Ethical Review of MA Research Projects in the Department of Anthropology

To be completed and submitted prior to the commencement of anthropological fieldwork.

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| Name |  |  |  |

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| Name of supervisor(s) |  |  |  |
| Supervisor’s Department, if outside Anthropology |  | |  |
| Date |  |  |  |

1. **Title.** Brief title of the research project:

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1. **Research Objectives.** Please summarize briefly the objective(s) of the research, including relevant details such as purpose, research question, etc. (about 150 words).

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1. **Methodology.**

Before completing this section, inform yourself of the University’s research ethics policy. In collaboration with your supervisor, consider how these ethical standards will be maintained in the course of your research.

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a. Where will the research be carried out?

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b. What is the timeframe of the research project?

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c. Please describe briefly the overall methodological design of the project.

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1. **Participants.**

a. Who will the participants be?

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b. Approximately how many participants do you expect will be involved?

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c. How will participants become involved in your project? If you have formal recruitment procedures, or criteria for inclusion/exclusion, please outline them here.

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d. What will be the nature of their participation? (e.g. one-time/short-term contact, longer term involvement, collaborative involvement, etc.)

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1. **Persons Under 18 or vulnerable groups.**

As a general principle, students are advised not to carry out research directly with people under 18 years old. Any such contact requires Garda vetting. Students wishing to carry out research with vulnerable groups **must** consult with their supervisor in advance on the feasibility or advisability of same.  If you intend to work with vulnerable groups and your supervisor has agreed to this plan, please give details on a separate sheet.

*Please note: working with children and some classes of vulnerable persons requires Garda vetting. If the student does not have such certification, then this research will not be possible.*

1. **Harm**

a. Please describe any possible risks to research participants that your research might cause.

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b. If you anticipate the possibility of harm of any kind to your research participants (physical stress or threats to their safety; psychological or emotional distress; risk of repercussions beyond the research context etc.), how will this be addressed?

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c. If you anticipate the possibility of harm of any kind to yourself, how will this be addressed?

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1. **Informed Consent.** Please answer the following questions about how you inform participants about your research and then obtain their consent:

a. Do research participants sign a written consent form and receive a copy for their records? If not, do they receive an information sheet that provides what they need to know before deciding to participate?

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b. What will the participants be told about the study?

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c. What information, if any, will be withheld about the research procedure or the purposes of the investigation? Please explain your justification for withholding this information. If any deception will be involved, please be sure that the technique is explained above under methodology, and explain here why the deception is justified.

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1. **Confidentiality/Anonymity of Data.**

*Please inform yourself of NUIM data protection procedures:* <http://dataprotection.nuim.ie/protection_procedures.shtml>

a. How are confidentiality and/or anonymity assured?

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| *Please ensure that participants are informed of the limits to confidentiality as outlined in section 3.3 of the ethics policy (*[*http://research.nuim.ie/system/files/images/Ethics%20Policy%20Approved%20by%20AC%2012%2002%2012.pdf*](http://research.nuim.ie/system/files/images/Ethics%2520Policy%2520Approved%2520by%2520AC%252012%252002%252012.pdf)*)*  *The following or similar text may be used in consent/information sheet.*  *‘It must be recognized that, in some circumstances, confidentiality of research data and records may be overridden by courts in the event of litigation or in the course of investigation by lawful authority. In such circumstances the University will take all reasonable steps within law to ensure that confidentiality is maintained to the greatest possible extent.’* |

b. Will you record any personally identifiable information about research participants\*?

[ ] Yes [ ] No

***\*****(Typically, by their very nature projects involving repeated contact with research participants require the collection and retention of identifiers)*

c. If yes, please explain the following: how you will safeguard this information; if identifiers will be removed from the data, at what point will they be removed; if identifiers will not be removed, why they must be retained and who will retain the key to re-identify the data.

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| *If identifiers are collected they should be stored separately to the data. Please state who will have access to the identifiers and/or the data. Where practicable, data should be stored on campus either on a desktop computer or secure server. Data should be removed from mobile devices as soon as possible following collection, and stored on only one drive.* *Where data collection takes places abroad, please outline how data will be stored during fieldwork and the safeguards in relation to secure data storage. Information regarding encrypting your laptop at NUIM may be found at:* [*http://computercentre.nuim.ie/datasecurity/laptopencryption.shtml*](http://computercentre.nuim.ie/datasecurity/laptopencryption.shtml) |

d. Will you record any photographs, video or audio in which individuals could be identified? [ ] Yes [ ] No

e. If yes, please explain who will have access to this material and how you will safeguard this material.

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f. After data analysis has taken place, will the data be destroyed or retained?

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| *Please give details if the data is to be retained, please bear in mind that identifiable data cannot be retained indefinitely. Anonymous data may be retained as long as consent for retention was sought at the outset. Please specify length of time that data will be stored.* |

g. If the data will be destroyed, please explain how, when, and by whom?

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| *See data protection procedures for destroying data:* |

h. If the data will be retained, please explain for how long, for what purpose, and where it will be stored; if there is a key code connecting subjects' data to their identity, when will the link be destroyed?

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| *If data is to be retained consent must be sought, if identifiers are to be retained then further consent must be sought to re-contact participations for any subsequent use of data.* |

***NOTE****: Include this information in the consent form, information sheet, or consent script.*

**TEMPLATE FOR INFORMATION SHEET/CONSENT FORM**

The form and content of information sheets and consent forms varies according to the nature of each project; however, the following standard information must be included on all forms used in projects affiliated with NUIM:

* Researcher(s) name, address and contact number (provide NUIM details only, no personal details or phone numbers should be supplied)
* Supervisor(s) name, address and contact number (if applicable)
* Details about what participation in the research actually involves.
* A statement regarding the voluntary nature of participation and the right to withdraw or discontinue participation without giving a reason.
* If the proposal involves recording of photographs, video or audio material consent to such recording should be referenced in the consent form.
* Details about how the data will be safeguarded, for what purposes it may be used/re-used, and for how long it will be kept.
* The form should outline the limits to confidentiality. The following or similar text may be used:

*‘It must be recognized that, in some circumstances, confidentiality of research data and records may be overridden by courts in the event of litigation or in the course of investigation by lawful authority. In such circumstances the University will take all reasonable steps within law to ensure that confidentiality is maintained to the greatest possible extent.’*

* The following statement (verbatim):

*If during your participation in this study you feel the information and guidelines that you were given have been neglected or disregarded in any way, or if you are unhappy about the process, please contact (name of supervisor) and/or the Departmental Director of Postgraduate Studies (*[ajamie.saris@mu.ie](mailto:ajamie.saris@mu.ie)*), Department of Anthropology, Maynooth University. Please be assured that your concerns will be dealt with in a sensitive manner.*