

APPLICATION FOR ETHICAL APPROVAL

RESEARCH STUDENTS

This form is to be completed by the student within **SIX** months for full-time students and **TWELVE** months for part time students, after the commencement of the research degree or following progression to Part Two of your course.

Once complete, submit this form via the **MyTSD Doctoral College Portal** at (<https://mytsd.uwtsd.ac.uk>).

This document is also available in Welsh.

RESEARCH STAFF ONLY

All communications relating to this application during its processing must be in writing and emailed to pgresearch@uwtsd.ac.uk , with the title 'Ethical Approval' followed by your name.

STUDENTS ON UNDERGRADUATE OR TAUGHT MASTERS PROGRAMMES should submit this form (and receive the outcome) via systems explained to you by the supervisor/module leader.

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

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

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

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

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

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

SECTION A: About You (Principal Researcher)

1	Full Name:	Susan Hirschson			
2	Tick all boxes that apply:	Member of staff:	☐	Honorary research fellow:	☐
	Undergraduate Student	☐	Taught Postgraduate Student	☐	Postgraduate Research Student
3	Institute/Academic Discipline/Centre:	Wales Academy for Professional Practice and Applied Research			
4	Campus:	Carmarthen			
5	E-mail address:	suehirschson@gmail.com			
6	Contact Telephone Number:	+27823792297			
For students:					



7	Student Number:	2017556
8	Programme of Study:	MA Coaching and Mentoring
9	Director of Studies/Supervisor:	Lowri Harris and Sarah Loxdale

SECTION B: Approval for Research Activity

1	Has the research activity received approval in principle? (please check the Guidance Notes as to the appropriate approval process for different levels of research by different categories of individual)	YES	☒	NO	☒
					Date
2	If Yes, please indicate source of approval (and date where known): Approval in principle must be obtained from the relevant source prior to seeking ethical approval	Research Degrees Committee	☐		
Institute Research Committee		☐			
Other (write in) WAPPAR Ethics Representative		☒			

SECTION C: Internal and External Ethical Guidance Materials

	Please list the core ethical guidance documents that have been referred to during the completion of this form (including any discipline-specific codes of research ethics, location-specific codes of research ethics, and also any specific ethical guidance relating to the proposed methodology). Please tick to confirm that your research proposal adheres to these codes and guidelines. You may add rows to this table if needed.	
1	UWTSD Research Ethics & Integrity Code of Practice	☒
2	UWTSD Research Data Management Policy	☒
3	<i>All TCC Course work (12 modules) with personal development as a coach through the Diploma work from 2017 to 2018 and Professional Work Coach /Client evaluations and assessments during the Diploma and coaching work to date.</i>	☒
4.	ICF (International Coaching Federation) ICF – Code of Ethics (coachingfederation.org.uk) to which TCC is affiliated. The core competencies are used to consult with for research and assessment of student's competencies. ICF – Core Competencies (coachingfederation.org.uk) These competencies are used to evaluate the competency of the student coaches I coach and the clients I privately coach.	☒

SECTION D: External Collaborative Research Activity

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

1	Institution	N/A
2	Contact person name	
3	Contact person e-mail address	
4	Is your research externally funded?	YES ☐ NO ☐
5	Are you in receipt of a KESS scholarship?	YES ☐ NO ☐

6	Are you specifically employed to undertake this research in either a paid or voluntary capacity?	Voluntary	YES	☐	NO	☐
7		Employed	YES	☐	NO	☐
8	Is the research being undertaken within an existing UWTSD Athrofa Professional Learning Partnership (APLP)?	If YES then the permission question below does not need to be answered.	YES	☐	NO	☐
9	Has permission to undertake the research has been provided by the partner organisation?	(If YES attach copy) If NO the application cannot continue	YES	☐	NO	☐

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

10	Does this organisation have its own ethics approval system?	YES	☐	NO	☐
If Yes, please attach a copy of any final approval (or interim approval) from the organisation (this may be a copy of an email if appropriate).					

