Cardiff School of Management

Ethics Exemplar Pack

Undergraduate & Taught Postgraduate Programmes
Postgraduate Research Students & Staff Research

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Introduction

Cardiff Metropolitan University is committed to maintaining standards of professional conduct in all university and research activities. Central to the principles that guide our personal and corporate actions is that they must be conducted in accordance with the highest contemporary ethics standards. The purpose of the exemplar pack is to assist in the completion of an appropriate and acceptable ethics application on the first submission. Applications for student projects must be completed by the students themselves, acting as Principal Investigator (PI), but must be endorsed by the supervisor.

Please note that the interview documents and questionnaires accompanying the ethics approval application are normally expected to be in pilot format.

Exemplar 1: Devolved Ethics Approval Application Summary **[applies only to under & taught postgraduate students]**
This form should be completed and signed by the student, and then the supervisor **before** the completed application is submitted for consideration. Its purpose is to make sure that all the required documentation is submitted with the application form since missing documentation is one reason that an application will be returned as not ready for consideration. Once the application has been considered and commented upon, the form should be returned to the student. A copy should be retained by the supervisor and/or the module leader. If the application needs to be resubmitted, these retained copies will assist in a swift review of the amended application.

Exemplar 2: Ethics Application Form **[applies to all]**
This document is the official Cardiff Metropolitan University ethics application form (version 9) which **must** be completed by any student or staff member undertaking a research-type project. It has been modified to highlight the essential data which should be contained in the form. The most recent version has been updated to include a section on GDPR compliance. Where no other data retention protocols apply (e.g. HTA), applicants will be required to confirm that any non-anonymised data on research participants will be stored on OneDrive, that all copies of the data held elsewhere will be deleted unless anonymised and that all researchers covered by the application are aware of these requirements.

An application **must** be completed and have received approval from the Cardiff School of Management Ethics Committee prior to the start of any primary data collection. Engagement requires both parts of the form to be completed for research activities involving people (interviews, questionnaires, focus groups, etc.). If the research project is entirely desk/secondary data-based, then only Part One of the form needs to be completed and signed off by the supervisor. It is recommended that the PI overtly states in the summary that the project is entirely desk/secondary data-based.

Exemplar 3: Exemplar Participant Information Sheet (PIS) **[applies to all]** Required for interview and focus group type data collection.
The standard Cardiff Metropolitan University Participant Information Sheet (PIS) is very detailed. It is designed to help those undertaking more potentially risky research than would normally be undertaken by CSM students, i.e. consumption of new food products in development or the testing of stress during exercise. The PIS must accurately record

the way in which the data will be held and the length of time it will be held for. There is a completed PIS later in this document.

Exemplar 4: <u>Exemplar Participant Consent Form (PCF)</u> **[applies to all]**
<u>Required for interview and focus group type data collection</u>
The Participant Consent Form (PCF) is often submitted without any adaptations to the research project. In particular the comments in red on the PCF should be considered. Students should include their contact details but it is strongly recommended that they use their university details rather than their personal contact addresses to protect their safety and privacy. The exemplar Consent Form has been updated to accommodate GDPR and to reference the new Participant Withdrawal Form.

Exemplar 5: <u>Exemplar Participant Withdrawal Form (PWF)</u> **[applies to all]**
<u>Required for ALL types of data collection</u>
The Participant Withdrawal Form (PWF) is a more recent addition to the overall research ethics application process. Participation in a research study is voluntary and is based on a full understanding of what that participation will involve. Individuals who have consented to take part in a research study at Cardiff Met are fully entitled to withdraw their consent at any point, without prejudice. However, it should be noted that the timing of a request to withdraw from the project will have a bearing on the type of action the University is reasonably able to take to honour the request. This form details the action that may be taken.

Exemplar 6: <u>Completed & Approved Ethics Application Form</u>
This is an example of an application which has been approved at undergraduate level for an Enterprise Project. The areas to be covered would be the same for any other research project and would cover all of the methods of data collection. **PLEASE NOTE**: **this application was completed on an older version of the Ethics Application Form**. However, the detail in each section is still relevant to those doing an Enterprise Project.

Exemplar 7: <u>Completed CSM Participant Information Sheet (PIS) Required for interview and focus group type data collection</u>
It is advised that most CSM students will find this simpler version much more applicable to their studies, than the standard University PIS. **In particular students may want to use the headings** on the PIS as they stand. However this is just an example and students should amend the PIS throughout to suit their studies and not just paragraph 2. Protection of Privacy is often very poorly adapted leading to rejected applications.

Exemplar 8: <u>Exemplar Semi-Structured Interviews</u>
This is an example of a semi-structured interview document that was approved for an undergraduate project in Cardiff School of Management. It is included because the layout to assist the interviewer is commended. There are other, briefer, formats available which are equally valid.

Exemplar 9: <u>Exemplar Focus Group Document</u>
This is an example of a focus group interview document that was approved for an undergraduate student at Cardiff School of Management. It is included because the layout to assist the interviewer is commended. There are other, briefer, formats available which are equally valid.

Exemplar 10: <u>Exemplar Letter to an Organisation in which the student would like to undertake research with staff or customers</u>

This is an example of a draft letter to an organisation that would be approved by Cardiff School of Management. It would be used when a student would like to undertake research with employees, customers or participants in an event of a particular organisation. Students should include their contact details but it is strongly recommended that they use their university details to protect their privacy.

Exemplar 11: <u>Exemplar Letter to an Organisation where the student requires confidential information</u> This is an example of a draft letter to an organisation that would be approved by Cardiff School of Management. It would be used when a student would like to gather confidential company information, usually financial, and is usually required for Enterprise Projects only. Students should include their contact details but it is strongly recommended that they use their university to protect their privacy.

Exemplar 12: <u>Exemplar Questionnaire</u>

This is an example of an actual questionnaire that was approved for an undergraduate by Cardiff School of Management. Obviously there are other formats available which are equally valid, however particular attention should be paid to the heading paragraph which on a questionnaire takes the place of the PIS and PCF. It must contain brief detail of the project, confirmation that participation is voluntary and that all information will be treated confidentially. Applications may be rejected if the heading is missing.

Exemplar 13: <u>A5 Leaflet Style Questionnaire</u>

This is an example of a questionnaire that is designed to be handed out in A5 leaflet format. This type of questionnaire may be needed in instances where the questionnaire needs to be left to be completed when the researcher is not present, perhaps on a reception desk, guest bedroom, staff canteen, student union, etc.

Exemplar 14: <u>Short Questionnaire used in large number data collection</u>

This is an example of a short/small questionnaire which might be used as either in conjunction with another set of data collection such as interviews or where a small amount of information was sought from a very large number of respondents.

Exemplar 15: <u>Exemplar Front/Entry Page for an On-Line Questionnaire</u>

Many students use e-mail or web-based surveys/questionnaires (the reason for which must be justified in section A3). In a web-based questionnaire the information about the project, its voluntary nature, confidentiality and anonymity and the PI contact details is not normally presented as a header to the questionnaire, rather it is usually a separate front page. Additionally students must ask participants to confirm, via a tick box that they have read all the information and that they are over the age of 18 before they can access the actual questionnaire pages. Failure to do this often results in the application being rejected. Students should adapt this exemplar as appropriate to their research project bearing in mind the previous points.

NB. Qualtrics is the approved survey instrument for Cardiff Metropolitan University and is the only survey instrument supported by the university.

Frequently Asked Questions/Common Reasons for Rejection

Can I start my primary data collection before my application has been approved by the Ethics Committee?
NO

How long does it take for an application to be considered?
Your application will be considered by a Devolved Ethics Approval Panel (DEAP) which has received permission to consider Ethics Applications for your module from the CSM Ethics Committee. The Panels meet regularly so that your application should be considered and returned to you within two (teaching) weeks of submission.

What happens if I don't complete all sections?
Your supervisor will not submit it to the appropriate DEAP until it is complete.

