coding decisions
- Regular supervisory review of coding framework
- Inter-coder reliability checks on sample transcripts
- Reflexive journal documenting analytical decisions

6 Short-term data storage

Primary storage: UWTSD-approved encrypted OneDrive

Backup: Encrypted external hard drive stored in locked cabinet

Working files on password-protected laptop with two-factor authentication

Access controls:

- Only researcher has access to identifiable data
 - Supervisory team access to anonymised data
- No data shared with participating organisations

Security measures:



•Strong passwords (minimum 16 characters) •Two-factor authentication enabled •Automatic screen lock after 5 minutes •Regular security updates •Antivirus software maintained	
7	Long-term data storage and preservation Data retention decisions: •Retained long-term (in accordance with UWTSD policy requirements for postgraduate research): •Fully anonymised interview transcripts •Anonymised thematic analysis outputs •Methodological documentation Justification: Enables future secondary analysis, supports research integrity verification and the research contributes to the knowledge base on flexible working as a strategic HR mechanism in SME contexts, specifically examining how first-generation migrant professionals interpret and experience autonomy-oriented workplace practices in relation to their prior institutional socialisation. Deleted within 6 months of thesis completion: •Audio recordings (after transcript verification) •Participant linking files •Contact details •Deanonymized field notes Storage location: •Secure institutional storage approved by UWTSD. •Data will not be deposited in an open or publicly accessible repository.
8	Documentation and metadata Documentation accompanying data: Research protocol and ethics approval documentation Interview topic guide and prompts Coding framework with definitions Participant information (anonymised demographics) Data collection timeline Analysis methodology notes Metadata standards: Dublin Core metadata for archived datasets Clear description of data collection methods Information about language and translation procedures Contextual information about non-UK technology sector Contextual documentation: Research diary entries providing analytical context Notes on cultural and organisational context Limitations and known issues with data quality All data, including Microsoft Teams interview recordings, will be stored on password-protected University OneDrive in compliance with UWTSD's data security policies. No data will be stored on personal devices beyond temporary encrypted storage during active collection.
9	Data sharing

	•Due to the organisationally sensitive nature of the data, the anonymised dataset will not be made publicly available. •Data will be retained securely for research integrity, examination, and audit purposes in accordance with UWTSD Research Data Management Policy. •No raw data, transcripts, audit recordings, or organisational documents will be shared externally. •Selected anonymised excerpts may be used in academic publications and conference presentations.
10	Copyright and intellectual property ownership
	Ownership: Copyright in original analysis: Nusrat Jahan Jeba (researcher) Organisational documents: remain property of participating organisations or the resource source if any participant would share. Interview data: researcher owns copyright in transcripts; participants retain moral rights Third-party IP: Participants retain all rights to internal documents shared for research purposes No background IP required from UWTSD or third parties No IP agreements required beyond standard confidentiality provisions Copyright and Licensing: No external licensing of research data is planned. Research data will not be distributed for reuse.
11	Resources
	Storage costs: i)UWTSD OneDrive (secure institutional storage): Included in institutional provision ii)Encrypted hard drives (x1): £80 (one-time purchase) Software: •NVivo: UWTSD institutional license •Microsoft Office: UWTSD institutional license •Encrypted software : No additional cost Long-term preservation: 1.Encrypted, access-restricted storage systems provided by UWTSD (no additional cost) 2.Data retained in accordance with UWTSD Research Data Management Policy requirements for postgraduate research Justification: •The proposed costs are proportionate to the scale and qualitative design of the study •Institutional resources are utilised wherever possible to ensure secure, compliant data storage and management •External services (e.g., transcription and translation verification) are essential to maintain data accuracy, linguistic integrity, and overall research quality

SECTION Q: Risk Assessment

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	Full risk assessment completed and appended?	YES ☐	NO ☒
Risks to participants, researchers, and the University			
2	Social risks: <i>disclosures that could affect participants standing in the community, in their family and their job.</i>	YES ☒	NO ☐
<i>Risk:</i> • Workplace repercussions – Participants may fear that their reflections on flexible working, job satisfaction, or workplace experiences could negatively affect their employment, professional relationships, or career progression if disclosed to employers or colleagues. • Community or family perceptions – As participants are recruited from Bangladeshi professional networks in Cardiff, there is a risk that involvement in the study or opinions expressed could become known within the community, potentially affecting social standing or family relationships. • Reputational concerns from critical views – Participants may worry that expressing critical views about Bangladeshi work culture or comparing it unfavourably to UK practices could be perceived negatively within their community. <i>(this box should expand as you type)</i>		<i>How will you address any risks?</i> • Anonymity guarantee: All data will be pseudonymised immediately after transcription. Participants' names, employers, and identifying details will be replaced with pseudonyms and generic descriptors. • Confidentiality assurance: Participants will be clearly informed (in PIS and verbally) that their participation will not be disclosed to their employers or any third party. • Secure data handling: All identifiable data will be stored separately from transcripts and accessible only to the researcher. • Informed consent: Participants will be explicitly told that no individual responses will be shared with anyone, including their organisation. • Reporting anonymity: Any quotes used in the thesis or publications will be attributed to pseudonyms only, with all contextual details anonymised. • Discretion in recruitment: Initial approaches will be made privately via email or direct message, not through public posts or forums that would identify potential participants. • Confidentiality between participants: Snowball sampling requests will ask initial participants to respect the confidentiality of anyone they refer. • Private interview settings: Interviews will be conducted in private, confidential locations, ensuring conversations cannot be overheard. • Data anonymisation: All identifiable information will be removed, ensuring that even within the community, participants cannot be identified from any outputs. • Clear communication: Participants will be advised not to share their own participation status with others if they have concerns about community visibility. • Reassurance of confidentiality: Participants will be assured that all views expressed are confidential and will be anonymised. • Non-judgmental approach: The researcher will adopt a neutral, curious stance, validating all perspectives without expressing personal views. • Participant control: Participants will be reminded they may decline to answer any question and may withdraw their data within the specified timeframe. • Contextual framing: The PIS will frame the research as exploring diverse experiences, not	

		making evaluative judgments about either cultural context.	
3	Legal risks: activities that could result in the participant, researchers and / or University committing an offence; activities that might lead to a participant disclosing criminal activity to a researcher which would necessitate reporting to enforcement authorities; activities that could result in a civil claim for compensation	YES	NO
		☒	☐
<i>How will you address any risks?</i> Risk: -Disclosure of illegal activity – Although unlikely in this professional context, a participant could disclose involvement in illegal activities (e.g., financial misconduct, tax evasion, immigration irregularities) during interview. -Data protection breach – Accidental loss or unauthorised access to personal data could breach UK GDPR and the Data Protection Act 2018, potentially leading to legal consequences or claims. -Defamation claims – Publication of quotes or findings that could be interpreted as damaging to identifiable individuals or organisations. -Breach of employment law or contract – Questions about employment experiences could inadvertently touch on legally protected matters or contractual obligations <i>(this box should expand as you type)</i>		Limits of confidentiality: The Participant Information Sheet and consent form will clearly state that confidentiality has limits and that disclosures of serious illegal activity or harm may need to be reported. • Pre-interview verbal reminder: At the start of each interview, the researcher will verbally remind participants of the limits of confidentiality. • Avoiding direct questioning: Interview questions will not ask about illegal activities; any such disclosure would be incidental. Secure storage: All data will be stored on password-protected University OneDrive, which meets University security standards. • Encryption: Any temporary storage on personal devices will be encrypted. • Access restriction: Only the researcher will have access to identifiable data; supervisor access limited to pseudonymised materials. • Data minimisation: Only essential personal data will be collected. • Pseudonymisation: All transcripts will be pseudonymised immediately after transcription. • Audio deletion: Audio recordings will be deleted once transcripts are verified. • Training: The researcher has completed required data protection training and will follow University policies. Anonymisation: All names, organisations, and identifying details will be removed from transcripts and publications. • Contextual generalisation: Specific details that could identify organisations will be generalised (e.g., "a financial services firm" rather than company name). • Participant review (if appropriate): Participants may be offered the opportunity to review their anonymised quotes before publication to ensure they are comfortable. • Supervisory review: All findings and publications will be reviewed by the research supervisor before submission. Question design: Interview questions will focus on subjective experiences and perceptions, not on	