SECTION E: Details of Research Activity

1	Indicative title:	How does coaching as a practice help people suffering with anxiety?			
2	Proposed start date:	May 2023	Proposed end date:		
Introduction to the Research (maximum 300 words per section) Ensure that you write for a <u>Non-Specialist Audience</u> when outlining your response to the points below: <i>Purpose of Research Activity</i> <i>Proposed Research Question</i> <i>Aims of Research Activity</i> <i>Objectives of Research Activity</i> Demonstrate, briefly, how Existing Research has informed the proposed activity and explain <i>What the research activity will add to the body of knowledge</i> <i>How it addresses an area of importance.</i>					
3	Purpose of Research Researcher has worked as a Developmentor and Assessor for The Coaching Centre (TCC) since 2018 and has used different coaching methodologies in terms of frameworks, models, tools and techniques whilst mentoring student coaches and coaching private practice clients both in large corporates and small businesses. Researcher is keen to examine and reflect on the different tools and techniques used by fellow TCC trained professional coaches and herself and compare success rates with specific attention to helping clients managing day to day anxiety. Researcher's purpose is to produce a piece of work which is effectively able to inform the practices of new coaches and support colleagues at TCC and in the extended field of coaching. Researcher uses the context of Ken Wilber's Integral Theory (see Wilber, Integral Theory, Integral Life Practice, 2008) as a framework which forms the basis of this work. Researcher uses Wilber's				

	work on developmental models based on the theory that human beings go through a series of stages or waves of growth and development. Researcher refers to and uses the Integral U Theory (Scharmer, O, Theory U, 2007) as a second contextual framework for this research. Integral U encapsulates the philosophy of learning and experience. It is a meta model which holds together a wide range of tools, models, theories, practices and approaches to coaching. It is based on the belief that there is a great need in our world to cultivate the capacity in people to connect consciously to themselves, others, other cultures and local and global systems. The Integral U shape is a metaphor of a U where the original beginning of the coaching sessions starts at the top of the U and gently moves down the U slowly getting to the root (the bottom of the U) and working up again supporting the client to move into action. This is generally referred to in coaching terms as moving from the clients 'current way of being' to a new 'way of being.' References: Wilber, K (2008). <i>Integral Life Practice</i> Shambhala Publications Scharmer, O (2007). <i>Theory U: Leading from the future as it emerges</i> Berit-Koehler Publishers (this box should expand as you type)
4	Research Question Which are the most effective Coaching models, frameworks, tools and techniques used by professional coaches to support individuals suffering from anxiety? (this box should expand as you type)
5	Aims of Research Activity Researcher aims to examine the core coaching practices, models, tools and techniques used by selected TCC trained coaching professionals to support clients experiencing anxiety. Researcher aims to compare different coaching methodologies used by these professionals and examine and critically reflect on their success rates. (this box should expand as you type)
6	Objectives of Research Activity Researcher intends to explore the ways in which coaches identify and understand the underlying causes and triggers of their client's anxiety. This may be through exploring past experiences, belief systems and patterns of behaviour that may contribute to anxiety. Researcher intends to explore the different coaching approaches used by professional participants to help clients with anxiety. This includes goal setting and Action planning, accountability and support from the coach and developing self-awareness in the client which can lead to increased resilience and personal growth. Researcher intends to evaluate several coaching tools like breathing techniques, mindfulness techniques, visualisation, learning positive self-talk, action planning and gratitude practice. Researcher intends to use the context of Integral Theory (Wilber, K) and the All quadrants, All Lines (AQAL) framework as a coaching framework for this research. This framework emphasises the interdependence and interconnectivity of multiple dimensions of human experience, including the individual, interpersonal, cultural and systemic. Researcher intends on exploring how coaches use this framework with specific attention on clients suffering from anxiety. Coaches can help clients with anxiety understand the holistic nature of their experience and explore how different dimensions of their lives may be influencing their anxiety. Researcher will also be exploring the Developmental Stages of the framework which could help clients understand their own stage of development and how it may be influencing their anxiety. Addressing imbalances in the four quadrants can also help clients identify any imbalances in their