What happens if my application hasn't been signed by my supervisor? You will be required to have it signed before full approval is given

Which sections are usually badly completed resulting in rejection? A3, C1 and C2

What happens if I don't submit all the accompanying documents?
Your supervisor is very unlikely to submit an incomplete submission and the DEAP will reject the application without consideration

What documents go with what?*
*For all Undergraduate and Taught Postgraduate programmes, the DEAP Application Summary sheet should also be included

> Questionnaires
> Ethics Application + Questionnaire + Participant Withdrawal Form
> Interviews and Focus Groups
> Ethics Application + Participant Information Sheet + Participant Consent Form + Participant Withdrawal Form + Interview/Focus Group Questions
> Letter to an organisation
> This is only needed if you intend to conduct the research in a private space, such as on company premises or at a festival. It helps the submission if access in principle can be evidenced in the application, i.e.: a confirmation email.

What are the most common reasons for rejecting the accompanying documents?
Dangerous knowledge may be generated and this has not been considered in A6, C1 and C2
The questionnaire is not headed, or if an electronic survey, the front page has not been submitted
Students have used the exemplar formats of the Participant Information Sheet/Consent Form/Withdrawal Form but not amended them to go with their particular research proposal

Is access to my sample population important?
Yes. If the population is a large general one, i.e., shoppers in the centre of Cardiff, then there is unlikely to be an issue; however, where the population is small, vulnerable and or has to be accessed with 'others' permission, then this must be addressed via C1 and C2.

If appropriate, do I need to specify the websites I will be using?
Yes, you must state which website/s and the rationale for using specific website/s. If a general comment like *"I'll post the questionnaire on my facebook site"* is used the application will fail.

Does the standard of my application matter?

Yes, you should be submitting the pilot documents. If your application, particularly the accompanying documentation, is considered to be of an unprofessional standard which might damage the reputation of the university it will be rejected.

Please Note

- Exemplars 2, 3, 4 and 5 are standard documents which can be found on the CSM website: https://www.cardiffmet.ac.uk/management/research/Pages/Research%20Ethics.as px
- Your application should be submitted as one document, which includes all relevant documents; incomplete applications will be returned to applicants
- Main contacts: Louise Ballantyne – CSM Research Ethics Administrator (lballantyne@cardiffmet.ac.uk) ; Nasir Aminu – CSM Research Ethics Coordinator (naminu@cardiffmet.ac.uk)

Submitting Your Project: Undergraduate & Taught Postgraduate Students ONLY

When you submit your project, Dissertation, Enterprise Project, Consultancy Project, Management Report, Independent Study, etc., you will be required to submit to the Consent Form repository copies of all your signed consent forms in the appropriate module on Moodle (only for qualitative data collection). **Do NOT include copies of the signed consent forms in your project, as this will break your confidentiality agreement with your participants and, therefore, result in marks being deducted.** Retain or dispose of all other related documentation as per your approved ethics application.

As part of your project's final submission, you will only include your **ethics approval number**. This applies whether you collected secondary or primary data. Full details of how to do this for each module will be included in each module handbook. Please make sure that you consult the appropriate module handbook as part of your preparation for submission.

Retention of Documentation Related to Ethics Applications: Postgraduate Research Students & Staff only

Postgraduate Research students and Staff MUST apply to the School Ethics Committee for ethics approval. The minimum period for retaining research data for staff members is ten years from the date of publication. However, where the research funder requires a longer retention period, this will be adhered to. Research student can retain data until their university is closed, usually one year after graduation.

If you undertake qualitative research at any stage in the data collection process, the university requires that the signed Participant Consent Forms and any completed Participant Withdrawal Form be stored in the PI's University OneDrive account. Do NOT bind copies of the signed consent forms into your thesis, as this may break your

confidentiality agreement with your participants and result in the thesis not being accepted. Retain or dispose of all other related documentation as per your approved ethics application. For transparency, the PI is not allowed to be the person to be contacted when participants wish to withdraw their consent. It should be the Co-PI, or someone from the CSM Research team.

If you are undertaking secondary research, you will only be required to complete part one of the ethics form, clearly stating in the technical summary that only secondary research will be undertaken. For research students, the form will need to be signed off by their supervisors and sent to CSM Research. A copy of the document will be held in your student file, and the information will be noted at the School Ethics Committee.

If undertaking primary as well as secondary research, you should normally apply for ethical approval for each stage of primary data collection and complete both sections of the application form. This is particularly the case for Postgraduate Research Degree students, who undertake research over a long period. For each application, you will need to submit the signed application form and all accompanying documentation to CSM Research (LBallantyne@cardiffmet.ac.uk) for consideration by the School Ethics Committee, and comments on your application will be relayed through the same channel. Once the application has been approved, a copy of the approved application and documentation will be held on file.

The Ethics Committee meets every month around the calendar year except in August. The deadline for submitting applications is usually one week before the meeting. Please contact Louise Ballantyne for the confirmed dates. Applications with incomplete documentation are usulally returned.

EXEMPLAR 1: Devolved Ethical Approval Panel (DEAP): Application Summary Sheet

[This form does not apply to Postgraduate Research Students or Staff as ethics applications are all dealt with by the School Ethics Committee]

Devolved Ethical Approval Panel (DEAP): Application Summary

Student Name: _____   Student Number: _____

_____

Module Name: _____   Module Number: _____

_____

Programme Name: _____   Supervisor Name: _____

_____

Accompanying Documents Checklist

Questionnaires: Ethics Application + Questionnaire + Participant Withdrawal Form

Interviews and Focus Groups: Ethics Application + Participant Information Sheet + Participant Consent Form + Participant Withdrawal Form +

Interview/Focus Group questions

To be completed by student **and** supervisor before submission to Ethics Approval Panel	Student Signature;		Supervisor Signature;	
	Yes	N/A	Yes	N/A
Application for ethics approval	[ ]	- [	[ ]	- [
Participant information sheet	[ ]	]	[ ]	]
Participant consent form	[ ]	[ ]	[ ]	[ ]
Pilot interview/s	[ ]	[ ]	[ ]	[ ]
Pilot questionnaire/s with cover note	[ ]	[ ]	[ ]	[ ]
Letter/s to participating organisation/s	[ ]	[ ]	[ ]	[ ]
Confirmation of interviewee participation	[ ]	[ ]	[ ]	[ ]
Participant withdrawal form	[ ]	[ ]	[ ]	[ ]

First Submission   [ ]   Resubmission   [ ]

Date: _____

For use by the devolved ethics approval panel:

Panel Members   Name   Signature

Module leader, Chair:

Supervisor: _____

CSM Ethics Committee Representative: _____

Date: _____   Date of Reassessment: _____

Application Form completed to an appropriate standard throughout   Yes [ ]   No [ ]
Signed correctly in all sections   Yes [ ]   No [ ]
All accompanying documentation submitted   Yes [ ]   No [ ]
Accompanying documentation appropriate and relevant   Yes [ ]   No [ ]
Professional, grammatically correct presentation   Yes [ ]   No [ ]

Overall comments by the devolved ethics approval panel to the applicant

The original to be retained by the supervisor and a copy given to the student and module leader. In the case of a resubmission being required th **original form** should be submitted with the resubmission.

Outcome:
Project Approved   [ ] | Reference number:_____
Project Approved in Principle   [ ]
Decision deferred (application not ready/incomplete)   [ ]
Project Not Approved (major revisions)   [ ]
Project Rejected   [ ]

EXEMPLAR 2: Ethics Application Form

[applies to all]   CARDIFF METROPOLITAN UNIVERSITY APPLICATION FOR ETHICS APPROVAL

When undertaking a research or innovation project, Cardiff Met staff and students are obliged to complete this form in order that the ethics implications of that project may be considered. The document *Ethics application guidance notes* will help you complete this form and is available from the Ethics Governance Section of the Cardiff Met website. The School or Unit in which you are based may also have produced some guidance documents which you can access via your supervisor or School Ethics Coordinator.

PLEASE NOTE:

Participant recruitment or data collection MUST NOT commence until ethics approval has been obtained.

PART ONE

1A: GENERAL INFORMATION	
Name of applicant:	
Supervisor (if student project):	
School / Unit:	
Student number (if applicable):	
Programme enrolled on (if applicable):	
Project Title: If using a working title, it should convey what the project is about	
Expected start date of data collection:	
Approximate duration of data collection:	
Funding Body (if applicable):	
Other researcher(s) working on the project: If your collaborators are external to Cardiff Met, include details of the organisation they represent	
Will the study involve NHS patients or staff? If yes, attach a copy of your NHS application to this form	
Will the study involve human samples and/or human cell lines?	

