HE Research and Scholarly Ethics Policy

Expired Policy update.

1. Overview and Purpose

1.1. This policy establishes the ethical principles, responsibilities and procedures that govern research and scholarly activity undertaken within Higher Education at Chichester College Group (CCG). It is required to ensure that all research, innovation and scholarly activities are conducted responsibly, ethically and with due regard for the rights, welfare and safety of participants, researchers and the wider community.

1.2. For the purpose of this policy Research is defined as “creative and systematic work undertaken in order to increase the stock of knowledge including knowledge of humankind, culture and society and to devise new applications of available knowledge” (OECD, 2015). Scholarship refers to a range of academic and professional activities that enhance knowledge, understanding, or teaching practice. It includes not only traditional research (discovery of new knowledge), but also the integration of ideas across disciplines, the application of knowledge in real-world contexts, and the improvement of teaching and learning (Boyer, 1990; King and Widdowson, 2010; Shulman, 1999). Research Ethics is defined by (RIO, 2025) as the application of moral principles and professional standards to the design, conduct and dissemination of research, ensuring that research is undertaken with integrity, respects the rights and interests of participants, minimises harm, and promotes public trust and confidence in the research process.

1.3. The policy applies to Higher Education staff and students conducting research involving human participants, living subjects, personal data or other activities that may present ethical considerations. It provides guidance on ethical practice, informed consent, confidentiality, data protection, risk assessment and the ethical review process overseen by the CCG Higher Education Ethics Committee (HEEC).

1.4. The policy also outlines requirements relating to research involving children and vulnerable groups, the use of social media, artificial intelligence, environmental considerations, sponsorship arrangements and the responsibilities of researchers. Its purpose is to promote an inclusive, respectful and ethically responsible research culture that supports academic freedom while safeguarding all those involved in research and scholarly activity.

2. Scope

2.1 This policy applies to all Higher Education (HE) staff and students within Chichester College Group (CCG) who undertake research, scholarly activity, teaching-related research, or innovation activities that involve the collection of data and/or samples from human participants or other living subjects. It applies to all research projects requiring ethical consideration and review, regardless of whether they are staff-led or student-led.

2.2 All HE staff and students are responsible for ensuring that the physical, social and psychological wellbeing of individuals involved in research and innovation activities is protected and that research is conducted in accordance with this policy.

2.3 This policy does not generally apply to activities that do not involve human participants, living subjects, personal data, or ethical considerations, although all research proposals must be submitted for ethical review and risk assessment to determine the appropriate level of scrutiny.

2.4 The policy does not override statutory or professional requirements; however, where a conflict arises between this policy and another professional or statutory body requirement, the CCG Ethics Policy will normally prevail unless an alternative decision is approved by the CCG Higher Education Ethics Committee or, for franchised courses, the degree-awarding body.

2.5 Research undertaken under the ethical approval procedures of an awarding body or external institution remains subject to the principles of this policy and must be submitted using the relevant approved ethics documentation where required.

3. Roles and Responsibilities

3.1. The Chichester College Group Ethics Policy's implementation and monitoring is the responsibility of the CCG HE Ethics Committee (HEEC), which is made up from James Morton-Thomas Head of Talent and Development, responsible for staff research, and Kirste McCool, who is responsible for Students' research. HEEC are responsible for selecting HE Research Ethics Committee (HE REC) panel members to carry out ethical review of research proposals.

3.2. CCG HE Research Ethics Committee panel members recommended are as follows:

A. Chairperson- An experienced academic or senior staff member with a strong understanding of research ethics and governance.
B. Academic Staff Representatives - One members from the academic disciplines to provide subject-specific insights and can answer questions about the project in review.
C. Independent Member- Someone not directly affiliated with the researcher to provide an unbiased perspective.
D. Meeting Secretary – A person who is responsible for taking minutes, recording action items, and informing researchers of relevant outcomes.
E. Student Representative (optional) A postgraduate research student or recent graduate who can offer insights into the student research experience.
F. Specialist Advisors (optional as needed) Experts in areas such as subject specialist, data protection, safeguarding, health and safety, or vulnerable populations, who can be consulted on a case-by-case basis.

