Research projects require conscientious conduct since it may involve human subjects, animals, or sensitive data. Ethical approval is a crucial step in the research process to where the institution will ensure that the study meets ethical standards, protects the well-being and rights of participants, and upholds the integrity of the research community.

1.2 Data Collection

|  |  |  |
| --- | --- | --- |
| 1.2.1 | Does this study involve obtaining data from prior research? | Yes/No |
| 1.2.2 | Does this study involve laboratory work not involving not involving human participants, human samples, animals, or animal derived material? | Yes/No |
| 1.2.3 | Is this study practice based not involving human participants? | Yes/No |

If the Answering YES to any of these questions indicates that the project does not include any participants and you will not therefore be collecting participant data.

|  |  |  |
| --- | --- | --- |
| 1.2.4 | What type of data is collected for this research? | Quantitative/Qualitative |
| 1.2.5 | Explain the sampling/recruitment/data collection procedure | |
| In this section mention the following. Start by mentioning which random/non-random method of sampling is used. If G-Power calculation is required mention the obtained sample size.  Mention how the participants are recruited. It can be either through social media or any other method. If it is through a method like social media, state how the recruitment will be performed. | | |

1.3 Study Summary

|  |  |
| --- | --- |
| 1.3.1 | Provide a short (200 words) non-technical summary of the project. Provide Citations and References where necessary. |
| In this section, provide an introduction to your research with a short background that includes a few citations. State the objectives/aims of your study and the importance of your research (i.e., provide a rationale). Please avoid using technical terms since a non technical summary is expected - e.g., correlation, thematic analysis, etc.  A short reference list should be included here.  **\*Please do not go over 200 words.** | |

1.4 Research Methods

|  |  |
| --- | --- |
| 1.4.1 | Describe the research design to be used in your project. In this section, include details of:   * Research method(s) * Procedure * Tools and techniques |
| \*This section is very important therefore please be as detailed as possible and justify the methods you use. Please **write these sub-sections in paragraph form** as you may have done so in your research proposal.  Research design and method:   * State the type of research used – whether quantitative or qualitative * State the type of design used - questionnaire, survey, experimental design, interview * Please mention which platform (e.g., Google forms, Zoom, etc.) * Provide justification of method chosen   Sample:   * Sampling method used – volunteer, convenient, purposive. * Sample size – mixed sample of men and women (unless you are examining only one gender for which you need to justify why), age range, inclusion and exclusion criteria, if you are recruiting people that you are already acquainted with (known participants), please provide a suitable justification for this. * **If you have a specific age range that is not “over 18 years”, you need to justify the range.** * Recruitment process - how are you going to approach the participants – if online (include the advertisement attachment in the appendices and give a reference to it), if physical (approval from institution should be attached) * If you are using a social media advert, it should have mental health resources listed in it in case participants get distressed by reading it. This should be included even if your advert poses minimal risks.   Measures:   * Mention the names of questionnaires that you will use in your study (if any) and please cite them. You should also refer to the appendix to show where you have attached the scales. * If you will be using any scenario manipulations or any other material to present to participants (other than the ethics forms) please mention them here and attach in the appendices. * Please attach the interview questions to the appendix and refer to them here giving a brief outline.   Procedure:  Here, you are required to outline the step-by-step process of your study – what participants would go through after being recruited to take part in your study.   * Time commitment of participants. * Order of activities or questionnaires presented. * Informed consent obtained, information sheet provided, debriefing after study if applicable.   Confidentiality:  In this section, please also state that information gathered will be kept confidential as the data will be stored securely as mentioned in section 1D of this application.  Debriefing (optional):  If you research topic is one that may be considered sensitive in nature, please acknowledge it here and address how you can provide support to participants if required. You may also mention that you will present a debrief page at the end of the study where some resources will be included. **Please avoid designing studies that ask for personal information like personal experiences of pregnancy, childhood, relationships, etc. as you would need to consider the options if you were to obtain sensitive information and how you can safeguard your participants. Instead, you may ask participants about their attitudes toward these topics.** | |

|  |  |
| --- | --- |
| 1.4.2 | Explain the data analysis method of the study |
| Data analysis:   * What is the method of analysis that will be used? Correlation, regression, ANOVAs, thematic analysis, IPA, etc. * What software will be used (if any)? E.g., SPSS * Give a justification for the method of analysis   Please provide a reference list if you have cited any research or questionnaire scales in this section. Provide specifics of which tests will be used for which hypothesis. Tests for normality and other tests performed should be included. | |