1B: Does your project fall entirely within one of the following categories:	
Desk based, involving only documents and not involving the collection of data from participants	Yes / No
Laboratory based, not involving human participants, human samples, animals or animal derived material	Yes / No
Practice based not involving human participants (eg curatorial, practice audit)	Yes / No
Answering **YES** to any of these questions indicates that the project does not include any participants and	

you will not therefore be collecting participant data.
If this is the case, please provide a short (150 words) non-technical summary of the project, complete the Declaration at the bottom of the form and forward this form to your School Ethics Committee (or equivalent).
No further information regarding your project is required and you do not need to complete any more sections of this form. The only exception to this is in relation to projects which include security sensitive research – see below for further details.
If you have answered **NO** to all of these questions, please proceed to 1C.

Provide a non-technical summary of the project below.
NB: Any project which includes security sensitive research will be referred to the Prevent Co-ordinator so it can be risk assessed in line with the Prevent Policy. Ethics approval will only be granted once the Prevent Co-ordinator is content with the outcomes of that risk assessment.

If you are only using secondary (desk-based) data then you need to complete this box to explain your project. Then sign it and give it to your supervisor with the DEAP form. You will then be issued with an ethics number, but you DO NOT have to complete Part Two of this form.

1C: Does your project fall entirely within one of the following categories:	
Compulsory projects in professional practice (eg Initial Teacher Education)	Yes / No
A project for which NHS approval has been obtained NB If this is the case, please ensure that you submit copies of the following with this form: • any questionnaires to be used • participant consent / asset form and withdrawal form • participant information sheets	Yes / No
A project which is not compulsory in professional practice and has gained external ethics approval from a body other than the NHS. NB If this is the case, please ensure that you submit a copy of the approved ethics application with this form.	Yes/ No
If you have answered **YES** to any of these questions, please provide a short (150 words) non-technical summary of the project and **complete the rest of Part One of this form**. You do not need to complete Part Two. Forward your completed form, along with any additional documents required (as indicated above) to your School Ethics Committee (or equivalent). If you have answered **NO** to all of these questions, please complete the rest of this form including Part Two.	
Provide a non-technical summary of the project below:	

1D: DATA COLLECTION AND STORAGE
What types of data will you collect or create?
Explain the type of data you intend to collect
How will you manage access to and security of the data?
Explain how you will access your data/respondents and how you will ensure your data is stored securely.

Will the data collected be subject to the data retention protocols of any of the following bodies?
   • Human Tissue Authority (HTA)
   • Health and Care Research Wales (HCRW)
   • Applications involving the NHS which will be submitted via IRAS	

Yes ☐ For any project which is subject to the data retention protocols of an external body listed, you must develop a data storage plan to be submitted alongside this document for consideration by your School or Unit Ethics Panel.	
No ☐ Please confirm that the data collected will be stored in a manner which complies with Cardiff Met requirements via one of the following statements.	
STATEMENT 1: FOR STUDENTS ON TAUGHT COURSES I confirm that any non-anonymised data related to research participants will only be stored on OneDrive, or by agreement with supervising staff, on Figshare, and that all data held elsewhere will be deleted, unless it is anonymised.	☐
STATEMENT 2: FOR STAFF APPLYING ON BEHALF OF STUDENTS ON TAUGHT COURSES I confirm that all students covered by this application are aware of their obligation to ensure that non-anonymised data related to research participants must only be stored on their Cardiff Met student OneDrive account and that all data held elsewhere must be deleted, unless it is anonymised.	☐
STATEMENT 3: FOR RESEARCH STUDENTS AND STAFF I confirm that any non-anonymised data related to research participants will be stored in a secure manner (using a platform such as OneDrive or FigShare) and that all data held elsewhere will be deleted unless it is anonymised.	☐

DECLARATION: **I confirm that this project conforms with the Cardiff Met Research Integrity & Governance Framework** **I confirm that I will abide by the Cardiff Met requirements regarding confidentiality and anonymity when conducting this project.** **STUDENTS: I confirm that I will not disclose any information about this project without the prior approval of my supervisor.**	
Signature of the applicant:	Date:
FOR STUDENT PROJECTS ONLY	
Name of supervisor:	Date:

Signature of supervisor:

Research Ethics Committee use only	
Decision reached: Click here to enter text.	
Project reference number: Click here to enter text.	
Name: Click here to enter text.	Date: Click here to enter a date.
Details of any conditions upon which approval is dependant: Click here to enter text.	

PART TWO

If you haven't already done so elsewhere on this form, in the box below, provide a short (150 words), nontechnical summary of the project.

A RESEARCH DESIGN	
A1 Will you be using an approved protocol in your project?	Yes / No
A2 If yes, please state the name and code of the approved protocol to be used [1]	
Most CSM projects will not use a protocol so this section will be answered n/a	
A3 Describe the research design to be used in your project In this section, include details (as appropriate) of: • Research method(s); • Sample and sampling; • Participants including recruitment methods, activities to be undertaken, time commitment, details of any proposed payments; • Analytical techniques If your project does involve the use of an approved protocol, much less details will be required but you should indicate which areas of the project are covered by the protocol.	

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[1] An Approved Protocol is one which has been approved by Cardiff Met to be used under supervision of designated members of staff. For details of protocols in use in your School or Unit, contact your Ethics Coordinator

In this section, include details (as appropriate) of:
- research method(s);
- sample and sampling;
- participants including recruitment methods, activities to be undertaken, time commitment, details of any proposed payments;
- analytical techniques

If your project does involve the use of an approved protocol, much less detail will be required but you should indicate which areas of the project are covered by the protocol.

Describe your project's overall design and the method of data collection which will be used. This should include why you need to do the type of data collection you have chosen. If more than one type of research method is used you must describe both/ all. It is usually best to cover each of the points below for each set of data collection individually, i.e. everything related to the first set of data collection and then everything related to the next. You should include
- research method(s) such as interviews or focus groups and why
- sample and sampling, who you will ask to participate, convenience, random etc and why
- the anticipated size of the sample
- a justification of the number of participants
- how you will recruit them and how long their will participation take
- how you will protect participants confidentiality and anonymity
- a description of what method of analysis you will use, e.g. thematic analysis, including tools such as SPSS, excel, NVIVO etc, and why it is/ they are appropriate

If your data collection will involve the use of a questionnaire, you should provide a copy of the questionnaire with your application and a Participant Withdrawal Form. The questionnaire should be in a pilot form. Similarly, if your data collection will involve the use of interviews or focus groups, you should provide details of the topics which will be discussed and a Participant information Sheet, Participant Consent Form and Participant Withdrawal Form.

If you intend to undertake the data collection within an organisation (i.e. employees) or at an event (i.e. participants) you must also provide a (draft) letter to the organisation or event managers asking for permission to do the research on their premises. Where access may be contentious or difficult you will need to enclose

confirmation that access has been agreed.	
A4 Will the project involve deceptive or covert research?	Yes / No
A5 If yes, give a rationale for the use of deceptive or covert research	
Please read the CSM Ethics Framework for guidance if 'yes'	
A6 Will the project have security sensitive implications? NB: Any project which falls under this definition will be referred to the Prevent Co-ordinator by the Committee which is considering the application so it can be risk assessed in line with the Prevent Policy. Ethics approval will only be granted once the Prevent Co-ordinator is content with the outcomes of that risk assessment.	Yes / No
A7 If yes, please explain what they are and the measures that are proposed to address them	
This is likely to only affect some students. If you think this applies to you discuss with your supervisor	

B PREVIOUS EXPERIENCE

B1 What previous experience of research involving human participants relevant to this project do you have?
Click here to enter text.
B2 **Student project only**   What previous experience of research involving human participants relevant to this project does your supervisor have?
The research experience described here must be relevant to the project and will be supplied by the supervisor

C POTENTIAL RISKS
C1 What potential risks do you foresee?   Include details of risks to the participants, the researcher and the project as a whole.
Include details of risks to the participants, the researcher and the project as a whole. Consider any potential risk to each of the following;   • the researcher   • the participants   • the project   • the university   Risks might include the following examples: Arranging interviews – causing inconvenience to interviewees during their working day.   Personal information on the questionnaires. Risks of not meeting the research   deadlines   A risk to the participants would be the confidentiality of the data they provide or any harm/upset that they may face in providing you with the information.   Personal information and data storage must be taken into account.
C2 How will you deal with the potential risks?

