Bournemouth University

# Online Ethics Checklist

There are four sections to the online ethics checklist:

**Section 1 – Researcher/Project Details**
**Section 2- Filter Questions**
**Section 3 – My Research**
**Section 4 – Attachments/Researcher Statement**

**Remembe**r that the online ethics **checklist is collapsible**, so depending on the questions selected and your responses will determine **whether more/less questions appear**.

## Filter Questions (Section 2)

*Filter Questions*

Is your study solely literature based – see **Literature Review**

Does your study involve Human Participants – see **Human Participants**

Does your study involve the re-use of data containing any identifiable personal data which will be obtained from a source other than directly from a Participant? – see **Research Data**

Does your study involve the use of human tissue? – see **Human Tissue**

Does your study involve experimentation on any of the following: animals, animal tissue, genetically modified organisms? – see **Animal Experimentation/Genetically modified organisms**

Will your research study take place outside the UK and/or specifically target a country outside the UK? - See **Research taking place outside the UK**

Does your study require external permission/licences? - See **Additional External Permission/Licence**

Does your study require review and approval through another external Ethics Committee? (NOT NHS) – See **External Ethics Review**

Does your study require HRA Approval and/or NHS Research Ethics Committee Approvals? – See - **Does your study require HRA Approval and/or NHS Research Ethics Committee Approvals?**

None of the Questions listed above apply to my research – see **No filter question applies**

## 'My Research' Questions – Section 3

### Literature Review

Will you have access to personal data that allows you to identify individuals which is not already in the public domain? **Yes:**

- Will personal data accessed include any special category data, or any information about actual or criminal convictions? **Yes:**
    - Have you considered and addressed the need for 'data minimisation' in the use of this personal data part of your Literature Review? **Yes**
    - Please give brief details of how you will address the need for data minimisation.
- Please explain how why your research requires the use of personal/confidential corporate or company data and how it will used as part of your Literature Review.
- What is the source of the personal/confidential corporate or company data to which you have access?

Will you have access to confidential corporate or company data (that is not covered by confidentiality terms within an agreement or separate confidentiality agreement)? **Yes**

- Please explain how why your research requires the use of personal/confidential corporate or company data and how it will used as part of your Literature Review.
- What is the source of the personal/confidential corporate or company data to which you have access?

***Storage, Access and Disposal of Personal Data (if no personal data is collected)*** *i.e. answered* ***NO*** *to the questions above*

Will any data be stored on the BU's Data Repository "BORDaR"?

***Storage, Access and Disposal of Personal Data (if personal data is collected)*** *i.e. answered* ***YES*** *to the questions above*

During the study, what personal data will be stored and where?
During the study, who will have access to the data?
How long will the data be stored?
After the study has finished, what personal data will be stored and where?
After the study has finished, how long will personal data be stored?
After the study has finished, who will have access to the personal data?
Will any identifiable participant data be transferred outside of the European Economic Area? **Yes**

- Please give details

How and when will data be deleted/destroyed?
Will any data be stored on the BU's Data Repository "BORDaR"?

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## Human Participants

### Participants

Describe the number of participants and specify any inclusion/exclusion criteria to be used.
Are you participants considered vulnerable? **Yes**

- If Yes, please provide details (e.g. children - specify age range, cognitive impairment, prison inmates, etc.)

Is a Disclosure and Barring Service (DBS) check required?

### Recruitment

Please describe how participants will be identified, approached and recruited. Include details of any relationship between researcher(s) and participant(s), e.g. teacher-student.
Do you need a Gatekeeper to access your participants? **Yes**

- If yes, please provide details, including their roles and any relationship between Gatekeepers and participant(s) (e.g. nursing home manager and residents).

### Data Collection Activity

Will the research involve the completion of a questionnaire/survey? **Yes**

- How do you intend to distribute the questionnaire?
    - Face to Face
    - By Post
    - Online
        - If online, do you intend to use a survey company to host and collect responses?
    - Other
        - Please provide details

Will the research involve interviews and/or focus groups?
Will the research involve the collection of audio materials? **Yes**

- Will the audio recordings be used solely for the purposes of producing an anonymised transcript/summary and then deleted and will not be used in any outputs or made publicly available? **No**
- Please describe the purpose for retaining the audio recordings

Will your research involve the collection of photographic materials which will identify a participant? **Yes**

- Please provide details and whether the photographic materials will be included in any outputs.

Will your research involve the collection of video materials? **Yes**

- Please provide details and whether the video materials will be included in any outputs.

Will the study involve discussions of sensitive topics (e.g. sexual activity, drug use, criminal activity)?

- Please provide details and measures taken to minimise risks

Will any drugs, placebos or other substances (e.g. food substances, vitamins) be administered to the participants?

- Please provide details and measures taken to minimise risks and explain why your research project does not require an ethical review by a NHS Research Ethics Committee

Will the study involve invasive, intrusive or potential harmful procedures of any kind?

- Please provide details and measures taken to minimise risks and explain why your research project does not require an ethical review by a NHS Research Ethics Committee.

Could your research induce psychological stress or anxiety, cause harm or have negative consequences for the participants or researchers (beyond the risks encountered in normal life)?

- Please provide details and measures taken to minimise risks.

Will your research involve prolonged or repetitive testing?

- Please provide details and measures taken to minimise risks.

## Consent

Describe the process that you will be using to obtain valid consent. If consent is not to be obtained explain why.
If participants are minors or for other reasons are not competent to consent, describe the proposed alternative source of consent.
Will it be necessary for participants to take part in your study without their knowledge and consent? **Yes**

- If Yes, describe how and when participants will be informed of the covert observation and who will be providing this information?