	lives and work to address them. Enhancing self-awareness and developing strategies for long term resilience is also important to this research. (this box should expand as you type)
	Proposed methods (maximum 600 words) Provide a brief summary of all the methods that may be used in the research activity, making it clear what specific techniques may be used. If methods other than those listed in this section are deemed appropriate later, additional ethical approval for those methods will be needed. You do not need to justify the methods here but should instead describe how you intend to collect the data necessary for you to complete your project.
7	Methodological position: This research is mainly concerned with people's opinions. It is primarily subjectivist in ontology and interpretivist in epistemology. There is also a need to establish trends, making use of quantitative data, and hence it is proposed that methodology is mixed, with both quantitative aspects (survey) and qualitative aspects (interviews and aspects of survey and focus groups). Participants: Participants will be trained professional coaches from the organisation (The Coaching Centre). All contact details of such participants are kept securely on a database. Methods: Survey: The purpose of the survey is to establish trends in eight professional coaches' ideas and thoughts on current ways that coaching can be helpful to support clients with anxiety. All participants will be emailed a link on Microsoft Teams with an invitation to take part in the survey which can be accessed via a hyperlink in the e mail. The purpose of the research will be explained, and anonymity assured. The survey will utilise the online platform Microsoft Forms so that responses can be submitted anonymously, and results can be readily analysed. The online questionnaire will include questions around coaching tools, and techniques related to supporting clients with anxiety, ideas on how to implement them and questions that answer specific coaching questions. The questionnaire will be relatively short, taking approximately 10 – 15 minutes to complete. The researcher will provide a page at the end of the survey giving thanks and reminding the participants of their right to withdraw and contact details for further information. Interviews: The purpose of interviews is to obtain more detailed qualitative information from these same subject experts. Researcher intends to use a semi-structured, qualitative and quantitative mixed methodology approach to gather information from eight TCC trained professional coaches who are International Coaching Federation (ICF) accredited. This will take the form of live ninety-minute interviews where open ended questions will be asked. All data will be analysed, results of the responses will be collated. No vulnerable adults will be used for this research. The purpose of interviews is to obtain more detailed qualitative information from subject experts who are professional coaches. Interviews will be Zoom based live interviews and will last approximately ninety minutes. The purpose of the research will be explained, and anonymity assured, with responses recorded by means of interviewer notes and anonymised for the purpose of analysis. I have no reason to believe that audio recordings will not be accepted by any participants. There may be a request to use Microsoft Teams 'transcription' option in meetings to type up the conversations, via text format, used purely to reflect on, and reassured that they will be anonymised and deleted after use. Questions will be asked about reasons for responses provided in the survey and will be open-ended so that participants can give long, detailed responses if they wish. Participants will be



	verbally thanked and reminded of their right to withdraw. The researcher will provide their contact details in case they require further information. (this box should expand as you type)
	Location of research activity Identify all locations where research activity will take place.
8	South Africa, Western Cape and Gauteng (this box should expand as you type)
	Research activity outside of the UK If research activity will take place overseas, you are responsible for ensuring that local ethical considerations are complied with and that the relevant permissions are sought. Specify any local guidelines (e.g. from local professional associations/learned societies/universities) that exist and whether these involve any ethical stipulations beyond those usual in the UK (provide details of any licenses or permissions required). Also specify whether there are any specific ethical issues raised by the local context in which the research activity is taking place, for example, particular cultural and/or legal sensitivities or vulnerabilities of participants. If you live in the country where you will do the research then please state this.
9	The researcher lives in the country where the research will take place. (this box should expand as you type)

10	Use of documentation not in the public domain: Are any documents NOT publicly available?	NO	☒
		YES	☐
11	If Yes, please provide details here of how you will gain access to specific documentation that is not in the public domain and that this is in accordance with the current data protection law of the country in question and that of England and Wales. (this box should expand as you type)		

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

SECTION F: Scope of Research Activity

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

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

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

SECTION G: Intended Participants

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

	Who are the intended participants:	YES	NO
1	Students or staff at the University?	☐	☒
2	Adults (over the age of 18 and competent to give consent)?	☒	☐
3	Vulnerable adults?	☐	☒
4	Children and Young People under the age of 18? (Consent from Parent, Carer or Guardian will be required)	☐	☒
5	Prisoners?	☐	☒

6	Young offenders?	☐	☒
7	Those who could be considered to have a particularly dependent relationship with the investigator or a gatekeeper?	☐	☒
8	People engaged in illegal activities?	☐	☒
9	Others. Please indicate the participants below, and specifically any group who may be unable to give consent.	☐	☒
	Details of any other participant groups: (this box should expand as you type)		

Participant numbers and source Provide an estimate of the expected number of participants. How will you identify participants and how will they be recruited?		
10	How many participants are expected?	Eight <i>(this box should expand as you type)</i>
11	Who will the participants be?	Eight professionally trained TCC coaches <i>(this box should expand as you type)</i>
12	How will you identify the participants?	Researcher's colleagues <i>(this box should expand as you type)</i>

