Please read both of these documents together, as COVID-19 has meant that an amendment has been made to the regular artifact evaluation ethics application.

Pages 2 to 8 of this document outline the “regular” artifact approval. In essence, this covers projects for which the only human subjects involvement is a short (< 15 minute) anonymous evaluation with fellow students or staff.

Pages 9 to 15 outline the amended approval for projects taking place in summer 2020. In essence, projects cannot involve face-to-face interaction, so the above anonymous evaluation must take place using Qualtrics, Microsoft Teams and/or Skype for Business (note that this is not the same as regular Skype).

If your project involves more than 15 minutes of evaluation, non-anonymous questionnaires, or the use of any other tools, then you must submit a full ethics application form. Please discuss this with your supervisor.

Tristan Henderson
School of Computer Science Ethics Convener
April 2020
Please Tick: (click on the box then click ‘Checked’ for a cross to appear in the box)
Undergraduate □ Postgraduate Research □ Postgraduate Taught □ Staff □ Lecturer/Course Controller on behalf of Taught module □

Module Codes: CS4099 CS4098 CS5098 CS5099 CS5199 CS5099 IS5188 IS5189 IS5198 IS5199

Researchers Name(s):

Project Title: Evaluation of artifacts produced for CS projects.

School/Unit: (Please indicate) Comp Sci

Supervisor:

Emails

Date Submitted: September 2016

Rationale: Please detail the project in ‘lay language’ addressing the reason for conduction the research; including details of participants and location. DO NOT exceed 75 Words (for database reasons). This summary will be reviewed by UTREC and may be published as part of its reporting procedures.

CS projects involve the production of software artifacts, and a critical evaluation of the artifact is an expected component of the project report. This application covers questionnaires that help the student evaluate their artifact.

Ethical Considerations: Please detail the Ethical issues with full seriousness addressing all issues raised by the research and explain now these issues will be addressed. DO NOT exceed 75 words (for database reasons). This summary will be reviewed by UTREC and may be published as part of its reporting procedures.

Participants will be internal to the University, and will be asked to provide anonymous feedback on the effectiveness, design and utility of a project-based artifact. Questions are limited to the artifact and opinions of the artifact. No personal data is needed nor collected.

APPLICATIONS MUST BE SUBMITTED TO THE RELEVANT SCHOOL ETHICS COMMITTEE
https://www.st-andrews.ac.uk/utrec/SEC/SECMembers/ PLEASE DO NOT SUBMIT DIRECTLY TO UTREC.

- Please submit an electronic copy and one hard copy (with signatures) to the Secretary/Administrator. In the absence of a Secretary please submit to the SEC Convener.
- Applicants must be accompanied by the relevant supporting documents without which a full ethical assessment cannot be made.
- Please do not type out with the text boxes provided, note that the Text Boxes are fixed in size and will not allow any viewing beyond the word limit permitted.
If ethical approval has been obtained from the University of St Andrews for research so similar to this project that a new review process may not be required, please give details of the application and the date of its approval.

<table>
<thead>
<tr>
<th>Approval Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Approved:</td>
</tr>
<tr>
<td>Project Title:</td>
</tr>
<tr>
<td>Researchers Name(s):</td>
</tr>
</tbody>
</table>

**RESEARCH INFORMATION**

1. Estimated Start Date: Week 2 of the semester the module is running.
2. Estimated Duration of Project: S1 and S2 for Honours Projects, Summer term for MSc Projects.
3. Is this research funded by any external sponsor or agency? YES [ ] NO [ ]
   If YES please give details:

   **For projects funded by ESRC please be aware of the Ethical and Legal Considerations found at [http://www.esds.ac.uk/aandp/create/ethical.asp](http://www.esds.ac.uk/aandp/create/ethical.asp)**

   **ESRC Funded Studentships (postgraduate Students) please be aware of the requirements as outlined at (in particular in relation to Submission of data to the Economic and Social Data Service, ESDS**

4. Does this research entail collaboration with researchers from other institutions and/or across other University Schools/Units? YES [ ] NO [ ]
   If YES state names and institutions of collaborators:

5. If the research is collaborative has a framework been devised to ensure that all collaborators, including all University Staff, External Researchers, and Students, are given appropriate recognition in any outputs? N/A [ ] YES [ ] NO [ ]

