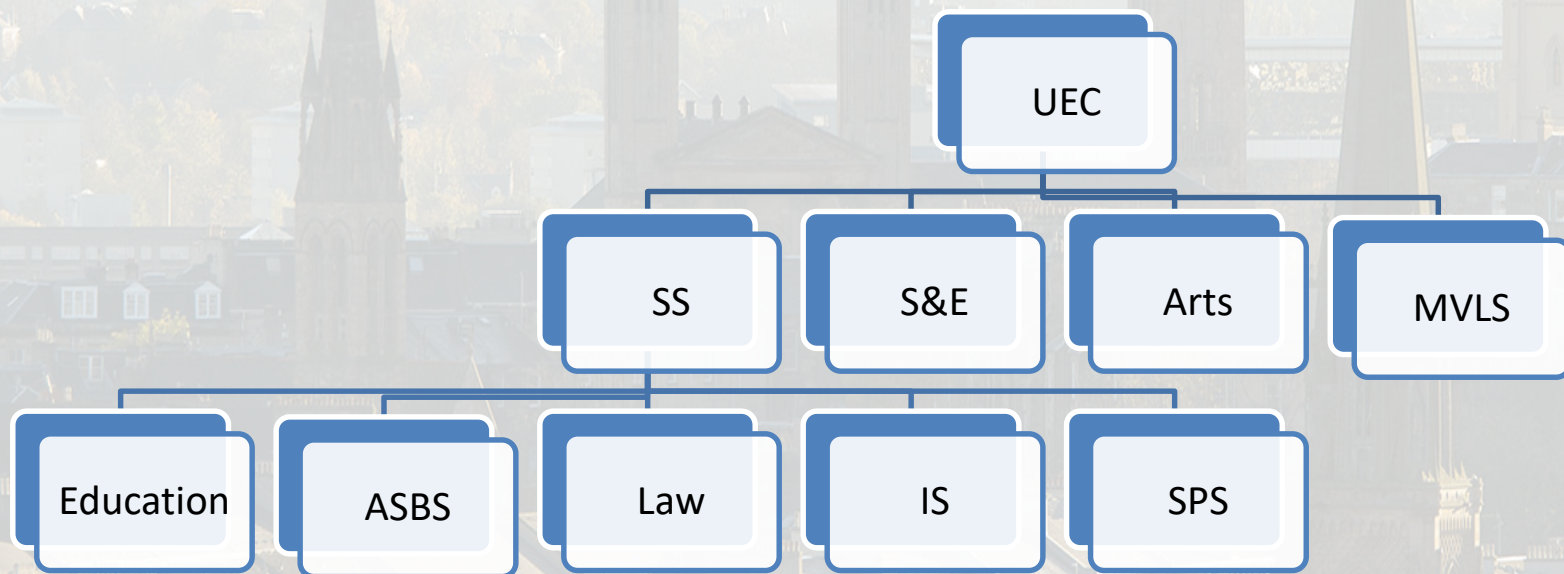# Application process for ethical approval: College of Social Sciences

Monday 6 July 2020

University of Glasgow

INSPIRING PEOPLE

# Ethics Structure @ Glasgow

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## RESEARCH ETHICS

Guidance on College of Social Sciences ethical review process. This applies to all College staff and students undertaking research as members of the University of Glasgow.

Coronavirus: information for students and staff

## Important Information on Coronavirus and Research Ethics

→ Important Information on Coronavirus and Research Ethics

## Application Process

→ Staff and Postgraduate Research Students (PGR)

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## INFORMATION FOR ALL APPLICANTS

Before you can start any research project involving human participants, material or data in the College, you have to get approval from the College of Social Sciences Research Ethics Committee (PGR and Staff) or your School's Ethics Forum (UG and PGT). They receive research proposals from students and staff of the Schools and College and consider any ethical issues that might arise from the execution of the research.

The following information is provided to ensure that you are aware of possible ethical issues related to your research.

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+ Working with Glasgow University Students

+ Research using Non-Standard Human Data

+ NHS Research

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## ETHICS TRAINING RESOURCES

In this section are some presentations from ethics training and information sessions and other links to useful resources.