		specific contractual terms or legally protected matters. • Participant discretion: Participants will be reminded they may decline to answer any question. • Confidentiality: No data will be shared with employers or any third party.	
4	Economic harm: financial harm to participant, researcher and / or University through disclosure or other event.	YES ☒	NO ☐
Risk: Low risk identified. Participants are not paid for participation, and the research does not involve financial transactions or commercially exploitable information. Interview time (30-40 minutes) represents minimal productivity impact for participants any concerned income. <i>(this box should expand as you type)</i>		How will you address any risks? -Flexible interview scheduling to minimise disruption to participants' work -Interviews conducted at times and locations convenient for participants -Clear communication of expected time commitment in advance -No financial incentives that could create economic pressure to participate	
5	Reputational risk: damage to public perception of University or the University / researchers' reputation in the eyes of funders, the research community and / or the general public.	YES ☒	NO ☐
Risk: -Perceived cultural insensitivity or misrepresentation – Findings could be seen as misrepresenting the Bangladeshi community if not handled with care. -Damage to University reputation if research is seen as ethically compromised. <i>(this box should expand as you type)</i>		How will you address any risks? Reflexive practice: Maintain reflexive journal to document how positionality shapes interpretations (as outlined in proposal). • Peer debriefing: Discuss emerging interpretations with supervisor to challenge assumptions. • Balanced reporting: Report both differences and similarities, avoiding over-generalisation. • Methodological rigour: Follow established qualitative standards with transparent analytical processes. Ethical approval: Study will not commence until full ethical approval is granted. • Supervisory oversight: Regular supervision ensures methodological rigour and ethical compliance. • Professional conduct: Follow UWTSD Research Ethics and Integrity Policy throughout.	
6	Safeguarding risks: Risk to young people, vulnerable adults and / or researcher from improper behaviour, abuse or exploitation. Risk to researcher of being in a compromising situation, in which there might be accusations of improper behaviour.	YES ☒	NO ☐
Risk: Lone working with participants – One-to-one interviews create potential for discomfort or		How will you address any risks? • Safe locations: In-person interviews in public but private settings (UWTSD campus, libraries, cafes), never in private homes. • Supervisor awareness: Inform supervisor of interview schedules (location, time, expected duration) and check in afterwards.	

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•Research focus on implementation practices, not workforce implications

•Questions about digital framed around knowledge sharing, not job replacement

•Participants reminded they can skip any questions

Political sensitivity management:

•Research design focuses on organisational learning, not policy critique

•Interview protocol avoids politically contentious topics

•Researcher trained to redirect if politically sensitive content emerges

•Findings framed in academic management terms

Researcher emotional impact – Hearing accounts of workplace difficulties could affect researcher.

• Supervisory debriefing: Regular supervision includes space to discuss emotional responses.

• Reflexive journaling: Process responses and separate personal reactions from analysis.

• Wellbeing resources: Access University wellbeing support if needed.

• Interview spacing: Schedule interviews with adequate breaks to avoid emotional fatigue.

(this box should expand as you type)

Health and safety risks			
8	Location hazards: for example: fire; visiting or working in participant's homes; working in remote locations and in high crime areas; overseas travel; hot, cold or extreme weather conditions; working on or by water. Also hazardous work locations, such as construction sites, confined spaces, roofs or laboratories. For overseas travel, researchers will need to check country / city specific information, travel health requirements and consider emergency arrangements as part of their research planning. In all cases the University's International Travel Policy must be followed.	YES	NO
		☐	☒
Risk: This is particularly required for projects that will include time spent in labs, workshops, or field sites, or that will include time spent on working sites with fluctuating sometimes unpredictable environmental and travel hazards. (this box should expand as you type)		How will you address any risks? Ideally a full risk assessment document should be submitted with this form. You can also include qualifications and training courses completed as appropriate.	
9	Activity hazards: for example: potentially mentally harmful activities; distressing and stressful work and content; driving; tripping or slipping; falling from height; physically demanding work; lifting, carrying, pushing and pulling loads; night time and weekend working.	YES	NO
		☐	☒
Risk: This is particularly relevant for projects that will involve exposure to emotionally (and sometimes unpredictable) challenging content, as well as physically demanding or potentially hazardous conditions. (this box should expand as you type)		How will you address any risks? Ideally a full risk assessment document should be submitted with this form. You can also include qualifications and training courses completed as appropriate.	
10	Machinery and equipment: for example: ergonomic hazards, including computer workstations and equipment; contact with electricity; contact with moving, rotating, ejecting or cutting parts in machinery and instruments; accidental release of energy from machines and instruments.	YES	NO
		☐	☒
Risk: This is particularly required for projects that will include time spent in labs or workshops, or that will include time spent on working sites where machinery is used. (this box should expand as you type)		How will you address any risks? Ideally a full risk assessment document should be submitted with this form. You can also include qualifications and training courses completed as appropriate.	

11	Chemicals and other hazardous substances: the use, production, storage, waste, transportation and accidental release of chemicals and hazardous substances; flammable, dangerous and explosive substances; asphyxiating gases; allergens; biological agents, blood and blood products.	YES	NO
		☐	☒
Risk: This is particularly required for projects that will include time spent in labs or workshops, or that will include time spent on working sites where chemical are used. <i>(this box should expand as you type)</i>		How will you address any risks? Ideally a full risk assessment document should be submitted with this form. You can also include qualifications and training courses completed as appropriate.	
12	Physical agents: for example: excessive noise exposure, hand-arm vibration and whole body vibration; ionising radiation; lasers; artificial optical radiation and electromagnetic fields	YES	NO
		☐	☒
Risk: This is particularly required for projects that will include time spent in labs or workshops, or that will include time spent on working sites where such systems are used. <i>(this box should expand as you type)</i>		How will you address any risks? Ideally a full risk assessment document should be submitted with this form. You can also include qualifications and training courses completed as appropriate.	
13	Environmental risks: for example: accidental spillage of pollutants, damage to local ecosystems	YES	NO
		☐	☒
Risk: This is particularly required for projects that will include time spent on working sites or where activities may impact habitats, heritage, or protected environments. <i>(this box should expand as you type)</i>		How will you address any risks? Ideally a full risk assessment document should be submitted with this form. You can also include qualifications and training courses completed as appropriate.	