Any potential risk identified in A3 or C1 must be addressed in this section.
 	
 Examples of responses to risks identified might include:
   Consent for the interviews will be gained via a participant consent form which will be signed before the interview. Interviews times will be arranged in advance at a time and place convenient for the interviewees. The researchers' whereabouts will be known to a third person.
 	
   The questionnaires will state terms of participation and confidentiality on the header. Completion of the questionnaire is taken as consent and will be stated on the header. If participants do not wish to contribute then they need not complete the questionnaire.
 	
   The questionnaire and or interviews will not contain any questions that reveal the identity of the participant and will insure anonymity throughout. If participants feel uncomfortable during any part of

the research gathering process withdrawal from the process can be immediate.   Email/s confirming that key people have agreed to be interviewed are attached   All raw data will be held on a secure password protected external hard drive and paper copies will be kept in a locked cupboard. Access to the raw data will be restricted to the researcher.

When submitting your application you **MUST** attach a copy of the following:

- All information sheets
- Consent/assent form(s)
- Withdrawal of consent form

An exemplar information sheet, exemplar participant consent form and exemplar participant withdrawal form are available via the research section of the Cardiff Met website (see section on Ethics Governance). These are based on good practice and will be useful in the majority of cases. However, it is recognised that in some cases a project will be subject to requirements from an external body. Use of these exemplars is therefore not obligatory.

EXEMPLAR 3: Participant Information Sheet – Guidance For Researchers

[applies to interviews and focus group type data collection]

The Participant Information Sheet should be provided on Cardiff Met headed paper and will normally contain the following information. Where your project is subject to requirements from an external body you must also ensure that the Information Sheet covers these requirements. Ensure that the Information Sheet is written in language which potential participants will find easy to understand. Keep the document as brief as possible – for most projects it will be about two sides of A4.

Study Title (and Reference Number if applicable)

Invitation paragraph
Include the following introductory paragraph:
We would like to invite you to take part in the above named research study. Before you decide whether or not to take part, it is important for you to understand why the research is being done and what it will involve. Please therefore take time to read the following information carefully.

What is the purpose of the study?
Give a brief background of the project and state the aim of the project. Include details of the start date, the length of the project and outline the overall design of the project.

Why have I been invited to participate?
Explain how the individual was chosen to take part in the project and how many other people will be asked to take part.

If there are any exclusions to participation, you should outline them here so that potential participants are aware of any reasons that they should not participate, or will be exempted from participation.

Do I have to take part?
Explain that taking part in the project is entirely voluntary and that participants will be asked to complete and sign a Participant Consent Form prior to their involvement.

Explain that they have a right to withdraw from the project at any time and explain what action you will take if they do withdraw. When doing so, be aware that the timing of their request will have a bearing on what action you are able to take, for example, once you have anonymised and analysed data it is often not possible to extract a specific participant's data. If possible, include on the information sheet an indicative timeframe for when you intend to begin anonymisation and analysis.

Let them know that a Participant Withdrawal Form is available and includes more details of what actions the University will take following a request to withdraw.

What will participation involve?
Explain what the individual will be asked to do, it may be helpful to contextualise this by explaining your methods of data collection but keep in mind that the information should be easily understood by a lay person.

Give details of how much time will be involved and indicate where the activities will be undertaken. Give sufficient information about any research interviews, focus groups or questionnaires to ensure participants are fully aware of what they will be asked to do.

Ensure that you let participants know if interviews or focus groups are to be recorded.

Are there any risks associated with taking part?

Describe any risks involved in participation in the project using language which the participant will easily understand.

Include details of the likelihood that risks will arise and the measures you have put in place to manage the risks. State that the Principal Investigator will be happy to answer any queries about what the study involves. (full contact details of the PI should be provided at the end of the Information Sheet)

Are there any benefits associated with taking part?

Describe the direct benefits to the participant as well as wider benefits (eg furthering understanding of the topic being researched).

In most cases, the University would not expect any reward to be offered to participants but, if you do intend to offer compensation or reward for participation you should give details of this here. Note however that details of any compensation or reward must have been included in your ethics application and approved by the ethics panel.

It must be made clear that any compensation or reward will not be lost if the participant decides to withdraw from the project.

What will happen to the results of the research project?

Indicate how the results of the research will be used eg journal article, report for the project funder, will form part of a dissertation etc.

How will my data and my privacy be protected?

State that confidentiality will be maintained throughout the study, unless this cannot be guaranteed. Where confidentiality cannot be guaranteed, explain the reasons why.

Give details of how and where participant data will be stored and who will have access to it. Be mindful of the Cardiff Met requirement that any non-anonymised data generated by undergraduate students must be stored on the relevant student's Cardiff Met student OneDrive account.

You should only collect data which is required for completion of the study and you should make it clear here that this is the case.

Give details of how and when the data will be anonymised.

Include details of the length of time that the data will be held (this is normally two years after graduation for undergraduate projects where the data has been stored in OneDrive).

If your project is subject to data retention requirements of an external body, ensure you indicate that you have complied with these requirements.

Who is involved in the project?

Explain that you are conducting the research as either a student or member of staff at Cardiff Met.

State the names and affiliations of the research team members.

Give details of any funders of the project.

State that the project has been approved by [insert name of the Ethics Committee which gave approval].

If I have any questions, who should I contact for further information? Provide the name and Cardiff Met email address for the PI.

Thank you
Remember to thank the individual for taking time to read the information sheet.

EXEMPLAR 4: Participant Consent Form

[applies to interviews and focus group type data collection]

PARTICIPANT CONSENT FORM

Reference Number: *<<to be complete before consent form and information sheet are provided to participants>>* **Participant name or Study ID Number:**
Title of Project: *<<to be complete before consent form and information sheet are provided to participants>>* **Name of Principal Investigator:** *<<to be complete before consent form and information sheet are provided to participants>>*
Name of person taking consent:

_____
_____

Participant to complete this section: **Please initial each box.**

1. I confirm that I have read and understood the information sheet for this study. I have had the opportunity to consider the information, ask questions and have had these answered satisfactorily.	
2. I understand that my participation is voluntary and that I am free to withdraw at any time without giving any reason.	
3. I understand that if I withdraw from the project either before or during the data collection phase, any data collected about me to that point will be withdrawn and not used in the data analysis phase, or included in any publication of project outcomes. I note the indicative timescale for the data collection phase of this project is *<<provide an indicative timescale>>*	
4. I understand that if I withdraw from the project once data analysis has started, it will only be possible to withdraw data from which I can be identified. I note the indicative timescale for the data analysis phase of this project is *<<provide an indicative timescale>>* I further understand that after the end of the data analysis phase it will be necessary for the university to retain non-personal data for verification purposes until *<<date that the university will store data until>>*	

5. I understand that GDPR states that research studies are exempt from the right to be forgotten where this is "likely to render impossible or seriously impair the achievement of the objectives" and that any request I make to invoke my right to be forgotten will be considered by the University with this in mind. The University will endeavour to take every possible measure to comply with the request without impairing the research.	
6. I agree to take part in the above study.	
The following statements could also be included on the consent form if appropriate:	
I agree to the interview / focus group / consultation being audio recorded.	
I agree to the interview / focus group / consultation being video recorded.	
I agree to the use of anonymised quotes in publications.	