## Participant Withdrawal

Describe how the participants will be informed of their right to withdraw from the study.
Explain what will be done with the participants' data if they withdraw.

### Participant Compensation

Will participants receive financial compensation (or course credits) for their participation?
Will financial or other inducements (other than reasonable expenses) be offered to participants? **Yes**

- Please provide details

### Personal Data

Will identifiable personal information be collected, i.e. data which identifies or could enable identification of the research participant? **Yes**

- Please give details of the types of information to be collected, e.g. personal characteristics, education, work role, opinions or experiences.
- Will the personal data collected include any special category data, or any information about actual or alleged criminal activity or criminal convictions which are not already in the public domain? **Yes**
- Have you considered and addressed the need for 'data minimisation' in your use of personal data for the study? **Yes**
    - Please give brief details of how you will address the need for data minimisation
- Will the data be anonymised at some stage during the study? **No**
    - If the personal data collected is not to be anonymised, how will this data be used in the study?

## Storage, Access and Disposal of Personal Data **(if <u>no</u> personal data is collected)**

Will any data be stored on the BU's Data Repository "BORDaR"?

### *Storage, Access and Disposal of Personal Data* ***(if personal data is collected)***

During the study, what personal data will be stored and where?
During the study, who will have access to the data?
How long will the data be stored?
After the study has finished, what personal data will be stored and where?
After the study has finished, how long will personal data be stored?
After the study has finished, who will have access to the personal data?
Will any identifiable participant data be transferred outside of the European Economic Area? Yes

- Please give details

How and when will data be deleted/destroyed
Will any data be stored on the BU's Data Repository "BORDaR"?

### Risk Assessment

Have you undertaken an appropriate Risk Assessment?

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## Research Data

Please describe the data, its source and how you are permitted to use it.

### Personal Data

Will identifiable personal information be collected, i.e. data which identifies or could enable identification of the research participant? **Yes**

- Please give details of the types of information to be collected, e.g. personal characteristics, education, work role, opinions or experiences.
- Will the personal data collected include any special category data, or any information about actual or alleged criminal activity or criminal convictions which are not already in the public domain? **Yes**
- Have you considered and addressed the need for 'data minimisation' in your use of personal data for the study? **Yes**
    - Please give brief details of how you will address the need for data minimisation
- Will the data be anonymised at some stage during the study? **No**
    - If the personal data collected is not to be anonymised, how will this data be used in the study?

### Storage, Access and Disposal of Personal Data **(if no personal data is collected)**

Will any data be stored on the BU's Data Repository "BORDaR"?

### *Storage, Access and Disposal of Personal Data* ***(if personal data is collected)***

During the study, what personal data will be stored and where?
During the study, who will have access to the data?
How long will the data be stored?
After the study has finished, what personal data will be stored and where?
After the study has finished, how long will personal data be stored?
After the study has finished, who will have access to the personal data?

Will any identifiable participant data be transferred outside of the European Economic Area? Yes

- Please give details

How and when will data be deleted/destroyed
Will any data be stored on the BU's Data Repository "BORDaR"?

### Risk Assessment

Have you undertaken an appropriate Risk Assessment?

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### Human Tissue

What is the sample?
How will it be obtained?
Where will the sample be stored and for how long?
Does your research require HRA approval and/or NHS REC approval? No

- Please explain why your research project does not require ethical review by an NHS REC.

### Risk Assessment

Have you undertaken an appropriate Risk Assessment?

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## Animal Experimentation/Genetically modified organisms

Please describe the animal, animal tissue or genetically modified organisms
Please describe the methodology of the experiment

### Risk Assessment

Have you undertaken an appropriate Risk Assessment?

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### Research taking place outside the UK

What country will your research take place in?
Does the country in which you are conducting research require that you obtain internal ethical approval (other than BU ethical approval? **Yes**

- If yes, please state the approving authority.

### Risk Assessment

Have you undertaken an appropriate Risk Assessment?

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### Additional External Permission/Licence

What permission/licence do you need and from whom?
Please state the licence reference/number under which you research activities are permitted to proceed (if applicable).

### Risk Assessment

Have you undertaken an appropriate Risk Assessment?

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### External Ethics Review

Please identify the approving authority
Do you also require Bournemouth University ethical approval?

### Risk Assessment

Have you undertaken an appropriate Risk Assessment?

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### Does your study require HRA Approval and/or NHS Research Ethics Committee Approvals?

**HRA Approval Only**
**You will need to refer Human Participant and/or Research Data and/or Human Tissue for a list of questions**
Do you need to apply for Bournemouth University Sponsorship? No

- Please provide details of who will act as Sponsor

**NHS REC Approval only**
**You will need to refer Research Data or Human Tissue for a list of questions**
Do you need to apply for Bournemouth University Sponsorship? No

- Please provide details of who will act as Sponsor

**HRA Approval and NHS REC Approval**
Do you need to apply for Bournemouth University Sponsorship? No

- Please provide details of who will act as Sponsor

### Risk Assessment

Have you undertaken an appropriate Risk Assessment?

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### No filter question applies

If you select the option that no filter question applies to your research, the following statement will appear in Section 3.

I am confirming that my proposed project does not involve:

- Human participants
- Research involving human tissue
- Medical research requiring NHS ethical / R&D approval
- The use of animals (or tissues/fluids derived from animals)
- Access to identifiable personal data for living individuals not already in the public domain
- Increased danger of physical or psychological harm for researcher(s) or subject(s).
- Raise any ethical issues associated with the use of genetically modified organisms.

My proposed project does not therefore require an ethics review.

If any changes to the project involve any of the criteria above I undertake to resubmit the project for approval.

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