SECTION R: Disclosure and Barring Service

Disclosure and Barring Service				
1	If the research activity involves children or vulnerable adults, a Disclosure and Barring Service (DBS) certificate must be obtained before any contact with such participants.	YES	NO	N/A
	Does your research require you to hold a current DBS Certificate?	☐	☒	☐
2	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 S: 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 Policy which is published on the website: https://www.uwtsd.ac.uk/research/research-ethics/
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1	Name of applicant	Nusrat Jahan Jeba
2	Electronic or written signature of applicant:	Nusrat Jahan Jeba
3	Date	19/04/2026
4	Name of Director of Studies	Dr. Caroline Jawad
5	Electronic or written signature of Director of Studies:	C. Jawad
6	Date	19/04/2026

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

1	☒	I have read the guidance notes supplied before completing the form.																
2	☒	I have completed all relevant sections of the form in full.																
3	☒	I have attached a copy of the Participant Information Sheet (PIS) or Consent Form																
4	☒	I have attached a completed copy of the Trusted Research and Innovation Checklist (where applicable)																
5	☐	I have attached a full risk assessment (where appropriate)																
6	☒	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																
7	☒	I understand that it is my responsibility to ensure that the above named research activity will meet the University's Research Data Management Policy																
8	☒	I understand that it is my responsibility to ensure that the above named research activity will meet the University's Research Export Control Policy																
9	☒	I understand that it is my responsibility to ensure that the above named research activity will meet the University's Open Access Research Policy																
10	I have completed the following appendices:	<table border="1"> <tr> <td>1</td> <td>☐</td> <td>2</td> <td>☐</td> <td>3</td> <td>☐</td> <td>4</td> <td>☐</td> </tr> <tr> <td>5</td> <td>☐</td> <td>6</td> <td>☐</td> <td>7</td> <td>☐</td> <td>8</td> <td>☐</td> </tr> </table>	1	☐	2	☐	3	☐	4	☐	5	☐	6	☐	7	☐	8	☐
1	☐	2	☐	3	☐	4	☐											
5	☐	6	☐	7	☐	8	☐											

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.



END OF MAIN FORM

APPENDIX 1 – Grant or Contract Funding

A1.1	Has your research been awarded external funding?	YES	☐	NO	☒
A1.2	Have you applied for funding / awaiting decision?	YES	☐	NO	☒
A1.3	Are you intending to apply for funding?	YES	☐	NO	☒
A1.4	Funding Body	N/A			
A1.5	Lead institution (grant holder)	N/A			
A1.6	If awarded, grant reference	N/A			
A1.7	If awarded, grant value	N/A			
A1.8	If awarded, start date and duration	N/A			

[Return to the main form](#)

APPENDIX 2: External Collaborative Research Activity

INSTITUTION 1					
A2.1	Name				
A2.2	Researcher name and position				
A2.3	Role in project (e.g. co-investigator)				
A2.4	Contact e-mail address				
A2.5	External Ethical Approval <i>Please detail the ethical approval required and arrangements for this partner. See Section 14 of the UWTSD Research Ethics and Integrity Policy. If approved, please supply confirmation.</i>	Obtained?	YES	NO	PENDING
			☐	☒	☐

INSTITUTION 2					
A2.6	Name				
A2.7	Researcher name and position				
A2.8	Role in project (e.g. co-investigator)				
A2.9	Contact e-mail address				
A2.10	External Ethical Approval <i>Please detail the ethical approval required and arrangements for this partner. See Section 14 of the UWTSD Research Ethics and Integrity Policy. If approved, please supply confirmation.</i>	Obtained?	YES	NO	PENDING
			☐	☒	☐

INSTITUTION 3					
A2.11	Name				
A2.12	Researcher name and position				
A2.13	Role in project (e.g. co-investigator)				
A2.14	Contact e-mail address				
A2.15	External Ethical Approval <i>Please detail the ethical approval required and arrangements for this partner. See Section 14 of the UWTSD Research Ethics and Integrity Policy. If approved, please supply confirmation.</i>	Obtained?	YES	NO	PENDING
			☐	☒	☐