6. Where projects raise ethical considerations to do with roles in research, intellectual property, publication strategies/authorship, responsibilities to funders, research with policy or other implications etc., have you taken appropriate steps to address these issues? N/A [ ] YES [ ] NO [ ]

7. Location of Research Fieldwork to be conducted: University of St Andrews

8. Are you using only library, internet sources or unpublished data (with appropriate licenses and permissions) and so have no human involvement such as interviewing of people? YES [ ] NO [ ]

9. a. Who are the intended Participants (e.g. students aged 18-21) and how will you recruit them (e.g. advertisement) STUDENTS AND STAFF AGED 18+
   b. Estimated duration of Participant Involvement. Up to 15 minutes

If you have answered YES to Q8 but the project has other Ethical Considerations please go to Q.28. If there are no other Ethical Considerations please sign and submit.
ETHICAL CHECKLIST

10. Have you obtained permission to access the site of research?
   If YES please state agency/authority etc.
   & provide documentation. If NO please indicate why in Q.28
   N/A ☒ YES ☐ NO ☒

11. Will inducement i.e. other than expenses, be offered to participants?
    If YES, please give details of the inducement being offered and justify
   YES ☒ NO ☒

12. Has ethical approval been sought and obtained from any external body
    e.g., REC(NHS)/LEA and or including other UK Universities? If YES,
    please attach a copy of the external application and approval.
   N/A ☒ YES ☐ NO ☒

13. Will you tell participants that their participation is voluntary?
   YES ☒ NO ☒

14. Will you describe the main project/experimental procedures to
    participants in advance so that they can make an informed decision
    about whether or not to participate?
   YES ☒ NO ☒

15. Will you tell participants that they may withdraw from the research at
    any time and for any reason, without having to give an explanation?
   YES ☒ NO ☒

16. Please answer either a. or b.
    a. Will you obtain written consent from participants?
       YES ☒ NO ☒
    b. (ONLY: Social Anthropology, Geography/Geoscience,
       International Relations & Biology)
       Will you obtain written consent from participants, in those cases
       where it is appropriate?
       YES ☒ NO ☒

17. Please answer either a. or b.
    a. If the research is photographed or videoed or taped or
       observational, will you ask participants for their consent to being
       Photographed, videoed, taped or observed?
       N/A ☒ YES ☐ NO ☒
    b. (Social Anthropology & Biology ONLY)
       Will participants be free to reject the use of intrusive research
       Methods such as audio-visual recorders and photography?
       N/A ☒ YES ☐ NO ☒

18. Please answer either a. or b.
    a. Will you tell participants that their data will be treated with full
       confidentiality and that if published, it will not be identifiable as
       theirs?
       YES ☒ NO ☒
    b. Will you tell participants their work /contribution will be credited
       unless they specifically request anonymity?
       YES ☒ NO ☒

19. Will participants be clearly informed of how the data will be stored,
    who will have access to it, and when the data will be destroyed?
   YES ☒ NO ☒

20. Will you give participants a brief explanation in writing of the study?
    i.e. a debrief
   YES ☒ NO ☒

21. With questionnaires and/or interviews, will you give participants the
    option of omitting questions they do not want to answer?
   N/A ☒ YES ☐ NO ☒

If you have answered NO to any question 12-21, please give a brief explanation in the statement of
Ethical Considerations on Page 1 and expand in Q28 if necessary.
If you have answered YES, it must be clearly illustrated in the relevant paperwork which must be attached i.e.
Participants Information Sheet, Consent Form, Debriefing Form, Questionnaire, Letters etc…….
WORKING WITH CHILDREN AND OR VULNERABLE PEOPLE

Do participants fall into any of the following special groups?

22. a. Children (under the age of 16 in Scotland or 18 in England/Wales) □ YES □ NO
   b. Vulnerable Adult, receiving care or welfare services □ YES □ NO
   c. People with learning or communicative difficulties □ YES □ NO
   d. Residents/Carers in a specific location, e.g. Care Home □ YES □ NO
   e. NHS Patients or Staff □ YES □ NO
   f. Institutionalised persons □ YES □ NO

If you have answered NO to Q22 a–d please skip Q23 and proceed to Q24.