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

Information for participants:	NO
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		YES		N/A
24	Will participants be paid?	☐	☒	☐
25	Is specialist electrical or other equipment to be used with participants?	☐	☒	☐
26	Are there any financial or other interests to the investigator or University arising from this study?	☐	☒	☐
27	Will the research activity involve deliberately misleading participants in any way, or the partial or full concealment of the specific study aims?	☐	☒	☐
28	If YES to any question, please provide full details			
(this box should expand as you type)				

SECTION H: Anticipated Risks

Outline any anticipated risks that may adversely affect any of the participants, the researchers and/or the University, and the steps that will be taken to address them. If you have completed a full risk assessment (for example as required by a laboratory, or external research collaborator) you may append that to this form.					
1	Full risk assessment completed and appended? <table border="1"> <tr> <td>Yes</td> <td>☐</td> </tr> <tr> <td>No</td> <td>☒</td> </tr> </table>	Yes	☐	No	☒
Yes	☐				
No	☒				
2	Risks to participants For example: sector-specific health & safety, emotional distress, financial disclosure, physical harm, transfer of personal data, sensitive organisational information <table border="1"> <tr> <td> Risk to participants: It is intended that all research will have the well-being of the participants as an end goal, shall do no harm and will be fair and equal in treatment and outcomes. Connection to Basic Ethical Principles throughout the course of the research will be maintained in order to preserve integrity. (this box should expand as you type) </td> <td> How you will mitigate the risk to participants: The interviews will be conducted in a way that accounts for the best interests of the participants and they shall not be exposed to any unnecessary risk or harm. The interview questions will be designed to account for its impact on others including the wider community. All participants will be given the opportunity to consent to participation and they will be given sufficient information to understand what that consent entails or requires. All participants will have the right to discuss the topic with the researcher, receive information on what is being researched and why their personal part is required and what the findings are. Participants will remain anonymous, and all research data will never reveal their names. All research data will be protected and all participants will have the right to know the degree to which the information they provide will be protected throughout. Each participant will be allowed to leave research should they wish to without any negative consequences. (this box should expand as you type) </td> </tr> </table>	Risk to participants: It is intended that all research will have the well-being of the participants as an end goal, shall do no harm and will be fair and equal in treatment and outcomes. Connection to Basic Ethical Principles throughout the course of the research will be maintained in order to preserve integrity. (this box should expand as you type)	How you will mitigate the risk to participants: The interviews will be conducted in a way that accounts for the best interests of the participants and they shall not be exposed to any unnecessary risk or harm. The interview questions will be designed to account for its impact on others including the wider community. All participants will be given the opportunity to consent to participation and they will be given sufficient information to understand what that consent entails or requires. All participants will have the right to discuss the topic with the researcher, receive information on what is being researched and why their personal part is required and what the findings are. Participants will remain anonymous, and all research data will never reveal their names. All research data will be protected and all participants will have the right to know the degree to which the information they provide will be protected throughout. Each participant will be allowed to leave research should they wish to without any negative consequences. (this box should expand as you type)		
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3	If research activity may include sensitive, embarrassing or upsetting topics (e.g. sexual activity, drug use) or issues likely to disclose information requiring further action (e.g. criminal activity), give details of the procedures to deal with these issues, including any support/advice (e.g. helpline numbers) to be offered to participants. Note that where applicable, consent procedures should				

	make it clear that if something potentially or actually illegal is discovered in the course of a project, it may need to be disclosed to the proper authorities		
	N/A (this box should expand as you type)		
4	Risks to the investigator For example: personal health & safety, physical harm, emotional distress, risk of accusation of harm/impropriety, conflict of interest		
	Risk to the investigator: Being an insider researcher could be accused of being biased. (Conflict of interest) (this box should expand as you type)	How you will mitigate the risk to the investigator: 1. The researcher will provide topic guided questions for interviews that provide a balanced viewpoint for anything discussed. These will focus on the viewpoint of the participant not on the views of the researcher. 2. Following ethical process of the university and discussion with supervisor from university about research prior to collecting data. (this box should expand as you type)	
5	University/institutional risks For example: adverse publicity, financial loss, data protection		
	Risk to the University: Failure to act professionally and ethically – a reputational risk. (this box should expand as you type)	How you will mitigate the risk to the University: 1. Following ethical process of the university and discussion with supervisor from university about research prior to collecting data. (this box should expand as you type)	
6	Environmental risks For example: accidental spillage of pollutants, damage to local ecosystems		
	Risk to the environment: No risks are anticipated. Any issues arising will be dealt with using company policies and codes of practice. (this box should expand as you type)	How you will mitigate the risk to environment: (this box should expand as you type)	