Add additional collaborators as needed

[Return to the main form](#)

APPENDIX 3: Research Undertaken Outside of the UK

A3.1	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. Describe the measures you have taken to comply with these and provide evidence of approvals etc. If you live in the country where you will do the research then please state this. If you have a local research supervisor or research advisor then please give their contact details here.
If you are working outside the UK provide details of the location(s) in terms of country and city/town. Where you are working with organisations such as museums, schools, universities, or government departments include them here together with details of the contact person involved. Where there are specific local legal codes covering your research, e.g. for child protection or data protection, list them here and state how you will ensure that you comply with them. If you plan to work outside your home country then check your government's recommendations for the country in which you will be working. For the UK this information is available at https://www.gov.uk/foreign-travel-advice. It is also a good idea to make sure that you have the contact details of your nearest embassy or consulate in case of emergency. Travel insurance that covers working outside of your home country is recommended. <i>(this box should expand as you type)</i>	
A3.2	Responsible Research and Innovation If research is taking place overseas please refer to the UWTSD Trusted Research and Innovation Policy and complete the Trusted Research and Innovation Checklist and submit it with this form.
A3.3	Confirm that you have read the Trusted Research and Innovation Policy
☐	

If you are a postgraduate research student working with a research supervisor or research advisor at your local university then you do not need to fill in any more sections of this appendix.

If you are working in a research collaboration with an overseas partner please complete the remaining sections of this appendix.

[Return to the main form](#)

Organisational Details	
A3.4	Name of Organisation
A3.5	Country where organisation is based:
A3.6	Registration number and name of registration body (examples of relevant registration bodies are government, tax, corporation, charity, educational authority):
Contact INSPIRE for support on this section. <i>(this box should expand as you type)</i>	

A3.7	What is the legal status of the organisation? (for example: public university, private university, charity, private company, non-profit making company, government research organisation, independent research organisation) Please include the date of foundation. Note: We may be required to ask for evidence of this at a later stage.
Contact INSPIRE for support on this section. <i>(this box should expand as you type)</i>	
A3.8	Is your organisation affiliated to any other organisation? (i.e. is the organisation legally part of a larger organisation or a group of larger organisations).
Contact INSPIRE for support on this section. <i>(this box should expand as you type)</i>	
A3.9	Name(s) of investigators in the organisation who will be responsible for the collaborative research and innovation
<i>(this box should expand as you type)</i>	

About New Partners	
A3.10	Why does a partner want to work with you?
Contact INSPIRE for support on this section. <i>(this box should expand as you type)</i>	
A3.11	What are they expecting in return for their financial support or involvement?
Contact INSPIRE for support on this section. <i>(this box should expand as you type)</i>	

A3.12	Is the organisation associated with a country which may be viewed as hostile to the UK or one which has different democratic and ethical values from our own? If you have ticked YES, please briefly describe below how you will maintain the UK's democratic and ethical values within the research.	YES ☐	NO ☐
Contact INSPIRE for support on this section. <i>(this box should expand as you type)</i>			
A3.13	Has due diligence into the partner identified any involvement in research on behalf of the military or police with links to a hostile state? If you have ticked YES, please summarise below how you will prevent information from this research from being released to these organisations.	YES ☐	NO ☐
Contact INSPIRE for support on this section. <i>(this box should expand as you type)</i>			
A3.14	Set within the context of any information gained from due diligence, could your research be misused or have unintended applications which would be negative? If you have ticked YES, please summarise below how this might occur.	YES ☐	NO ☐
Contact INSPIRE for support on this section. <i>(this box should expand as you type)</i>			

A3.15	Are there any legal, regulatory or university policy constraints on undertaking your research with this partner? If you have ticked YES, please summarise these below.	YES	NO
		☐	☐

Contact INSPIRE for support on this section.

(this box should expand as you type)

A3.16	Having considered the answers to questions A3.10-A3.15, are there potential reputational or ethical risks to you or the university? If you have ticked YES, please summarise these risks below.	YES	NO
		☐	☐

Contact INSPIRE for support on this section.

(this box should expand as you type)

About Research Relationships		YES	NO
A3.17	Are the terms of any proposed Memorandum of Understanding (MoU) in keeping with the expectations of your department and university?	☐	☐
A3.18	Are you providing existing intellectual property (IP), research data, confidential or personally identifiable data to the project? If so, how is this going to be protected?	☐	☐

Contact INSPIRE for support on this section.

(this box should expand as you type)

A3.19	Who will own any IP that is generated?
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Contact INSPIRE for support on this section.

(this box should expand as you type)

A3.20	What plans do you have in place for protecting the resulting IP?
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Contact INSPIRE for support on this section.

