

## APPLICATION FOR ETHICAL APPROVAL

**In order for research to result in benefit and minimise risk of harm, it must be conducted ethically. A researcher may not be covered by the University's insurance if ethical approval has not been obtained prior to commencement.**

The University follows the OECD Frascati manual definition of **research activity**: "creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society, and the use of this stock of knowledge to devise new applications". As such this covers activities undertaken by members of staff, postgraduate research students, and both taught postgraduate and undergraduate students working on dissertations/projects.

The individual undertaking the research activity is known as the "principal researcher".

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

**Please read the notes for guidance before completing ALL sections of the form.**

**This form must be completed and approved prior to undertaking any research activity.** Please see Checklist for details of process for different categories of application.

**Delete the Guidance Notes at the end of the form BEFORE submitting your application**

### SECTION A: About You (Principal Researcher)

|                      |                                                |                                              |                                     |                               |                          |
|----------------------|------------------------------------------------|----------------------------------------------|-------------------------------------|-------------------------------|--------------------------|
| 1                    | Full Name:                                     | Katherine Elspeth Hayes                      |                                     |                               |                          |
| 2                    | Tick all boxes which apply:                    | Member of staff:                             | <input type="checkbox"/>            | Honorary research fellow:     | <input type="checkbox"/> |
| 3                    | Undergraduate Student <input type="checkbox"/> | Taught Postgraduate Student                  | <input checked="" type="checkbox"/> | Postgraduate Research Student | <input type="checkbox"/> |
| 4                    | Institute/Academic Discipline/Centre:          | WAPPAR                                       |                                     |                               |                          |
| 5                    | Campus:                                        | Carmarthen                                   |                                     |                               |                          |
| 6                    | E-mail address:                                | elspethhayes@gmail.com                       |                                     |                               |                          |
| 7                    | Contact Telephone Number:                      | +353872902146                                |                                     |                               |                          |
| <b>For students:</b> |                                                |                                              |                                     |                               |                          |
| 8                    | Student Number:                                | 2028890                                      |                                     |                               |                          |
| 9                    | Programme of Study:                            | MA in Professional Practice (Voice Pedagogy) |                                     |                               |                          |
| 10                   | Director of Studies/Supervisor:                | Nick Samuel                                  |                                     |                               |                          |

**PG2 / E1 FORM**

**SECTION B: Approval for Research Activity**

|   |                                                                                                                                                                                                              |                                                        |                                     |             |                          |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|-------------------------------------|-------------|--------------------------|
| 1 | Has the research activity received approval in principle?<br>(please check the Guidance Notes as to the appropriate approval process for different levels of research by different categories of individual) | YES                                                    | <input checked="" type="checkbox"/> | NO          | <input type="checkbox"/> |
|   |                                                                                                                                                                                                              |                                                        |                                     | <b>Date</b> |                          |
| 2 | If Yes, please indicate source of approval (and date where known):<br><b>Approval in principle must be obtained from the relevant source prior to seeking ethical approval</b>                               | Research Degrees Committee                             | <input type="checkbox"/>            |             |                          |
| 3 |                                                                                                                                                                                                              | Institute Research Committee                           | <input type="checkbox"/>            |             |                          |
| 4 |                                                                                                                                                                                                              | Other (write in)<br>WAPPAR Ethics Board Representative | <input checked="" type="checkbox"/> |             |                          |

**SECTION C: Internal and External Ethical Guidance Materials**

|                                                                                                                                                                                                                                                                                                                                                    |                                                                                  |                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|-------------------------------------|
| Please list the core ethical guidance documents that have been referred to during the completion of this form (including any discipline-specific codes of research ethics, and also any specific ethical guidance relating to the proposed methodology). Please tick to confirm that your research proposal adheres to these codes and guidelines. |                                                                                  |                                     |
| 1                                                                                                                                                                                                                                                                                                                                                  | <b>UWTSD Research Ethics &amp; Integrity Code of Practice</b>                    | <input checked="" type="checkbox"/> |
| 2                                                                                                                                                                                                                                                                                                                                                  | <b>UWTSD Research Data Management Policy</b>                                     | <input checked="" type="checkbox"/> |
| 3                                                                                                                                                                                                                                                                                                                                                  | <b>Data Protection Guide for KCETB staff</b>                                     | <input checked="" type="checkbox"/> |
| 4                                                                                                                                                                                                                                                                                                                                                  | <b>Code of Ethics for Kilkenny and Carlow Education and Training Board Staff</b> | <input checked="" type="checkbox"/> |