3.3. In the case of student research, the Study Programme Leader/ supervisors will be responsible for overseeing and implementing the ethical policy and referring cases to the Ethics Committee. Additionally, they are responsible for providing appropriate guidance, support and oversight to researchers throughout the research process. This includes supporting staff and students in identifying and addressing ethical issues within research proposals, reviewing ethics applications prior to submission, ensuring researchers

understand their ethical responsibilities and relevant legal requirements, and monitoring research activity to ensure compliance with approved ethical procedures and the requirements of this policy.

3.4. Researchers are responsible for ensuring that all research and scholarly activity is planned, approved and conducted in accordance with the ethical principles and requirements set out in this policy. This includes identifying and addressing potential ethical issues, submitting the appropriate ethics application and supporting documentation, obtaining ethical approval prior to commencing data collection, securing informed consent from participants where required, protecting confidentiality and personal data, undertaking appropriate risk assessments, reporting any significant changes to approved projects, and seeking further approval where necessary. Researchers must also conduct their work in a manner that safeguards the physical, psychological and social wellbeing of all participants involved in the research.

3.5. Any request from an external researcher to conduct research involving Chichester College Group staff, students or other participants must be approved by the relevant Campus Principal before any research activity commences. Where appropriate, the Campus Principal may refer the proposal to the Higher Education Ethics Committee (HEEC) or request an (REC) panel to assess the proposal and provide recommendations. These recommendations will inform the principal's decision to approve, approve with conditions, or decline the research request.

4. General Principles and Policy Statements

4.1. CCG believes staff at programme, and subject level, (or equivalent staff working in professional services), are in the best position to interpret the ethical guidelines in line with established good practice in their area (including meeting the requirements of the university partners, awarding bodies , professional and statutory bodies where relevant) for example: the British Educational Research Association (BERA),the Research Integrity Office (RIO) , the Economic and Social Research Council (ESRC) and British Medical Association (BMA).

4.2. Where Ethical review is required, ethics forms must be submitted to:

- Student - HE@chichester.ac.uk
- Staff - ProfessionalDevelopment@chigroup.ac.uk

  All Ethics requests must either be submitted using the template in Appendix A or Research and Scholarly pro forma (section 2) , awarding body paperwork if different.

  At this stage, the ethics form will be reviewed, and a decision will be made on its risk level: low, medium, or High.

  Projects deemed to carry a low risk can be approved by CCG HE Ethics Committee (HEEC) without a panel decision. Projects deemed to carry a medium /high level of ethical risk must be submitted and reviewed by the CCG HE Research Ethics Committee panel (REC).

  CCG will endeavour to ensure that staff and students can exercise as much academic freedom as possible, subject to the decisions of the Ethics Committee however decisions made by the REC are final.

  Decisions about the merit of a project proposal or other suggested teaching, research, and innovation will be measured on the content of the ethics forms/project proposals and the anticipated benefits and risks. The

REC has the right to request additional information, for example questionnaire or interview questions, at any point in the process.

4.2.1 Responsibility to and/or of Sponsors, Employers and Employees. The terms of the research and scholarly activity being undertaken on behalf of a sponsor must be agreed in advance. Wherever the work is undertaken in collaboration with other institutions, either in the UK or abroad, it is essential to ensure that the policies of those institutions meet the standards of the Ethics Policy. Those who have attracted outside funding should be mindful of potentially conflicting ethical considerations.

