**School of Social and Political Sciences**

**UG and PGT ethics at a glance (Updated 19/10/21 SB)**

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| **Do I need to apply for ethical approval?** | * Many students do **desk-based dissertations** that do not need to go through the approval process (e.g. literature review, content analysis etc). * If you will be creating **new data with humans** (e.g. interviews, observations, questionnaires) you need to go through the ethical approval process, using the Standard Application Form. * Ethical approval is also required for **autoethnography** via the Standard Application Form, but accompanying documentation (PLS, consent form etc.) is not required unless the research is likely to implicate other people. * Unless it is open access, research involving **social media data** (e.g. Facebook, Twitter, blog posts etc.) and **secondary data analysis** usually needs to go through the ethics review process but utilises a different, shorter form – the ‘Non-Standard Data’ application form. |
| **Do I need to use the ‘non-standard data’ form?** | |  |  | | --- | --- | | Analysing *content* that is hosted on social media platforms (e.g. blog posts, tweets etc.) | **YES**(unless you are only collecting data from public figures and/or organisational accounts, which can be considered in the public domain/open access and therefore don’t require ethical approval) | | Using social media to *recruit* participants or give a link to an online questionnaire etc. | **NO** (use standard form) | | Using online platforms such as *Zoom* to interview participants | **NO** (use standard form) | | Using online platforms such as *Online Surveys* or *Qualtrics* to survey participants | **NO** (use standard form) | | Analysing secondary datasets (e.g. questionnaire or interview data collected by others) hosted in an online archive | **YES** (unless the data set is open access/does not contain any personal identifying information, in which case ethical approval is not required. This exemption includes [UKDS Open Access and Safeguarded Access](https://ukdataservice.ac.uk/find-data/access-conditions/) data.) | | Using ‘secondary’ *published sources* (e.g. doing a literature review of published academic articles, policy documents etc.) | **NO** (no ethics application required) | |
| **When do I apply?** | * The application form asks for quite a bit of detail on research design as well as rationale, as well as copies of the interview themes/questionnaire etc., so the project needs to be advanced to this stage * Most applications will go through some revision stages, so we highly recommend leaving at least **SIX WEEKS** before you plan to start fieldwork to allow time for changes |
| **How I we get started?** | **Information for applicants is available on the College Research Ethics page:**  <https://www.gla.ac.uk/colleges/socialsciences/students/ethics/informationforapplicants/> |
| **What forms are needed?** | * ‘UG and PGT Ethics Application Form’ and/or ‘UG and PGT Protocol for Non-standard Data’ form * A Plain Language Statement, where relevant * A Consent Form, where relevant * A Privacy Notice, where relevant * Copies of interview themes or questions, observation schedule, questionnaire etc. |
| **Where do I get the forms?** | **Ethics forms and guidance notes are on the College Research Ethics page:**  [https://www.gla.ac.uk/colleges/socialsciences/students/ethics/forms/undergraduateandpostgraduatetaughtstudents/#](https://www.gla.ac.uk/colleges/socialsciences/students/ethics/forms/undergraduateandpostgraduatetaughtstudents/)   * You can also download templates for plain language statements, consent forms and privacy notices here, alongside ‘Request for Amendments’ forms (should you need to make changes to your research project after ethical approval has been granted) * PLEASE DO NOT USE FORMS OR TEMPLATES FROM ANYWHERE ELSE as they may be out-of-date |
| **Do I need to complete a DMP?** | * The Research Information Management Team recommends that UGs and PGTs should write a Data Management Plan (DMP), in line with good research practice, but taught students are not obliged to complete one under University policy which only applies to PGRs and staff |
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