**SECTION D: External Collaborative Research Activity**

|    |                                                                                                                                                                                                                                    |                                                                         |                          |                                     |                                     |                                     |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 1  | Does the research activity involve collaborators outside of the University?                                                                                                                                                        | YES                                                                     | <input type="checkbox"/> | NO                                  | <input checked="" type="checkbox"/> |                                     |
| 2  | If Yes, please provide the name of the external organisation and name and contact details for the main contact person and confirmation this person has consented to their personal data being shared as part of this collaboration |                                                                         |                          |                                     |                                     |                                     |
| 3  | Institution                                                                                                                                                                                                                        |                                                                         |                          |                                     |                                     |                                     |
| 4  | Contact person name                                                                                                                                                                                                                |                                                                         |                          |                                     |                                     |                                     |
| 5  | Contact person e-mail address                                                                                                                                                                                                      |                                                                         |                          |                                     |                                     |                                     |
| 6  | Has this individual consented to sharing their details on this form?                                                                                                                                                               | YES                                                                     | <input type="checkbox"/> | NO                                  | <input checked="" type="checkbox"/> |                                     |
| 7  | Are you in receipt of a KESS scholarship?                                                                                                                                                                                          | YES                                                                     | <input type="checkbox"/> | NO                                  | <input checked="" type="checkbox"/> |                                     |
| 8  | Is your research externally funded                                                                                                                                                                                                 | YES                                                                     | <input type="checkbox"/> | NO                                  | <input checked="" type="checkbox"/> |                                     |
| 9  | Are you specifically employed to undertake this research in either a paid or voluntary capacity?                                                                                                                                   | Voluntary                                                               | YES                      | <input type="checkbox"/>            | NO                                  | <input checked="" type="checkbox"/> |
| 10 |                                                                                                                                                                                                                                    | Employed                                                                | YES                      | <input type="checkbox"/>            | NO                                  | <input checked="" type="checkbox"/> |
| 11 | Is the research being undertaken within an existing UWTSD Athrofa Professional Learning Partnership (APLP)                                                                                                                         | If YES then the permission question below does not need to be answered. | YES                      | <input type="checkbox"/>            | NO                                  | <input checked="" type="checkbox"/> |
| 12 | Permission to undertake the research has been provided by the partner organisation                                                                                                                                                 | (If YES attach copy)<br>If NO the application cannot continue           | YES                      | <input checked="" type="checkbox"/> | NO                                  | <input type="checkbox"/>            |

**PG2 / E1 FORM**

**Where research activity is carried out in collaboration with an external organisation**

|    |                                                                                                |            |                          |           |                                     |
|----|------------------------------------------------------------------------------------------------|------------|--------------------------|-----------|-------------------------------------|
| 13 | Does this organisation have its own ethics approval system?                                    | <b>YES</b> | <input type="checkbox"/> | <b>NO</b> | <input checked="" type="checkbox"/> |
| 14 | If Yes, please attach a copy of any final approval (or interim approval) from the organisation |            |                          |           |                                     |