Signature and name of participant:	Date:
Signature and name of person taking consent:	Date:

Any information you provide will be treated in accordance with data protection principles for the purposes specified within the Participant Information Sheet. Cardiff Metropolitan University will process your personal data in line with Article 6(1)(a) and Article 9(2)(a) of the General Data Protection Regulation 2018 which specifies that your personal data can only be processed with your explicit consent. By signing this form and ticking the boxes above you are confirming that you have understood the reasons for obtaining your data and you are happy for the study to proceed. Please note that you have the right to withdraw consent at any point. Should you wish to invoke that right please contact *[insert contact details of School ethics administrative support]*

EXEMPLAR 5: Participant Withdrawal Form
[applies to all]

PARTICIPANT WITHDRAWAL FORM

Reference Number: *<<to be completed before the form is provided to the participant>>* **Participant name or Study ID Number:**
Title of Project: *<<to be complete before the form is provided to the participant>>*
Name of Principal Investigator: *<<to be complete before the form is provided to the participant>>*
Name of the person to whom this form should be submitted: *<<insert contact details for the School ethics administrative support>>*

Participant to complete this section. Please initial one of the following boxes:

1. I confirm that I wish to withdraw from the study before data collection has been completed and understand that any data collected about me up to this point will be withdrawn.	
2. I confirm that I wish to withdraw from the study after data analysis has started and understand that all data from which I can be identified will be withdrawn.	
3. I confirm that, although the data analysis for the project has already taken place, I wish to request to be forgotten. I understand that GDPR states that research studies are exempt from the right to be forgotten where this is "likely to render impossible or seriously impair the achievement of the objectives" and that my request will be considered by the University with this in mind. The University will endeavour to take every possible measure to comply with the request without impairing the research	

Your name is required to verify that you have withdrawn your data from the study as specified above. In the case of (3), above, we will need to retain this form until *<<the date when verification records are being held until>>*.

It may be necessary to share this information with internal examiners, external examiners, and / or journal editors for the purposes of verification of findings and tracing results of studies to the raw data used.

This form will be stored securely until *<<the date when verification records are being held until>>*, when it will be destroyed, and will not be shared with anyone else.

Name and Signature of participant:	Date:
Name and Signature of person who will ensure that the stated data have been deleted:	Date:

EXEMPLAR 6: APPROVED UNDERGRADUATE APPLICATION

**CARDIFF METROPOLITAN
UNIVERSITY
APPLICATION FOR
ETHICS APPROVAL**

When undertaking a research or enterprise project, Cardiff Met staff and students are obliged to complete this form in order that the ethics implications of that project may be considered.

If the project requires ethics approval from an external agency such as the NHS or MoD, you will not need to seek additional ethics approval from Cardiff Met. You should however complete Part One of this form and attach a copy of your NHS application in order that your School is aware of the project.

The document ***Guidelines for obtaining ethics approval*** will help you complete this form. It is available from the Cardiff Met website.

Once you have completed the form, sign the declaration and forward to your School Research Ethics Committee.

PLEASE NOTE: Participant recruitment or data collection must not commence until ethics approval has been obtained. YOU MUST USE VERSION 9 FROM SEPTEMBER 2020.

When undertaking a research or innovation project, Cardiff Met staff and students are obliged to complete this form in order that the ethics implications of that project may be considered.

The document ***Ethics application guidance notes*** will help you complete this form and is available from the Ethics Governance Section of the Cardiff Met website. The School or Unit in which you are based may also have produced some guidance documents which you can access via your supervisor or School Ethics Coordinator.

PLEASE NOTE:

Participant recruitment or data collection MUST NOT commence until ethics approval has been obtained. PART ONE

1A: GENERAL INFORMATION	
Name of applicant:	
Supervisor (if student project):	
School / Unit:	Cardiff Metropolitan University
Student number (if applicable):	ST200XXXXX
Programme enrolled on (if applicable):	Click here to enter text.
Project Title: If using a working title, it should convey what the project is about	An evaluation of the feasibility of a wedding planning service in Cheltenham, Gloucestershire
Expected start date of data collection:	20/11/2015
Approximate duration of data collection:	10 weeks
Funding Body (if applicable):	N/A
Other researcher(s) working on the project: If your collaborators are external to Cardiff Met, include details of the organisation they represent	N/A
Will the study involve NHS patients or staff? If yes, attach a copy of your NHS application to this form	No
Will the study involve human samples and/or human cell lines?	No

1B: Does your project fall entirely within one of the following categories:	
Desk based, involving only documents and not involving the collection of data from participants	No
Laboratory based, not involving human participants, human samples, animals or animal derived material	No
Practice based not involving human participants (eg curatorial, practice audit)	No
Answering **YES** to any of these questions indicates that the project does not include any participants and you will not therefore be collecting participant data. If this is the case, please provide a short (150 words) non-technical summary of the project, complete the Declaration at the bottom of the form and forward this form to your School Ethics Committee (or equivalent). No further information regarding your project is required and you do not need to complete any more sections of this form. If you have answered **NO** to all of these questions, please proceed to 1C.	
Provide a non-technical summary of the project below:	
Please only provide a non-technical summary in this section if you are only using secondary data in your project. You do not need complete the form beyond this section.	

1C: Does your project fall entirely within one of the following categories:	
Compulsory projects in professional practice (eg Initial Teacher Education)	No

A project for which NHS approval has been obtained
NB If this is the case, please ensure that you submit copies of the following with this form:
    •   any questionnaires to be used
    •   participant consent / asset form and withdrawal form
    •   participant information sheets
	No

A project which is not compulsory in professional practice and has gained external ethics approval from a body other than the NHS. NB If this is the case, please ensure that you submit a copy of the approved ethics application with this form.	No
If you have answered **YES** to any of these questions, please provide a short (150 words) non-technical summary of the project and **complete the rest of Part One of this form**. You do not need to complete Part Two. Forward your completed form, along with any additional documents required (as indicated above) to your School Ethics Committee (or equivalent).	
If you have answered **NO** to all of these questions, please complete the rest of this form including Part Two.	
Provide a non-technical summary of the project below:	

1D: DATA COLLECTION AND STORAGE
What types of data will you collect or create?
How will you manage access to and security of the data?

Will the data collected be subject to the data retention protocols of any of the following bodies?
    •   Human Tissue Authority (HTA)
    •   Health and Care Research Wales (HCRW)
    •   Applications involving the NHS which will be submitted via IRAS

Yes   ☐ For any project which is subject to the data retention protocols of an external body listed, you must develop a data storage plan to be submitted alongside this document for consideration by your School or Unit Ethics Panel.

No ☒

Please confirm that the data collected will be stored in a manner which complies with Cardiff Met requirements via one of the following statements.

STATEMENT 1: FOR STUDENTS ON TAUGHT COURSES I confirm that any non-anonymised data related to research participants will only be stored on OneDrive, or by agreement with supervising staff, on Figshare, and that all data held elsewhere will be deleted, unless it is anonymised.	☒
STATEMENT 2: FOR STAFF APPLYING ON BEHALF OF STUDENTS ON TAUGHT COURSES I confirm that all students covered by this application are aware of their obligation to ensure that non-anonymised data related to research participants must only be stored on their Cardiff Met student OneDrive account and that all data held elsewhere must be deleted, unless it is anonymised.	☐
STATEMENT 3: FOR RESEARCH STUDENTS AND STAFF I confirm that any non-anonymised data related to research participants will be stored in a secure manner (using a platform such as OneDrive or FigShare) and that all data held elsewhere will be deleted unless it is anonymised.	☐

DECLARATION:
I confirm that this project conforms with the [Cardiff Met Research Integrity & Governance Framework](...)

I confirm that I will abide by the Cardiff Met requirements regarding confidentiality and anonymity when conducting this project.

STUDENTS: I confirm that I will not disclose any information about this project without the prior approval of my supervisor.

Signature of the applicant:	Date:

FOR STUDENT PROJECTS ONLY

Name of supervisor:	Date:

Signature of supervisor:

Research Ethics Committee use only

Decision reached: Click here to enter text.	26
Project reference number: Click here to enter text.	
Name: Click here to enter text.	Date: Click here to enter a date.
Details of any conditions upon which approval is dependant: Click here to enter text.	

PART TWO

If you haven't already done so elsewhere on this form, in the box below, provide a short (150 words), nontechnical summary of the project.
The project aims to evaluate the feasibility of a wedding planning business in Cheltenham, Gloucestershire. The wedding planning business will offer full and partial planning of the clients wedding day to fit their needs. The author will conduct desk research to analyse existing data on the wedding market, customer market, small businesses etc. In addition, primary research will be done by conducting a semi-structured interview and distributing questionnaires. The research results will be reflected in the business plan, which will include market research/strategy, resource requirements and financial details, etc. The researcher will review the project and conclude on its feasibility.