23. Have you lived/worked outside the UK in the last 12 months? □ YES □ NO

If you have answered YES to Q22 this application, with all supporting documentation, must be forwarded to UTREC for review and approval. Exempt: Geography and Geoscience, Medicine and Psychology

NOTE TO SCHOOL ETHICS COMMITTEE. If the researcher has answered YES to Q22 this application, with all supporting documentation, must be forwarded to UTREC for review and approval. Exempt: Geography and Geoscience, Medicine and Psychology

NOTES TO RESEARCHER. If you answer YES to Q.22 a.–d., you may be required to obtain Protection of Vulnerable Groups [PVG] Disclosure approval. ‘Working with Children and or Vulnerable People’ guidelines and procedures can be found on our webpage https://www.st-andrews.ac.uk/utrec/ethicalapplication/children/

For those planning to conduct research in England / Northern Ireland please obtain the equivalent police check, Disclosure and Barring Service (DBS), previously known as CRB. https://www.gov.uk/crb-criminal-records-bureau-check/overview

If you answer YES to Q 22. e. or f., it is likely you will be required to obtain approval from the NHS. This must be sought prior to approval from the relevant SEC or UTREC.

24. If you have answered YES to Q22 g. or h., you should ensure that the relevant Risk Assessment Checklist has been completed. https://www.st-andrews.ac.uk/utrec/guidelines/riskassessment/

If you have lived outside the United Kingdom (UK) for a period of more than 6 months and answered YES to the Q22 you will be required to provide a police check from that country to cover that period. Further information and helpful links are available on our ‘Working with Children and or Vulnerable People’ webpage https://www.st-andrews.ac.uk/utrec/ethicalapplication/children/
ETHICAL RISK

This section is for ethical use only and does not replace the requirement to submit a Fieldwork Risk Assessment Form to the relevant Health and Safety/Risk Officer in your School. The University official procedures on Risk and Safety measures are linked from our webpage https://www.st-andrews.ac.uk/utrec/guidelines/riskassessment/

24. Are any of the participants in a dependant relationship with the investigator e.g. lecturer/student? If YES, give explanation in Q.28.
YES ☐ NO ☐

25. Will your project involve deliberately misleading participants in any way? If YES, give details in Q.28 and state why it is necessary and explain how debriefing will occur.
YES ☐ NO ☐

26. Is there any significant risk to any paid or unpaid participant(s), field assistant(s), helper(s) or student(s), involved in the project, experiencing either physical or psychological distress or discomfort? If Yes, give details in Q.28 and state what you will do if they should experience any problems e.g. who to contact for help.
YES ☐ NO ☐

27. Do you think the processes, including any results, of your research have the potential to cause any damage, harm or other problems for people in your study area? If YES, please explain in Q.28 and indicate how you will seek to obviate the effects.
YES ☐ NO ☐

There is an obligation on the Lead Researcher & Supervisor to bring to the attention of the School Ethics Committee (SEC) any issues with ethical implications not clearly covered by the above.

ETHICAL STATEMENT

28. Write a clear but concise statement of the ethical considerations raised by the project and how you intend to deal with them. It may be that in order to do this you need to expand on the Ethical Considerations section on page 1. (continue on additional pages if necessary)

It is expected that students produce a software and/or hardware artifact as part of their CS project. Examples of such artifacts are devices, computer applications, games, and web site development. Students may wish to collect opinions concerning the quality of their artifact as part of their critical evaluation. This collection of opinions would be in the form of a questionnaire which comprises only of questions relating to the artifact, and has no questions about the participant.

We do not believe it to be proportionate to require written consent nor participant debriefing for such short and non-personal questionnaires. Data gathered will only be presented in the project report – no personal participant data will be collected, stored or disseminated.

The participation or non-participation in the questionnaire will not affect the potential participating student's academic assessment in any way.

This application is not intended to cover any project that involves any interaction with humans other than a simple set of questions about an artifact that does not require personal participant data.
DOCUMENTATION CHECKLIST

Ethical Application Form  YES ☐ NO  ☒
Participant Information Sheet  YES ☐ NO  ☒
Consent Form  YES ☐ NO  ☒
Debriefing Form  YES ☐ NO  ☒
External Permissions  YES ☐ NO  ☒
Letters to Parents / Children / Head Teachers etc…..  YES ☐ NO  ☒
PVG Approval (Scotland) or Police Check (England/Other)  YES ☐ NO  ☒
Advertisement  YES ☐ NO  ☒
Other (please list):

DECLARATION

I am familiar with the UTREC Guidelines for Ethical Research http://www.st-andrews.ac.uk/utrec/guidelines/ and *BPS, *ESRC, *MRC and *ASA (*please delete the guidelines not appropriate to your discipline) Guidelines for Research practices, and have discussed them with other researchers involved in the project.

