

Anglia Ruskin University
Generic Research Ethics Training
Sept 2017

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What will be covered?

- Applying for Ethics Approval
- Ethics Exam

How to Apply for Ethics Approval?

- Fill out **Research Ethics Application Form (Stage 1)** form available at:
 - <http://www.anglia.ac.uk/researchethics>
- This form contain the following sections:
 - Section 1: Details of Researcher and their Research
 - Section 2: Research Ethics Checklist
 - Section 3: Approval Process
 - Section 4: Project Details
 - Section 5: Confirmation/Declaration statements

Key Points

- Once you have ticked YES to any of Questions 1-11 and/or 27 but NO to all other questions YOU MUST:

- 1. Complete Section 4-**

- here is where you state how you will mitigate the risk.
- For example, participants will be given the right to withdraw, they will be informed of the purpose of the research, they have the right to confidentiality, data would be safely stored, etc.
- You should separate your response by the question you ticked yes for. So put a heading for each question, then write your strategy to mitigate.

- 2. Complete Section 5-** Select Yes, No, Not Applicable as relevant to each question

- 3. Complete a Participant Information Sheet (PIS)-** this must be customised based on **YOUR** research. Use template provided. Add ARU Logo, remove all the instructions from ARU, fill in the info for each point on the template by deleting and typing YOUR details.

- 4. Complete Participant Consent Form (PCF)-** again use template provide to you and customise. Add ARU logo, remove instructions from ARU, Fill in the details of YOUR project. Do not type anyone's name, its just a template for future use.

Get a Letter from the Organization

- Once you have answered **YES to question 5** in Section 2- Ethics Checklist You **MUST** get a letter of approval/permission from the organization stating:
 - They have given you authorisation to conduct your research
 - That you have access to the participants
 - Any special conditions
- **The letter must be on a company letterhead and it must signed and stamped**

What are you submitting?

- You will submit **the completed:**

Research Ethics Application Form (Stage 1)

With Attachments:

1. Participant Information Sheet (PIS)
2. Participant Consent Form (PCF)
3. Letter of Consent from Organization
4. Screen Shot showing PASS in Ethics Exam- **Mandatory**

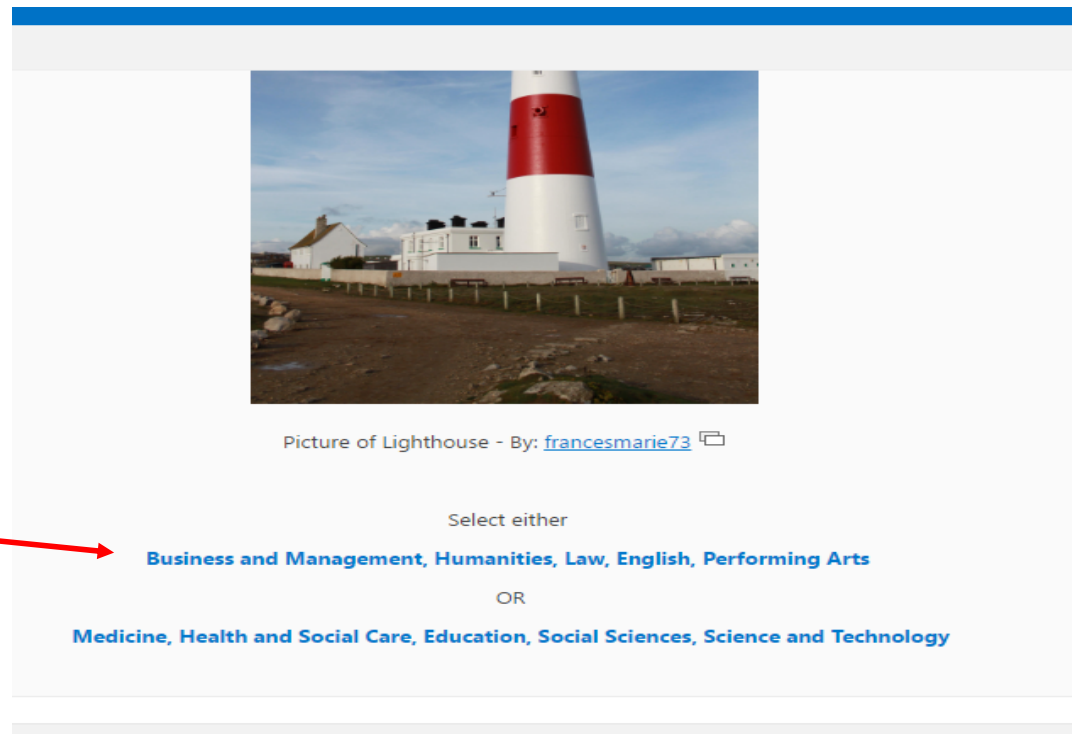
Ethics Exam

- This exam is **mandatory** and you must get 70% in order to pass
- You must **record** that you have passed this exam- **use a screen shot or print out.**
- The exam should be **done before** the submission of your **Research Ethics Application Form (Stage 1)**
- Access the **Research Ethics Training Page** using YOUR VLE login at the following link:

http://vle.anglia.ac.uk/sites/research_ethics

The Research Ethics Training page

- Once logged in you will see the following screen:



Click on the Business
and Management
Link to go to the
Resources

Important sections of Training Page

1. It is your responsibility to read through the material posted in this section. There You would find **12 units** to read through.

