

**IATL Ethics Approval Process:**  
**Conducting Research Involving Human Participants**  
**on IATL Modules**

***GUIDANCE & TRAINING FOR STUDENTS***

Institute for Advanced Teaching and Learning

IATL Research Ethics sub-Committee

University of Warwick

# IATL Research Ethics

## Introduction

This training is an introduction to the IATL Ethics Review Process. It will provide you with:

- Some background to ethical requirements for collecting information about people, and
- Information and guidance on the process of getting ethical approval for assessments for IATL modules that involve collecting information about people.

This training is adapted from the University's (much longer) approved training provided by Epigeum, available here:

[https://warwick.ac.uk/services/lmd/research-active-staff/ras-dev-opportunities/research\\_integrity](https://warwick.ac.uk/services/lmd/research-active-staff/ras-dev-opportunities/research_integrity)

# Why am I being asked to do this?

It is a University requirement to get Ethical Approval *before* you begin any data collection from human participants (e.g. for an IATL assessment).

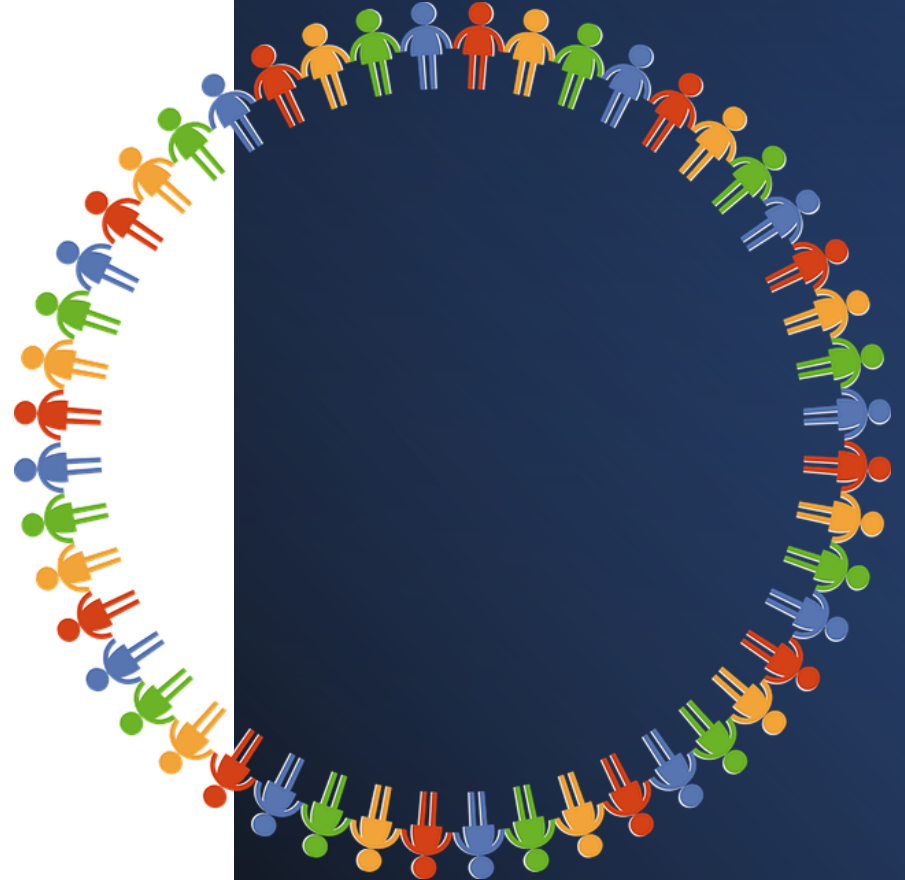
Benefits:

- Helps *enormously* in shaping the research and its outcomes.
- Encourages critical thinking about *who, what, where, when, how, why?*
- Enables us to ensure we keep ourselves and our participants out of harm's way AND that we thoroughly consider any implications our research may have on our research environment.
- Receiving Ethical Approval helps to build confidence in how we conduct our research, gives us institutional support for our work, and provides *reassurance* that our research plans are ethical and safe.