	Disclosure and Barring Service			
	If the research activity involves children or vulnerable adults, a Disclosure and Barring Service (DBS) certificate must be obtained before any contact with such participants.	YES	NO	N/A
7	Does your research require you to hold a current DBS Certificate?	☐	☒	☐
8	If YES, please give the certificate number. If the certificate number is not available please write "Pending"; in this case any ethical approval will be subject to providing the appropriate certificate number.			

SECTION I: Feedback, Consent and Confidentiality

1	Feedback What de-briefing and feedback will be provided to participants, how will this be done and when?
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	For interviews the researcher will ensure that they give a verbal thank you to the participant coaches. Participants will be provided with contact details if they wish to contact further regarding the research or the results. The researcher will also remind the participant coaches of their right to withdraw from the research at any point. Researcher will provide all participants at the end of the survey in the form of a written letter giving thanks and reminding them of their right to withdraw and contact details for further information. <i>(this box should expand as you type)</i>
2	Informed consent Describe the arrangements to inform potential participants, before providing consent, of what is involved in participating. Describe the arrangements for participants to provide full consent before data collection begins. If gaining consent in this way is inappropriate, explain how consent will be obtained and recorded in accordance with prevailing data protection legislation.
	The purpose of the research will be explained to participants in the introductory page of the survey. The participants will be reminded at the beginning of the interview verbally of the purpose of this research. It will also be indicated clearly that participation is voluntary, with participation implying consent. Agreement to participate will be requested via e mail and the structure of the interviews will be explained in same e mail. Consent will be obtained via accepting the meeting request e mail before interviews take place and verbally confirming the consent at the start of the meeting. As an insider researcher all responses to my surveys and interview will be anonymous. Please see detailed description under Surveys and Interviews section under Proposed Methods Surveys and Interviews above. <i>(this box should expand as you type)</i>
3	Confidentiality / Anonymity Set out how anonymity of participants and confidentiality will be ensured in any outputs. If anonymity is not being offered, explain why this is the case.
	Interviews: Interviewees will be anonymised before analysis by the use of alphabetical letters, for example; Interviewee A, B, C etc. If the interviewer or interviewee mentions anyone by name this information will be redacted by the interviewer so that no one is identifiable from the answers. <i>(this box should expand as you type)</i>

SECTION J: Data Protection and Storage

	Does the research activity involve personal data (as defined by the General Data Protection Regulation 2016 "GDPR" and the Data Protection Act 2018 "DPA")?	YES	NO
1	"Personal data" means any information relating to an identified or identifiable natural person ("data subject"). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person. Any video or audio recordings of participants is considered to be personal data.	☐	☒
	If YES, provide a description of the data and explain why this data needs to be collected:		
2	<i>(this box should expand as you type)</i>		
	Does it involve special category data (as defined by the GDPR)?	YES	NO



3	"Special category data" means sensitive personal data consisting of information as to the data subjects' – (a) racial or ethnic origin, (b) political opinions, (c) religious beliefs or other beliefs of a similar nature, (d) membership of a trade union (within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992), (e) physical or mental health or condition, (f) sexual life, (g) genetics, (h) biometric data (as used for ID purposes),	☐	NO ☐
If YES, provide a description of the special category data and explain why this data needs to be collected:			
4	(this box should expand as you type)		

	Will data from the research activity (collected data, drafts of the thesis, or materials for publication) be stored in any of the following ways?	YES	NO
5	Manual files (i.e. in paper form)?	☐	☒
6	University computers?	☐	☒
7	Private company computers?	☐	☒
8	Home or other personal computers?	☒	☐
9	Laptop computers/ CDs/ Portable disk-drives/ memory sticks?	☒	☐
10	"Cloud" storage or websites?	☐	☒
11	Other – specify:	☐	☐
12	For all stored data, explain the measures in place to ensure the security of the data collected, data confidentiality, including details of backup procedures, password protection, encryption, anonymisation and pseudonymisation:		
(this box should expand as you type)			