STUDENTS ONLY
My Supervisor has seen and agreed all relevant paperwork linked to this project  YES ☐ NO  ☐

Print Name: 
Signature 
Date: 

SUPERVISOR(S)
The Supervisor must ensure they have read both the application and the guidelines, and also has approved the project and application, before signing below, with clear regard for the balance between risk and the value of the research to the School/Student. (Supervisors should provide this on a separate sheet or supply to the student to insert below) Please, if you wish, add comments in no more than 200 words:


Print Name: 
Signature 
Date: 

STAFF RESEARCHER ONLY  YES ☐ NO  ☐

Print Name: 
Signature 
Date: 

STATEMENT OF ETHICAL APPROVAL

This project has been considered using agreed University Procedures and has been:

☑ Approved

☐ Not Approved pending:

☐ More Clarification Required

☐ New Submission Recommended

☐ Discussed with Supervisor

☐ Referred to UTREC

☐ Referred to Fieldwork Subcommittee

Convenor’s Name

Signature

Date:

Please use the space below and additional pages to attach any supporting documents i.e. Participant Information Sheets, Consent Forms, Debriefing Forms, Questionnaires, Letter to Parents etc. We recommend you refer to the sample documents provided at https://www.st-andrews.ac.uk/utrec/EthicalApplication/SampleDocuments/
## Risk Filter Form

### Risk filter questions

<table>
<thead>
<tr>
<th>Will your research involve participants from any of the following groups:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children aged 16 years or younger (18 in England)</td>
<td>☐</td>
<td>x</td>
</tr>
<tr>
<td>Protected adults</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>NHS patients or staff</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Individuals engaged in criminal activity</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Individuals in custody, care homes, or other residential institutions</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Individuals impacted by a traumatic event such as war, displacement, acts of terrorism, abuse, discrimination, crime, disasters, life-changing illness or injury, bereavement</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Individuals where there is any doubt over their capacity for freely given consent such as through cognitive impairment, language barriers, legal status, terminal illness.</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Any other individuals where the researcher or SEC identifies a vulnerability that cannot be satisfactorily mitigated.</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Will your research involve sensitive topics such as:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal activity</td>
<td>☐</td>
<td>x</td>
</tr>
<tr>
<td>Traumatic experiences like those detailed above</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Self-identity i.e. gender, national, ethnic or racial identity</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Body image</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Mood or mental health conditions</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Will your research involve collection, creation or inference of special category data. Special category data is:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>personal data revealing racial or ethnic origin</td>
<td>☐</td>
<td>x</td>
</tr>
<tr>
<td>personal data revealing political opinions</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>personal data revealing religious or philosophical beliefs</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>personal data revealing trade union membership</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>data concerning health</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>data concerning a person’s sex life or sexual orientation</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>genetic data</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>biometric data (where this is used for identification)</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

| Will your research involve collection, creation or inference of any other personal, confidential or sensitive data where you feel this might cause distress or that could cause harm should this data be intercepted | ☐ | x |

| Is there a risk that the research may result in participants becoming distressed? (Consider that this may be harder to monitor remotely and that usual support services may be disrupted) | ☐ | x |

| Will your research involve the use of deception, the withholding of any information about the aims of the research or anything other than total transparency over your role as a researcher? | ☐ | x |

| Will you research involve face-to-face contact between you, or any others associated with the research, and participants? (Note the current restrictions on face-to-face interaction) | ☐ | x |

If you answered **YES** to **ANY** of the above, your application will undergo normal review by your SEC.

If you answered **NO** to **ALL** of the above, your application will undergo proportionate review by your SEC.