4.2.2 The agreement on intellectual property should be made clear at the outset when writing the terms of the agreement and in line with the Chichester College Intellectual Property Rights. The constraints of the contract must not compromise the overriding principles of non-malfeasance and beneficence, legal obligations and any pre-existing rights

4.3. **Good Practice**: Staff and students should undertake teaching, research, and innovation activities in accordance with established good practice in their subject area. All research and innovation must comply with the UK legislation concerning, for example, Human Rights; Data Protection; Freedom of Information; Obscenity and Public Decency (this is not an exhaustive list). All scholarly activity must comply with all other policies and guidelines as approved under the Scholarly Activity Policy. It is good practice that members of HEEC, HEREC, research supervisors undertake training with the UK Research Integrity Office or similar offer on annual basis to enhance ethical decision-making and understanding.

4.3.0 Applications for ethics review will be categorised as Low, Medium or High. See table 1 below. Please note that the low, medium, and high-risk categories are not exhaustive and are intended only as guidance. The CCG HE Ethics Committee panel reserves the right to determine the level of ethical risk associated with each research project. The Chair may also appoint one additional member of staff outside of the Panel membership to undertake Ethical Review when there is a requirement for specialist/expert knowledge not available to the panel membership. This would particularly apply to collaborative/cross-disciplinary projects.

4.3.1 If the CCG HE Ethics Committee panel deems a project to be high risk, recommendations will be made to reduce the associated risks. If a resubmitted application does not adequately address the panel's suggestions, the ethics application may be refused.

4.3.2 Table 1. Shows Ethical risk categorised (Low, Medium or High)

Low risk	Research may consist of the following; • Research that does not involve humans or living animals in any way • Does not involve sensitive materials or topics that might be considered offensive, distressing, politically or socially sensitive, deeply personal or in breach of the law (for example, criminal activities, sexual behaviour, ethnic status, personal appearance, experience of violence, addiction, religion, or financial circumstances); • Does not have a detrimental impact on the environment, habitat or species; and • Does not involve the development for export of 'controlled' goods regulated by the Export Control Organisation (ECO) If an application is deemed to be low risk, it does not require approval from the CCG HE Research Ethics Committee (REC). The determination of low-risk status and approval may be made by the Head of Learning (HoL). However, all projects approved at HoL level must be reported to the HEEC for oversight and record-keeping. Applications that are not considered low risk will progress to the next stage of the ethics review process.
Medium:	Research that is not considered low risk is approved through the CCG HE Ethics Committee panel, below are some examples. • Primary data involving humans, for example, interviews, surveys, focus groups, observations of people, etc. • User-generated data (e.g., from discussion forums, social media platforms, vlogs or blogs, comments on posts or articles) • The collection of any personal data/identifiable information (e.g., names, email addresses, IP addresses, social media profiles or meta-data, visual material, etc.), or use of any secondary data that includes any personal data/ identifiable information • Any other information that could identify (or potentially lead to the identification of) a living individual. For example, where information from micro datasets, if combined, could lead to the identification of individuals, or where an online search for particular wording could lead to the identification of an individual. • The potential that findings/conclusions/publication may have damaging repercussions for any individuals (reputation, stigma, bullying) or groups with protected characteristics • Research where there may be a detrimental impact on the environment, habitat or species • Any other reason why the research might raise ethical issues You must obtain approval of your ethics review before you commence any data collection Both student and staff researchers with projects deemed medium risk will have their research reviewed by the CCG HE Ethics Committee panel. Research may only commence once CCG HE ethics Committee panel has provided approval.