A RESEARCH DESIGN

A1 Will you be using an approved protocol in your project?	No

A2 If yes, please state the name and code of the approved protocol to be used [2]

N/A

A3 Describe the research design to be used in your project In
this section, include details (as appropriate) of:

- Research method(s);
- Sample and sampling;
- Participants including recruitment methods, activities to be undertaken, time commitment, details of any proposed payments;
- Analytical techniques

If your project does involve the use of an approved protocol, much less details will be required but you should indicate which areas of the project are covered by the protocol.

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[2] An Approved Protocol is one which has been approved by Cardiff Met to be used under supervision of designated members of staff. For details of protocols in use in your School or Unit, contact your Ethics Coordinator

Questionnaire:

- *The researcher aims to gather 70+ questions to ensure the validity of the study and gain a large amount of data.*
- *The researcher will hand out questionnaires at XXXX Show (date) and YYYY Wedding Fayre (date). The researcher will need to write a letter to both organisations to attain permission to hand out questionnaires at the events.*
- *Participation will take five minutes to complete the Questionnaire.*

Sample:

- *A convenience sample of available participants at XXXX show and YYYY Wedding Fayre will be asked to complete the Questionnaire. However, by researching wedding events, the researcher does have control over the sample's representativeness. Thus it is also a Purposive Sample. The Purposive sampling is selected as they have the characteristics of the target market.*
- *Further participants may also be found using Snowballing Techniques by asking participants to recommend someone else who may be appropriate for the study.*

Online Questionnaire posted on ZZZZ Website Forums (www.xxxxxxxxxx)

- *The researcher aims to have 30 completed online questionnaires.*
- *The researcher has created an online username and password on the ZZZZ Website.*
- *A qualitative questionnaire will be posted on a forum and forum users will be asked to participate.*

- The participant will be told details of the study and its goals plus the participant must consent before completing the Questionnaire.
- Online questionnaires will be posted by November 30th for fourteen days.
- The Questionnaire will take 5 minutes to complete.

Sample:

- This is convenience sampling as the participants are available to partake in the research because they are looking at the website. Equally, the sample is also purposive as the researcher has chosen the ZZZZ website due to the characteristics of the users to represent the target market.

Semi-structured interviews:

- Open-ended questions to collect qualitative information.
- Freedom of response will allow the researcher to gain opinions and thoughts of the participant.
- The researcher intends to have face-to-face interviews with 5 wedding-related businesses: Florist, Tailor, Bakery etc.
- Contact with the business will begin in October/November and the interview is forecasted to take place in December.
- Each interview will be recorded and will be 20 minutes in length.

Sample:

2 An Approved Protocol is one which has been approved by Cardiff Met to be used under the supervision of designated members of staff; a list of approved protocols can be found on the Cardiff Met website here

- A quota sample of 5 wedding-related businesses will be selected as they have the characteristics assumed of the whole population being studied.

Participants:

- The types of samples chosen are to guarantee no discrimination against age, gender, race, disability etc.
- All participants will be over the age 18.
- Participant's right to anonymity will be reiteration throughout the research process and they may withdraw their data at any point.
- The researcher will only record age and gender of the participant.

Analysis:

- The quantitative data from the questionnaires will be on Microsoft Excel by creating graphs, tables and charts.
- The qualitative data from the semi-structured interview will be through observer impression of the specific use of the specific use of the data collected to help support the proposal.

Consent:

- Consent from participants is required from the interviewees by the completion of the consent form before they can take part in the study.

A4 Will the project involve deceptive or covert research?	No

A5 If yes, give a rationale for the use of deceptive or covert research
N/A

A6 Will the project have security sensitive implications?	No
A7 If yes, please explain what they are and the measures that are proposed to address them	
N/A	

B PREVIOUS EXPERIENCE
B1 What previous experience of research involving human participants relevant to this project do you have?
The researcher has experience of research involving human participants during her final year in the sixth form. The researcher was an ambassador for A-levels; examples of research included questionnaires given to a convenient sample to assess sixth formers needs and wants. In addition, University modules such as Developing a Business have given the researcher experience creating online questionnaires, consent forms, and participant information sheets.
B2 **Student project only** What previous experience of research involving human participants relevant to this project does your supervisor have?
Enterprise Project module leader at the undergraduate level. Past experience of researching undergraduate and postgraduate qualifications. Past experience of supervising student projects at undergraduate and postgraduate level.

C POTENTIAL RISKS
C1 What potential risks do you foresee? Include details of risks to the participants, the researcher and the project as a whole.
Wedding Fare Questionnaires *Face-to-face questionnaires may present risk to the researcher:* • *Questions may cause offense to participants.* • *Disorderly or aggressive behaviour. Semi-Structured Interviews Face-to-face interviews may present risk to the researcher:* • *The interviewee may not want to answer questions if the information is confidential or personal.* • *The interviewee may be offended by the questions.* • *Participants may get anxious about what they have written/said to the researcher. This may progress into anger towards the researcher.*
C2 How will you deal with the potential risks?

Wedding Fare Questionnaires

• *The researcher will be in a safe environment with the agreement of the organisers, the wedding fayre and be sensitive when approaching potential participants.*

• *A consent form and project description will be attached to the questionnaires for participants to read to ensure they are fully aware of their participation.*

• *The researcher will ensure all questions are suitable and appropriate to ask participants.*

• *Full consent from the organisers of the wedding events will be obtained to permit my research at the events.*

• *The participant will be notified that they have the right to withdraw their data at any time.*

SemiStructured Interviews

• *These will be arranged in advance at a location confirmed by the researcher and participant. The researcher will take their mobile phone with them to the interview.*

• *Participation Information Sheet and Consent form will be sent to the interviewee to ensure they know the topics up for discussion.*

• *The participant will have the right to withdraw their data at any point without penalty.*

All participants will be notified that the researcher will have sole access to the data collected. Data used in the written report will be anonymised and the participants will be coded to safeguard from identification.

When submitting your application you **MUST** attach a copy of the following:

• All information sheets
• Consent/assent form(s)
• Withdrawal of consent form

An exemplar information sheet, exemplar participant consent form and exemplar participant withdrawal form are available via the research section of the Cardiff Met website (see section on Ethics Governance). These are based on good practice and will be useful in the majority of cases. However, it is recognised that in some cases a project will be subject to requirements from an external body. Use of these exemplars is therefore not obligatory.

EXEMPLAR 7: Partly Completed CSM Participant Information Sheet

Moderate Drinking Cultures in Young Adults

Cardiff Metropolitan University Protocol Number: (if applicable)

Project summary

The purpose of this research project is to establish current cross-cultural social moderate drinking behaviours amongst young adult populations. Your participation will enable the collection of data which will form part of a study being undertaken at Cardiff Metropolitan University.

Why have you been asked to participate?

You have been asked to participate because you fit the profile of the population being studied; that is you are between the ages of 18 and 30 and consume moderate amounts of alcohol as part of your normal social life. However, since the tasting of alcohol is involved you must be over the age of 18, not pregnant, not have a medical condition which is affected by the consumption of alcohol not be taking any medication which is affected by the consumption of alcohol In addition you are advised not to drive to or from this focus group

During the focus groups you will be asked about your social drinking habits and asked to taste one 40 ml sample each of a beer, wine and ready mixed drink.

You will only be required to taste the alcohol you will not be required to drink the sample. Water will be provided Your participation is entirely voluntary and you may withdraw at any time.

Project risks

The research involves the completion of a questionnaire and participation in a focus group interview and which will be recorded for later analysis. We are not seeking to collect any sensitive data on you; this study is only concerned with moderate social drinking behaviours and will not discuss any immoderate behaviours. We do not think that there are any significant risks associated with this study. However, if you do feel that any of the questions are inappropriate then you can stop at any time. Furthermore, you can change your mind and withdraw from the study at any time – we will completely respect your decision.