# We are part of a research community

- All researchers (including students) have a fundamental responsibility to understand and follow guidelines and rules set out by the University. For more detail: [https://warwick.ac.uk/services/lmd/research-active-staff/ras-dev-opportunities/research\\_integrity](https://warwick.ac.uk/services/lmd/research-active-staff/ras-dev-opportunities/research_integrity)
- Protecting the rights of human participants in research is essential for research communities like ours. Conducting research with human participants depends on people trusting researchers. People will stop trusting researchers (and universities) if their rights are not respected.

If you follow this process, IATL will support your research plans and work with you to ensure best possible outcomes for your Ethics Application.



# Research involving human participants

## Four Basic Principles to consider:

- 1) All participants in the research must give voluntary informed consent
  - Subjects should be asked if they want to participate without any pressure.
- 2) Any risks to individuals should be minimised
  - There should be no unavoidable risks.
- 3) Participants should be free to end participation (withdraw from the study) at any time, and where possible, to request the withdrawal of their data.
  - Remember people can change their minds about participating.
- 4) The benefits of the research should always outweigh any risks

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# Important

This process is for **all** student research using information collected from human participants for IATL modules.

- Students on IATL modules are not allowed to conduct research on vulnerable or dependent individuals. This includes:
  - 1) Children (anyone under 18 years old)
  - 2) anyone with a learning or physical disability or a mental disorder who has difficulty communicating or protecting themselves. See:  
<https://www.legislation.gov.uk/ukxi/2002/446/regulation/2/made>
- Students on IATL modules are also not allowed to
  - 1) Use deception
  - 2) Pay participants, or offer any form of incentive to take part in your study



# Preparation: First 3 Essential Steps

1

Read all the information available on [IATL's Ethics webpage](#).

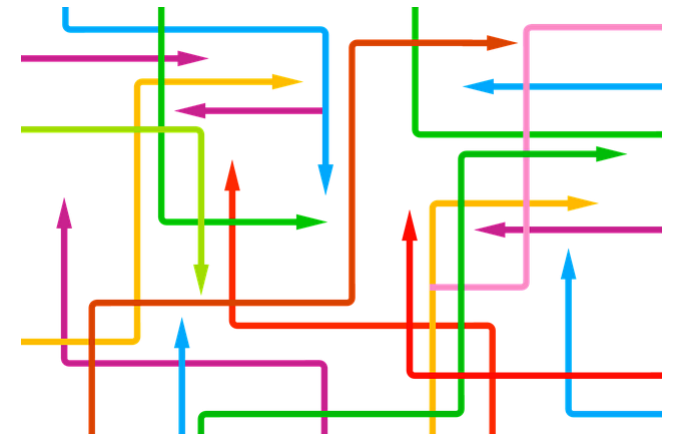
2

Have a discussion about your research plans with your IATL Module Convenor.

3

Watch this Guidance & Training Video in full.