(this box should expand as you type)

A3.21	What contractual requirements are you able to put in place to protect the interests of your academic institutions?
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Contact INSPIRE for support on this section.

(this box should expand as you type)

A3.22	What access will the research partner have to your IT network? If they do have access, what broader visibility might this provide?
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Contact INSPIRE for support on this section.

(this box should expand as you type)

A3.23	Is there any physical separation or protection required between research in similar fields?
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Contact INSPIRE for support on this section.

(this box should expand as you type)

About Existing Partners			
A3.24	Would proceeding with the research raise potential conflicts of interest with existing research partners? If you have ticked YES, please explain these conflicts below.	YES	NO
		☐	☐
Contact INSPIRE for support on this section. <i>(this box should expand as you type)</i>			
A3.25	Have you spoken with your existing partners about any potential conflict of interest? If you have ticked YES, please briefly summarise their response(s) below.	YES	NO
		☐	☐
Contact INSPIRE for support on this section. <i>(this box should expand as you type)</i>			
A3.26	Does any non-disclosure agreement for this project include an expectation that you will need to provide visibility to existing partners? If you have ticked YES, please explain below how this will be managed.	YES	NO
		☐	☐
Contact INSPIRE for support on this section. <i>(this box should expand as you type)</i>			
A3.27	Will this research breach any existing contractual agreements that you, your department or university already have? If you have ticked YES, please explain below how this will be managed.	YES	NO
		☐	☐
Contact INSPIRE for support on this section. <i>(this box should expand as you type)</i>			

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APPENDIX 4: Research with Vulnerable People

Will the research involve data processing involving the following data subjects:		YES	NO
A4.1	Children under 16	☐	☒
A4.2	Adults with learning disabilities	☐	☒
A4.3	Adults with other forms of mental incapacity or mental illness	☐	☒
A4.4	Adults in emergency situations	☐	☒
A4.5	Prisoners or young offenders	☐	☒
A4.6	Those who could be considered to have a particularly dependent relationship with the investigator, e.g. members of staff, students	☐	☒
A4.7	People who have not given their explicit consent to participate in the project	☐	☒
A4.8	People engaged in illegal activities	☐	☒
A4.9	Any other people who can be considered vulnerable in the context of this project	☐	☒
Please justify the inclusion of the above people (if applicable), explaining why the research cannot be conducted on non-vulnerable people.			
A4.10	Any inclusion of vulnerable people must be fully justified. (this box should expand as you type)		
Please give details of extra steps taken to assure the protection of vulnerable people participating in the research. You should describe any arrangements to be made for obtaining consent from a legal representative.			
A4.11	How will you protect your participants from any negative impacts caused by your research process? This might include physical or emotional harm or discomfort. If vulnerable participants will be giving consent themselves then explain the steps you will take to ensure that they are not coerced into giving consent. If consent is to be obtained from a legal representative then how will you identify the appropriate person? (this box should expand as you type)		
It is the researcher's responsibility to check whether a DBS check (or equivalent) is required and to obtain one if it is needed. Please confirm:			
A4.12	DBS Check required?	YES ☐	NO ☒
A4.13	DBS certificate obtained?	YES ☐	NO ☒
		N/A ☐	

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APPENDIX 5: Research Involving Animals

The use of animals in research is tightly governed and monitored by law and by the Home Office, specifically under the Animals (Scientific Procedures) Act 1986 and its accompanying codes of practice and processes. The Act regulates procedures that are carried out on protected animals for scientific or educational purposes that may cause pain, suffering, distress or lasting harm. Under the Act, a protected animal is 'any living vertebrate, other than man, and any living cephalopod'. The University does not hold a Home Office issued Establishment Licence and therefore researchers must ensure that any proposed work involving animals is either exempt from the Act or falls outside of its scope. Exempted research, for example involving routine veterinary practice or clinical veterinary research, may still require external ethical approval from the Royal Society of Veterinary Surgeons. When undertaking collaborative research involving animals, the UWTSD Research Ethics Committee must be assured that the partner institution(s) conform to the appropriate regulatory framework or legislation, and have approval from their local Research Ethics Committee. Any such work must follow the guidance of the National Centre for the Replacement, Reduction and Refinement of Animals in Research, known as the 3Rs. In all cases, advice must be sought from INSPIRE for any proposed research involving animals, either at UWTSD, or by research collaborators in partnership with UWTSD. This should be at the very early stages of research design, so that an appropriate due diligence exercise can be undertaken.

