

6. APPENDICES

6.1. RESEARCH ETHICS REVIEW FORM

For research involving human participants or personal data, or that involves risk by addressing highly sensitive topics, conducted by Academy researchers or by researchers using participants who are Academy students.

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

Royal Academy of Music Research Integrity Handbook (2024)

and either of

The British Psychological Society Code of Human Research Ethics (2021)
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 UK GDPR. Please see www.ram.ac.uk/privacy for more information.

Type of project	<i>Postgraduate / Undergraduate / Staff / External researcher</i>
Title of project	
Name(s) of researcher(s)	
Name(s) of supervisor(s)	<i>For student research</i>
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

Describe how you plan to gather and store project data

If you plan to use AI in the research, particularly AI informed transcription tools, please provide details above.

If you plan to use a questionnaire in your research, please attach it to this application.

Questions, section 1: 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 only be identifiable as theirs with their written consent?	
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 future presentations?	

Questions, section 2: answer each question with Yes, No, or N/A

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?	
If your project uses Academy students as participants, does it concern pain, anxiety, or other kinds of distress in performance or practice?	
Does your project involve participants whose competence to exercise informed consent is in doubt, including but not restricted to: those under 18 years of age; people with diminished mental capacity; people who suffer from psychiatric or personality disorders; those with a basic knowledge of the language in which the research is conducted?	
Does your project involve participants who may not be in a position to exercise unfettered informed consent, including but not restricted to: members of the armed forces, prisoners, asylum seekers, family members or close friends of the researcher(s)?	

* An informed consent form template can be found in the Appendices at Section 6.2.

Does your project involve participants whose circumstances may unduly influence their decision to consent, including but not restricted to: those with disabilities; those in poor health; the elderly; those in care?	
Does your project involve risk by addressing highly sensitive topics, including but not restricted to: ethnicity; political opinion; religious or spiritual beliefs; physical or mental health conditions; sexuality or gender identity; abuse; nudity; sexually explicit materials; criminal activities; political asylum; conflict; personal violence; terrorism or violent extremism?	

If you have answered Yes or N/A to all of the section 1 questions, and No or N/A to all of the section 2 questions, your application will be considered low risk and undergo a streamlined review and approval process. In all other cases you will need to make a full application by attaching a detailed explanation on a separate sheet, including, where appropriate, a risk management plan. The risk assessment matrix included as Appendix 2 in *Research Ethics Support and Review in Research Organisations* (UK Research Integrity Office and the Association of Research Managers and Administrators) is recommended as a template.

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: <https://conservatoiresuk.ac.uk/about-us/research-integrity-governance-and-ethics/>

By signing this document, you confirm that you have read and are familiar with the Research Integrity and Ethics Handbook (2024), and either the British Psychological Society Code of Human Research Ethics (2021) 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.	
[If using AI] I confirm that the AI technology I am using to transcribe interviews is GDPR compliant	

When completed please send this form along with any relevant survey material, questionnaires and other attachments to the Ethics Committee Secretary.

Signed	
Print name	

6.2. INFORMED CONSENT FORM TEMPLATE

This template can be used by researchers to gain written informed consent to conduct research that involves human participants and collects data using questionnaires, observations, interviews, video recordings, or similar. Completed consent forms should be retained for the same period as the research data.

Thank you for agreeing to participate in this research project. Your participation is voluntary, and you may withdraw from the research at any time and for any reason. If you choose not to consent to participate in this research, your inclusion in any connected artistic, educational, or outreach activities will be unaffected. If the research involves a questionnaire, you have the option to omit questions that you do not want to answer. If the research involves an interview, you may decline to have the interview recorded.

Your personal data will be stored and processed by the Royal Academy of Music in accordance with the provisions of UK GDPR. Please see www.ram.ac.uk/privacy for more information.

If you have any concerns or wish to make a complaint, please contact the Research Office at the Royal Academy of Music: researchoffice@ram.ac.uk

To be completed by the researcher(s)

Name(s) of researcher(s)	
Contact email for further questions	
Title of project	
Name(s) of supervisor(s)	<i>For student research</i>
Date	

General information about the research

Provide a brief summary of the research, including:

- 1. An explanation of the purpose of the research and a summary of its methods*
- 2. A description of planned publication and dissemination, including any presentations*
- 3. A clear description of what the participant is expected to do*
- 4. Where relevant, an explanation and assessment of any risks, pain, or discomfort the participant may experience*
- 5. A statement confirming ethical approval*
- 6. A statement explaining planned usage of the data during research, including dissemination, storage, and retention*
- 7. A statement confirming whether the research is observational*
- 8. A statement that research data will be anonymised, or if not, a statement of how participants will be identifiable in the research outcomes[†]*
- 9. A statement detailing, where applicable, the use of AI in the research process*
- 10. A statement confirming payment arrangements for participation, where relevant, such as compensation for time and inconvenience, or expenses.*

[†] For example, if the participants may be identifiable through audio or video components of research outcomes, or if named musicians or public figures are being interviewed about their work, or if the identity of collaborating participants is relevant to the research, or if the participants expressly wish to be identifiable in the research outcomes.

To be completed by the participant or a person responsible for the participant: answer each question with Yes, No, or N/A

I have read and understood the information above, or it has been read to me. I have been able to ask questions about the research and my questions have been answered to my satisfaction.	
I consent voluntarily to be a participant in this study and understand that I can refuse to answer questions, can decline to have an interview recorded, and I can withdraw from the study at any time, without having to give a reason.	
I understand that personal information collected about me that can identify me will not be shared beyond the study team, except for any specific reasons given in the information above.	
If the research is observational, I consent to being observed.	
If relevant to the nature of the research project, as described in the information above, I consent to being identifiable in the research outcomes.	
If the research involves audio or video documentation, I consent to my image, voice, and musical performance in such documentation being included in the planned research outcomes and presentations described in the information above, and understand that additional usage would require additional consent.	

Signatures

 Name of participant [IN CAPITALS] Signature Date

If participant is under 18

 Name of person responsible [IN CAPITALS] Signature Date

If participant is unable to sign their name, mark the box and witness

 Name of witness [IN CAPITALS] Signature Date