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**RESEARCH ETHICS AND INTEGRITY**

**RISK ASSESSMENT FORM**

**For all undergraduate and graduate Dissertations and Research Projects**

Please fill in this form, then SAVE IT AS A PDF and submit as instructed by your supervisor with your project proposal

**Your name: (first) ……………………… (last) ………………………**

 Student number: …………… Your email address: ……………@miuc.org

PROJECT DESCRIPTON

**Please answer the following questions:**

1. **Do you intend to involve human participants in the conduct of your research? If no, please skip questions 2 & 3.**

☐ Yes ☐No

1. **Does your research involve vulnerable adults or under-18s?**

☐ Yes ☐No

1. **Could your research potentially expose you, anyone assisting you, or participants to emotional harm?**

☐ Yes ☐No

1. **Will your research involve travelling to geo-politically unstable regions/countries (e.g. areas affected by war, civil unrest, natural disasters, or listed as unadvisable to travel by Spanish government?**

☐ Yes ☐No

This proposal ***must be completed with the assistance of your supervisor***. You can change the size of the boxes (below) by typing or deleting as necessary.

It is very important to convey **with clarity**:

* Your research questions/the problem/the theme or topic you are investigating (what you are proposing to do and to find out or to create)
* The methodology or technical approach (for projects comprising in whole or in part the creation of an artefact) you will adopt – methods, number of participants, who the participants (if any) will be, survey instruments used technology and equipment employed etc.; and what questions you are planning to ask your respondents (if applicable); how you will deal with technical challenges.

|  |
| --- |
| Title of project \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name of researcher(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_@miuc.orgName of supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **WHERE APPROPRIATE TO YOUR CHOSEN TOPIC/RESEARCH:** | YES | NO | N/A |
|  1 | Will you describe in writing the main procedures to participants in advance, so that they are informed about what to expect? A copy of this must be attached to this application |  |  |  |
|  2 | Will you tell participants that their participation is voluntary? |  |  |  |
|  3 | Will you obtain written consent for participation and include within this that they have a right to withdraw at any point? A copy of this must be attached to this application |  |  |  |
|  4 | If the research is observational, will you ask participants for their consent to being observed? |  |  |  |
|  5 | With questionnaires, will you give participants the option of omitting questions they do not want to answer? |  |  |  |
|  6 | Will you tell participants that their data will be treated with full confidentiality and that, if published, it will not be identifiable as theirs?  |  |  |  |
|  7 | Will you debrief participants at the end of their participation (i.e. give them a brief explanation of the study)? A copy of this must be attached to this application |  |  |  |

If you have ticked **No** to any of Q1-7, but have **ticked box A** overleaf, please give an explanation on a separate sheet.

[Note: N/A = not applicable]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | YES | NO | N/A |
|  8 | Will your project involve deliberately misleading participants in any way? |  |  |  |
|  9 | Is there any realistic risk of any participants experiencing either physical or psychological distress or discomfort? If **Yes**, give details on a separate sheet and state what you will tell them to do if they should experience any problems (e.g. who they can contact for help). |  |  |  |

If you have ticked **Yes** to 8 or 9, you should normally **tick box B** overleaf; if not, please give a full explanation on a separate sheet

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | YES | NO | N/A |
| 10 | Does your project involve work with animals? If yes, please **tick box B** overleaf. |  |  |  |
| 11 | Do participants fall into any of the following vulnerable groups? If they do, please and **tick box B** overleaf.**Note that you may also need to obtain satisfactory DBS clearance (or equivalent for overseas students).** | Schoolchildren (under 18 years of age) |  |  |  |
| People with learning or communication difficulties |  |  |  |
| Patients |  |  |  |
| People in custody |  |  |  |
| People engaged in illegal activities (e.g. drug-taking) |  |  |  |
| Any other groups who could be reasonably argued as representing any form of vulnerability – please specify |  |  |  |
| 12 | Will you be accessing materials which may be considered security-sensitive under the Counter Terrorism Act (2015)? |  |  |  |

**There is an obligation on the researcher to bring to the attention of the School Ethics Panel any issues with ethical implications not clearly covered by the above checklist.**

PLEASE TICK **EITHER** BOX A OR BOX B BELOW AND **PROVIDE THE DETAILS REQUIRED** IN SUPPORT OF YOUR APPLICATION. THEN SIGN THE FORM.

**Please tick**

|  |  |
| --- | --- |
| **A.** I consider that this project has **no** significant ethical implications to be brought before the School Ethics Panel. |  |

|  |  |
| --- | --- |
| **B.** I consider that this project **may** have ethical implications that should be brought before the School Ethics Panel, and/or it will be carried out with children or other vulnerable populations. |  |

I have received guidance on ethical research practices relevant to my subject as part of my preparation for this module.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Researcher(s))*

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Supervisor)*

Introduction to the research

Background to research topic area (with references where applicable). 200 words approx. Include **Aims and Hypothesis, Research Question(s) of the dissertation/project or an outline of the aims and the context of the creative artefact (where the project is a creative artefact)**

Method

Outline all methodological issues - e.g. Design, participants, questionnaires, tests, method of data collection. *Who* are you working with? *How?* *What Measures?* *What interventions/manipulations? What controls?* If your research entails exclusively the consultation of published documents, books, articles or other work in the public domain please state this under the heading ‘materials’. In the case of creative artefacts please use relevant sections of your dissertation/project proposal to place in the section below to which they most closely pertain.

**Research design or schedule (for creative artefacts)**

**Participants (where applicable)**

**Materials (to include locations and objects/resources)**

 **Procedure or details of technical aspects of creative production**

Analysis

Please complete this section only if your project requires written analysis to be submitted as the assessment or as part of it. If the project you are undertaking comprises a creative artefact such as a film or body of photographic work please type ‘Not applicable’ in this box

CLEARLY describe the method of analysis you are going to use. Is it *qualitative* or *quantitative?*