Will the research involve any work with any of the following animals (including observation in their natural habitat)		YES	NO
A5.1	Any living vertebrates, other than humans?	☐	☒
A5.2	Any living cephalopods?	☐	☒
A5.3	Has INSPIRE undertaken an initial due diligence exercise?	☐	☒
A5.4	Due diligence assessment appended to this application?	☐	☒

Please provide a summary of the due diligence exercise, noting arrangements for compliance with the necessary regulatory frameworks and legislation. Please append the full due diligence assessment from INSPIRE.

A5.5	Contact INSPIRE for support on this section. <i>(this box should expand as you type)</i>
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APPENDIX 6: Research with Staff or Offenders in Prison

Establishments and Probation Services

Research with staff and/or offenders in prison establishments, the Probation Service or within His Majesty's Prison and Probation Services requires additional approvals.			
Will the research involve any of the following?		YES	NO
A6.1	Staff in prison establishments	☐	☒
A6.2	Offenders in prison establishments	☐	☒
A6.3	The Probation Service	☐	☒
A6.4	His Majesty's Prison and Probation Services	☐	☒
All researchers wanting to conduct research with staff and/or offenders in prison establishments, the Probation Service regions or within HM Prison and Probation Service (HMPPS) Headquarters are required to formally apply for research approval to the HMPPS National Research Committee (NRC). Before doing so, INSPIRE must undertake an initial due diligence exercise. If you have not contacted INSPIRE, please do so immediately. If YES to any of the above, please confirm:			
A6.5	Has INSPIRE undertaken an initial due diligence exercise?	☐	☒
A6.6	Have you applied to the HMPPS National Research Committee (NRC)?	☐	☒
A6.7	Has HMPPS National Research Committee approval been granted? If yes, please append to this application.	☐	☒
A6.8	Due diligence assessment appended to this application?	☐	☒
Please provide a summary of the due diligence exercise, noting arrangements for compliance with the necessary regulatory frameworks and legislation. Please append the full due diligence assessment from INSPIRE.			
A6.9	Contact INSPIRE for support on this section. <i>(this box should expand as you type)</i>		

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APPENDIX 7: Health and Social Care Research

All health and social care research must have a sponsor as defined by the Health Research Authority UK Policy Framework for Health & Social Care. The University will under no circumstances act as the sponsor of health and social care research (i.e. that which requires approval by a NHS Research Ethics Committee). In all cases, therefore, an appropriate collaborating partner must lead the research. Any health and social care research therefore requires an initial due diligence exercise, which will be undertaken by INSPIRE. The purpose of the due diligence exercise is to ensure that the University has the capability to undertake the research, either independently or in collaboration with research partners. This will include advice on suitable collaborative arrangements and the appropriate involvement of UWTSD researchers in the proposed research study. This is likely to apply to the following areas:

Will the data processing involve:		YES	NO
A7.1	Participants who have been recruited on the basis of medical and health conditions, life stage or other physical or mental attribute.	☐	☒
A7.2	Participants who will engage in physical exercise, activity or exertion of any kind, or who use exercise equipment, assistive devices or other apparatus for the purposes of the research study. This includes interventions that are minimally invasive.	☐	☒
A7.3	Patients and users of the NHS (including NHS patients treated in the private sector).	☐	☒
A7.4	Individuals identified as potential participants because of their status as relatives or carers of patients and users of the NHS.	☐	☒
A7.5	Patients who are cared for in private and voluntary sector nursing homes.	☐	☒
A7.6	Confidential patient information.	☐	☒
A7.7	Clinical trial of a medicinal product or medical device.	☐	☒
A7.8	Access to organs or other bodily material of past and present NHS patients, or any material consisting of or containing human cells.	☐	☒
A7.9	Use of human tissue (including non-NHS sources) where the collection is not covered by a Human Tissue Authority licence.	☐	☒
A7.10	Foetal material and IVF involving NHS patients.	☐	☒
A7.11	The recently deceased under NHS care.	☐	☒
A7.12	NHS staff or premises.	☐	☒
A7.13	Practising midwives conducting a clinical trial.	☐	☒
A7.14	Investigational medicinal product.	☐	☒
A7.15	Medical devices that are not CE-marked or CE-marked medical devices that have been modified or are being used for a new purpose.	☐	☒
A7.16	Exposure to ionising radiation.	☐	☒
A7.17	Other health and social care related research.	☐	☒
<i>Please specify</i> Contact INSPIRE for support on this section. (this box should expand as you type)		☐	☒

Researchers proposing to work on projects involving health and social care research must check whether their study meets the HRA definition of research and whether it should undergo ethics review by a NHS Research Ethics Committee. If you have answered **YES** to any of questions A7.1-A7.17 then this is likely to be the case and sponsorship by a third party will be required. This can be checked via the Health Research Authority's Decision Tool : <https://www.hra-decisiontools.org.uk/research/>



A7.18	Does the research meet the HRA definition of research?	YES ☐	NO ☒	N/A ☐
A7.19	Is the Research being sponsored by a collaborating partner?	YES ☐	NO ☒	N/A ☐
A7.20	Has NHS ethics approval been granted?	YES ☐	NO ☒	N/A ☐
A7.21	Has INSPIRE undertaken an initial due diligence exercise?	YES ☐		NO ☒

Please provide a summary of the due diligence exercise, noting arrangements for compliance with the necessary regulatory frameworks and legislation. Please append the full due diligence assessment from INSPIRE. If you have not contacted INSPIRE, please do immediately.

