**Reviewer’s Comments and/or Amendments**

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| **Item number**  **(see overleaf)** | **Action to be taken** |
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| **Any other comments** |

**Key to Item Numbers**

**Ethics Form**

1. The risks to participants or researcher are too great or have not been minimised sufficiently.
2. Other.
3. Evidence of DBS if working with children/vulnerable people
4. Evidence of research competency
5. Evidence of coercion to participate
6. Lack of clarity over methods/procedures
7. Consideration of occupational health/health and safety as appropriate

**Participant Information Sheet**

1. Project title.
2. Your name and (where appropriate) your supervisor’s name and title
3. Participation is voluntary.
4. Participation inclusion/exclusion criteria are stated (if applicable).
5. Description of the purpose of the study (that can be understood by a layperson).
6. Locate yourself: state the type/level of project and your institution (e.g. final year undergraduate Education Studies project at Bishop Grosseteste University).
7. Description of what’s involved (that can be understood by a layperson), including the method of data collection and the type of data that will be collected.
8. The participant does not have to respond to a question/task if they do not wish to.
9. The interview will be audio-taped (if applicable).
10. The approximate time involved in participating.
11. Details of any benefits in taking part.
12. Details of any risks or disadvantages in taking part.
13. Sources of advice or support (if applicable).
14. The information from this study will be used to\_\_\_ (e.g. produce your undergraduate dissertation). The people who are likely to read the final report in an official capacity are\_\_\_ (e.g. your supervisor and other examiners).
15. A statement that participants will not be identifiable in any way and an explanation of how this will be achieved (e.g. by using participant numbers or changing names and other identifying information).
16. The audio-recording will be destroyed following transcription and anonymised quotations might be included in the final report (if applicable).
17. Participation will be confidential and details of the limits to confidentiality.
18. The data will be stored securely and the people who will have access to the raw data will be\_\_\_ (e.g. you and your supervisor).
19. The participant can stop the study at any time. The participant can ask for part or all of his/her data to be destroyed. The participant can do both of these without penalty and without providing a reason. The participant can withdraw their data by \_\_\_ (e.g. email you quoting their participant number, which can be found at the top of this Information Sheet) and this must be done by \_\_\_ (date/timescale).
20. Contact details for you (your university email address), your supervisor (their university email address, if applicable) and an independent contact (name, university email address).
21. Other.

**Consent Form**

1. Project title.
2. Your name and your supervisor’s name and title (Dr).
3. “I confirm that I have read and understood the information sheet for the above study and understand what is expected of me.”
4. “I understand that my participation is completely voluntary.”
5. “I understand that I am free to stop the study at any time and I am free to withdraw my data from the study until \_\_\_\_ (date/timescale).”
6. “I give my consent to be audio-taped during the interview” (if applicable).
7. “I agree to the use of direct quotations providing that any quotations are anonymised by use of a false name” (if applicable).
8. “I confirm that I have been given the opportunity to ask questions regarding the study, and if asked, my questions were answered to my full satisfaction.”
9. Information relevant to the Data Protection Act.
10. Space for the participant’s name, signature and date.
11. Space for the researcher’s name, signature and date.
12. Other.

**Project Materials**

1. Not included or inappropriate.
2. Items unclear or unusable

**Debrief**

1. Not included (when required) or inappropriate.

**Study Advert/recruitment information**

1. Project title or topic.
2. Your name and contact details (i.e. University email address).
3. Details of who you are recruiting (e.g. female students who are 18 – 25 years old) and any exclusion criteria (e.g. “Please do not take part if you are allergic to caffeine”).
4. What participation will involve (e.g. “Completing a questionnaire on…”).
5. Recruitment end date (i.e. when you will no longer be recruiting participants).
6. Other.

**Other Documents**

1. e.g. letter to parents/guardians, DBS clearance. Not included (when required) or inappropriate.
2. Evidence of collaboration e.g. approval from other institutions.