|  |
| --- |
| Conservatoires UK (CUK) Ethics Approval Form  for QUESTIONNAIRE RESEARCH WITH ADULTS ONLY |

|  |  |
| --- | --- |
| Status of researcher: | EXTERNAL / STAFF / STUDENT *(delete as appropriate)* |
| Title of project: |  |
| Name of researcher(s): |  |
| Name of supervisor (s), line manager  or head of department: |  |
| Date: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | *Mark with* ✓ *in box* | YES | NO | N/A |
| 1 | Will you describe the purpose of the research at the outset, so that respondents know what to expect and how long the questionnaire will take to complete? |  |  |  |
| 2 | Will you tell respondents that their participation is voluntary? |  |  |  |
| 3 | Will you tell respondents that by completing and submitting their responses they are giving their informed consent? |  |  |  |
| 4 | Will you tell respondents that they have the option of omitting certain questions if they do not want to answer them? |  |  |  |
| 5 | Will you tell respondents that they can stop completing the questionnaire at any point for any reason? |  |  |  |
| 6 | Will you tell respondents that their data will be treated with full confidentiality and that, if published, it will not be identifiable as theirs? |  |  |  |
| 7 | Will you thank respondents at the end of the questionnaire? |  |  |  |
| 8 | Will you provide contact details for the researchers? |  |  |  |

If you have replied **No** to any of Q1-8, but have **completed Box A** overleaf, please give an explanation on a continuation sheet. (*Note:* N/A = not applicable).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | *Mark with* ✓ *in box* | YES | NO | N/A |
| 9 | Will your questionnaire involve deliberately misleading participants in any way? |  |  |  |
| 10 | Is there any realistic risk of any participants experiencing either physical or psychological distress or discomfort? If **Yes**, give details on a continuation sheet and state what you will tell them to do if they should experience any problems (e.g. who they can contact for help). |  |  |  |
| 11 | Will any conflicts of interest arise from your research? |  |  |  |

If you have replied **Yes** to Q9, Q10 or Q11 you should normally **complete Box B** on the next page; if not, please give a full explanation on a continuation sheet.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *Mark with* ✓ *in box* | | YES | NO | N/A |
| 12 | Are respondents likely to be members of any of these vulnerable groups? If so, please refer to the BERA Ethical Guidelines or the BPS Code of Human Research Ethics, and **complete Box B** on the next page.  **You should ensure that you have DBS (Disclosure and Barring Service).** | Infants and children under the age of 18 |  |  |  |
| People with physiological and/or psychological impairments and/or learning disorders |  |  |  |
| People dependent on the protection or under the control of others |  |  |  |
| Parents of sick children |  |  |  |
| People with limited knowledge of the English language |  |  |  |
| People engaged in illegal activities (such as drug-taking). |  |  |  |
| Patients |  |  |  |

**If you are conducting questionnaire research with children, their parent or caregiver must provide consent. Please complete the CUK Ethics Approval Form for non-practice-based research involving human participation.**

**There is an obligation on the lead researcher to bring any ethical issues that have not been identified above to the attention of the CUK Research Ethics Committee.**

PLEASE COMPLETE **EITHER** BOX A OR BOX B BELOW AND **PROVIDE** **THE DETAILS REQUIRED** IN SUPPORT OF YOUR APPLICATION, THEN SIGN THE FORM (print, sign and scan, or provide electronic signatures).

*Mark with* ✓

|  |  |
| --- | --- |
| **A.** I consider that this project raises **no** important ethical issues that need be considered by the CUK Research Ethics Committee. |  |
| **Give a brief description of the purpose of the research and the respondents who will complete the questionnaire** *(maximum 200 words).* **Please attach the questionnaire itself to your application** (information that *must* be included can be found on the last page of this form). | |

**OR**

*Mark with* ✓

|  |  |
| --- | --- |
| **B.** I consider that this project **may** raise ethical issues that should be considered by the CUK Research Ethics Committee, and/or it will be carried out with children or other vulnerable groups. |  |
| **Please provide all the information listed below on a continuation sheet headed Ethical Considerations.**   1. Title of project 2. Purpose of project and its academic rationale 3. Respondents: recruitment methods, number, age, sex, exclusion/inclusion criteria 4. A clear and concise statement of the ethical issues raised by the project and how you intend to deal with them 5. The questionnaire itself (information that *must* be included can be found on the last page of this form). | |

Please discuss with the CUK REC representative at your institution (normally Dean of Research or equivalent) which guidelines are more appropriate for your research and then tick the box to indicate those you have read (✓):

|  |  |
| --- | --- |
| I have read and am familiar with *either* the [BPS Code of Human Research Ethics](https://www.bps.org.uk/sites/bps.org.uk/files/Policy%20-%20Files/BPS%20Code%20of%20Human%20Research%20Ethics.pdf) |  |

*or* the [BERA Ethical Guidelines](https://www.bera.ac.uk/publication/ethical-guidelines-for-educational-research-2018)

|  |  |
| --- | --- |
|  |  |
| *and* (if appropriate) I have discussed them with the other researchers involved in the project. |  |

|  |  |
| --- | --- |
| If you are undertaking on-line questionnaire research, please tick the box to indicate that you have read the |  |

[BPS Guidelines for Internet Mediated Research](http://www.bps.org.uk/system/files/Public%20files/inf206-guidelines-for-internet-mediated-research.pdf).

|  |  |  |
| --- | --- | --- |
| **Signed:** ………………………………......  *(Researcher)* | **Print name:** ………………………………… | **Date:** ……………………… |

|  |  |  |
| --- | --- | --- |
| **Signed:** ………………………………......  *(Supervisor, line manager or head of department)* | **Print name:** ………………………………… | **Date:** ……………………… |

|  |  |  |
| --- | --- | --- |
| **Signed:** ………………………………......  *(CUK REC representative at your institution)* | **Print name:** ………………………………… | **Date:** ……………………… |

**E-mail address of CUK REC representative at your institution:** …………………………………

Summary

|  |
| --- |
| Your **application** should consist of:   1. Your signed Ethics Approval Form and any further information you have been asked to provide on continuation sheets 2. The questionnaire itself, including the information below. |
| An electronic copy of the submission, formatted into a single file, should be sent to Dr Joe Parslow ([ethics@cssd.ac.uk](mailto:ethics@cssd.ac.uk)) with the subject *Application to CUK REC.* |
| **Deadlines** in 2022-23 are as follows:  **Term 1: 20th October 2022, 1st December 2022**  **Term 2: 2nd February 2023, 9th March 2023**  **Term 3: 11th May 2023, 29th June 2023**  **Summer: 24th August 2023**  There should be no need for “extraordinary” applications to be made at other times, but they will be considered exceptionally, **with good reason**. |

***Please see next page for information that* must *be included in your questionnaire***

**Information that *must* be included in your questionnaire**

**Title of research**

The title of your research project should be self-explanatory. If it isn’t, please provide a simplified title.

**Date:**

**Introduction**

You should start by inviting the potential respondent to complete your questionnaire having chosen to do so on the basis of what they are about to read. You could adapt the following paragraph for use in your own questionnaire.

Thank you for considering taking part in my research project, undertaken as part of my (e.g. master’s, PhD) research, under the supervision of Dr …………. . I want to find out the extent to which musicians………………...

**Why have you been chosen?**

I have asked you to respond to my questionnaire because you are a performer / teacher / …………….

**Informed consent**

Your participation in this research is voluntary, and you may withdraw from the study at any time if you wish. By submitting a completed questionnaire, however, you are giving your informed consent to participate in my study. You do not have to answer any question that you do not wish to answer.

**What will I do with your data?**

The data you provide will be anonymous (separated from your name) and confidential (not disclosed to anyone else). I may publish reports based on my findings, but you will not be identifiable from the data included.

The data themselves will be stored securely as follows:……………… for ……………. years. If I wish to re-use your data within this time period I will seek your permission to do so. At the end of the period your data will be destroyed.

**Contact for further information**

If you would like to know more about this research, please contact me at [email address] or my supervisor at [email address]. *Do not disclose personal email addresses.*

If completing this questionnaire has raised any issues of concern for you, you can seek help from the following sources:

…………………………….

…………………………….

…………………………….

This project has been reviewed and approved by the CUK Research Ethics Committee.

**Thank you for taking part in my research!**