### Interim risk filter form in response to COVID-19

Please complete the risk filter questions - these determine whether your application will undergo full review or proportionate review by your School ethics committee. See the information on the [Interim guidance for research involving humans web page](http://example.com).
**Original approval code:** CS12476

**Original Project Title:** Evaluation of artifacts produced for CS projects

**Amended Project Title:**

**Original researcher name(s):**

**Amended researcher name(s):**

**School/Unit:** Computer Science  
**Supervisor:** Kasim Terzic (as project coordinator)

**Email** ethics-cs@st-andrews.ac.uk  
**Date Amendment Submitted** 22/04/2020

**Undergraduate** x  
**Postgraduate Research**

**Postgraduate Taught** x

**Module Co-ordinator on taught module**

**Module Code** CS4099 CS4098 CS5098 CS5099 CS5199 CS5899 IS5188 IS5189 IS5198 IS5199

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**Amended project description:** Please describe the amendment(s) to be made to the project, and the rationale for the amendment(s), in a lay-accessible narrative. (NOTE: if amendments to project description and/or ethical considerations are substantial, the SEC may require a new Ethical Application Form) (900 characters for database reasons) (see exemplars).

CS12476 is an umbrella application for the large number of Computer Science dissertation projects which involve the development of a software artifact and a critical evaluation involving an anonymous short (up to 15 minute) evaluation with students or staff aged 18+. This normally takes place face-to-face in the Computer Science labs with fellow students, but this is no longer possible during the COVID-19 pandemic. Therefore we amend the application for remote evaluation using anonymous online Qualtrics questionnaires and remote viewing over Microsoft Teams or Skype for Business (using University credentials).

**Amended ethical considerations:** Please indicate any ‘new’ ethical considerations that would arise because of the amendment(s) described above. (900 characters for database reasons) (see exemplars).

Data will now be collected online rather than face-to-face, which introduces new concerns around data protection. To address these, all collected feedback will be anonymous, and all projects will use approved University services (Qualtrics, Microsoft Teams, Skype for Business) and the standard UTREC template text.
<table>
<thead>
<tr>
<th></th>
<th>Previous details (original application)</th>
<th>New details (this amendment)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research aims or objectives</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Participants</td>
<td>Students and staff aged 18+ participating face-to-face</td>
<td>Students and staff aged 18+ participating online</td>
</tr>
<tr>
<td>Location of research / research site / data source</td>
<td>Computer Science labs</td>
<td>Online</td>
</tr>
<tr>
<td>Recruitment method</td>
<td>E-mail or face-to-face</td>
<td>E-mail or Microsoft Teams</td>
</tr>
<tr>
<td>Consent method</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data collection method</td>
<td>Paper transcription</td>
<td>Qualtrics questionnaire and remote viewing over Microsoft Teams or Skype for Business (with University credentials)</td>
</tr>
<tr>
<td>Data Type</td>
<td>Paper records</td>
<td>Qualtrics records</td>
</tr>
<tr>
<td>Storage, retention and destruction</td>
<td>Paper records destroyed after grading</td>
<td>Electronic records destroyed after grading</td>
</tr>
<tr>
<td>Publication and sharing</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Computer Science students are expected to produce a software or hardware artifact as part of their dissertation project, e.g. computer applications, websites or games. Typically they want to collect opinions concerning the quality of this artifact as part of their critical appraisal, and this is done in the form of a demonstration of the artifact to participants, accompanied by a short questionnaire comprising questions only relating to the artifact, with no questions about the participant. These are low-risk activities for participants.

Due to COVID-19 these demonstrations and questionnaires can no longer be conducted face-to-face, and so we are asking students to change to Qualtrics questionnaires instead. These will be anonymous and participation will be optional, with participants being informed using the standard template text from the UTREC website. For live demonstration of project artifacts, Microsoft Teams or Skype for Business (using University credentials) will be used. All of these services are approved for use by the University Data Protection Officer. Everything else will remain the same; these changes are the minimum required to switch the face-to-face evaluation to an online format.

If students want to carry out other types of evaluation, e.g. non-anonymous questionnaires or use other platforms, then this umbrella application will not apply and a full ethics application will be required.
### DECLARATIONS

- I am aware of, understand and will enact my responsibilities as a researcher as detailed in:
  - The University's [Principles of Good Research Conduct](#) policy and [ethical guidelines](#)
  - Any relevant professional guidelines (e.g. BPS, MRC, ASA)
  - The University’s Policy and guidance on [Data Management and Protection](#)

- I am aware of the conditions of any funding associated with my work and will ensure that information given to my research participants is in line with those conditions.

- I understand that I must store the final completed copy of this form as part of my research project paperwork.

<table>
<thead>
<tr>
<th>Researcher signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRISTAN HENDERSON (as School Ethics Convener)</td>
<td>22/04/2020</td>
</tr>
</tbody>
</table>

### ADDITIONAL SECTION FOR STUDENT RESEARCHERS

*Student researchers must not submit an ethical amendment application without first discussing it with their Supervisor, and the Supervisor reading and signing this form. Applications submitted without the below section completed by the Supervisor will be returned to the applicant.*

<table>
<thead>
<tr>
<th>Supervisor Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>I confirm that I have discussed the ethical implications of this project with the student applicant, that I have read this application, and that I approve its submission to the ethics committee for consideration</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supervisor signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Submission guidance:

To submit your application, it must be sent to your School Ethics contact:

- Electronic form (.doc, .docx, .pdf) is the preferred submission format for Ethics Applications, as it allows for easy transfer of text to the database.
- If you submit a scanned copy of a handwritten or typed form, or a hardcopy, please email your School Ethics administrator with a typed version of the Cover Sheet (first page).

### Signing the form:

- Creating an electronic signature is straightforward – sign a piece of blank paper, take a photo i.e. with a smartphone, copy and paste the image into the signature box and resize it as necessary.
- If you or your supervisor wish to physically sign a hardcopy, please follow the guidance above on submission requirements.
- If you or your supervisor choose to type a signature:
  - staff: email the form to your School Ethics administrator from your @st-andrews.ac.uk email address to confirm your identity.
  - students - email the form to your supervisor from your @st-andrews.ac.uk email address.
    - supervisor: add your name/ signature to the form and then forward it to the School Ethics administrator from your @st-andrews.ac.uk email address.

Under **no circumstances** should this form, or supplementary documents, contain identifiable information about your participants i.e. completed consent forms.

### Ethical Amendment Form – Document Checklist

Please ensure that you have included copies of any of the documents listed below, if those documents are part of the project paperwork and have been amended, even if only slightly.

 tnhh_EthicsAmend_20200422
For online research, such as surveys, you may include relevant screenshots or excerpts of text instead of forms.

If all relevant documents are not included, your amendment application will be returned without review.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethical Amendment Application Form</td>
<td>YES</td>
</tr>
<tr>
<td>Amended advertisements (online/paper)</td>
<td>NOT APPLICABLE</td>
</tr>
<tr>
<td>Amended letters to parents/guardians/children</td>
<td>NOT APPLICABLE</td>
</tr>
<tr>
<td>Amended Participant Information Sheet</td>
<td>NOT APPLICABLE</td>
</tr>
<tr>
<td>Amended Participant Consent Form</td>
<td>NOT APPLICABLE</td>
</tr>
<tr>
<td>Amended Questionnaire/Survey (screenshot if online survey)</td>
<td>NOT APPLICABLE</td>
</tr>
<tr>
<td>Amended Semi/Structured interview questions/Focus Group guide</td>
<td>NOT APPLICABLE</td>
</tr>
<tr>
<td>Amended Participant Debriefing Form</td>
<td>NOT APPLICABLE</td>
</tr>
<tr>
<td>Amended Data Management Plan. If this exists, please email a copy to <a href="mailto:research-data@st-andrews.ac.uk">research-data@st-andrews.ac.uk</a></td>
<td>NOT APPLICABLE</td>
</tr>
<tr>
<td>Amended external permissions: forms / emails / NHS approvals (in full)</td>
<td>NOT APPLICABLE</td>
</tr>
<tr>
<td>Amended DBS / PVG documents</td>
<td>NOT APPLICABLE</td>
</tr>
<tr>
<td>Amended fieldwork risk assessment form</td>
<td>NOT APPLICABLE</td>
</tr>
<tr>
<td>Amended security-sensitive research declaration</td>
<td>NOT APPLICABLE</td>
</tr>
<tr>
<td>Amended ethical funder approval</td>
<td>NOT APPLICABLE</td>
</tr>
</tbody>
</table>

Please list below any other amended documents that are included with this amendment application: