



## **Student Research Proposal Form**

The purpose of this form is to ensure that the investigation you are commencing is appropriate in terms of scope and ethics. Before submitting please ensure that you have read Arden University Ethics Policy and the Guidelines for Completing the Student Research Proposal Form.

**Under no circumstances should the recruitment of participants begin until written approval (usually by email) is received.**

By submitting this form you are confirming that

- (a) You have read Arden University's Policy on Ethics
- (b) You have read the Guidelines for Completing the Student Research Proposal Form
- (c) You have completed this form fully and appropriately
- (d) You have the necessary skills and competencies to carry out the investigation
- (e) You have the necessary consent from any relevant organisation or agency (e.g., their employer) to carry out this investigation

Your name on this form and subsequent submission will be regarded as your electronic signature.

If your investigation involves the use of human participants, you **MUST** append at the end of this file:

- (a) Participant Information Sheet and Consent Form
- (b) Any materials used (see later section)
- (c) Debrief Sheet

In most cases this proposal is not assessed OR it is assessed on a Pass/Fail basis. If this applies then please first submit your completed proposal to your tutor for formative feedback. Once you have prepared a final version, please submit to [dissertations@arden.ac.uk](mailto:dissertations@arden.ac.uk). If your proposal form is graded please submit via iLearn.

## RESEARCH ETHICS CHECKLIST

1. Student's Details	
Full Name (family name last)	
Student Number	
Email address	
Contact address	
Telephone number	

2. Programme Details	
Level of Study	
Programme	
Module Name and Code	
Supervisor or Module Leader's Name	
Supervisor or Module Leader's Email Address	

3. Proposed Research	
What is the title of the research? (can be a provisional title)	
What are the aims and objectives of the research (maximum: 250 words)?	
The research methodology (brief overview)	
Start date of the investigation	
End date of the investigation	
Date on which this proposal was completed	

4. Declaration:		
Please type the word YES in ONE of the following		
A. This investigation will involve the collection of data from human participants		A
B. This investigation will NOT involve the collection of data from human participants but will require permission from an external organisation		B
C. This investigation will NOT involve the collection of data from human participants, though it may collect data about individuals from published matter (e.g., previously published interviews or behavioural data)		C

### IMPORTANT:

If you typed **YES** in **Box A** then please complete all sections of this form

If you typed **YES** in **Box B** then answer **question 4b** and submit the form, do NOT complete any other sections

If you typed **YES** in **Box C** then submit the form as it is and do NOT complete any other sections

#### 4b. Details of External Organisation

**You indicated that you require permission from an external organisation. Please indicate the name of the organisation, the nature of the permission you require, and the expected date at which you will obtain this. Please note that you will need to submit a letter on headed note paper or a formal email trail from the relevant parties.**

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#### 5. Human Participants

What are the main demographics of the sample? (e.g., age, gender, and so on)	
How will participants be recruited (e.g., from where and how will they be asked or invited)?	
What will be the target sample size? (Indicate the numbers in any subgroups, such as number of males, number of females, etc)	
How was the sample size determined?	

#### 6. Key Question Checks:

Type the word YES or NO

6. Key Question Checks:	Type the word YES or NO
6.1 Is there any reason why you cannot provide an information sheet?	
6.2 Is there any reason why participants will not be able to sign a consent form?	
6.3 Will participation be mandatory (and not voluntary)?	
6.4 Is there any reason why participants will not be able to withdraw at any time if they wish?	
6.5 Is there any reason why participants will not be able to omit any question that they don't want to answer or any part of the task that they do not wish to do?	
6.6 Is there any reason why the participants' data cannot be kept completely confidential?	
6.7 Is your research dependent upon ethical approval or other form of consent from another organisation?	
6.8 Will the investigation involve ANY of the following:	
• Children under 18	
• Adults who are unable to give consent for themselves	
• Prisoners	
• Young offenders	

• Anyone in a subordinate role to that of the researcher	
• Anyone who has a dependent relationship with the researcher (e.g., those in care homes, etc)	
• Other vulnerable groups	
6.9 Will the investigation require the co-operation of a gatekeeper to access participants (e.g., teacher, self-help group leader, nursing home director, parent or guardian)?	
6.10 Will deception be necessary (i.e., deliberate withholding of information that could have caused participants to decline to participate had they been given the information beforehand)?	
6.11 Will the investigation involve discussion or presentation of images or information of a sensitive nature (e.g., sexual activity, illegal activity, drug use, disturbing images, and so on)?	
6.12 Will drugs, placebos, food, alcohol, nicotine, vitamins, or other substances be administered to participants?	
6.13 Will the investigation involve invasive, intrusive, or potentially physically harmful procedures?	
6.14 Will blood or tissue samples be obtained from participants?	
6.15 Will pain or any discomfort for the participants be likely to result from the investigation?	
6.16 Will the <b>researcher</b> be exposed to any conditions that may be distressing or harmful or present any conceivable personal risk?	
6.17 Will participants face any risk (e.g., physical, psychological, social, legal, or economic) in taking part in this research?	

For each question where you have answered YES to, please provide a justification and details below. You must address all questions to which you answered YES to and **ONLY** those.

7. Details of Answers to Key Questions	
Question number	Your justification and details

Unless otherwise stated in your assignment brief, please submit your completed form to [dissertations@arden.ac.uk](mailto:dissertations@arden.ac.uk). Make sure you have received feedback from your tutor before submitting.

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FOR TUTOR USE ONLY

Reviewer 1 Name	
Reviewer 2 Name	
Recommendation (Reject/ Approve / Go to Panel)	
<b>Action</b>	