**Section 2.1: Ethical Considerations**

2.1.1 Privacy and Confidentiality

|  |  |
| --- | --- |
| 2.1.1 | Explain the procedures that you will be using to ensure the security of the collected data and the privacy and confidentiality of the participants are preserved? |
| Ethical considerations:  In this section, you need to detail the ethical considerations of your research. Please state that your participants will be informed of the study aims, and that they will be presented an information sheet.  You are also required to describe how you will obtain informed consent from your participants.  Interview studies - you may obtain written consent from the participant.    Online surveys - follow the guidelines on how to obtain consent. In this section, please describe how you will obtain consent.  Here are some options for you to do this if you are conducting research via an online survey/questionnaire.   * **For quantitative survey, consent will be obtained using a tick box question. Consent form and participant sheet documents can be downloaded by participant.. Or you add a link to a shared one drive file – ensure that it is set to share with anyone who has the link. The participant does not need to provide their email address and their data is anonymous.** | |

2.2 Informed Consent

|  |  |
| --- | --- |
| 2.2.1 | Explain the procedures that you will be using to ensure the participant consent is both informed and voluntary. |
| For Qualitative studies  Obtaining written consent will be mandatory. State the procedure that will be followed to contact the participant and obtain written consent from each participant. You will need to provide the participant information sheet, debriefing sheet and consent forms prior to data collection while maintaining anonymity. Explain the procedure to be followed.  For Quantitative studies  For online surveys or physical data collection, obtaining consent at the time of data collection would suffice. For online surveys, the participant information sheet and consent form can be presented when the participants follow the online link, prior to presenting the questionnaires. In both types, the questionnaires can only be shown to the participant after informed consent is provided. Explain the exact procedure that will be implemented to ensure informed consent. | |

2.3 Inclusion/Exclusion criteria

|  |  |
| --- | --- |
| 2.3.1 | Explain the inclusion/exclusion criteria for the participants of the study |
| Every inclusion/exclusion criterion followed needs to be listed. This may include:  Age/Gender/Nationality  Language proficiency  Mental disorders  Profession | |

2.4 Right to Withdraw

|  |  |
| --- | --- |
| 2.4.1 | Explain the procedure to ensure the right to withdrawal of participants |
| Withdrawal of consent:  1. If your study data is anonymous and it is an online survey, then the withdrawal options include:  1) once they have read the information sheet they can withdraw.  2) while doing the study they can withdraw.  3) after they have finished they can decide if they want to complete/submit the survey response they can withdraw.  4) however, please mention that participants CANNOT withdraw after responses are submitted as the data would be anonymous.  2. If your data will not be anonymous, please state why. For example, in interview studies, you would be required to give your participant a reference code so that if they wish to withdraw their responses, their data can be identified through their reference code. Such participants can withdraw using the following options:   1. While doing the interview 2. Reference number to the supervisor 3. Once transcript has been shared with the participant 4. Within 14 days from giving the transcript   For interview studies, in order to withdraw from the study once data has been collected, participants should be instructed to email the supervisor to obtain a withdrawal form. | |

2.5 Deception

|  |  |  |
| --- | --- | --- |
| 2.5.1 | Is there deception, involved in this research? | Yes/No |
| 2.5.2 | If Yes, Explain the steps taken to address ethical issues of the deception | |
| Explain the following:  Rationale for using deception in the current study.  Exact deception that is used and the procedure.  Post-debriefing content.  Corrective action to conserve ethical guidelines. | | |

Section 3: Potential Risk

|  |  |
| --- | --- |
| 3.1 | What potential risks do you foresee?  Include details of risks to the participants, the researcher and the project as a whole. |
| In this section, please state any potential risks to both the participants **and the researcher.** If your research topic is one that might be considered sensitive, please acknowledge it over here.  For the risks to the researcher, you may say that they may experience stress /distress while conducting the project or any other potential risks in the study you may foresee for yourself.  **You must mention at least one potential risk, you CANNOT say that there will be none.** | |

|  |  |
| --- | --- |
| 3.2 | How will you address the potential risks? |
| In this section, you need to describe how you will address the potential risks. You may use the below information and resources in your ethics application. You may add extra resources that you think might be helpful. The same resources you add here would also have to be added in your Participant Information Sheet and any study advert that you may be using to advertise your study.  In case of further concern, participants will be given contacts to authentic local organizations and hotlines regarding depression and other mental health issues for those who may need to seek professional help. The same will be provided to the researcher and the supervisor may hold a debriefing session if required. | |

When submitting your application, you MUST attach a copy of the following in the appendices section:

* Participant information sheet
* Consent form
* Right to Withdraw form
* Assessment forms/questionnaires/interview questions
* Permission letters