The University of Nottingham

I-WHO Institute of Work, Health & Organisations

# Institute of Work, Health and Organisations
# Research Ethics Review Checklist
# C8DARP/EMP

- This checklist should be completed for every research project that involves human participants
- This checklist must be completed before potential participants are approached to take part in any research
- **Before completing this form please read the University of Nottingham Research Code of Conduct, which can be found at:** http://www.nottingham.ac.uk/ris/poli01cy/code_of_conduct.pdf **and also the British Psychological Society's Code of Ethics and Conduct, which can be found at:** http://www.bps.org.uk/downloadfile.cfm?file_uuid=5084A882-1143-DFD0-7E6C-F1938A65C242&ext=pdf. If you are undertaking medical research then you should also read the Helsinki declaration: http://www.wma.net/e/policy/pdf/17c.pdf. If you are undertaking research using the Internet, then you should read the BPS guidelines on conducting Internet research: http://www.bps.org.uk/downloadfile.cfm?file_uuid=2B3429B3-1143-DFD0-7E5A-4BE3FDD763CC&ext=pdf
- The principal investigator or the supervisor, if the principal investigator is a student, is responsible for exercising appropriate professional judgement in this review.
- Please submit the checklist and two full copies of your research proposal to the Institute Office

**Section I: Project details**

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|---|---|
| 1. Project title: | The relationship between the strengths of character and subjective well being of secondary school teachers. |

**Section II: Applicant details**

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|---|---|
| 2. Name: | Armaou Maria |
| 3. Email address: | lwxma2@nottingham.ac.uk |

**Section III:**

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|---|---|
| 4. Module name & number | C8DARP Applied Research Project |
| 5. Supervisor's name: | Nigel Hunt |
| 6. Email address: | nigel hunt@nottingham.ac.uk |

**Supervisor: Please tick the appropriate boxes below. The study should not begin until all boxes are ticked**

| | |
|---|---|
| The topic merits further research | |
| The student has the skills to carry out the research | |
| The participant information sheet or leaflet is appropriate (where available) | |
| The procedures for recruiting and obtaining informed consent are appropriate | |

**Comments from supervisor:**

**Section IV: Research Checklist**

Please answer each question by ringing the appropriate response (please note Y & N are reversed on occasion)

| | 1 | 2 |
|---|---|---|
| 1. Does the study involve participants who are particularly vulnerable or unable to give informed consent (eg children, people with learning disabilities, prisoners, your own students)? | Y | (N) |
| 2. Will the study require the cooperation of a gatekeeper for the initial access to the groups of individuals to be recruited (eg pupils at school, members of a self-help group)? | (Y) | (N) |
| 3. For research conducted in public, non-governmental and private organisations and institutions (such as schools, charities, companies), will approval be gained in advance from appropriate authorities? | N | (Y) |
| 4. Will it be necessary for participants to take part in the study without their knowledge and consent at the time? (eg covert observation of people in non-public places) | Y | (N) |
| 5. Will the study involve the discussion of sensitive topics (eg sexual activity, drugs)? | Y | (N) |
| 6. Will participants be asked to discuss anything or partake in any activity that they may find embarrassing or traumatic? | Y | (N) |
| 7. Is it likely that the study will cause offence to participants for reasons of ethnicity, religion, gender, sexual orientation or culture? | Y | (N) |
| 8. Are drugs, placebos or other substances (eg food, vitamins) to be administered to study participants or will the study involve invasive, intrusive or potentially harmful procedures of any kind? | Y | (N) |
| 9. Will blood or tissue samples be obtained from participants? | Y | (N) |
| 10. Is pain or more than mild discomfort likely to result from the study? | Y | (N) |
| 11. Could the study induce psychological stress or anxiety or cause harm or negative consequences beyond the risks encountered in normal life? | Y | (N) |
| 12. Will the study involve prolonged or repetitive testing? | Y | (N) |
| 13. Will financial inducements (other than reasonable expenses and compensation for time) be offered to participants? | Y | (N) |
| 14. Will the study involve the recruitment of patients, staff, tissue samples, records or other data through the NHS or involve NHS sites and other property? If yes appropriate approvals from the relevant Trusts must be sought prior to the research being undertaken. | Y | (N) |
| 15. Will data be recorded? If so, how? On-line survey | (Y) | N |
| 16. Will (written) consent be obtained? | N | (Y) |
| 17. Will participants be informed of their right to withdraw from the study at any time, without giving explanation? | N | (Y) |
| 18. Will data be anonymised? | N | (Y) |
| 19. Will participants be assured of the confidentiality of the data? | N | (Y) |
| 20. Will the data be stored in accordance with the Data Protection Act (1998)?* | N | (Y) |
| 21. If relevant, will participants be asked permission for quotations from data to be used? | N | (Y) |

* see: http://www.opsi.gov.uk/acts/acts1998/19980029.htm

If you answered in Column 1 to any of the questions in Section IV, you will need to describe more fully how you plan to deal with the ethical issues raised by your

research. This does not mean you cannot do the research, only that your proposal will need to be approved by the Ethics Committee.

If you answered 'yes' to question 14, you will also need to submit an application to the appropriate external (NHS) Ethics Committee. The COREC website (www.corec.org.uk) outlines the process to be followed. Additionally you will need R&D approval from each Trust participating in the research. Useful guidance can be found at www.rdforum.nhs.uk. Alternatively, you may wish to contact the R&D department at the Trust where you are hoping to undertake research. *Please bear in mind that obtaining permission through COREC can take a substantial period of time.*

Please note that it is your responsibility to follow the University of Nottingham's Code of Practice on Ethical Standards (http://www.nottingham.ac.uk/ris/local/research-strategy-and-policy/code_of_conduct.pdf) and the British Psychological Society's Code of Ethics and Conduct (http://www.bps.org.uk/downloadfile.cfm?file_uuid=5084A882-1143-DFD0-7E6C-F1938A65C242&ext=pdf). **This includes providing appropriate information sheets and consent forms, and ensuring confidentiality in the storage and use of data. All data must be retained by the Institute for a period of not less than seven years.** Any significant change in the question, design or conduct over the course of the research should be notified to the Ethics Committee, who may require a new application for ethics approval.

Please submit two copies of the completed and signed form, and the research proposal, to the Institute office on **Wednesday 23rd April 2008** before 15.00. You should also keep a copy of the form for your records, as you will be asked to include it within your project or research report.

**Section V: Agreement**

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|---|---|
| Student signature: |  |
| Supervisor signature: | |
| Date: | 23/04/08 |

**Section VI: Ethics Committee to complete**

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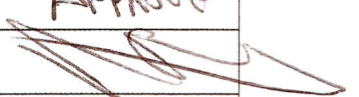
|---|---|
| Date form received: | 28/4/08 |
| Ethics Committee comments (attached if necessary): | See Supervisor for details 6/5/08 |
| Ethics committee decision: | Approve / revise / reject APPROVE |
| Signature: |   |
| Date: | 29/4/08 |