## THE ROLE OF ETHICAL REVIEW IN RESEARCH GOVERNANCE

**The role of ethical review in research governance**

Here you will find links to presentations

The role of ethical review in research governance PDF *Dr Muir Houston, 14 February 2020.* This explains looks at the three key strands in research governance: Research Integrity, Ethics and Data Management. in relation to ethics it considers: Why do we need it? What influences it? How do we do it?

Research Data Management_Matt Mahon   PDF *Mr Matt Mahon, 16 December 2019.* This looks at the University of Glasgow processes in Creating, Organising, Keeping and Sharing your data.

Secondary data and ethical issues PDF *Dr Muir Houston, July 17 2019.* This explains some of the ethical issues involved in conducting research with secondary data sources, including different types of data sources and raises questions around social media and online ethics.

Social Media and Online Ethics January 2018 PDF *Dr Muir Houston.* This explains some of the ethical issues involved in conducting research with social media and online sources.

The Ethics Approval Application Process January 2018  PDF The College application process is explained with hints on how to approach the application form and supporting documents, as well as problems to avoid.

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## ONLINE INFORMATION LINKS FOR INTERNET BASED RESEARCH

**Ethics**

- **Ethics Guidelines for Internet-mediated Research**  BPS (2017)  https://www.bps.org.uk/sites/bps.org.uk/files/Policy/Policy%20-%20Files/Ethics%20Guidelines%20for%20Internet-mediated%20Research%20(2017).pdf

- **Ethics Guidelines and Collated Resources for Digital Research**  BSA (2017)  https://www.britsoc.co.uk/media/24309/bsa_statement_of_ethical_practice_annexe.pdf

- **Internet based research: Best practice Guidance**. University of Oxford  https://researchsupport.admin.ox.ac.uk/files/bpg06internet-basedresearchpdf

- **Research ethics and data sharing: governance and integrity** Louise Corti 2018   http://ukrio.org/wp-content/uploads/Louise-Corti-UK-Data-Service-Research-ethics-and-data-sharing.pdf

- **Unpacking the Value of Social Media Work Package 3: Ethics** – Ginnis, S. et al., 2015 https://www.ipsos.com/sites/default/files/ct/publication/documents/2018-01/wisdom-of-the-crowd-social-media-ethics.pdf

- **#SocialEthics a guide to embedding ethics in social media research** Harry Evans; Steve Ginnis; Jamie Bartlet (2015) https://www.ipsos.com/sites/default/files/migrations/en-uk/files/Assets/Docs/Publications/im-demos-social-ethics-in-social-media-research-summary.pdf

- **Towards an Ethical Framework for Publishing Twitter Data in Social Research: Taking into Account Users' Views, Online Context and

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## ETHICS CONTACTS

| College Ethics Officer & Administrative Contacts |
|---|

**PGR & Staff Enquiries**  College Ethics Inbox

**College Ethics Officer**  Dr Muir Houston

**Ethics Administrator**  Mrs Terri Hume Clerk to Committee/PGR & Staff
applications/web/training

| School Ethics Administrative Contacts |
|---|

**All enquiries to be sent to administrative contact in first instance**

**Adam Smith Business School**  Ethics Administrator

**School of Education**  education-ethics@glasgow.ac.uk

**School of Interdisciplinary Studies**  Mr Brian Brown

**School of Law**  Miss Clara Patrick

**School of Social and Political Sciences**  Ms Lesley Scott  (UG)  Mr Aidan
Simpson (PGT)

| School Ethics Officers |
|---|

**Adam Smith Business School**  Professor Georgios Sermpinis

**School of Education**  Dr Barbara Read

**School of Interdisciplinary Studies**  Dr Benjamin Franks

**School of Law**  Dr Anna Chadwick

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## FAQ

Here is a selection of frequently asked questions in relation to ethics and ethics application processes in the College.  Online System FAQ provides specific answers relating to the online Research Ethics System.

Online System FAQ

+ What is the history of ethics in research?

+ Why do I need ethical approval?

