Research Ethics Approval Form

For research involving human participants and/or personal data

*Before completing this form applicants should make themselves familiar with the following documents:*

* *Royal Academy of Music Ethics Policy Governing Research Involving Human Participants and Personal Data (2019)*

*and either*

* *The British Psychological Society Code of Human Research Ethics (2014)*

*or*

* *The British Educational Research Association Ethical Guidelines for Educational Research (2018)*

*Your personal data will be stored and processed by the Royal Academy of Music in accordance with the provisions of the 2018 General Data Protection Regulation (GDPR). Please see www.ram.ac.uk/privacy for more information.*

|  |  |
| --- | --- |
| Type of project | *Postgraduate / Undergraduate / Staff / External researcher* |
| Title of project |  |
| Name(s) of researcher(s) |  |
| Name(s) of supervisor(s) | *For student research* |
| Date |  |

|  |
| --- |
| *Provide a brief summary of your proposed project, including start and finish dates* |
| *Describe how you plan to recruit and engage with project participants* |

|  |  |
| --- | --- |
| *Answer each question with Yes, No, or N/A* |  |
| Will you describe the main experimental procedures to participants in advance, so that they are informed about what to expect? |  |
| Will you tell your participants that their participation is voluntary? |  |
| Will you obtain written consent for participation? |  |
| If the research is observational, will you ask participants for their consent to being observed? |  |
| Will you tell participants that they may withdraw from the research at any time and for any reason? |  |
| With questionnaires, will you give participants the option of omitting questions they do not want to answer? |  |
| Will you tell participants that their data will be treated with full confidentiality and that, if published, it will not be identifiable as theirs? |  |
| Will you debrief participants at the end of their participation (i.e. give them a brief explanation of the study)? |  |
| With interviews, will you tell your participants that you wish to record the interview, and that they may decline to have their interview recorded? |  |
| With research that requires audio or video recordings, will you tell your participants that their permission will be sought to play any excerpts in the course of presentations given? |  |

If you have answered any of the above questions No you must provide an explanation on a separate sheet.

|  |  |
| --- | --- |
| *Answer each question with Yes or No* |  |
| Will your project involve deliberately misleading participants in any way? |  |
| Is there any realistic risk of any participants experiencing either physical or psychological distress or discomfort? |  |
| Is your project flagged as high risk (see Royal Academy of Music Ethics Policy Governing Research Involving Human Participants and Personal Data for details)? |  |

If you have answered Yes to any of the previous three questions you must provide a detailed explanation on a separate sheet, including, where appropriate, a risk management plan.

Should you wish to undertake research at other CUK conservatoires in addition to the Royal Academy of Music, please apply to the CUK Research Ethics Committee.

Details can be found here: <http://www.conservatoiresuk.ac.uk/research-ethics/>

By signing this document you confirm that you have read and are familiar with the Royal Academy of Music Ethics Policy Governing Research Involving Human Participants and Personal Data (2020), and either the British Psychological Society Code of Human Research Ethics (2014) or the British Educational Research Association Ethical Guidelines for Educational Research (2018).

|  |  |
| --- | --- |
| *Please answer with Yes or No* | |
| I agree to process and store all personal and sensitive personal data in accordance with the principles of data protection. I will ensure that any participants are fully aware of and consent to the processing of their personal data as part of this project. I understand that I am solely responsible for this. |  |

When completed please send this form along with any relevant survey material or questionnaires to the Academic Quality Officer (S.Burniston@ram.ac.uk).

|  |  |
| --- | --- |
| Signed |  |
| Print name |  |