Full Ethical Assessment Form

APPLICATION FOR ETHICAL APPROVAL OF A RESEARCH PROJECT FROM FACULTY ETHICS COMMITTEE

This application form is to be used by **STAFF** and **PGR STUDENTS** seeking ethical approval for an individual research project where preliminary ethical assessment has indicated that full ethical review is required.

A completed version of this document should be emailed to the Secretary of your appropriate Faculty Ethics Committee in the University. *Applications must be completed on this form; attachments will not be accepted other than those requested on this form. This form has been designed to be completed electronically; no handwritten applications will be accepted.*

Research must NOT begin until approval has been received from the appropriate Faculty Ethics Committee.

Section 1: Applicant Details

Applicant Name	[redacted]
Contact Email	[redacted]
Academic Unit	**SAgE – Computing Science**
Applicant Type	□Staff □Undergraduate □Postgraduate Taught × Postgraduate Research

Section 2: Project Details

Project Title	Young People & Sexual Health Engagement
MyProjects Reference	
Already has ethical approval	□Yes × No
Project Funder(s)	Internal
Other organisations involved	Newcastle City Council / Northumberland County Council / Gateshead Council
Has peer review taken place?	□Yes By (Name, Institution & Role_____ □ No _____
Proposed Start / End Date (dd/mm/yyyy)	Start Date 01/02/2015 End Date 31/12/2015
Category	□ Staff Research × Postgraduate Research □ Course
Preliminary Ethical Flag(s)	□ Animals □ Environment □ International (non EEA) □ NHS □ Data × Humans Non-Clinical
Supervisor (Student Research projects only)	[redacted]
Who is responsible for the overall management of the research? Name & post.	[redacted]
Who designed the research? Name & post.	[redacted]

Full Ethical Assessment Form

Who is conducting the research? Name & post.	[redacted]
Is this a re-approval of an existing project?	□Yes × No
Project type: Please mark the predominant nature of this project (one only).	□ Questionnaire / Survey □ Experiments □ Observational □ Data based × Other- define: A series of design workshops with young people with activities designed to explore their perspectives on sex, sexuality and sexual health.
Has Peer Review taken place	□Yes By:_____ □ No

Section 3: Project Outline & Proposed Research methods

Project outline & aims

Briefly describe the aims of this research, including the anticipated benefits and risks. This description must be in everyday language. If any jargon, technical terms or discipline-specific phrases are used, these should be explained. Please use no more than 500 words.

In partnership with Newcastle City Council, Northumberland County Council and Gateshead Council we are conducting research on young people's perspectives on sexual health. We are conducting this research because there is very little research investigating younger people's perspectives on sexual health, particularly within the context of interaction design. This research will provide the benefit of providing empirical research in an under researched area, with the additional benefit of the insights contributing towards some kind of digital tool or experience we wish to design for our target population. The aims of the project are to (1) explore young people's understandings of sex and sexuality in relation to sexual health, (2) explore young people's evaluations on sexual health services and what their needs might be and (3) to use this information to design some kind of digital tool or experience collaboratively with the young people themselves.

We propose doing this through a series of 3 design workshops to be held with 5 - 7 young people aged 13-18 on a number of days either during the school holidays or during term time, whatever is most convenient for our target populations. These participants are to be identified by youth workers already working with young people in the domain of sexual health, and will be recruited representatively according to the needs identified by the sexual health youth workers. This will involve participants from both urban and rural environments, and support groups already working with the sexual health services. All participants will provide informed consent, and parents will be provided with a full information sheet with an appropriate 'opt out' section should they wish for their child not to be involved with the research. These workshops will use explorative activities designed to explore young people's perspectives on sex and sexuality more widely, identify where they may get information and support on sexual health, and think about what sort of digital tool or experience young people might find helpful in relation to a broader agenda of sexual health.

In workshop one, we propose to conduct the initial activity of making each other name badges in order for participants to get to know one-another and the researchers. After this, the main activity of the first workshop will be a 'body mapping' exercise, whereby participants will collaboratively draw a landscape of gender and sexuality on some life-sized gender neutral blow-up dolls (which we will

have made ourselves to be deliberately non-sexual). The intention of this activity is to get participants comfortable in talking about sex, to get some sense of understanding their perspectives in relation to sex and sexuality, and to promote discussion around sex and sexuality more broadly.

In workshop two, we wish to get a sense of how young people are exposed to sexual material on a day-to-day basis. We propose splitting the group by gender and getting each group to map cards with examples of sexually related content onto a timeline of what they expect the 'other gender's' typical exposure to sexually related material is. We envisage beginning with our own examples (including music videos) in order to obtain their perspectives on how sexuality is represented in such content, but we will also provide blank cards to allow participants to explore their own ideas on how they are exposed to sexual messages in their day-to-day lives.