**SECTION E: Details of Research Activity**

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                              |                    |                            |  |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------|--|
| 1 | Indicative title:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Investigation of children's enjoyment and perceived benefits of different types of activities within whole-class vocal sessions in an older primary setting. |                    |                            |  |
| 2 | Proposed start date:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 4 <sup>th</sup> March 2022                                                                                                                                   | Proposed end date: | 17 <sup>th</sup> June 2022 |  |
| 3 | <b>Introduction to the Research (maximum 300 words)</b><br><b>Ensure that you write for a <u>Non-Specialist Audience</u> when outlining your response to the three points below:</b> <ul style="list-style-type: none"> <li>• <i>Purpose of Research Activity</i></li> <li>• <i>Proposed Research Question</i></li> <li>• <i>Aims of Research Activity</i></li> <li>• <i>Objectives of Research Activity</i></li> </ul> Demonstrate, briefly, how <b><u>Existing Research</u></b> has informed the proposed activity and explain <ul style="list-style-type: none"> <li>• <i>What the research activity will add to the body of knowledge</i></li> <li>• <i>How it addresses an area of importance.</i></li> </ul> |                                                                                                                                                              |                    |                            |  |
| 4 | <b>Purpose of Research Activity</b><br>My practice and research objective is to improve my own practice in engaging children with singing in a way that is joyous, creative and empowering. I wish to investigate how different elements of whole class vocal tuition are enjoyed by them and their perceptions of the benefit.<br>(this box should expand as you type)                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                              |                    |                            |  |
| 5 | <b>Research Question</b><br>How do children perceive their enjoyment of different types of activity within a vocal class and do they perceive them as beneficial to them as singers and musicians. The different types of activity include: physical warm up, vocal warm up and exploration, skills and development exercises, song learning and rehearsal, song / vocal creation. How is the children's reported enjoyment and benefit related to the observations of these factors by the musician educator and the class teacher?                                                                                                                                                                               |                                                                                                                                                              |                    |                            |  |
| 6 | <b>Aims of Research Activity</b><br>To investigate and improve practice in engaging older primary school children with singing activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                              |                    |                            |  |
| 7 | <b>Objectives of Research Activity</b><br>To provide detailed feedback as to how the children in a particular class are engaging with the vocal classes and the different activities. This will enable approach and methodology to be adapted and improved in an individual class and also test and pilot an assessment method which can be applied to other classes and to the programme as a whole                                                                                                                                                                                                                                                                                                               |                                                                                                                                                              |                    |                            |  |

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | (this box should expand as you type)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 8 | <p><b>Proposed methods (maximum 600 words)</b></p> <p>Provide a brief summary of all the methods that <b>may</b> be used in the research activity, making it clear what specific techniques may be used. If methods other than those listed in this section are deemed appropriate later, additional ethical approval for those methods will be needed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 9 | <p>The methods to be used for this research are as follows:</p> <ol style="list-style-type: none"> <li>1. whole class self assessment - questionnaires in which the class members will self assess their enjoyment and achievement in class each activity using a Likert scale exercise, and with additional space for narrative comments at the end. This to be developed and agreed with class teacher and school principal</li> <li>2. Participant Observation notes / reflective journal for Musician Educator (Researcher)<br/>This will be a form to fill in for each class to be observed, with comments for each activity and general observances.</li> <li>3. Non-participant Classroom teacher Observation notes form for each class<br/>This will be a form to fill in for each class to be observed, with comments for each activity and general observances.</li> </ol> |

**PG2 / E1 FORM**

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10 | <b>Location of research activity</b><br>Identify all locations where research activity will take place.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 11 | St Michael's National School, Newtown, Borris, Co. Carlow, Republic of Ireland<br><br>(this box should expand as you type)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 12 | <b>Research activity outside of the UK</b><br>If research activity will take place overseas, you are responsible for ensuring that local ethical considerations are complied with and that the relevant permissions are sought. Specify any local guidelines (e.g. from local professional associations/learned societies/universities) that exist and whether these involve any ethical stipulations beyond those usual in the UK (provide details of any licenses or permissions required). Also specify whether there are any specific ethical issues raised by the local context in which the research activity is taking place, for example, particular cultural and/or legal sensitivities or vulnerabilities of participants. |
| 13 | I have consulted the Kilkenny Carlow Education and Training Board Ethics policy and there are no stipulations regarding research. All Irish Universities have their own ethics policies and guidelines, but these would not have any stipulations beyond those usual in the UK. As my research involves minors there are specific ethical issues regarding consent of parents / guardians, informed consent of the children, and avoidance of harm to the children.                                                                                                                                                                                                                                                                  |