High-risk	Applications are deemed to be those where the research: • Will involve vulnerable groups or sensitive topics • Will involve children/minors • May involve the development for export of 'controlled' goods • Will involve living animal subjects • Might induce emotional or psychological stress, anxiety or humiliation • Involves deception of participants or that is intentionally conducted without their full and informed consent at the time the study is carried out • Might have negative repercussions for individuals or groups • Requires permission of a gatekeeper for initial access to participants (where involvement of the gatekeeper might raise issues of whether participants' involvement is truly voluntary); • Will involve more than minimal risk of harm (whether emotional or physical) to the participants or the researcher(s) • Research conducted overseas

4.4 **Informed Consent**: Ethical conduct in research and innovation demands respect for the rights of others directly or indirectly affected by the research. For human participants, both their physical and personal autonomy should be respected. However, whilst it is recognised that much scientific research involving the use of human participants will, by its very nature, often conceal from participants the true purpose of the enquiry or experiment, this concealment should be at the minimum level essential to conduct that research. There should also be no reasonable expectation that harm would come to participants and that it should conform to the requirements of relevant professional bodies and any legal requirements.

4.4.0 Participants should be fully informed and briefed upon completion, with opportunities to be informed of the findings. Other than these circumstances, participation in the research and innovation should be on the basis of fully informed consent and participants' rights to privacy should be guaranteed. Where the nature of the scholarly activity is such that informing participants before the work is carried out would render the results invalid, there must be appropriate explanations following the study.

4.4.1 Written consent should be obtained where appropriate. There should be no coercion of any kind and, where remuneration is offered, this should be carried out in an ethical manner.

4.4.2 Care should be taken that it is not offered as an inducement to surrender ethical rights or accept risk of physical or psychological harm.

4.4.3 At the onset of the research, investigators should make plain to participants their right to withdraw from the research at any time, irrespective of whether or not payment or other inducement has been offered.

4.4.4 Anyone undertaking research and innovation should consider the ethical implications of that activity, including the physiological, psychological, social, political, religious, cultural and economic consequences of the work for the participants, possible observers and society prior to its commencement.

4.4.5 All participants must complete the agreed consent forms - see Appendix B for the template which must be amended and submitted and agreed by a research supervisor and member of the curriculum teaching team.

4.4.6 Confidentiality and Anonymity: Confidential research and innovation whereby the person carrying out the research and innovation is required to keep the content of the research and innovation to him/herself, the person/s carrying out the research and innovation should endeavour, wherever possible and practicable, to avoid the use of deception in their research and innovation. Full documentation must be maintained.

4.4.7 The withholding of information or the misleading of participants is unacceptable if the participants are typically likely to object or show unease once debriefed. Intentional deception of the participants over the purpose and general nature of the investigation should be avoided whenever possible.

4.4.8 The anonymity and privacy of participants in research and innovation should be respected. Personal information relating to these participants must be held in a confidential and secure place. In the event that confidentiality and/or anonymity cannot be guaranteed, the participant must be warned of this in advance.

4.4.9 Should the researcher find themselves in the position where they are required by law to break any undertaking of confidentiality, they should seek guidance from the Chair of the Ethics Committee.

4.5.0 **Children and young people:** According to the Children Act 1989, a child can be defined as any person under the age of 18. All research and innovation involving children under the age of 18 years requires the informed consent of parents or from those in loco parentis. This does not include the single consent of a person in loco parentis for a group of children without the parents' knowledge. In addition, where possible, the informed consent of all children and vulnerable adults over the age of 18 should be obtained. Where real consent cannot be obtained due to impairments in understanding or communication, advice must be sought from the Ethics Committee.

4.6.0 **Animals:**

4.6.1 For the purpose of this policy the term sentient animals is outlined in the UK Animal Welfare (Sentience) Act.

4.6.2 Animal research in the UK is strictly regulated under the Animals (Scientific Procedures) Act (ASPA). Research and innovation involving animals may not be undertaken without prior authorisations and relevant permissions. Research involving animals is considered high-risk research activity under this policy and is unlikely to be approved by the Higher Education Research Ethics Committee. Researchers proposing any activity involving animals must provide clear justification for the research and demonstrate compliance with all relevant legal, regulatory and ethical requirements.

4.6.3 Where animal-derived materials are used, researchers should demonstrate that these have been sourced and used responsibly. Researchers must also apply the principles of the 3Rs: Reduction, Replacement and Refinement, ensuring that the use of animals is minimised wherever possible and that alternative approaches have been fully considered as advised by (RIO.2025).