Data Protection			
	Will the research activity involve any of the following activities:	YES	NO
13	Electronic transfer of data in any form?	☒	☐
14	Sharing of data with others at the University outside of the immediate research team?	☐	☒
15	Sharing of data with other organisations?	☐	☒
16	Export of data outside the UK or importing of data from outside the UK?	☐	☒
17	Use of personal addresses, postcodes, faxes, emails or telephone numbers?	☐	☒
18	Publication of data that might allow identification of individuals?	☐	☒
19	Use of data management system?	☒	☐
20	Data archiving?	☒	☒



21	If YES to any question, please provide full details, explaining how this will be conducted in accordance with the GDPR and Data Protection Act (2018) (and any international equivalents, where appropriate): The study will make use of an organisational database which is used for normal storage purposes (Organisational File Plan and Sharepoint cloud storage). The researcher will also have access to this on their device. The researcher will ensure to have restricted access on these files so that on the necessary subjects can access the information. Transfer of data is potentially involved in the use of Microsoft Forms, though all such data would be anonymous. Any survey sent out to staff via e mail will be blind copied so participants cannot see others e mail addresses. <i>(this box should expand as you type)</i>		
22	List all who will have access to the data generated by the research activity: The researcher only The university supervisor <i>(this box should expand as you type)</i>		
23	List who will have control of, and act as custodian(s) for, data generated by the research activity: The researcher only <i>(this box should expand as you type)</i>		
24	Give details of data storage arrangements, including security measures in place to protect the data, where data will be stored, how long for, and in what form. Will data be archived – if so how and if not why not. Data generated by this research will be stored on company computers which are password protected. Data will be anonymous and used only for the research purposes outlined. All data will be erased/ destroyed once the research project is complete. <i>(this box should expand as you type)</i>		
25	Please indicate if your data will be stored in the UWTSD Research Data Repository (see https://researchdata.uwtsd.ac.uk/). If so please explain. <i>(Most relevant to academic staff)</i> N/A <i>(this box should expand as you type)</i>		
26	Confirm that you have read the UWTSD guidance on data management (see https://www.uwtsd.ac.uk/library/research-data-management/)	YES	☒
27	Confirm that you are aware that you need to keep all data until after your research has completed or the end of your funding	YES	☒



SECTION K: Declaration

The information which I have provided is correct and complete to the best of my knowledge. I have attempted to identify any risks and issues related to the research activity and acknowledge my obligations and the rights of the participants. In submitting this application I hereby confirm that I undertake to ensure that the above named research activity will meet the University's Research Ethics and Integrity Code of Practice which is published on the website: https://www.uwtsd.ac.uk/research/research-ethics/			
1	Signature of applicant:	<i>Susan Hirsch</i>	Date: 04.07.23

For STUDENT Submissions:

2	Director of Studies/Supervisor:	Sarah Loxdale Lowri Harris	Date: 13.07.23
3	Signature:	<i>Sarah Loxdale</i> <i>Lowri Harris</i>	

For STAFF Submissions:

4	Academic Director/ Assistant Dean:		Date:
5	Signature:		

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

☒	I have read the guidance notes supplied before completing the form.
☒	I have completed ALL RELEVANT sections of the form in full.
☐	I confirm that the research activity has received approval in principle
☐	I have attached a copy of final/interim approval from external organisation (where appropriate)
☐	I have attached a full risk assessment (where appropriate) ONLY TICK IF YOU HAVE ATTACHED A FULL RISK ASSESSMENT
☒	I understand that it is my responsibility to ensure that the above named research activity will meet the University's Research Ethics and Integrity Code of Practice.
☒	I understand that before commencing data collection all documents aimed at respondents (including information sheets, consent forms, questionnaires, interview schedules etc.) must be confirmed by the DoS/Supervisor, module tutor or Academic Director.

RESEARCH STUDENTS ONLY

Once complete, submit this form via the **MyTSD Doctoral College Portal** at (<https://mytsd.uwtsd.ac.uk>).

RESEARCH STAFF ONLY

All communications relating to this application during its processing must be in writing and emailed to pgresearch@uwtsd.ac.uk, with the title 'Ethical Approval' followed by your name.



STUDENTS ON UNDERGRADUATE OR TAUGHT MASTERS PROGRAMMES should submit this form (and receive the outcome) via systems explained to you by the supervisor/module leader.