

Ethics checklist

In addition to advice in your course, consider the following points.

Check	Yes	No	N/A
- Is ethical approval required for your project? - If not, why not? <i>(you may need to write the reason in full in your assignment)</i>			
Have you consulted your course leader or academic supervisor about any human ethics implications of your research?			
- Is your research high risk or low risk? - How are you managing risk? <i>(you may need to write about this in your assignment)</i>			
Have you established whether informed consent needs to be obtained for your project?			
- If you have human participants, have you written an information sheet that explains: - The nature and purpose of your research, - Who your academic supervisor is and their contact details, - what participants are being asked to do, - whether there is any incentive to participate - what the benefits are to the participants and/or their community - how long their involvement is likely to take, - whether or when they are able to withdraw, - the deadlines for withdrawal, - the proposed use of the material collected, - who will have access to it, - whether the data will be kept confidential to you, and how anonymity or confidentiality is to be guaranteed.			
- Have you included a written consent form that participants can sign? Are you asking participants to give consent to: - collect data from them - attribute information to them - release that information to others - use the data for particular purposes (such as a journal article or conference presentation as well as your assignments) <i>Most courses do not require research that could be published later.</i> <i>However, if you do have a substantial project, it is better to assume that you might write an article or give a conference presentation later on than be unable to do it because you don't have permission. It is not ethical to retrospectively ask participants for their permission to do something else with the data.</i>			

Check	Yes	No	N/A
If you have not included a written consent form, have you explained in your assignment why you do not need to get written consent (e.g., the research will use an anonymous survey)?			
- Have you indicated clearly to participants on the information sheet and/or consent form: - how they will be able to get feedback on the research from you (e.g., they may tick a box on the consent form indicating that they would like to be sent a summary) - where the data will be stored (<i>e.g., password-protected personal computer; workplace network drive in password protected folder or personal folders</i>) - when the data will be destroyed			
Have you included a copy of any questionnaire, survey or interview guide you propose using in your assignment?			
In addition, if your research is being conducted in your workplace or another organisation or using data from that workplace or organisation:			
Have you obtained the approval of your employer or management of the organisation for the research? (<i>you may need to include a copy of the approval in your assignment</i>)			
If you will be inviting employees (including your colleagues) to be interviewed or complete a questionnaire, do you have permission to approach them from an appropriate senior manager? (<i>you may need to explain in your assignment</i>)			
If the research is not confidential (for example, if you will name the institution), have you sought permission to do so from an appropriate senior manager? (<i>you may need to explain in your assignment</i>)			
Do you know what codes, guidelines or ethics appropriate for that workplace need to be followed?			