4.6.4 This policy advises that any research involving animals should be considered high risk and reviewed with reference to Research Integrity: A Primer on Research

Involving Animals published by UKRIO https://ukrio.org/wp-content/uploads/UKRIO-Research-Integrity-A-primer-on-research-involving-animals-V2.0.pdf . Where a proposal involving animals is submitted, the Higher Education Research Ethics Committee (HEREC) should seek specialist advice wherever possible, including the appointment or consultation of a member with relevant expertise in animal research, welfare and ethics. This is to ensure that applications are subject to appropriate scrutiny and assessed against current legal, ethical and sector-specific standards before any recommendation is made.

4.7 **Research and innovation undertaken in public places:** All individuals carrying out research and innovation in public places should comply with the Law and local by-laws. They should also consider the impact of that research and innovation on passers-by who are not involved in the work, particularly in terms of religious and cultural sensitivities.

4.7.0 Recruitment of participants using social media. No external study calls for participants should be shared on CCG social media unless expressly permitted by a senior manager. Approval for sharing should only be granted if there is confidence that the study would be considered ethical under the CCG ethical approval process (regardless of it having external ethical approval or not). This option greatly lessens the chances of reputational damage to CCG whilst also recognising that there may be some cases whereby sharing an external call for participants is appropriate.

4.8 **Use of Artificial Intelligence (AI):**

4.8.0 The use of Artificial Intelligence (AI) in research is a quickly evolving process, in the first instance any use of AI in research at CCG must adhere to the principles of this ethics policy, as well as the HE Assessment policy in the case of student assessments and consider all aspects of CCG's data privacy and information security.

4.8.1 In the case of student assessments, the student must follow assessment brief guidance. AI use should be clearly communicated, using CCG AIAS.

4.8.2 Any use of AI by staff or students at any stage of research should be highlighted in the ethics application, and further details should be provided if requested by the ethics panel.

4.8.3 Participants in the research must also be made aware of the use of generative AI, and to what purpose and how this affects their data.

4.8.4 The use of Artificial Intelligence (AI) tools within research projects must be declared and approved as part of the ethics review process. Researchers wishing to use AI technologies to support research design, data analysis, content generation, transcription, or other research activities must clearly outline the intended use within their ethics application and obtain approval from the CCG Higher Education Research Ethics Committee (HEREC) before use.

4.8.5 Under no circumstances may confidential, sensitive, personal, commercially sensitive, or identifiable participant data be entered into publicly available AI platforms unless explicit approval has been granted and appropriate safeguards are in place, this in accordance with Data Sharing and Appropriate policy. Researchers remain responsible for ensuring compliance with data protection legislation, confidentiality requirements, intellectual property obligations, and the principles of research integrity when using AI tools.

4.9 **The Environment:** All research and innovation should be conducted in a sustainable way with regard to the environment. Any research and innovation activity that may cause detriment to the environment, habitats or species must carry out an environmental impact assessment and a statement as to how any detrimental effects will be mitigated.

5. Related Policies and Procedures

5.1 Data Sharing and Appropriate policy

6. Document and Version Control Information (*please complete all sections*):

Version control information heading	**Details**
Owner	Kirste McCool and Jame Morton Thomas
Author	HE and Professional Development
Policy Review Area	Teaching, Learning & Quality, HE,
Approved by	GLT/Committee/Corporation
Date of approval of this version	
Review Cycle	Every 3 years
Next review date	2029
Version number	V2

Appendix A:

MEMBER OF STAFF ☐ STUDENT ☐	
SECTION 1: PERSONAL DETAILS	
Name (lead):	
Other team researchers	
College Email:*(all correspondence will be sent by email unless otherwise requested)*	
FOR STUDENTS ONLY:	
Programme of Study & Area:	

Mode of study (full-time/part-time)	
Supervisor:	
Risk level of the Research project (refere to CCG ethics Policy section 4.4)	Low ☐ Medium ☐ High ☐
Section 2. AI declaration	
As part of this research project, will artificial intelligence (AI) tools be used to support the development and refinement of content. Using CCG AIAS (AI Assessment Scale)Indicate the level of AI use by ticking the box and comment of planned use. More information about AIAS can be found here AI Toolkit.	Comment on planned AI use 

SECTION 3: PROJECT DETAILS	
Title of project:	(Please include name of project on participant documentation if different)
Proposed start date (plus start data of actual data collection if different): *Please note that approval can take some time. Please submit applications in a timely manner. Reasons should be given for late or retrospective submissions in order to secure approval.*	*(Applications should only be submitted retrospectively in exceptional circumstances. These will require the approval of the Chair of the Ethics Committee).*
Duration:	
Purpose of the proposed investigation (Max 500 words): This section should include the material which concisely outlines the rationale for the project, i.e. why this study needs to be done. This should be done in a way that is both accessible and	

scholarly, i.e. have proper cited sources. Please use language that is easily understood by a non-academic/lay person.
Outline of the project: This section should include the details of the methods i.e. what will be done and how. Please start by giving a brief summary (one paragraph) including how many participants there are likely to be, where the research will take place and an indication of how long participation will take for each section (interviews, questionnaires etc.) and in total.
Ethical issues raised by the project and how these will be addressed: (Points that should be considered include: participants and consent; permissions from organisations involved; confidentiality and anonymity; whether any inclusion / exclusion criteria or special / vulnerable populations are involved (including under 18s); right to withdrawal; deception; potential risks to participants or researchers)
SECTION 3: RESEARCH INVOLVING PARTICIPANTS
• You should download the Participant Consent Form template and amend as required • You should also attach any other information to be given to participants • You should consider carefully what information you provide to participants, e.g. scope of study, number of participants, duration of study, risks/benefits of the project. It is recommended that the participant has two copies of the consent form so they can retain one for information.

- If images or anything else which might allow the identification of participants is to be publicly accessible (e.g. on the web), further written consent must be secured. A separate section regarding this should be included on the participant consent form.

Give details of 1) the method of recruitment, and 2) potential benefits or incentives to participants if any (include any financial benefits where appropriate).
(NB: Please remember that written permission – or in some cases ethics approval – will have to be sought from any organisations where recruitment is carried out or posters placed

1)

2)

How will you ensure the anonymity of your participants?
(Anonymity is the default position. If your participants do not wish to remain anonymous and thus waive their right to anonymity you must obtain their written consent – perhaps by adding a tick box to the consent form.)

Will your research involve participants who are aged under 18?

YES ☐ NO ☐

Will you be approaching participants who might be considered to be vulnerable (please give details if not addressed elsewhere on this form)?

YES ☐ NO ☐

If you have answered Yes please refer to the Ethics Guidence (if your research involves participants who are aged under 18) and highlight the particular issues raised by working with these participants and how these issues have been addressed.

Is DBS clearance required for this research?
(Please note: if you are unsure whether this is required, please check with HR and advise us accordingly).

YES ☐ NO ☐

Details of DBS check (date, disclosure number, issuing organisation and place of issue).
If issued by another organisation please advise if you have registered this with the DBS Update Service and provide reference number and date.

SECTION 4: HEALTH AND SAFETY

- You should be able to demonstrate that appropriate mechanisms are in place for the research to be carried out safely.
- You must confirm that you will follow any Health & Safety procedures in the venues where the research is to take place.
- Please note that new or novel procedures may need to be reviewed by the Ethics Committee.

Please give a brief overview of the main risks involved in the project and what will be done to mitigate against these:

1)
2)
3)

Will any of your project take place outside the UK?