|    |                                                                                                                                                                                                                                                                                             |            |                                     |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------------------------|
| 14 | Use of documentation not in the public domain: Are any documents <b>NOT</b> publicly available?                                                                                                                                                                                             | <b>NO</b>  | <input checked="" type="checkbox"/> |
|    |                                                                                                                                                                                                                                                                                             | <b>YES</b> | <input type="checkbox"/>            |
| 15 | If Yes, please provide details here of how you will gain access to specific documentation that is not in the public domain and that this is in accordance with prevailing data protection law of the country in question and England and Wales.<br><br>(this box should expand as you type) |            |                                     |

**SECTION F: Scope of Research Activity**

| 1  | Will the research activity include:                                                                                                             | YES                                 | NO                                  |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| 2  | Use of a questionnaire or similar research instrument?                                                                                          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 3  | Use of interviews?                                                                                                                              | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 4  | Use of diaries?                                                                                                                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 5  | Participant observation with their knowledge?                                                                                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 6  | Participant observation without their knowledge?                                                                                                | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7  | Use of video or audio recording?                                                                                                                | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 8  | Access to personal or confidential information without the participants' specific consent?                                                      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 9  | Administration of any questions, test stimuli, presentation that may be experienced as physically, mentally or emotionally harmful / offensive? | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 10 | Performance of any acts which may cause embarrassment or affect self-esteem?                                                                    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 11 | Investigation of participants involved in illegal activities?                                                                                   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

**PG2 / E1 FORM**

|    |                                                                                                                                                                                                 |                          |                                     |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------|
| 12 | Use of procedures that involve deception?                                                                                                                                                       | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 13 | Administration of any substance, agent or placebo?                                                                                                                                              | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 14 | Working with live vertebrate animals?                                                                                                                                                           | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 15 | Other primary data collection methods, please explain in this box<br>For example, 'focus groups'. Please indicate the type of data collection method(s) in this box and tick the accompany box. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 16 | Details of any other primary data collection method:<br><br>(this box should expand as you type)                                                                                                |                          |                                     |

If NO to every question, then the research activity is (ethically) low risk and **may** be exempt from **some** of the following sections (please refer to Guidance Notes).

If YES to any question, then no research activity should be undertaken until full ethical approval has been obtained.

**SECTION G: Intended Participants**

| 1  | Who are the intended participants:                                                                                                   | YES                                 | NO                                  |
|----|--------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| 2  | Students or staff at the University?                                                                                                 | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3  | Adults (over the age of 18 and competent to give consent)?                                                                           | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 4  | Vulnerable adults?                                                                                                                   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 5  | Children and Young People under the age of 18? (Consent from Parent, Carer or Guardian will be required)                             | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 6  | Prisoners?                                                                                                                           | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7  | Young offenders?                                                                                                                     | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 8  | Those who could be considered to have a particularly dependent relationship with the investigator or a gatekeeper?                   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 9  | People engaged in illegal activities?                                                                                                | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 10 | Others (please identify specifically any group who may be unable to give consent) please indicate here and tick the appropriate box. | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 11 | Other – please indicate here:<br>(this box should expand as you type)                                                                |                                     |                                     |

|    |                                                                                                                                                                         |                                                                                               |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| 12 | <b>Participant numbers and source</b><br>Provide an estimate of the expected number of participants. How will you identify participants and how will they be recruited? |                                                                                               |
| 13 | How many participants are expected?                                                                                                                                     | 25, One vocal class of 3 <sup>rd</sup> -6 <sup>th</sup> class students, and classroom teacher |
| 14 | Who will the participants be?                                                                                                                                           | Senior Primary class and teacher                                                              |
| 15 | How will you identify the participants?                                                                                                                                 | Invite particular class to be involved, seek consent from parents/guardians and students.     |