In workshop three, we propose starting by getting participants to map where support services are for sexual health. Then we hope to present participants with some prototypes/ideas we have developed based on their suggestions from previous workshops, so participants can experiment, design or critique them. We also propose that this final workshop includes a collaborative prototyping element with the young people themselves, enabling them to explore their own ideas of something that may be helpful for them. We propose this will involve modelling drawing and discussing ideas through the use of design materials (such as paper, cards, clay etc).

The risks associated with the research are mainly around sex being a potentially 'sensitive' topic, particularly for a younger participant group. Therefore we have put appropriate risk management procedures in place (listed below).

Proposed research methods (Experimental design)

Please provide an outline, in layman's terms, of the proposed research methods. Specify whether the research will take place outside of the UK or in collaboration with partners based outside the UK, and/or if research will take place using the internet. Present an outline of the method in a step-by-step chronological order, and avoid using jargon and technical terms as much as possible. Ensure you describe the key tasks including how data will be collected and used. Please do not exceed 500 words.

Participants will be young people aged 13 – 18 years old recruited from groups of young people youth workers in Northumbria and Newcastle are already working with. The youth workers will facilitate recruitment, identifying young people who they identify as having specific sexual health needs and have an interest in the research. Potential participants will be provided by the youth workers with an information sheet and a consent form prior to the workshops which will be returned to the researchers. The information sheet provided to both participants and parents is theirs to keep, and includes the researchers' contact details should they have any further queries about the research. The parents information sheet also includes an 'opt out' section (with a self-addressed envelope) should they wish for their child not to participate in the research.

Potential participants and participants will be reassured that their participation is entirely voluntary, that they can withdraw at any time without providing reason and that their data can be destroyed if they wish. Effort will be made to reassure participants it is not problematic to withdraw, which will be reiterated by the youth workers who recruit them for the study.

Participants will take place in three workshops led by the research team at a pre-determined local community centre, identified and facilitated by the youth workers. The workshops will be held on a number of following days (the timeframes of which will be individual to the specific engagement groups), and will last approximately 2 hours each.

We envisage that each of the workshop will build on one another. In workshop one we hope to gain young people's understandings of sex and sexuality through the body mapping exercise outlined above, in workshop two we hope to explore what sexually related content they have been exposed to and how this relates to their own sexual knowledge through the timelining activity explained previously, and in workshop three as well as identifying where young people might get support for sexual health and their evaluations of these services, we also hope to incorporate this in collaboratively designing some kind of digital tool or experience. We envisage that in the time between workshops two and three we will be able to prepare some ideas to present to the young people, but we also hope to collaboratively incorporate them within the design process through using design materials together. We hope that these activities will be enjoyable and stimulating for the young people, and particularly we hope to incorporate and encourage humor around the subjects being discussed, so that they feel happy and comfortable discussing sex within these settings. Participants will also be invited to complete a demographic form so we have a sense of the kind of people who are taking part in the research.

Participants' activities will be both audio and video recorded, and the audio will be transcribed with their consent. Artifacts created during the workshops will be photographed. The video data will only be viewed by members of the research team to get a better understanding of the activities carried out in the workshops. Data will be stored securely at Culture lab at Newcastle University, for a minimum of five years, at which point it will be destroyed/ Digital data will be encrypted and password-protected in secure storage, participants will be anonymised in all transcripts with a self chosen pseudonym (fake name). Data files will only be available to the research project team. Consent forms and demographic forms will be stored separately from the data and stored at a secure location at culture lab. Data made publically available will be fully anonymised in accordance with the UK Data Protection Act. Participants will be referred to anonymously in publications arising from the project. Data that does not breach participants' confidentiality will be made available more widely upon request. Should any participant choose to withdraw from the study, all data referring to them will be immediately destroyed.

Section 4: Environment

(Complete this section only if the project was flagged 'environment' at preliminary review.)
Please provide the locations in which your research will take place, together with the anticipated risks (destruction of habitat or artefacts/emissions, etc.), potential damage and mitigating measures planned. Please use no more than 700 words.

Section 5: Human participants in a Non-Clinical Setting
(Complete this section only if the project was flagged 'Human Participants in a Non-Clinical Setting' at preliminary review)

Full Ethical Assessment Form

Participant Details

Does this research specifically target participants recruited by virtue of being (select all that apply):	□ Students or staff of this University □ Adults (over the age of 18 years and competent to give consent) × Children/legal minors (anyone under the age of 18 years) □ Persons incapable of giving informed consent □ People from non-English speaking backgrounds □ Welfare recipients □ Prisoner or parolee
Does the study involve recruiting participants through a gatekeeper?	× Yes □ No
Source and means by which participants are to be recruited:	Youth workers who are working with (and will recruit from) from existing groups of young people in Northumberland and Newcastle county councils.