YES ☐ NO ☐

Country:
If you have answered yes the application should be referred to the Ethics Committee for review

SECTION 5: STORAGE OF DATA

Research data must normally be retained intact as per GDPR requirements from the date of any publication which is based upon it. Researchers should be aware that specific professional bodies and research councils may require a longer period of data retention.'

Data should be collected and processed in accordance with the GDPR Guidelines, CCG Data Protection Policy and IT policy.

Describe how and where the following data will be stored and how they will be kept secure (please ensure that all electronic data is password protected):

Raw and processed data

Documents containing personal details of any participants

SECTION 6: EXTERNAL GUIDELINES & (HEEC/ HEREC outcomes)

Notes:

Risk level of the Research project.
Low ☐ Medium ☐ High ☐

Pannel decision
Approved ☐ Resubmit ☐ Declined ☐

This form must be reviewed Study Programme Leader or the Head of learning to check it is in line with the CCG Ethics Guidance before submission to the Ethics Committee. No research can be undertaken until approval is received from the Ethics committee.

CCG Chichester College Group

Appendix B

PARTICIPANT CONSENT FORM

Title of Research Project:

Brief Description of Research Project, and What Participation Involves:

Note: Please include what participation involves, where it will take place, how long it will take and how many participants there are likely to be.

Investigator Contact Details:

Name

Department

Campus Address

Postcode

Email

Telephone

Consent Statement:

I agree to take part in this research, and am aware that I am free to withdraw at any point without giving a reason, although if I do so I understand that my data might still be used in a collated form. I understand that the information I provide will be treated in confidence by the investigator and that my identity will be protected in the publication of any findings, and that data will be collected and processed in accordance with the Data Protection Act 1998 and with CCG Data Protection Policy.

Name …….

Signature ……

Date ……

Please note: if you have a concern about any aspect of your participation or any other queries please raise this with the investigator (or if the researcher is a student you can also contact the Director of Higher Education). However, if you would like to contact an independent party please contact the Head of Department.

CCG Chichester College Group

TIPS FOR COMPLETING PARTICIPANT FACING DOCUMENTATION

(E.g. Participant Consent Form, Debriefing Form, Questionnaire, Posters)

Project Details

- The project title should be consistent across all documentation. (Where a 'less technical' title has been used on the participant facing documentation this should be mentioned in section 1 of the Ethics Application.)
- The Brief Description of the Project should contain brief information on what will be involved, e.g. number of participants, how and where the research will be conducted, interviews, timings and that interviews will be audio recorded (if applicable). This is to ensure that a participant knows what participation involves, so that they can give informed consent

Information for Participants

- You should include information on the participants' right to withdraw without giving a reason and how a participant would do this (e.g. via use of an ID number). The implications of withdrawal should also be explained in the consent statement (e.g. that data in an aggregate form may still be used/ published).
- Headings should clearly refer to either the researcher or participant. ('I' should not be used ambiguously in the participant-facing documentation)
- The participant facing documentation should refer to the researcher's willingness to discuss any concerns that may arise as a result of participation, and details of who a participant should contact if they feel any physical or emotional discomfort (e.g. GP, support groups etc)
- Payment of expenses to participants (e.g. vouchers) should be referred to as reimbursement or similar, rather than as 'a payment'

Presentation

- The Consent Form should follow the pro forma on the page above including the CCG logo, title, description of project, full contact details of investigator (plus Supervisor if applicable) and independent party.
- The College logo and contact details should be presented in a consistent manner on all documentation. The contact name and full address of the appropriate department should be given followed by a CCG email address and college telephone number. (
  · The address and email should be CCG ones.
  · All documents that are more than one page in length should have page numbers
  · All participant-facing documentation should have been proof-read for typos, the text should be formatted consistently in style and size and track changes should have been removed

PLEASE NOTE: THIS PAGE SHOULD BE DELETED WHEN YOU SUBMIT YOUR APPLICATION AND DOCUMENTS