**PG2 / E1 FORM**

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

**PG2 / E1 FORM**

| 16 | Information for participants:                                                                                                                       | YES                                 | NO                       | N/A                      |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|--------------------------|
| 17 | Will you describe the main research procedures to participants in advance, so that they are informed about what to expect?                          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18 | Will you tell participants that their participation is voluntary?                                                                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19 | Will you obtain written consent for participation?                                                                                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20 | Will you explain to participants that refusal to participate in the research will not affect their treatment or education (if relevant)?            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21 | If the research is observational, will you ask participants for their consent to being observed?                                                    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 22 | Will you tell participants that they may withdraw from the research at any time and for any reason?                                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 23 | With questionnaires, will you give participants the option of omitting questions they do not want to answer?                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 24 | Will you tell participants that their data will be treated with full confidentiality and that, if published, it will not be identifiable as theirs? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 25 | Will you debrief participants at the end of their participation, in a way appropriate to the type of research undertaken?                           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 26 | If NO to any of above questions, please give an explanation                                                                                         |                                     |                          |                          |
| 27 | (this box should expand as you type)                                                                                                                |                                     |                          |                          |

| 28 | Information for participants:                                                                                                                      | YES                      | NO                                  | N/A                      |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------|--------------------------|
| 29 | Will participants be paid?                                                                                                                         | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 30 | Is specialist electrical or other equipment to be used with participants?                                                                          | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 31 | Are there any financial or other interests to the investigator or University arising from this study?                                              | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 32 | Will the research activity involve deliberately misleading participants in any way, or the partial or full concealment of the specific study aims? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 33 | If YES to any question, please provide full details                                                                                                |                          |                                     |                          |
| 34 | (this box should expand as you type)                                                                                                               |                          |                                     |                          |

**SECTION H: Anticipated Risks**

|     |                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                             |                                                                                                                                                           |     |                          |    |                                     |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--------------------------|----|-------------------------------------|
| 1   | <b>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.</b><br><br>If you have completed a full risk assessment (for example as required by a laboratory, or external research collaborator) you may append that to this form. |                                                                                                                                                                                             |                                                                                                                                                           |     |                          |    |                                     |
| 2   | Full risk assessment completed and appended?                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                             | <table border="1"> <tr> <td>Yes</td> <td><input type="checkbox"/></td> </tr> <tr> <td>No</td> <td><input checked="" type="checkbox"/></td> </tr> </table> | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
| Yes | <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                             |                                                                                                                                                           |     |                          |    |                                     |
| No  | <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                             |                                                                                                                                                           |     |                          |    |                                     |
| 3   | <b>Risks to participants</b><br>For example: emotional distress, financial disclosure, physical harm, transfer of personal data, sensitive organisational information                                                                                                                                                                               |                                                                                                                                                                                             |                                                                                                                                                           |     |                          |    |                                     |
| 4   | Risk to Participant:<br>Emotional distress                                                                                                                                                                                                                                                                                                          | How will you mitigate the Risk to Participant<br>Students may feel distressed if they feel that they do not understand what is asked of them or that they cannot complete the exercise. The |                                                                                                                                                           |     |                          |    |                                     |

**PG2 / E1 FORM**

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                 |  |  |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
|   | Transfer of personal data<br>(                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | process will be clearly explained to them before the research takes place and opportunity will be given to ask questions. Personal details of individual participants (students, teacher) will not be included in research data. The name of the school involved will not be referenced                                                                         |  |  |
| 5 | If research activity may include sensitive, embarrassing or upsetting topics (e.g. sexual activity, drug use) or issues likely to disclose information requiring further action (e.g. criminal activity), give details of the procedures to deal with these issues, including any support/advice (e.g. helpline numbers) to be offered to participants. Note that where applicable, consent procedures should make it clear that if something potentially or actually illegal is discovered in the course of a project, it may need to be disclosed to the proper authorities |                                                                                                                                                                                                                                                                                                                                                                 |  |  |
|   | None<br><i>(this box should expand as you type)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                 |  |  |
| 6 | <b>Risks to investigator</b><br>For example: personal safety, physical harm, emotional distress, risk of accusation of harm/impropriety, conflict of interest                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                 |  |  |
|   | Risk to Investigator:<br><br>Risk of accusation of harm/impropriety<br><br><i>(this box should expand as you type)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                        | How will you mitigate the Risk to Investigator:<br><br>Clear explanations to be given to participants and parents/guardians regarding the purpose and scope of the research. Class teacher and school principal to be involved in approving all questions and data gathering materials. Class teacher to be present during all contact with students.           |  |  |
| 7 | <b>University/institutional risks</b><br>For example: adverse publicity, financial loss, data protection                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                 |  |  |
|   | Risk to University:<br><br>Data Protection<br><br><i>(this box should expand as you type)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | How will you mitigate the Risk to University:<br>Researcher to follow all University and Employer guidelines regarding appropriate collection, use and retention of personal data.<br><br>All data to be collected on an anonymous basis. Individual students, staff or institutions will not be identified.<br><br><i>(this box should expand as you type)</i> |  |  |

|    |                                                                                                                                                                                                                                          |                                     |                          |                          |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|--------------------------|
| 8  | <b>Disclosure and Barring Service</b>                                                                                                                                                                                                    |                                     |                          |                          |
| 9  | If the research activity involves children or vulnerable adults, a Disclosure and Barring Service (DBS) certificate must be obtained before any contact with such participants. <b>*Garda Vetting Disclosure for Republic of Ireland</b> | YES                                 | NO                       | N/A                      |
| 10 | Does your research require you to hold a current Garda Vetting Disclosure? <b>Disclosure Form attached</b>                                                                                                                               | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**SECTION I: Feedback, Consent and Confidentiality**

|   |                 |
|---|-----------------|
| 1 | <b>Feedback</b> |
|---|-----------------|

**PG2 / E1 FORM**

|   |                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | What de-briefing and feedback will be provided to participants, how will this be done and when?                                                                                                                                                                                                                                                                                                                        |
|   | The School involved will be sent a copy of the research report, and parents / guardians will be provided with an email address from which they can request a copy if they wish to                                                                                                                                                                                                                                      |
| 2 | <b>Informed consent</b><br>Describe the arrangements to inform potential participants, before providing consent, of what is involved in participating. Describe the arrangements for participants to provide full consent before data collection begins. If gaining consent in this way is inappropriate, explain how consent will be obtained and recorded in accordance with prevailing data protection legislation. |
|   | The research design will be developed with the input of class teacher and school principal. Parents / guardians will be written to giving details of the research project, its design, aims and objectives before seeking their consent. Children will be informed of the exercise and its purpose and that they are invited to, but not obliged to take part.<br><br><i>(this box should expand as you type)</i>      |
| 3 | <b>Confidentiality / Anonymity</b><br>Set out how anonymity of participants and confidentiality will be ensured in any outputs. If anonymity is not being offered, explain why this is the case.                                                                                                                                                                                                                       |
|   | No names or identifying data will be recorded for participants. The school involved will not be named in the research data.<br><br><i>(this box should expand as you type)</i>                                                                                                                                                                                                                                         |

**SECTION J: Data Protection and Storage**

In completing this section refer to the University's Research Data Management Policy and the extensive resources on the University's Research Data Management web pages (<http://uwtsd.ac.uk/library/research-data-management/>).

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                     |                                     |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| 1 | Does the research activity involve personal data (as defined by the General Data Protection Regulation 2016 "GDPR" and the Data Protection Act 2018 "DPA")?                                                                                                                                                                                                                                                                                                                              | <b>YES</b>                          | <b>NO</b>                           |
|   | <b>"Personal data"</b> 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 2 | If YES, provide a description of the data and explain why this data needs to be collected:                                                                                                                                                                                                                                                                                                                                                                                               |                                     |                                     |
|   | Consent forms from Parents / Guardians. This needs to be collected to allow the children to take part in the research.                                                                                                                                                                                                                                                                                                                                                                   |                                     |                                     |
| 3 | Does it involve special category data (as defined by the GDPR)?                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>YES</b>                          | <b>NO</b>                           |
|   | <b>"Special category data"</b> means sensitive personal data consisting of information as to the data subjects' –<br>(a) racial or ethnic origin,<br>(b) political opinions,<br>(c) religious beliefs or other beliefs of a similar nature,<br>(d) membership of a trade union (within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992),<br>(e) physical or mental health or condition,                                                                     | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

**PG2 / E1 FORM**

|   |                                                                                                             |  |  |
|---|-------------------------------------------------------------------------------------------------------------|--|--|
|   | (f) sexual life,<br>(g) genetics,<br>(h) biometric data (as used for ID purposes),                          |  |  |
| 4 | If YES, provide a description of the special category data and explain why this data needs to be collected: |  |  |
|   |                                                                                                             |  |  |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                     |                                     |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| 5  | Will the research activity involve storing personal data and/or special category data on one of the following:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>YES</b>                          | <b>NO</b>                           |
| 6  | Manual files (i.e. in paper form)?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 7  | University computers?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 8  | Private company computers?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 9  | Home or other personal computers?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 10 | Laptop computers/ CDs/ Portable disk-drives/ memory sticks?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 11 | "Cloud" storage or websites?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 12 | Other – specify:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 13 | For all stored data, explain the measures in place to ensure the security of the data collected, data confidentiality, including details of password protection, encryption, anonymisation and pseudonymisation:                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                     |                                     |
|    | <p>All data will be kept in password protected cloud storage on the company's Office 365 system which will not be shared. No collection of audio/visual data is envisaged, but any such data would be transcribed and would be shown to participants to check accuracy of reporting. Any USB sticks used to store or transfer data will be password protected. All participants will be given a unique identifier to ensure confidentiality and this list will be kept securely in the password protected folder.</p> <p>All manual files will be shredded after the research has taken place/</p> <p><i>(this box should expand as you type)</i></p> |                                     |                                     |
| 14 | <b>All Data Storage</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                     |                                     |
| 15 | Will the research activity involve any of the following activities:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>YES</b>                          | <b>NO</b>                           |
| 16 | Electronic transfer of data in any form?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 17 | Sharing of data with others at the University?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 18 | Sharing of data with other organisations?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 19 | Export of data outside the European Union or importing of data from outside the UK?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 20 | Use of personal addresses, postcodes, faxes, emails or telephone numbers?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 21 | Publication of data that might allow identification of individuals?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 22 | Use of data management system?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 23 | Data archiving?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

**PG2 / E1 FORM**

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |     |                                     |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-------------------------------------|
| 24 | If YES to any question, please provide full details, explaining how this will be conducted in accordance with the GDPR and DPA (and/or any international equivalent):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |     |                                     |
|    | <p>All data will be encrypted and kept in password protected cloud storage on the Company's Office 365 system which will not be shared. Any USB sticks used to store or transfer data will be password protected. All data transfers will be encrypted and password protected. All participants will be given a unique identifier to ensure confidentiality and this list will be kept securely in the password protected folder. The data will be stored until the completion of the project and then deleted. In accordance with the DPA2018, and relevant GDPR legislation in the Republic of Ireland participants will have the right to ask to see what data is held relating to them, and this data will be deleted immediately if the participant requests this, in which case the data will not be used in the project.</p> <p><i>(this box should expand as you type)</i></p> |     |                                     |
| 25 | List all who will have access to the data generated by the research activity:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |     |                                     |
|    | <p>Katherine Elspeth Hayes (principal researcher)<br/>         Laura Lannigan (school principal)<br/>         Aine Dunne (classroom teacher)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |     |                                     |
| 26 | List who will have control of, and act as custodian(s) for, data generated by the research activity:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |     |                                     |
|    | <p>Katherine Elspeth Hayes (principal researcher)<br/>         Laura Lannigan (school principal)<br/>         Aine Dunne (classroom teacher)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |     |                                     |
| 27 | Give details of data storage arrangements, including security measures in place to protect the data, where data will be stored, how long for, and in what form. Will data be archived – if so how and if not why not.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |     |                                     |
|    | <p>All data will be encrypted and kept in password protected cloud storage on the Company's Office 365 system which will not be shared. Any USB sticks used to store or transfer data will be password protected, and will be reformatted at the end of the project in order to destroy the data. The data will be stored until the completion of the project and then deleted.</p> <p><i>(this box should expand as you type)</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |     |                                     |
| 28 | Please indicate if your data will be stored in the UWTSD Research Data Repository (see <a href="https://researchdata.uwtsd.ac.uk/">https://researchdata.uwtsd.ac.uk/</a> ). If so please explain. <i>(Most relevant to academic staff)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |     |                                     |
|    | <p>No</p> <p><i>(this box should expand as you type)</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |     |                                     |
| 29 | Confirm that you have read the UWTSD guidance on data management (see <a href="https://www.uwtsd.ac.uk/library/research-data-management/">https://www.uwtsd.ac.uk/library/research-data-management/</a> )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | YES | <input checked="" type="checkbox"/> |
|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | NO  | <input type="checkbox"/>            |
| 30 | Confirm that you are aware that you need to keep all data until after your research has completed or the end of your funding                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | YES | <input checked="" type="checkbox"/> |
|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | NO  | <input type="checkbox"/>            |

**PG2 / E1 FORM**

**SECTION K: Declaration**

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |               |                                        |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------------------------------------|
| 31 | <p>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.</p> <p>In submitting this application I hereby confirm that I undertake to ensure that the above named research activity will meet the University's Research Ethics and Integrity Code of Practice which is published on the website: <a href="https://www.uwtsd.ac.uk/research/research-ethics/">https://www.uwtsd.ac.uk/research/research-ethics/</a></p> |               |                                        |
|    | Signature of applicant:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Elspeth Hayes | <p><b>Date:</b></p> <p>02/02/20222</p> |

**For STUDENT Submissions:**

|    |                                 |                       |                                    |
|----|---------------------------------|-----------------------|------------------------------------|
| 32 | Director of Studies/Supervisor: | Louise Emanuel        | <p><b>Date:</b></p> <p>24.2.22</p> |
| 33 | Signature:                      | <i>Louise Emanuel</i> |                                    |

**For STAFF Submissions:**

|    |                                    |  |                     |
|----|------------------------------------|--|---------------------|
| 34 | Academic Director/ Assistant Dean: |  | <p><b>Date:</b></p> |
| 35 | Signature:                         |  |                     |

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

|                                     |                                                                                                                                                                                                                                                            |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | I have read the guidance notes supplied before completing the form.                                                                                                                                                                                        |
| <input checked="" type="checkbox"/> | I have completed <b>ALL RELEVANT</b> sections of the form in full.                                                                                                                                                                                         |
| <input checked="" type="checkbox"/> | I confirm that the research activity has received approval in principle                                                                                                                                                                                    |
| <input checked="" type="checkbox"/> | I have attached a copy of final/interim approval from external organisation ( <b>where appropriate</b> )                                                                                                                                                   |
| <input type="checkbox"/>            | I have attached a full risk assessment (and have NOT completed Section H of this form) (where appropriate) <b>ONLY TICK IF YOU HAVE ATTACHED A FULL RISK ASSESSMENT</b>                                                                                    |
| <input checked="" type="checkbox"/> | 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.                                                                                      |
| <input checked="" type="checkbox"/> | I understand that before commencing data collection all documents aimed at respondents (including information sheets, consent forms, questionnaires, interview schedules etc.) must be confirmed by the DoS/Supervisor, module tutor or Academic Director. |
| <input checked="" type="checkbox"/> | I have deleted the guidance notes before submitting the PG2 for consideration                                                                                                                                                                              |