+ What does/does not need ethical approval?

+ What is the difference between research ethics and integrity?

+ When does research come under NHS ethics?

+ How do I apply for ethical approval?

+ How long does it take for an ethics application to be processed?

+ How does the online approval process work?

+ What is the difference between confidentiality and anonymity?

+ What is meant by 'permissions'?

+ Is there a risk assessment form for fieldwork?

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## APPLICATION PROCESS SUMMARY STAFF AND PGR

The **College Research Ethics Committee** (**CREC**) considers staff and postgraduate research student (PhD/EdD) applications. Applications are uploaded to the online Research Ethics System at: https://frontdoor.spa.gla.ac.uk/login/ and forwarded to reviewers through this system.

**To Submit an Application**

1  Choose **Social Sciences Research Ethics Committee**

2  Choose **Project Title**

3  If student, choose Supervisor

4  **Upload** documents, an **Ethics Application Form** and **Participant Information Sheet** are mandatory, a **Privacy Notice** is now also required.

Prior to the application being submitted to the administrator the application is still in a draft state and documents can be deleted and changed. Once submitted an application number is allocated and the application cannot then be changed unless returned by administrator or reviewer

Staff Applicants

**Ethical Risks section** must be completed, signed and dated by staff applicants.

Student Applicants

**Ethical Risks section** must be completed, signed and dated by supervisor in case of student applications.

All Applicants

The **Declaration at the end of the Ethics Application Form** must be signed and dated by the applicant, and supervisor where applicable.

5  **Submit** application, this goes to supervisor if student, direct to ethics administrator if staff applicant. (Supervisor will receive email alerting them to application. Once the application is finalised, the supervisor submits the application.

If you do not have access in MyGlasgow Business Systems to the Research Ethics System then an ITHelpdesk call should be made to request this.

1. Login using your GUID and Password.
2. Click on Request or Report something
3. Click on Business Systems: Request Help
4. Choose category Research Ethics System
5. Select the subcategory Request Access
6. Select the Type of Access Required.

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## STAFF AND POSTGRADUATE RESEARCH STUDENTS

The College Research Ethics Committee considers staff and postgraduate research (PhD/EdD) student applications.

Data Management Advice 8 April 2020  in light of restrictions due to Covid19

Application forms and notes on how to complete them are available below, please consult the Information for Applicants section of this website for specific guidance on ethics issues.  See Application Process Summary for details on submission process.

Retrospective approval cannot be given and any data collected without ethical approval cannot be used. It is important that you allow enough time for your application.  Applications should **be submitted at least 6 weeks in advance of the intended start date** for data collection to allow for review and any changes required.

Links

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Online System Login

https://www.gov.uk/foreign-travel-advice

See below for forms and guidance

+ Ethics Forms and Guidance Notes: Staff and PGR

+ Responsibility: Staff and PGR

+ Supervisor Notes: PGR

+ Late Submissions: Staff and PGR

+ Online System Guides for PGR Students

+ Online System Guides for Supervisors

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## UG AND PGT APPLICATION PROCESS SUMMARY

The **School Ethics Forum** (SEF) in each School in this College considers undergraduate and postgraduate (MA/MSc) taught student ethics applications. Students should apply to the relevant School Ethics Forum.

**Ethics Application forms** and Supporting Document Templates can be downloaded from the College ethics website UG and PGT forms section. The **Plain Language Statement** and **Privacy Notice** are mandatory and the **Consent Form** is almost always required. Interview questions or questionnaires must also be provided for reviewers. An electronic copy of all supporting documents should be submitted along with the ethics application form.

**All Applications: Ethical Risks section** must be completed, signed and dated by supervisor indicating if it is a low or high risk application.

**All Applications:** The applicant and supervisor must sign and date the **Declaration at the end of the Ethics Application Form.**

**The application will not be processed if these two sections are incomplete**.

1. The application should be sent to the ethics administrator by email by the supervisor along with the supporting documents. (only School of Law allows direct student submission)

   - **Note**: The School of Education uses the Research Ethics Online System for applications. Education UG and PGT applicants should select the **School of Education Ethics Committee** from the drop down menu when uploading their application.