How we protect your privacy

All the information you provide will be held in confidence. We have taken careful steps to make sure that you cannot be directly identified from the information given by you. Your personal details (e.g. signature on the consent form) will be kept in a secure location by the research team. When we have finished the study and analysed all the information, the documentation used to gather the raw data will be destroyed except your signed consent form which will be held securely for 5 years. The recordings of the focus groups/ interview will also be held in a secure and confidential environment during the study and destroyed after 5 years.

YOU WILL BE OFFERED A COPY OF THIS INFORMATION SHEET TO KEEP

If you require any further information about this project then please contact: Andy Nother, Cardiff Metropolitan University Cardiff Metropolitan University email: another@cardiffmet.ac.uk Amend to include principal researcher's details

EXEMPLAR 8: SEMI STRUCTURED INTERVIEWS

Order of semi structured Interview	Discussed
1) **Ask respondent approval to use recording systems** **Ask respondent to sign and acknowledge consent form**	
2) **Ask Background questions** Confirm information about; • name of the organisation	
• respondents position	
• years working for the organisation	
• Level of study	
3) **Discuss about Experience** Probes • How many fundraising events have you organised or helped organising so far in your career?	
• Is there a specific type of fundraising event you've organised more frequently?	
• In your opinion what is the biggest challenge faced when organising a fundraising event?	
• Is experience determinant to organize a successful and profitable fundraising event?	
4) **Discuss about charity's size and relation with the types of events organised** Probes • Do you think the scale (or size) of the charity is related to the challenges/ issues described earlier?	
• What is the main difference between organising an event to raise awareness and an event to raise monetary funds?	
• Is the size or scale (local, national, global) of the charity determinant to the type of fundraising events organised?	
• Which type of event you consider to be more challenging? How did you this? Experience?	
• What type of event has proven be more successful for the organisation? In terms of raised profit and/ or awareness, staff hire (volunteers), issues faced by the organisers and the charity.	
5) **Discuss the importance (if any) of academic knowledge on Events planning** Probes • Do you consider academic knowledge an important element whilst successfully organising a fundraising event?	
• Have you ever sought for advice from an independent events organiser? • What is essential when organising a successful fundraising event, experience or academic knowledge?	
6) **Discuss training procedures and skilled or unskilled volunteers?**	

Probes • Do you actively "recruit" volunteers when organising a fundraising event? Or the volunteers approach the charity on their own time?	
• Do the volunteers recruited to work in a fundraising event, have background knowledge on events?	

• Do you think skilled (events organisers or related) volunteers will make a difference when organising and tackling issues presented when organising a fundraising event?	
• Do the volunteers and the members of staff receive any kind of training or guidance on how to organise fundraising events?	
• Is there a specific guideline to be handed in to both volunteers and organisers, with no experience in events organisation?	
7) **Discuss delegation of workload and responsibilities given to volunteers** Probes	
• How much responsibility do the volunteers take on during an event?	
• What does it take for the organisation to allow a volunteer organise an event independently to raise funds for the organisation? Do they have to academic knowledge or previous experience organising events?	
• How do you feel about delegating tasks to volunteers?	
• Would you delegate important tasks to volunteers with no experience or knowledge about events organisation?	

EXEMPLAR 9: FOCUS GROUP

Order of the focus group	Discussed	Comments
Welcome all the participants and introduce myself and the project title.		
Make sure everyone has signed consent form and copies to the attendees. Remind them about recording systems.		
1) In your opinion what is the biggest challenge faced when organising a fundraising event?		
2) Is experience determinant to organize a successful and profitable fundraising event?		
3) Do you think the scale (or size) of the charity is related to the challenges/ issues faced when organising a fundraising event?		
4) Is the size or scale (local, national, global) of the charity determinant to the type of fundraising events organised?		
5) Is academic knowledge an important element whilst successfully organising a fundraising event?		
6) What is essential when organising a successful fundraising event; experience or academic knowledge?		
7) Do you think skilled (events organisers or related) volunteers will make a difference when organising and tackling issues presented when organising a fundraising event?		
8) What is the key element to classify a fundraising event as successful? Skilled volunteers and workers, contacts or budget keeping?		

EXEMPLAR 10: LETTER TO AN ORGANISATION

when intending to undertake research in their company or at an event they are organising

MAY BE AN EMAIL OR HARD COPY; UNIVERSITY HEADED PAPER MAY BE USED WHERE APPROPRIATE TO SUPPRT THE APPLICATION

Dear xxx (Actual name of intended recipient)

I am an undergraduate student at Cardiff Metropolitan University. The title of my research is XXXX. Its aim is to ... brief description of project; literally the aim expanded a bit. As part of my research I would like to undertake research with people who are employed in a service industry company at supervisory level and below. I am writing to

you because XXXX fits the profile of this type of organisation and also employs a sufficient number of employees so as to provide a large enough number of potential participants. Before any primary data is collected this project will have been approved by Cardiff Metropolitan University and all data collection will be in accordance with the university's ethics code of practice.

My purpose in writing is to ask if you would permit me to issue a questionnaire to your employees. Their participation would be entirely voluntary, neither they nor the company would be identified in the research and it would only take 10 to 15 minutes for each employee to complete a questionnaire. I would hope to gain 30 responses from your employees.

The areas which would be covered by the questionnaire include:
- Length of service
- Amount and type of customer contact
- Attitudes towards customer interaction
- Intention to remain employed within the service industries

I shall be very happy to make the results of my research available to you as a participant in the research when it is complete. If you would like to participate in this project and or are interested in discussing it further please contact me.

Thank

you in

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Yours

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EXEMPLAR 11: LETTER TO AN ORGANISATION

Mainly used for Enterprise Projects when seeking confidential financial information

MAY BE AN EMAIL OR HARD COPY; UNIVERSITY HEADED PAPER MAY BE USED WHERE APPROPRIATE TO SUPPRT THE APPLICATION

Dear (Name of hostel owner/ manager)

I am currently in my final year of university studying for a degree in International Hospitality Management. For the completion of my study, I am required to complete an Enterprise Project. An Enterprise Project differs to a final year dissertation as it requires the production of a structured business proposal. The requirement for its completion includes the collection of financial data to aid in market research.

The project which I have chosen to undertake is the proposed development of a boutique hostel in Cardiff's city centre. The project itself is entirely fictional, but to be able present a compelling case for my decisions and findings, I must follow all procedures as if it were in fact a real proposition. As you are affiliated with a currently functioning youth hostel, it would be of great value if I could conduct an interview with you. The interview will be used to gain insight into the hostel industry and to identify the current influences on the market in Cardiff. My proposed business will be orientated towards catering to the needs of visitors who come to the city to attend events. The business will also cater to the requirements of backpackers and others who may use its facilities.

Areas of interest include;

- The size and function of your establishment, i.e. number of beds and facilities you offer
- Queries attaining to privacy and security
- Services which you offer
- The clientele demographic and trends
- Pricing structure and future expectations
- Administrative and organisational costs
- Your ideas on niche marketing
- General ideology of your business
- Questions specific to events tourism
- The hostel and lower price accommodation market in Cardiff, i.e. is it saturated and levels of competition?

All information collected from interviews will be kept entirely confidential and comply with the university's regulations. I look forward to your response.

Thank You

Contact Information:
Student Name;
Cardiff Metropolitan University
E-Mail: Cardiff Met student email address

EXEMPLAR 12: QUESTIONNAIRE

<u>Moderate Social Drinking Behaviours in Young Adults: a Pan-European Study</u>

My name is XXX and I am a student on the MBA programme at Cardiff Metropolitan University.

I am undertaking a survey to explore ……

The purpose of this research project is to collect primary information in relation to moderate social drinking behaviours among young adult populations in Europe. This data will form part of an international project involving XXXXXXX.

I am hoping that you would be prepared to participate in my study and to complete this questionnaire via ....

You have been chosen because ...

If you would prefer not to take part in the project then I thank you for your time and you need not complete the questionnaire.

If you return the survey it will be taken as voluntary informed consent. If you require any further information about this survey or if you want to wish to withdraw your responses after completing this questionnaire, please contact XXX at Cardiff Metropolitan University.

Email: XXX@cardiffmet.ac.uk

All information given will be treated confidentially.

We are very grateful for your assistance.

