



RESEARCH PROJECT

NOTE:

- **Data collection cannot begin without approval from the Research Ethics Committee or the School's Ethics Officer as its representative.**
- **Once you have completed this form, you should discuss it with your supervisor (required if you are an UG or PG student) and then email it, along with any relevant materials, to your School's Ethics Officer, who will advise you further.**
- **Project approval will be significantly delayed if the application is incomplete, lacks detail, or was submitted during vacation periods.**

Obtaining approval can take 4 – 6 weeks.

1 Researcher's Details

Staff:	Yes		No		Student:	Yes		No	
If Student, please select from the below:									
Undergraduate		Postgraduate Taught		Postgraduate Research					

Forename:		Surname:	
E-mail address:			
School in which research is being conducted:			

2 Project Information

Title of the research project:	
Proposed research start date:	
Proposed research end date:	

3 Supervisor details (if relevant)

Title:		Full name:	
E-mail address:			

4 Aims and objectives of the research project

5 Source of Research Funding (if any):

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6 Participants

Describe the participant sample who will be contacted for the project and how many participants are you planning to recruit (e.g. 15-25 adult Welsh-English bilinguals).			
How are you going to recruit subjects? Be as specific as possible. If applicable, please also indicate whether the necessary permissions have been obtained (e.g. from school headmaster).			
Note: You need to consider how you will consider anonymity of all participants.			

Does the research involve participants under the age of 18 or otherwise vulnerable participants?	Yes		No	
IF YES , will these participants be supervised by an authorised person (e.g., parent or guardian) during data collection at all times?	yes		no	
If yes , please explain in what way the participants will be supervised. If no , please explain why it is necessary for the research to involve data from otherwise unsupervised minors or vulnerable adults.				
Have ALL members of the research team who are collecting data from otherwise unsupervised minors or vulnerable participants been checked by the Disclosure and Barring Service?	Yes		No	
Note: If you collect data from otherwise unsupervised children or vulnerable adults, you will need to show a copy of the DBS approval when submitting your ethics application. DBS Validity needs to be confirmed by the College DBS contact.				

<p>Potential Offense/Distress to Participants. Is there a possibility that participants will become distressed or offended as a result of your research? If so, how do you plan to mitigate their distress or offense? Justify why this offense or distress is necessary for your research.</p>
<p>Note: You must state that all participants have the right to withdraw at any point.</p>
<p>Payments. In this section please specify if the participants/investigators are being paid and if so, state the payment source.</p>

7 Research Tools

Describe in detail the research tools that will be used to elicit data from the sample (e.g. tests, questionnaires, interviews, observation).
<p>Note: You should submit a copy of all tool(s) you intend to use (e.g. questionnaire/s) - where practical with this completed form, and/or links to any online forms used. Non-anonymous survey tools (such as Instagram and Facebook) should be avoided.</p>

8 Data storage

Will the data be stored only on Bangor University's servers, and made accessible only to the researcher and their supervisor (if applicable)?	Yes	No
If NO, please answer questions 8a and/or 8b as required.		
<p>8a If the data is not only stored on Bangor University's servers, describe where, how and for how long sensitive data will be stored, and what security measures are in place to ensure the data is protected.</p>		

8b If the data is accessible to anyone else, describe who will have access to the data (and why).
Note: All research data should be stored on the University 'M' drive and or suitably encrypted laptop (if necessary please consult with IT support)

9 Data publication

Explain by what method it is expected that the data will be published - e.g. journal article, report for a public body - or whether it is intended to be used solely for a Bangor University assignment (e.g. dissertation).
Note: Participants should be made aware of how the data will be managed and published. The information should be stated on the consent form.

10 Research location

Does the project involve research at sites (other than Bangor University) that require permission by a responsible person (e.g., a school or club)?	Yes		No	
If NO then proceed to 11				
If YES then complete the following:				
Name and address of non-Bangor University site				
Details of contact person on non-Bangor University site:				
Full name:		Telephone		
Post:				
Address:				
E-mail:				
Please list any additional external research sites beyond the first:				

Has written agreement been given by the appropriate person/body on the non-BU site for the research to be conducted?	Yes		No	
<p>Note:</p> <p>Research on sites other than Bangor University may NOT be started until evidence of written agreement has been provided.</p>				

11 Ethical considerations

All research must be undertaken in accordance with Bangor University's Research Ethics Policy. Please make a clear and concise statement of the ethical considerations raised by the project, in response to each of the questions below.

<p>How will your participants be informed about the purpose, methods and intended possible uses of the research, what their participation in the research entails and what risks, if any, are involved?</p>
<p>How will you ensure that the confidentiality of materials and information supplied by research subjects and the anonymity of respondents are respected?</p>
<p>How will you ensure that all participants voluntarily consent to take part in the study?</p>
<p>How will you minimise risk to human research participants?</p>
<p>Are there any further ethical considerations that are not covered by the questions above? How will you deal with them throughout the duration of the project?</p>

12 Consent form and participant information sheet

Please attach a copy of;

- The consent form
- The participant information sheet.

A standard CAHB Consent Form is available on our webpage. We suggest you add detailed information on how subjects can withdraw from the study. The participant information sheet should describe, in 1-3 paragraphs, the aims of the study.

13 Declaration

I confirm that the information in this form is accurate to the best of my knowledge.

Signature of Researcher:	
Print name:	
Date of submission:	

Supervisor's agreement (required if the researcher is a student):

I confirm that I have reviewed this form and all ancillary materials (e.g. participant information sheet, consent form) and that I will notify the CAHB Research Ethics Committee in case of unethical conduct.

Signature of Supervisor:	
Print name:	
Date:	