2. The application will be allocated to the reviewer(s) and sent for review via email. An email confirming this will be sent to the student and supervisor. There may be one or two reviewers depending on the School and whether it is considered a low or high risk application.

3. If changes are required the application will be returned by email. Any changes made on the application form or supporting documents should be highlighted or put into red coloured text to assist the reviewers in confirming the changes. Remember to remove the highlighting before issuing any documents to your

**Email Addresses**

Adam Smith Business School

business-ethics-applications@glasgow.ac.uk

Interdisciplinary Studies

inter-ethics@glasgow.ac.uk

Law

law-cpe@glasgow.ac.uk

Social & Political Sciences UG

socpol-ug-ethics@glasgow.ac.uk

or PGT

socpol-pgt-ethics@glasgow.ac.uk

Education

education-ethics@glasgow.ac.uk

Research Ethics System online login (Education only)

https://frontdoor.spa.gla.ac.uk/login/

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## UNDERGRADUATE AND POSTGRADUATE TAUGHT STUDENTS

Each School has their own School Ethics Forum which considers Undergraduate (MA/MEduc/BSc/BAcc/LLB) and Postgraduate Taught (MSc/MEd/IntM/MBA/MGB) student applications for ethical approval.  Application forms and notes on how to complete them are available below.

**Important Information relating to Coronavirus pandemic and research**

- School of Social and Political Sciences FAQ 20 April 2020

- School of Social and Political Sciences FAQ 6 April 2020

- School of Social and Political Sciences FAQ 30 March 2020 (For Erasmus Mundus & Joint Masters Degree Courses only)

- School of Social and Political Sciences Ethics at a Glance 6 April 2020

- Education PGT Ethics Applications FAQs 8 April 2020

Links

Information for Applicants

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Ethics Contacts

https://frontdoor.spa.gla.ac.uk/login/ - Online System login - School of Education only

See below for forms and guidance

+ Ethics Forms and Guidance Notes: UG and PGT

+ Amendments to Approved Applications

+ Responsibility: UG & PGT

+ Supervisor Notes: UG & PGT

+ School Ethics Fora

- **Student** creates application, email sent to supervisor to let them know, supervisor can return for changes or send on to administrator

- **Staff** application is sent directly to administrator

- **Administrative review:** If documents not completed correctly or some missing, will return to applicant with comment document for correction. All questions on application must be answered.

  **Examples: Ethical risks** section on form must be completed and signed.  **Participant Information Sheet** must have paragraph about confidentiality.

**Committee Reviewer:**   Has two weeks to complete review, upload comment document and recommendation to lead.

**Lead Reviewer:**   Has further one week to complete, upload collated comments and final outcome.

Approve: with approval letter

Reject: with rejection letter

Major Changes Required – collated comments detailing changes, applicant to resubmit, goes to both reviewers

Minor  Changes Required - collated comments detailing changes, applicant to resubmit, goes to lead reviewer only

When resubmitting application must fill in *Resubmission Document\** to show how they have addressed the feedback.

\* This is given as copy of collated comments with response section to be completed and reuploaded

Inadequate, insufficiently informative description of research project proposed.

Inadequate consideration of research ethics risks involved (by applicant and where applicable by supervisors).

Poorly prepared research materials, including inappropriate technical language in "plain language statements" / participant information sheets.

Failure to follow guidance: e.g. omitting to identify, in PLS, an independent person to refer questions/concerns; a lack of detail where required

Inadequate consent forms.

**Other Issues:**

Insufficient time before project starts. There is a fast track process but only for special cases – e.g. where funding body demands a quick response. Normally should allow up to 6 weeks.*

Gatekeepers and permission, informed consent and confidentiality.

# Amendments to approved application

There is an amendments process, a form to submit to the Committee/Forum if there are proposed:

- Changes to the study design.

- Changes to procedures undertaken by participants.

- Changes/addition to the key study documents.

- Changes to key/senior supervisory staff.

- Changes to time-scale.

Changes cannot be implemented until Approval is confirmed.