# Process for Full Ethics Applications

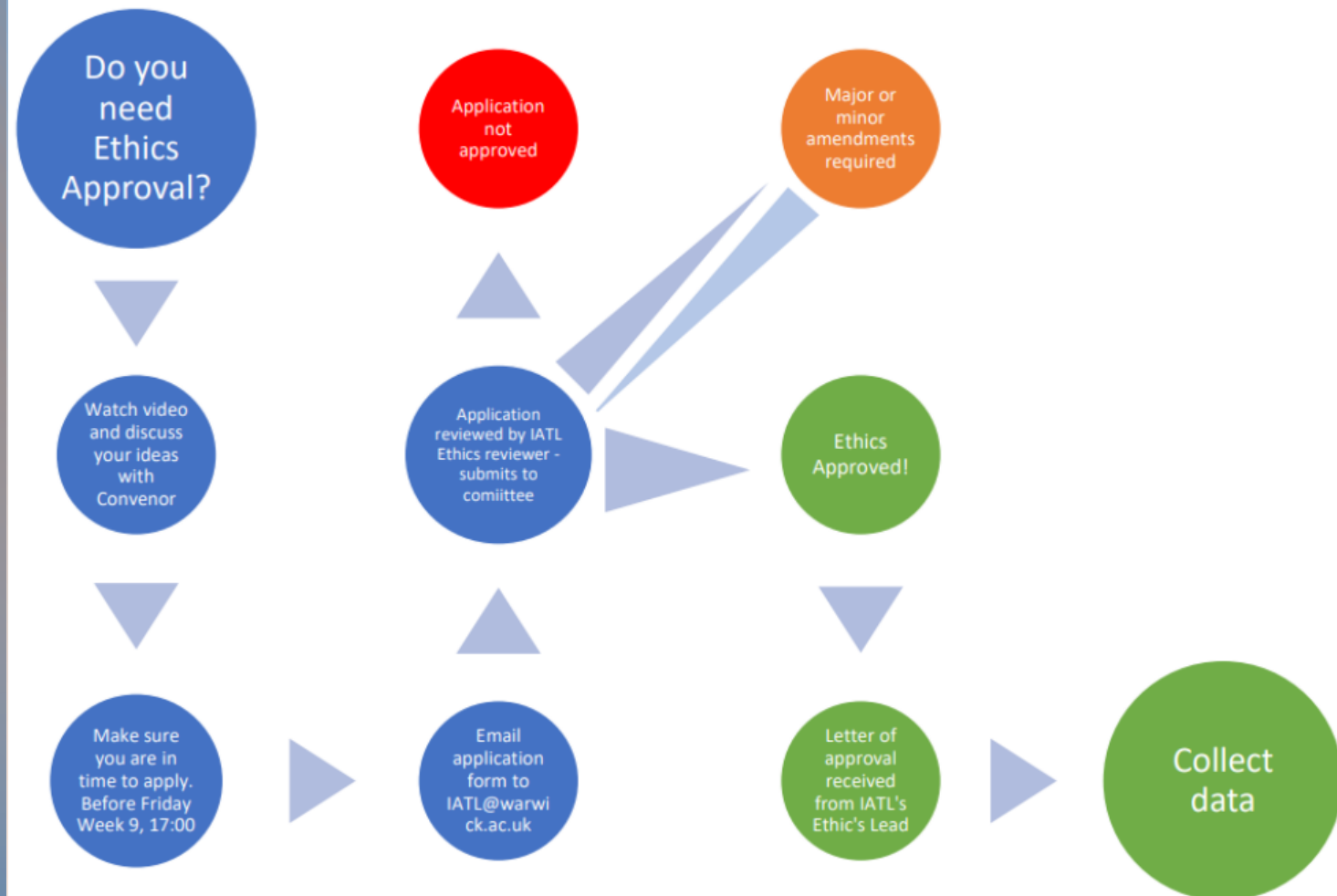


- 1) Read Information available on IATL Ethics webpage.
- 2) Chat with your Module Convenor – is Ethics Approval required for this project?
- 3) Watch the Guidance and Training Video in FULL.
- 4) Complete Ethics Application Form; Participant Information Leaflet; Consent Form.
- 5) Send to your IATL Module Convenor, who will need to see all three documents in order to sign off on it and send back to you.
- 6) Sign the Ethics Application form.
- 7) Send the three forms (including any other materials you find relevant) to [IATL.modules@warwick.ac.uk](mailto:IATL.modules@warwick.ac.uk) by Friday, 5pm in Week 9 of the term in which your IATL module is running.
- 8) Ethics Application will be reviewed by the IATL Ethics Review Panel.



For a detailed visual of the IATL Ethics process, please have a look at our Flowchart available on our webpage.

[https://warwick.ac.uk/fac/cross\\_fac/iatl/study/ethics/](https://warwick.ac.uk/fac/cross_fac/iatl/study/ethics/)

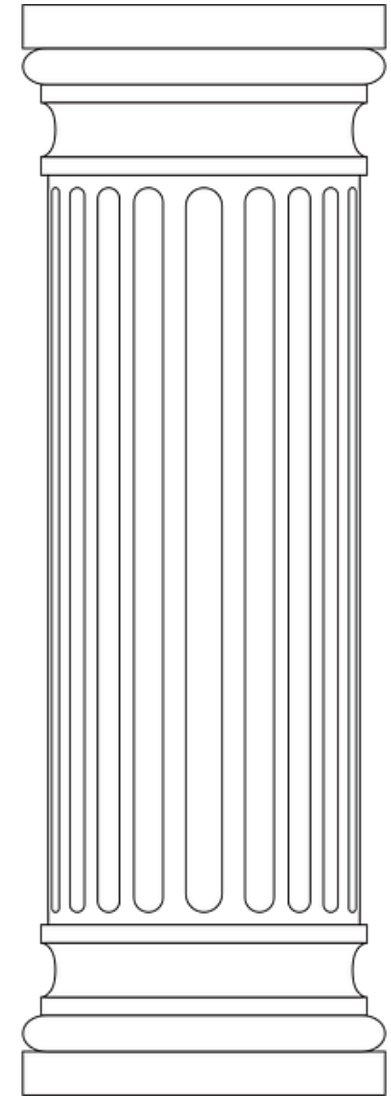


# Your IATL Module Convenor will support you.

It is important to speak with your IATL Module Convenor about your project

- to discuss your research project plans, including why collecting data from participants is necessary for the project;
- to go over your research design – specifically your *methodology*, as this will likely involve ethical considerations that will need to go under review later;
- to raise any additional questions about the Ethics Approval process you may have;
- to go through a concise timeline and important deadlines to ensure your project can remain feasible

Your Module Convenor is a big support in the process, so discussing your project with them in advance is absolutely essential.



# All IATL Ethics Forms available [HERE.](#)



## For Full Ethics Applications:

- The ethics application forms required for your project must be completed and submitted by **Friday, 5pm in Week 9** of the term in which your IATL module runs.
- You must have received an **approval letter** from IATL's Research Ethics Review Panel PRIOR to collecting data from your participants.
- Tip: Start EARLY 😊

## For work involving actors (or similar):

- You must collect consent from your participants before they begin performing in your project.
- Tip: Reach out to your module convenor if you have any questions about preparing your consent form to later distribute to your participants.

## The People Reviewing your Application Consider:

- Potential participants & recruitment process
  - Consent
  - Safety
  - Confidentiality
  - Anonymity
  - Level of risk and potential harm to the participants and the researcher
  - Collection, storage and use of data
- 

# Possible Outcomes



You will receive a letter from the IATL Research Ethics Panel indicating one of four possible outcomes:

- **Approval** (no amendments required)
- **Conditional Approval** (minor amendments required) – you must resubmit
- **Conditional Approval** (major amendments required) – you must resubmit
- **Not approved** – Project is not feasible. You must therefore consider a new project entirely

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## Important:

- Do not be discouraged if you receive a conditional approval outcome!
- Remember that IATL is helping you to ensure your project is safe and ethically sound.
- This is why this process needs to be started as early as possible.

# Tips from IATL:

- Start early!
- Use the support and resources available to you from IATL.
- Keep good records. This includes:
  - Ethics **Approval** Letter sent from IATL's Research Ethics Sub-Committee
  - All signed consent forms from your participants
  - Templates of the approved (final) application form, consent form and participant information leaflet
  - Any communications you have with participants.
- Limit use of jargon in your Ethics application documents.
- Properly and honestly inform your participants.
- Think through risk and/or things that might not go according to plan.
- Ethically use the data you collect. This means you should make sure you are not manipulating or misrepresenting the data you collect in your work.

(Epigeum, 2023)





# Reporting Concern

As a member of a research community, you should be aware of the fact that human participants research is regulated, and you should know where to report any concerns.

[ResearchGovernance@warwick.ac.uk](mailto:ResearchGovernance@warwick.ac.uk)

Please see your IATL Student Handbook for this important information.



Thank you.



# References

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- Epigeum (2023) *Research Integrity*. [online] Available at: <<https://courses.epigeum.com/>> [Accessed 09/2023].
- Legislation.gov.uk (2023) 'UK Statutory Instruments, 2002 No. 446, Regulation 2'. *The Police Act 1997 (Enhanced Criminal Record Certificates) (Protection of Vulnerable Adults) Regulations 2002*. [online] Available here: <<https://www.legislation.gov.uk/uksi/2002/446/regulation/2/made>> [Accessed 09/2023].
- IATL (2023) *Ethics Procedures and Forms*. [online] Available at: <[https://warwick.ac.uk/fac/cross\\_fac/iatl/study/ethics/](https://warwick.ac.uk/fac/cross_fac/iatl/study/ethics/)> [Accessed 09/2023]
- University of Warwick (2023) 'Research Integrity: Online Training Course'. *Leadership Management Development*. [online] Available at: <[https://warwick.ac.uk/services/lmd/research-active-staff/ras-dev-opportunities/research\\_integrity](https://warwick.ac.uk/services/lmd/research-active-staff/ras-dev-opportunities/research_integrity)> [Accessed 09/2023].