Participant Information	YES	NO
Will you inform participants that their participation is voluntary?	×	☐
Will you inform participants that they may withdraw from the research at any time and for any reason?	×	☐
Will you inform participants that their data will be treated with full confidentiality and that, if published, it will not be identifiable as theirs?	×	☐
Will you provide an information sheet that will include the contact details of the researcher/team?	×	☐
Will you obtain written consent for participation?	×	☐
Will you debrief participants at the end of their participation (i.e., give them an explanation of the study and its aims and hypotheses)?	×	☐
Will you provide participants with written debriefing (i.e., a sheet that they can keep that shows your contact details and explanations of the study)?	☐	×
If using a questionnaire, will you give participants the option of omitting questions that they do not want to answer?	×	☐
If an experiment, will you describe the main experimental procedures to participants in advance, so that they are informed about what to expect?	×	☐
If the research is observational, will you ask participants for their consent to being observed?	×	☐

Participant consent

Please describe the arrangements you are making to inform participants, before providing consent, of what is involved in participating in your study and the use of any identifiable data, and whether you have any reasons for withholding particular information. Due consideration must be given to the

possibility that the provision of financial or other incentives may impair participants' ability to consent voluntarily. (No more than 300 words)

All participants will be recruited by youth workers who know and already work with the young people, therefore the researchers are confident that all participants will be able to consent freely. Information sheets have been developed in language suitable for 13 – 18 year olds. An easily completed 'opt out' slip will be provided on the information sheet for parents (with a SAE) due to participants being under 18. The research is explicitly explained in the information sheet, which will be provided to participants and parents in advance of the week of the workshops. Since we have worked with the youth workers to develop these activities, these members of staff will be able to provide an adequate verbal explanation of the research. The researchers will also fully explain the nature of the research at the start of the sessions. Should participants or parents have any further questions the contact details of the researchers are available on the information sheet. Participants will be requested to return a copy of both their own completed consent form whilst retaining their own second copy for reference. Participants will only be considered to take part if their consent form is returned and we have not received an 'opt out' slip from their parents. If we receive an 'opt out' slip after the research has been completed, the participants' data will be removed from any transcripts, analysis or write up resulting from the workshops.

Participants should be able to provide written consent. Please describe the arrangements you are making for participants to provide their full consent before data collection begins. If you think gaining consent in this way is inappropriate for your project, please explain how consent will be obtained and recorded. (No more than 300 words)

Participants will be given the information sheets and consent forms for both them and their parents prior to the study taking place. They will also be provided with a verbal overview immediately prior to the workshops to ensure all details of the project have been understood. Information about the nature of the study is provided on the sheet, explaining that participation is entirely voluntary and will make assurances that participants' confidentiality will be protected.

Please attach a copy of the information to be provided to the participant(s) to enable informed consent. This should include the 'Consent Form' & 'Participant Information Sheet' on appropriately headed paper.

Participant debriefing

It is a researcher's obligation to ensure that all participants are fully informed of the aims and methodology of the project, that they feel respected and appreciated after they leave the study, and that they do not experience significant levels of stress, discomfort, or unease in relation to the research project. Please describe whether, when, and how participants will be debriefed. (No more than 300 words)

Participants will be fully debriefed at the end of each workshop, and again following the final workshop session to explain the nature of the study, where they will also be asked explicitly if they have any questions about the research (& participants will of course be able to ask questions at any point of the research). This will however be reiterating information provided to them both at the beginning of the study and in the information sheet, as the agenda of the research will be made entirely transparent to the participants. The researchers will also be given the opportunity to register their interest if they wish to be informed about the future developments of the research. Based on the findings of the session, a further 'debrief' sheet explaining the 'results' of the study will be produced for this purpose.

Please attach a copy of any debriefing sheet that you may provide on appropriately headed paper.

Full Ethical Assessment Form

Potential risk to participants and risk management procedures
Identify, as far as possible, all potential risks (small and large) to participants (e.g. physical, psychological, etc.) that may be associated with the proposed research. Please explain any risk management procedures that will be put in place and attach any risk assessments or other supporting documents. Please answer as fully as possible. (No more than 300 words)

Due to the sensitive nature of the discussions any potential 'risks' of participating would come as a result of the discussions that are had in the workshop interactions, for example if a discussion point reminded participants of a particular distressing experience etc. Should this happen, at least 1 youth worker will be present at all of the workshops to provide immediate support. Additionally support services will be listed on the information sheet should participants want additional support. Time will be explicitly allocated to a 'debrief' period at the end of each session (and again at the end of the series of workshops) for participants to reflect upon the session, ask any questions or raise anything that may be of concern. We will also agree on a shared set of 'ground rules' at the beginning of the workshops where the researchers and participants will collectively agree on what qualities and behaviours are expected in the workshop. This will be done to ensure that all participants are agreed on a set of principles to abide by in the workshops, which can be consequently flagged up if appropriate. The youth workers recruiting the young people will also ensure that the participants in individual workshops are at roughly the same level of knowledge and experience.

Section 6: Data

Please attach a copy of your data management plan (if available) or alternatively note where appropriate: whether consent will be sought, how data will be accessed, how participants' confidentiality will be protected, and any other relevant considerations. Information must be provided on the full data lifecycle, from collection to archive. If you do not have a data management plan, funder-specific plans are available from the Digital Curation Centre. See https://dmponline.dcc.ac.uk/

Each participant's demographic form and consent form will be stored separately in the secure location of culture lab. Audio data will be removed from the audio device as soon as it is possible, encrypted, password protected and stored securely. Transcription will be carried out in a private space. All personal identification information will be removed or changed during transcription. When transcriptions are completed they will be handled with caution, stored in the secure location of culture lab when not in use and the full transcripts will only be accessible to the researchers. Digital copies of the files will be encrypted, password protected and stored securely.

Section 7: Permissions (Inc Overseas)

Overseas: For any research conducted outside the EEA the researcher is responsible for ensuring that local ethical considerations are complied with and that the relevant permissions are sought. If relevant please complete the table below otherwise move on to the permissions table.

Is the research to be conducted outside the EEA?	□Yes × No
If 'Yes' please state the location(s):	
Have the appropriate local ethical considerations been complied with and relevant permissions sought?	□Yes (awarded) – Please note in table below □Yes (pending) – Please note in table below □ No

Full Ethical Assessment Form

Permissions: Please use the table below to record details of licenses or permissions required and / or applied for e.g. LEA, governing body, etc along with the reference, status and the date when it was granted.

Awarding Body	Reference Number	Date of Permisssion	Status e.g. Granted / Pending

Section 8: Risk Considerations & Insurance

Newcastle University must have in place appropriate insurance cover for its legal liabilities for research studies. Dependent upon the nature of the research and how it is governed cover will either come under Clinical Trials Insurance or Public Liability Insurance. Please refer to the supplementary guidance "When does the Insurance Office need to be notified of a research proposal?" for clarification.

Potential risk to researchers and risk management procedures
What are the potential risks to researchers themselves? This may include: personal safety issues, such as those related to lone or out of normal hours working or to visiting participants in their homes; travel arrangements, including overseas travel; and working in unfamiliar environments. Please explain any risk management procedures that will be put in place and attach any risk assessments or other supporting documents. (No more than 300 words)

No risks have been identified for the researchers. All workshops will take place at an agreed location in Northumberland/Newcastle where there will also be at least one youth worker present if any problems should arise. Researchers will have adequate transport arrangements and will be working in teams of at least 2.

Please attach a risk assessment or any other appropriate documents as required.

Section 9: Supporting documentation

Please supply copies of any applicable and documents in support of your answers. Ensure that attached files have appropriate file names.

Document	Attached
Participant consent form	×
Participant information sheet	×
Participant debriefing document	☐
Questionnaire(s)	×
Outline protocol	☐
Project risk assessment	☐
Travel risk assessment	☐
Original ethical assessment (re-approval only)	☐

Full Ethical Assessment Form

Data management plan	☐
Peer review evidence (Internal / non funded)	☐
Local permissions / licenses (non EEA)	☐
Other ethical review forms	☐
Others (please list):	☐

Section 10: Declaration

I certify that the information contained in this application is accurate. I have attempted to identify the risks that may arise in conducting this research and acknowledge my obligations and the rights of the participants. I confirm that the research will be conducted in line with all University, legal and local ethical standards.

Name of Principal Investigator:	[redacted]
Signed:	
Date:	08/12/12

If you have any queries on this form, please contact your Faculty Ethics Coordinator or visit the website at http://www.ncl.ac.uk/res/research

Please email or send this form to the appropriate Faculty Ethics Coordinator

For office use only:

The appropriate Ethics Committee has considered the ethical aspects of this proposal. The committee recommends that the programme/project be:

☐ Approved ☐ deferred (for reasons attached) ☐ not approved

Name of Committee Member:	
Ethics Committee Concerned:	
Signed:	
Date:	