A7.22	Contact INSPIRE for support on this section. <i>(this box should expand as you type)</i>
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A7.23	Have you been granted NHS ethical approval?	YES	Click to continue to Section R	NO	Return to the main form
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APPENDIX 8: Export Control for Research with Potential Military End

Uses

Export controls apply to the physical, electronic or oral transmission outside the UK of applied research, sensitive technology, software and equipment that could potentially be misused, either directly or indirectly, for military purposes. These legal controls are a serious obligation and UWTSD researchers must actively manage the risks of these being misused to fuel conflict, threaten national security, support terrorism and crime, violate human rights or proliferate Weapons of Mass Destruction. UWTSD's Export Control Policy provides a clear six step process to determine if your research is covered by export controls. Please complete the following screening to judge if you need to complete a full export control assessment. If you are in any doubt, then please contact INSPIRE. Any research in UWTSD involving the following high-risk areas must be screened.

Will the research involve:

Defence		YES	NO
A8.1	Military equipment and munitions	☐	☒
A8.2	Defence equipment, including satellites	☐	☒
A8.3	Technical data, including some border and port information	☐	☒
A8.4	Dual use research	☐	☒
Materials and Technologies		YES	NO
A8.5	Nuclear materials, facilities and equipment	☐	☒
A8.6	Chemicals, microorganisms and toxins	☐	☒
A8.7	Electronics design, development and production	☐	☒
A8.8	Computers	☐	☒
A8.9	Telecommunications	☐	☒
A8.10	Sensors and lasers	☐	☒
A8.11	Navigation and avionics	☐	☒
A8.12	Marine technology	☐	☒
A8.13	Composite materials	☐	☒
A8.14	Aerospace and propulsion	☐	☒
Sensitive Information		YES	NO
A8.15	Cryptology	☐	☒
A8.16	Counterterrorism	☐	☒
A8.17	Counternarcotics	☐	☒
A8.18	Cyber-related	☐	☒
A8.19	Non-proliferation	☐	☒
A8.20	Transnational criminal organisations	☐	☒

Genetic Resources		YES	NO
A8.21	Genetic material of actual or potential value	☐	☒
A8.22	Organisms, or parts thereof	☐	☒
A8.23	Populations (or organisms)	☐	☒
A8.24	Other biotic components of ecosystems	☐	☒
A8.25	Domesticated or cultivated species in which the evolutionary process has been influenced by humans	☐	☒

Will you be exporting military or dual-use technology, now or possibly in the future? This information may take many forms, including:		YES	NO
A8.26	Physical transfer of goods, technologies, material or equipment	☐	☒
A8.27	Blueprints	☐	☒
A8.28	Plans	☐	☒
A8.29	Diagrams	☐	☒
A8.30	Models	☐	☒
A8.31	Formulae	☐	☒
A8.32	Tables	☐	☒
A8.33	Engineering designs and specifications	☐	☒
A8.34	Manuals and instructions	☐	☒
A8.35	Software	☐	☒
A8.36	Know-how	☐	☒

Will your project transfer technology using any of the following physical methods?		YES	NO
A8.37	USB flash drives	☐	☒
A8.38	Portable hard drives	☐	☒
A8.39	Laptops	☐	☒
A8.40	Tablets	☐	☒
A8.41	Intangible forms by using electronic media, such as email, phone storage and cloud file sharing	☐	☒
A8.42	Physical exports	☐	☒

Will your project involve any of the following?		YES	NO
A8.43	Oral transfer by phone or videoconferencing or presentations	☐	☒
A8.44	Travelling overseas for any purpose, while unintentionally carrying any of the above.	☐	☒
A8.45	Will you be hosting foreign visitors?	☐	☒



If you answer YES to any of questions A8,1-A8.45 then you should complete a full export control assessment and append that to this application. Before doing this please contact INSPIRE who will advise further.		YES	NO
A8.46	Full export control assessment required?	☐	☒
A8.47	Full export control assessment completed?	☐	☒
A8.48	Full export control assessment appended?	☐	☒

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