

**Trinity Laban Research Ethics Committee:
Guidelines for completing an Ethics Application for
Research Involving Human Participants**

These Guidelines give information on what your application to the Trinity Laban Research Ethics Committee should comprise of (A + B); on the Ethics Approval procedure (C); and general information on how to conduct a study (D).

Your application to the Trinity Laban Ethics Committee should comprise of

A) A completed and signed Ethics Application Form

B) Appendices including

1. Information Sheet(s)
2. Consent Form
3. Other relevant forms such as a Medical screening questionnaire, questionnaires or interview guides, Criminal Records Bureau Check, or advertisements for participant recruitment.

Please insert your appendices at the end of your application form, so that you can submit a single document to the committee. If, for some reason, you are unable to do so, they can be submitted as clearly labelled separate documents.

A) Your Ethics Application Form

Make sure you complete each section, and ask for advice if anything is unclear. The committee cannot give the go-ahead for a project that has not been clearly explained.

For students, remember to:

- a) discuss and/or obtain feedback on your form proposal with your supervisor
- b) obtain your Supervisor's signature
- c) unless you are a Research Degree Programme student, pass your completed application to your Programme Leader

B) Appendices

1. Information sheet(s) for participants (and parents/guardians, for participants under 16)

Create a sheet/letter outlining your project to your participants. You need to give this to your participants before data collection begins. If you involve people under the age of 16, you should also create a (similar) sheet/letter for parents.

Please include the following:

- Information about study aim, rationale, and procedures
- What is expected of your participants (their role in the study)
- Any potential risk or discomfort associated with participation
- Information about anonymity and confidentiality (i.e. about those who will have access to the data)
- The statement: "*If there is an aspect of the study which concerns you, you may make a complaint via...(you/your supervisor)*".
- The statement "*The Trinity Laban Research Ethics Committee has reviewed and approved the Project*".
- The statement "*The information (data) collected will be treated as anonymous and confidential. Only the researcher/choreographer, supervisor and Head of Department/Programme Leader will have access to it.*"

- Contact details for you and, if you are a student, a second contact person (Head of Department/Programme Leader's name and email)

2. Consent form

The form will be signed and dated by each participant at the time of study participation. If participants are under 16 years, parental consent is also needed.

Please include the following:

- The study title
- Statements relating to participants'
 - Agreeing to take part in the study
 - Understanding the nature of the study
 - Knowledge that they can withdraw from the test without necessarily giving notice or reason
 - Awareness of any risks involved
 - Having read the information sheet
 - Knowledge that anonymity will be preserved unless other agreed arrangements have been made.
- Space (and instructions) for participants to print, sign, and date the form.

3. Other relevant forms/documents

3.1 Medical Screening Questionnaire

If you are planning to run physical tests (e.g., fitness assessments) or similarly out-of-the-ordinary challenging physical activities, you also need to get participants to complete a quick questionnaire assessing potential risks for injury or harm prior to activity. The standard Medical Par Q can be used in most cases (if you are unsure, please seek advice from someone more experienced, such as your supervisor if you are a student). Once a participant has completed the form, be sure to read it before starting testing and make sure you know what to do in case of unexpected questionnaire answers. Also check that the relevant forms are signed and dated. For the purposes of ethics applications, you **ONLY** need to attach your medical screening questionnaire if it is not the standard Medical Par Q but do make sure you describe what you will use in the application form itself.

3.2 Questionnaires and preliminary Interview Guides

If you are planning to have participants complete questionnaires or take part in structured/semi-structured interviews as part of your study, please attach these materials to your appendices.

3.3 Criminal Records Bureau (CRB) Check

If your research requires you to be alone with children, young people and/or vulnerable adults you will need a CRB check. This takes time (several weeks) to obtain so make sure you clearly establish whether you need one first. If you do, state in your ethics application that you have applied for one or, if you already have one, give the reference number. Applications are via Paula Emms in HR.

3.4 Advertisement for participant recruitment

If you are advertising for recruitment purposes, please attach your advertisement(s) as an appendix.

C) Ethics Approval procedure

If you are a member of staff or a student on the Research Degree Programme you should post or email your completed application to the Ethics Committee Secretary:

Angela Kerkhoff
Secretary, Research Ethics Committee
Trinity Laban Research Office
Laban
Creekside
London SE8 3DZ
a.kerkhoff@trinitylaban.ac.uk

If you are an undergraduate or postgraduate student (M-Level) you should pass your completed application to your Programme Leader.

If your project is cross-institutional you may appropriately need to apply to the Conservatoires UK Ethics Committee. Please contact the Chair of the TL Ethics Committee, Dr Jonathan Clark, in the first instance, j.clark@trinitylaban.ac.uk .

The Research Ethics Committee meets annually. The meeting date for the 2015-16 academic year is 27 April 2016.

If your application needs an urgent response, please email the Chair of the Research Ethics Committee, Dr Jonathan Clark j.clark@trinitylaban.ac.uk, copying in the REC Secretary, Angela Kerkhoff a.kerkhoff@trinitylaban.ac.uk ; applications can be considered throughout the year.

The committee will consider your proposal and you will be informed by the Secretary whether your application has been approved; approved in principle pending amendments; or rejected.

D) General Information about Conducting a Study

1. Giving Information and Feedback to Participants

For some projects, complete information is provided prior to study participation. If so, you simply need to give participants a chance to ask you questions (before or after the study) and the opportunity to be sent the final report, should they be interested.

In other cases, feedback should be offered to the participants after completion of the study. This might, for instance, be the case where you have not explained everything about your study's aims because it might have biased their answers.

Informed consent should always form part of a study; this means providing written (information sheet) and usually also some verbal information prior to the start of any study. Thereafter, participants should complete a consent form. Make sure that you allow time within your study for the giving of information, provision of consent, and for questions. In particular, the obtaining of parental consent can take a long time.

2. Anonymity, Confidentiality and Data Storage

All information (data) collected in the study should be kept anonymous and confidential and stored in locked cabinets (hard copies) and password protected computer files. If you feel that your study does not justify anonymity (e.g., if participants wish to be identified), please make this clear throughout the study (in information letters, verbal information, and in your ethics application). It is common practice for scientific research to store data for 3-5 years and then destroying hard copies (e.g., it is a requirement of some journals). For student projects, this means that you will need to arrange data storage with your supervisor.

3. Treatment of participants

You need to make it clear to participants that:

- a) their participation is voluntary
- b) they can choose not to answer questions they do not wish to answer (e.g., in questionnaires or interviews)
- c) their data will be treated anonymously and confidentially and that, if published, no data will be identifiable as theirs (unless you have reached an agreement that they wish to be identified)
- d) they can ask you questions and ask for a final report if they should wish
- e) they are taking part in a student project (if appropriate).

Misleading participants is normally in conflict with research ethics and you should usually aim for honesty, clarity and transparency. However, if you feel that you have a strong case for doing so then please outline your rationale clearly in the ethics application (Ethical Considerations section), including your post-project feedback strategy.