Research Proposal and Ethics Workshop

Research Ethics Application

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What will be covered?

- Submitting Your Ethics Application to TURNITIN UK
- Completing the Ethics Application
- Ethics Quiz
- ARU Online Ethics Training

Submitting Your Ethics Application to TURNITIN UK

1. Please **COMPILE** all required documents i.e. Ethics Application Form, with PIS, PCF, Permission Letter (scanned image) and Ethics Quiz Pass Screenshot (image) into **ONE DOCUMENT**.

2. **Click** on the Ethics Application Class from your Turnitin Home Page
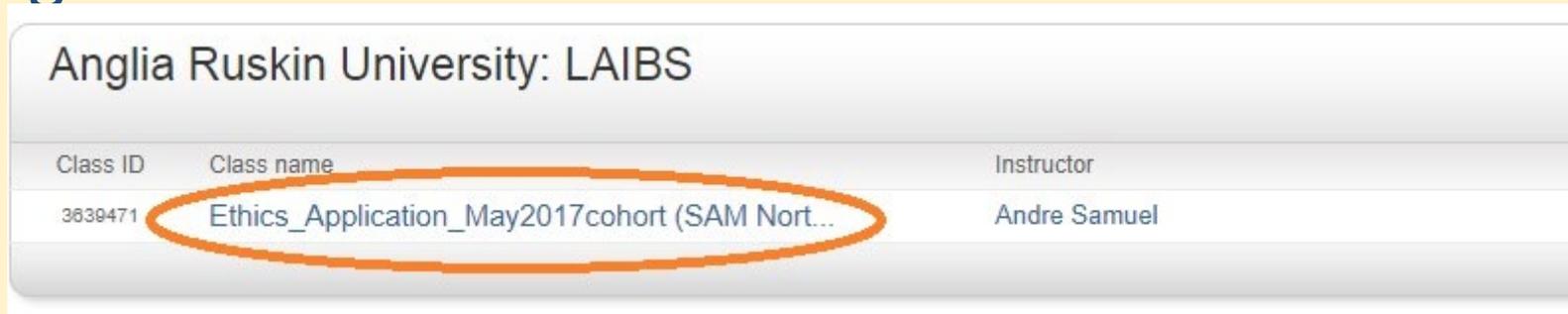
Anglia Ruskin University: LAIBS		
Class ID	Class name	Instructor
3639471	Ethics_Application_May2017cohort (SAM Nort...	Andre Samuel

3. Click **Submit** button, choose your file and **upload**.
4. You will receive a confirmation in your ARU email

Amending your Ethics Application on TURNITIN UK

In the event that you need to **add new documents at a later date** e.g. your Permission Letter, Ethics Quiz Pass etc.

1. **RE-COMPILE all the Ethics documents into ONE**

2. **Click** on the Ethics Application Class from your Turnitin Home Page.

3. Click on **RESUBMIT** button, choose the New file and **upload**.

Completing the Ethics Application

1. 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

2. Complete the **Participant Information Sheet (PIS)**

3. Complete the **Participant Consent Form (PCF)**

4. Complete Online **Ethics Quiz**

Other Key Documents

- Code of Practice for Applying for Ethical Approval
- QSA for Stage 1 Research Ethics Application Form
  - http://www.anglia.ac.uk/researchethics

- Anglia Ruskin's Privacy Notice for Research Participants.
  - https://www.anglia.ac.uk/privacy-and-cookies/research-participants

Key Points about Ethics Application

- Once you have ticked YES to any of Questions 1-11 and/or 29 but NO to all other questions on the **Stage 1 Form** YOU MUST:

  1. **Complete Section 4- Management of Ethical 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- Data Protection**

  3. **Complete Section 6- Confirmation/Declaration statements** Select Yes, No, Not Applicable as relevant to each question

  4. **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.

  5. **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**

Impact of changes to Research Topic on Your Ethics Application

There are **2 major situations** which would require the Students to Resubmit the Ethics Application:

- 1. the student changes the Participating Organization or Gatekeeper- in this case the permission would become invalid and therefore the student will have to seek new permission from the new Gatekeeper and submit a new letter of permission- **Recompile Application, Upload to TURNITIN**

- 2. the student changes the topic to the extent that the new research design introduces new ethical issues. Therefore students would have to resubmit the entire Ethics Application Form, PIS, PCF and letter of permission, Ethics Quiz Pass. - **Recompile Application, Upload to TURNITIN**

If a subtle change is made to the topic that does not introduce new ethical risks or risks which have already been mitigated in their application then students will not have to resubmit the ethics application.

ARU Online Ethics Training and Quiz

- This is Mandatory Training
- This training needs to be completed prior to submission of the Stage 1 Research Ethics Application Form
- There is a quiz at the end of the training which needs to be successfully completed and confirmation of this submitted with your Stage 1 Research Ethics Application Form.
- The quiz can be attempted as many times as required.

- https://anglia-ruskin-university.learnworlds.com/course?courseid=researchprofethics