Ethics Quiz

At the end of the course there is a quiz, which is designed to test your understanding of research ethics. The pass mark for this is 70%. You need to take a screenshot of the final screen showing your name, SID number and the pass mark and submit it with your ethics application.

If you experience any technical difficulties with the course or for any general queries, please email research.ethics@anglia.ac.uk 

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Click Research
Ethics Quiz to go
to the Exam



2. **QUIZ-** this section is where you would find the link to the exam. Pay attention to the instructions. Link is circled in red below.

Open Login
Please enter your details below
Name:
Group:

- If you are a member of staff: Use your first name and last name in the Name field ("RES-ETH" should appear automatically in the group field)

Open Login
Please enter your details below
Name:
Group:

then click the Enter button to open the quiz.

Good luck.

Click on this link to open the quiz (opens in a new window): [Research Ethics Quiz](#)  (for students studying Business and Management, English, Humanities, Law, Performing Arts, Archaeology and Landscape History)

Completing the Exam

- There are 10 Questions
- You can do the exam as many times as you need to get 70%
- The questions are the same each time, but order of responses change
- Pay attention to the specific question instruction, some questions require multiple responses while other require one.
- Click on the **submit button** when you have answered the 20 questions

Which of the following would help the researcher through the research ethics approvals processes? (tick all that apply)

- ☐ The researcher should leave sufficient time to prepare the application and for other signatories to comment on the application and other documents.
- ☐ The researcher should ensure that they have answered all the questions in the application form.
- ☐ The researcher should ensure that the participant information sheet (PIS) is well designed and written in such a way that it is easy for a potential research participant to read.
- ☐ The researcher should read the available guidance on the application process and preparing research documents.
- ☐ The researcher should seek advice if they are unsure about any aspect of the application process.

Submit

What happens after Submitting Your answers?

- You will get a question by question result
- It will tell you if your response was correct or incorrect with an explanation.
- IF you did not pass, **you should note the answers** to the questions that you got correct. **Remember** the next time the quiz is taken the response order will change up
- **Once you pass take a screen shot or print out result page.** See below for example

Assessment Feedback

Congratulations.

Andre Samuel

You have scored 100% on the Research Ethics test.

Please printout or electronically capture this page and attach it to your project paperwork.

(See [VLE Quiz page](#) - opens in new window - for assistance on with printing or capturing the results page).

Key Point to Know about Anglia's Ethics Procedure

If researchers fail to consider research ethics

- Research participants could be physically, emotionally, socially or economically harmed
- The reputation of the researcher and the university could be harmed.
- The scientific value of the research could be compromised.
- Researchers could be harmed.

Why do researchers need to apply for ethical approval?

- To comply with codes of practice for researchers.
- To eliminate all risks associated with the research.
- It may strengthen the research design.
- To help protect research participants and researchers from harm.
- It is a requirement at Anglia Ruskin University that all research involving human participants should have ethical approval.
- To comply with professional codes of practice.

Who can give research ethics approval?

- A Faculty Research Ethics Panel (FREP).
- An NHS Research Ethics Committee.
- A County Council Research Ethics Committee.
- A Department Research Ethics Panel (DREP).

A researcher need to apply to a research ethics committee external to Anglia Ruskin University?

- When the research involves students at another University.
- When the research involves data collection in the National Health Service (NHS).
- When part of the research will be undertaken outside the UK.
- When the research involves Social Workers and/or those receiving social care.

Other approvals needed

- Approval for travel insurance if the research is being undertaken outside the UK.
- Approval from the organisation where the research will be undertaken.
- A Disclosure and Barring Services (DBS) check.
- NHS Research Governance approval if the research is being undertaken in the NHS.

Research can begin when you have

- You have received confirmation of approval from the:
 - Department Research Ethics Panel (DREP),
 - Faculty Research Ethics Panel (FREP) or
- If necessary from an External research ethics committee

When you submit the Stage 1 Ethics Application to your FREP or DREP they will consider:

- The process for recruiting and consenting participants.
- The risk of harm to researchers.
- The scientific or methodological rigour of the research.
- The risk of harm to research participants.

Seven ethical principles to consider when planning and conducting research

- Fidelity.
- Non-maleficence.
- Beneficence.
- Veracity.
- Autonomy.
- Confidentiality.
- Justice.

When might a researcher need to consider breaching confidentiality?

- If the researcher becomes aware of the possible risk of harm to the research participant or someone else.
- If the researcher is made aware of criminal activity.
- If the researcher is made aware of poor or dangerous practice that might put individuals at risk of harm.

Informed consent is valid, when the research participant:

- had all their questions answered by the researchers.
- had no pressure put on them to participate in the research.
- Have the capacity to make an informed decision.
- had been allowed adequate time to think about their possible participation in the research.
- have been provided with sufficient information to be able to make an informed decision about participating in the research.

Additional documents to submit with the Ethics application

- Participant Information Sheet (PIS).
- Consent Form (CF).
- Interview schedules, topic guides and questionnaires.

What questions should be answered in a participant information sheet?

- Does the individual have to participate and what happens if they say 'no'?
- What is the purpose of the research and why is it being done?
- Where and for how long will information about a participant be stored?
- What are the possible advantages and disadvantages of participating in the research?
- Who is undertaking the research and how can they be contacted?
- What happens if something goes wrong during the research?
- What will the participant have to do if they agree to participate in the research?

Summary

- Please complete form properly
- If you have any question please ask your supervisor
- Ensure you submit all the required documents e.g. PIS, PCF, letter from Company
- Make sure you pass your exam before submitting the application
- **Best of Luck in completing your Dissertation.**