Department of psychology



# Research Proposal Form

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| University course |
| **Preliminary title of project** |
| Student’s name  | Student number |
| **Supervisor(s)**  |
| **Agency supervisor(s)** if applicable |
| **Background to the research (50 words max.)** |
| **Main aim or research question (in one or two sentences)** |
| **Sample**  including how recruited |
| **Method including measures and instruments.** If using an established measure/instrument simply providing the name will suffice with a relevant reference.If the measure/instrument is novel (designed specifically for the project) please attach a copy to the proposal (e.g. if a questionnaire) or provide a detailed description (e.g. if software). If project is a case study, specify the criteria to be used for selection and which analytic concepts will be used |

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| Timetable Your timetable should indicate the periods that you intend to devote to: the literature review; data collection; data analysis; report writing; and checking and binding before submitting your report (if two or more of these activities will occur concurrently, please indicate) |

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| **External agencies and/or intermediaries** if applicableHave you discussed the possibility of undertaking a project with an external agency with your supervisor?Yes NoDetails of the group/agency: Name: Address: Brief description of the function/role of the agency/group:Who is your primary point of contact with the group/agency (include details of their role)? |

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| Please outline the specific role of the agency/group in the proposed project.Have you discussed the proposed project and received approval from the appropriate authority in the agency/group?Yes, approval in principle (but the specifics of the study are yet to be agreed).Yes, approval in full (the specifics of the study have been agreed) No Please justify your selection and where appropriate attach relevant supporting letters/documentation.Detail any permissions/approvals that should be obtained prior starting the research project.**Potential discomfort or inconvenience to participants**  If so, justify why this is necessary in terms of the research aims |
| **Special points or concerns to note** If any, indicate how you intend to address these within the confines of the ethical guidelines laid down by the professional bodies |
| **Prior briefing**Give details of face-to-face briefings of participants *prior to data collection* |
| Debriefing participants Specify the procedures for debriefing participants |
| Debriefing agencies Indicate how agencies will be debriefed |
| Copyright law Provide your written assurance that copyright law will be observed with respect to questionnaires, tests, instruments, computer software, reproduction of literary texts, photographs, art, etc.  |

I have read and I understand the ethical guidelines and codes of conduct of the PSI and BPS and agree to undertake this research with due consideration of ethical issues.

I completed the Ethics Checklist for Final Year Projects, in consultation with my supervisor, and submitted it to the Departmental Office before commencing any data collection for said project.

Student's signature Date

Supervisor’s signature Date

**ETHICS CHECKLIST FOR FINAL YEAR PROJECTS**

**Students should note that this checklist serves as a prompt and is not intended as comprehensive regarding all ethical issues to be addressed in all FYPs. Indeed, some issues may not be relevant or applicable to your particular project (N/A). If some issues are relevant, please provide details in the appropriate section of the research proposal form.**

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| **Have you considered and addressed:**  | √ | N/A |
| Providing participants with information and contact details for yourself (do not provide personal contact information) |  |  |
| Participant characteristics (e.g., adults/children/vulnerable individuals?) |  |  |
| Participant confidentiality/anonymity(Note the point at which your participant data are anonymised; if data are anonymised immediately upon participation, information should NOT state that it will be possible to withdraw individual data up to the point of publication) |  |  |
| Informed consent/information and debriefing sheets: Ensure participant voluntariness – inform participant of “right to withdraw” participation at any time. Ensure language can be readily understood; refer to confidentiality and data protection, how complaints will be addressed, and to applicable code(/s) of ethics |  |  |
| Any possible minor risk/s of discomfort (physical or social/psychological) to participants, and outline procedures for minimising discomfort |  |  |
| Deception issues  |  |  |
| Whether any incentives will be used to recruit participants |  |  |
| Whether any advertisement used to recruit participants is appropriate |  |  |
| Participant inclusion or exclusion criteria |  |  |
| Provide participants with information on data protection, data storage and retention (e.g., will encryption or password protection be required? Where will data be stored? For how long will data be retained?) |  |  |
| The expected duration of participant involvement (e.g., estimated number of hours/sessions) |  |  |
| Issues if working with children or other vulnerable populations: Garda clearance; parental or third party informed consent; procedures to ensure voluntary participation (assent) of the individual |  |  |
| Obtain informed (written) consent for participation from Principal/Director of Agency or Organisation |  |  |
| How to avoid identifying any participant or agency either by naming or by provision of information that might reveal identity |  |  |
| The limits of your training in terms of feeding research results back to participants (i.e. making clinical judgements and providing psychological advice). |  |  |

Student’s name (print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature (Supervisor): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My supervisor and I have considered and addressed the ethical issues that are relevant to my final-year research project. I understand that it is my responsibility, as the student conducting the research project, to ensure that all ethical guidelines and standards are adhered to in the actual execution of the project.

Signature (Student):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# INFORMED CONSENT FORM FOR STUDENT RESEARCH

In agreeing to participate in this research I understand the following:

This research is being conducted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, an undergraduate student at the Department of Psychology, Maynooth University. The method proposed for this research project adheres in principle to the Psychological Society of Ireland (PSI) code of professional ethics. It is, however, the above-named student’s responsibility to adhere to ethical guidelines in their dealings with participants and the collection and handling of data. If I have any concerns about participation I understand that I may refuse to participate or withdraw at any stage.

I have been informed as to the general nature of the study and agree voluntarily to participate.

There are no known expected discomforts or risks associated with participation.

All data from the study will be treated confidentially. The data from all participants will be compiled, analysed, and submitted in a report to the Psychology Department. No participant’s data will be identified by name at any stage of the data analysis or in the final report.

At the conclusion of my participation, any questions or concerns I have will be fully addressed.

I may withdraw from this study at any time, and may withdraw my data at the conclusion of my participation if I still have concerns.

Signed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Participant

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Researcher

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date