

**WELSH SCHOOL OF ARCHITECTURE
ETHICS APPROVAL FORM**

Tick one box: STAFF project POSTGRAD project UNDERGRAD project

Title of project: _____

Name of researcher(s): _____

Name of supervisor (for student research): _____

Contact e-mail address: _____

The purpose of this form is for you to think about ethics issues in your research. Please answer 'YES' 'NO' or 'NOT APPLICABLE' (N/A) to each of the following questions. A negative response does not automatically result in non-approval of the research, but should be explained in Box A.

	YES	NO	N/A
• Will you describe the research process to participants in advance, so that they are informed about what to expect?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Will you tell participants that their participation is voluntary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Will you tell participants that they may withdraw from the research at any time and for any reason?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Will you obtain valid consent from participants? (specify how consent will be obtained in Box A)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• If the research is observational, will you ask participants for their consent to being observed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• If the research involves photography or other audio-visual recording, will you ask participants for their consent to being photographed / recorded and for its use/publication?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• With questionnaires, will you give participants the option of omitting questions they do not want to answer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Will you tell participants that their data will be treated with full confidentiality and that, if published, will not be identifiable as theirs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Will you allow the participants the option of anonymity for all or part of the information they give in an interview or documentary form?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Will your project involve deliberately misleading participants in any way?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Will you debrief participants at the end of their participation (i.e. give a brief explanation of the study)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• 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).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do participants fall into any of the following special groups? If yes, clearly describe in Box A how you intend to handle ethical issues arising with research on these vulnerable groups.			
• Children (under 16 years of age)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• People with learning difficulties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Patients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• People in custody	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• People engaged in illegal activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Vulnerable elderly people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Does the research meet the requirements of the University's Health and Safety policies? (see http://www.cardiff.ac.uk/osheu/complete_risk_assessment/index.html)	<input type="checkbox"/>		

You MUST Bring to the attention of the School Research Ethics Committee any issues with ethical implications not clearly covered by the above checklist

FOR STUDENT PROJECTS: THE SUPERVISOR MUST INITIAL ONE OF THE FOLLOWING STATEMENTS:

- The supervisor believes this research project has **negligible** ethical implications and the student can proceed with the research immediately.
- The supervisor believes this research project has **some minor** ethical implications. **Box A** clearly describes the supervisor's recommendations to follow and/or issues that the student needs to address in order for the research to proceed.
- The supervisor believes this project may have **significant** ethical implications and should be brought before the Ethics Committee. **Box A** clearly describes the ethical issues arising the research. The student **SHOULD NOT** proceed until the project has been approved by the

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Box A The Project (provide all the information listed below in a separate attachment)
<ol style="list-style-type: none"> 1. Title of Project 2. Purpose of the project and its academic rationale 3. Brief description of methods and measurements 4. Participants: recruitment methods, number, age, gender, exclusion/inclusion criteria 5. Consent and participation information arrangements - please attached consent forms if they are to be used 6. A clear and concise statement of the ethical considerations raised by the project and how is dealt with them 7. Estimated start date and duration of project <p>All information must be submitted along with this form to the School Research Ethics Committee for consideration</p>

Box B Researcher Statement. (In all cases Box A should clearly describe how you plan to deal with ethical issues in your research).			
<ul style="list-style-type: none"> • I believe this research project has negligible ethical implications. <input type="checkbox"/> • I believe this research project has some minor ethical implications. <input type="checkbox"/> • I believe this project may have significant ethical implications. <input type="checkbox"/> 			
<table style="width: 100%; border: none;"> <tr> <td style="width: 35%; border: none;">Signed _____</td> <td style="width: 35%; border: none;">Print Name _____</td> <td style="width: 30%; border: none;">Date _____</td> </tr> </table> <p style="margin-left: 20px;"><i>Undergraduate or Postgraduate Researcher</i></p>	Signed _____	Print Name _____	Date _____
Signed _____	Print Name _____	Date _____	
<table style="width: 100%; border: none;"> <tr> <td style="width: 35%; border: none;">Signed _____</td> <td style="width: 35%; border: none;">Print Name _____</td> <td style="width: 30%; border: none;">Date _____</td> </tr> </table> <p style="margin-left: 20px;"><i>Research Supervisor or Lead Researcher</i></p>	Signed _____	Print Name _____	Date _____
Signed _____	Print Name _____	Date _____	

Box C Comments from the School Research Ethics Committee

STATEMENT OF ETHICAL APPROVAL			
<p>This project had been considered using agreed Departmental procedures and is now approved</p>			
<table style="width: 100%; border: none;"> <tr> <td style="width: 35%; border: none;">Signed _____</td> <td style="width: 35%; border: none;">Print Name _____</td> <td style="width: 30%; border: none;">Date _____</td> </tr> </table> <p style="margin-left: 20px;"><i>Chair, School Research Ethics Committee</i></p>	Signed _____	Print Name _____	Date _____
Signed _____	Print Name _____	Date _____	