

APPLICATION FOR ETHICAL APPROVAL OF A PGCE RESEARCH PROJECT

This form is for students carrying out research for the Postgraduate Certificate of Education (PGCE) in the School of Education and Lifelong Learning. Students must consult the school and university guidelines and discuss their research proposal and ethics implications with their curriculum tutor and link teacher before submitting their completed application to the Ethics Committee for approval. **Completed applications (including the required attachments) must be submitted electronically to the SY PGCE administration team (sy.pgce@uea.ac.uk) who will forward it to the Research Ethics Committee.**

This form must be completed for all projects which involve human participants. **You must not begin data generation or approach potential research participants until your proposal has been approved by the Research Ethics Committee.**

The Research Ethics page of the EDU website provides links to the University Research Ethics Committee, the UEA ethics policy guidelines, ethics guidelines from BERA and the ESRC, and resources from the academic literature, as well as relevant policy updates: www.uea.ac.uk/edu/research/researchethics.

1. APPLICANT DETAILS	
Name:	
Email address:	
Placement B school:	
Curriculum tutor:	

2. PROPOSED RESEARCH PROJECT DETAILS:	
Title:	
Fieldwork Start Date:	

3. APPLICATION FORM:

Section 1

Briefly outline your research focus and/or questions or aims (maximum 250 words).

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Section 2

Briefly outline your proposed research methods, including who will be your research participants. You may refer to the methods (A-F) outlined on pages 121-122 of the course handbook (maximum 250 words).

Section 3

Briefly explain how you plan to select potential research participants, how you will inform them of their participation and how you will obtain informed consent (maximum 250 words).

Section 4

Please tick the following boxes where appropriate:

I have read and discussed with my curriculum tutor the University's Research Ethics Policy, Principle and Procedures, and consulted the British Educational Research Association's Revised Ethical Guidelines for Educational Research and other available documentation on the EDU Research Ethics webpage.	
I am aware of the relevant sections of the Data Protection Act (1998): http://www.hms0.gov.uk/acts/acts1998/19980029.htm and Freedom of Information Act (2005).	
Data gathering activities involving schools and other organizations will be carried out only with the agreement of the head of school/organization, or an authorised representative, and after adequate notice has been given.	
The purpose and procedures of the research, and the potential benefits and costs of participating (e.g. the amount of their time involved), will be fully explained to prospective research participants at the outset.	
My full identity will be revealed to potential participants.	
Prospective participants will be informed that data collected will be treated in the strictest confidence and will only be reported in anonymised form	
All potential participants will be asked to give their explicit, written consent to participating in the research, and, where consent is given, separate copies of this will be retained by both researcher and participant.	
In addition to the consent of the individuals concerned, the signed consent of a parent/carer will be required to sanction the participation of minors (i.e. persons under 16 years of age).	
Undue pressure will not be placed on individuals or institutions to participate in research activities.	
The treatment of potential research participants will in no way be prejudiced if they choose not to participate in the project.	

I will provide participants with my school contact details (<i>not</i> my personal contact details) and those of the EDU assessment coordinator, in order that they are able to make contact in relation to any aspect of the research, should they wish to do so. I will notify participants that complaints can be made to the Head of School, or an authorised representative.	
Participants will be made aware that they may freely withdraw from the project at any time without risk or prejudice.	
Research will be carried out with regard for mutually convenient times and negotiated in a way that seeks to minimise disruption to schedules and burdens on participants	
At all times during the conduct of the research I will behave in an appropriate, professional manner and take steps to ensure that neither myself nor research participants are placed at risk.	
The dignity and interests of research participants will be respected at all times, and steps will be taken to ensure that no harm will result from participating in the research	
The views of all participants in the research will be respected.	
Special efforts will be made to be sensitive to differences relating to age, culture, disability, race, sex, religion and sexual orientation, amongst research participants, when planning, conducting and reporting on the research.	
Data generated by the research (e.g. transcripts of research interviews) will be kept in a safe and secure location and will be used purely for the purposes of the research project (including dissemination of findings). No-one other than research colleagues, professional transcribers and supervisors will have access to any identifiable raw data collected, unless written permission has been explicitly given by the identified research participant.	
Research participants will have the right of access to any data pertaining to them.	
All necessary steps will be taken to protect the privacy and ensure the anonymity and non-traceability of participants – e.g. by the use of pseudonyms, for both individual and institutional participants, in any written reports of the research and other forms of dissemination.	

Section 5

Please provide further information below in relation to any of the above statements which you have not been able to tick, explaining in each case why the suggested course of action is not appropriate.

Please also add here any other ethical considerations the ethics committee may need to be made aware of.

ADDITIONAL DOCUMENTS TO BE ATTACHED

PLEASE ENSURE ALL ESSENTIAL DOCUMENTS ARE ATTACHED TO YOUR APPLICATION

The following should be attached to your application as necessary – please indicate if attached and list any additional materials:

- ☐ **Project Information Sheet(s) (for participants)**
- ☐ **Participant Consent Form(s)**
- ☐ **Any Other Supporting Documents**

DECLARATION:

I have discussed the ethics of my research project with my curriculum tutor and link teacher. I am satisfied that all ethical issues have been identified and that satisfactory procedures are in place to deal with those issues in this research project. I will abide by the procedures described in this form.

Name of Applicant:	
Date:	

PLEASE SEND YOUR APPLICATION ELECTRONICALLY TO THE SY PGCE ADMINISTRATION TEAM WHO WILL REVIEW AND SUBMIT YOUR APPLICATION TO THE ETHICS COMMITTEE.

Module leader declaration (this section will be completed at UEA)

I have discussed the ethics of the proposed research with the student and am satisfied that all ethical issues have been identified and that satisfactory procedures are in place to deal with those issues in this research project.

Name of module leader:	
Date:	

EDU ETHICS COMMITTEE 2011/12

FOR ADMINISTRATIVE USE ONLY

Considered by Chair: (Date)
Considered at Committee Meeting: (Date)
Minute reference:

Recommendation:

Accept		Amend and Resubmit	
Amend		Reject	

Comments: