

Ethics Requirements

The E1 Form

- Needs to be completed
- The final risk box **MUST** contain some text about how you will deal with any unforeseen risk that could emerge.
- On this form you must state that you will keep the data under password or lock and key protection.
- On this form you must state that you will destroy the data after a number of years – you can use three years as your timeline.

The Interviews

- The **Interview Release Form** is available on Moodle, it needs to be filled in by each participant and kept safe alongside your E1 form.
- **Your list of draft questions.** This should be a separate document and needs to be just five or six draft questions that you are planning to ask in your interviews.
- **The Participants Information Sheet.** This is a sheet that you create and then give to the people involved in your research which briefly explains the nature of your research. You can use the same wording for this as you use at the top of your questionnaire.

The Questionnaire

If you are also conducting a questionnaire, then you need to send in:

- **A draft copy of your questionnaire.** You may change this and it does not need to be all finalised, but should be a list of questions that you intend to include in the questionnaire.
- **The top of the questionnaire MUST contain** some ethical information, explaining the project, saying that people can withdraw and that their information will be anonymous.
- **The questionnaire MUST contain some method of gaining consent.** At the end of the top section you can put a check box asking do they consent for the data in the questionnaire to be used.

Final check list: It is essential, if you wish to complete the module, that you email all of this material to your module tutor by the date listed on the timetable.

1. E1 form.
2. Draft list of interview questions.
3. Participants information sheet.
4. Draft questionnaire with project/ethical statement and consent request at the top.