---

1. Gender Female   Male

M
a
l
e

Female 8. Do you drive?

Y
e
2. Age   s

N
o

18 – 21   25 – 27
22 - 24   28 – 30   9. Which newspaper do you usually read?

Daily
3.   Weekend
                Single / no children None
Single / with children
Married / living with Partner / no children
Married / living with Partner /
with children

Other _____

No Buy wine / beer books

4.

Age/s

5. Income per annum

Number _____

	You	Main beer club Earner
Under £9,999 £20,000 - £24,999		
£10,000 - £14,999 £25,000 - £29,999		
£15,000 - £19,999 £30,000 - £39,999		
£40,000 - £49,999		
£50,000 - £59,999		
£60,000 - £79,999		
£80,000 - £89,999		
Over £90,000		

6. Please indicate the highest educational qualification which you have.

None ⌐
GCSE / IGCSE or equivalent ⌐
A Level / Baccalaureate or equivalent
16 – 19 qualification ⌐
HND or equivalent ⌐
Degree ⌐
Postgraduate ⌐
7. What is your occupation?

_____

10. Do you currently   Yes

Buy wine / beer   ⌐   ⌐
Please specify the number   ⌐   ⌐
and age of your   ⌐   ⌐
magazines Read   ⌐   ⌐
children, if under 14 and   ⌐   ⌐

11 Do you currently   Yes   No
living with you.   others   wine/
beer
books or magazines
If no might you in future
Belong to a wine club Income Belong to a   ⌐   ⌐
   ⌐   ⌐
If no might you do so in future   ⌐   ⌐

12. Where do you normally shop for food and groceries? (Please tick all that apply and name the stores, used most)

Supermarket
e.g Carrefour/ Tesco   ⌐
_____

Local corner shop
e.g Spa   ⌐
_____

Independent specialist
e.g delicatessen/ bakers   ⌐
_____

Market
e.g. outdoor/ farmers   ⌐
_____

13. Where do you buy your alcoholic beverages? (Please tick all that apply.)

Regularly   Have

Supermarket

Off Licence Chain Off Licence   Independent
Wine warehouse Mail Order
Email /
Internet
From
Vineyard
Other _____

14. Which is your preferred choice of alcoholic beverage? (Please tick all that apply.)

Drink	Average No of Times Consumed				
	Daily	1 - 2 per week	1 - 2 per month	Less	Never
Beer					
Lager					
Cider					
Wine still					
Wine sparkling					
Spirits					
Flavoured Alcoholic Beverage					
Other –					

15. What is your preferred type of alcoholic beverage in any of the following places? (Please tick all that apply.)

	Beer/ lager	Wine	Spirits	Non alcoholic
Outdoors/ on street/ in parks				
Home				
Pub / Bar				
Restaurant/ Café				
Hotel				
Nightclub				

	Country No….		Country No …		Country No …	
	Buy	Drink	Buy	Drink	Buy	Drink

16. Have you visited the following countries? (Please tick all that apply; please **do not** tick your own country.)

Outdoors / on street/ in parks				
Home				
Pub / Bar				
Restaurant/ Café				
Hotel				
Nightclub				

	Never	Once	Occasionally	Frequently
1 France				
2 Germany				
3. Italy				
4 Spain				
5. UK				

17. If you have visited the countries in question 16 did you buy and or drink alcohol? (Please tick all that apply.)

If not please explain why not.

_____

Thank you for your time

Exemplar 13: A5 Leaflet-style Questionnaire

Section B: Exploring your motivation to participate in this event. In this section please tick as many items as relate to you:

External interaction/socialization

Because I enjoy event crowds
To be with people of similar interest
To see the entertainment
To be with people who enjoy the same things I do
To observe other people attending the event
For the chance to be with people who are enjoying themselves

Novelty/uniqueness

Because events are unique
Because I was curious
Because I like a variety of things to see and do
Because I enjoy music events
Because it is stimulating and exciting
Because I like this type of music
Because this is my favourite group
To experience new and different things
To enjoy the food or drink provided by the event specific
Escape

To get away from the demands of life
To have a change from my daily routine
So I could be with my friends

For a change of pace from everyday life ☐

Family

Because I thought the entire family would enjoy it ☐
So the family could do something together ☐

Any other comments you would like to make: _____

☐
☐
☐
☐

☐
☐
☐

PERSONALITY AND PARTICIPATION IN MUSIC EVENTS

☐

Participant Information

☐

My name is xxxx and I am a student on the MSc xxxx Management programme at Cardiff Metropolitan University.

I am undertaking a survey to explore the relationship between personality and motivation for participating in music events.

☐

I am hoping that you would be prepared to participate in my study and to complete this questionnaire and return to the person who gave it to you. You have been chosen because you are attending this music event.

If you return the survey it will be taken as voluntary informed consent.

If you required any further information about this survey, please contact xxxx at Cardiff Metropolitan University.

Email: Stxxxxxx@cardiffmet.ac.uk

Thank you very much for your time!

Section A: Identifying your personality type

Is talkative	
Tends to find fault with others	
Does a thorough job	
Is depressed, blue	
Is original, come up with new ideas	
Is reserved	
Is helpful and unselfish with others	
Can be somewhat careless	
Is relaxed, handles stress well	
Is curious about many different things	
Is full of energy	
Starts quarrels with others	
Is a reliable worker	

Can be tense

Is ingenious, a deep thinker

Generates a lot of enthusiasm

Has a forgiving nature

Tends to be disorganized

Worries a lot

Has an active imagination

Tends to be quiet

Is generally trusting

Tends to be lazy

Is emotionally stable, not easily upset

Is inventive

Has an assertive personality

Can be cold and aloof

Perseveres until the task is finished

Can be moody

Values artistic, aesthetic experiences

Is sometime shy, inhibited

Is considerate and kind to almost everyone

Does things efficiently

Remains calm in tense situations

Prefers work that is routine

Is outgoing, sociable

Is sometimes rude to others

Makes plans and follows through with them

Gets nervous easily

Likes to reflect, play with ideas

Has few artistic interests

Likes to cooperate with others

Is easily distracted
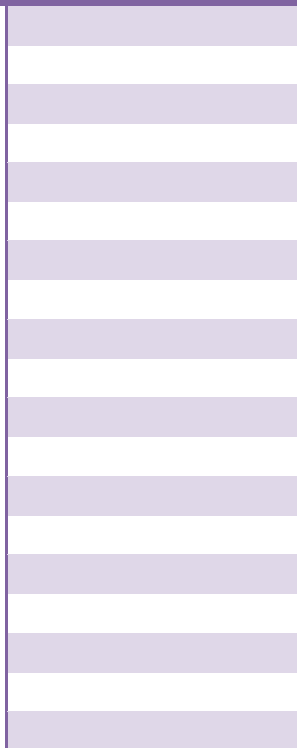
(continued)

I see myself as someone who...

Strongly disagree
Disagree
Neither agree nor disagree
Agree
Strongly agree

I see myself as someone who...

(Please circle the '•' to indicate the extent to which you agree or disagree with that statement.)

Is sophisticated in art, music or literature

EXEMPLAR 14 – Tourism and Hospitality Questionnaire

**Factors influencing Tourism and Hospitality University Instructors'
Intention to use E-learning: An Extension of the Technology
Acceptance**

Model

I am a student at the Cardiff School of Management. The aim of my research is to <3,4 sentences giving a brief description of your research> Please complete each question by either putting your answer in the space provided or circling the appropriate response. When you have completed the questionnaire please can you return it to the researcher. Submission will be taken as voluntary informed consent. All your responses are confidential and will only be used for the purposes of this research. Thank you in advance for taking the time to complete this survey.

Researcher Name

Cardiff Metropolitan University Student email: XXX

Cardiff School of Management
Cardiff Metropolitan University
Llandaff Campus, Western Avenue,
Cardiff, CF5 2YB
Tel: +44 (0)29 2041 XXX

1) What is your employment position?
□ Professor
□ Associate Professor
□ Lecturer
□ PhD. Candidate

2) At which university do you teach?
□ Cardiff Metropolitan University
□ Cardiff University
□ Other (please specify ....)

3) Gender: □ Female   □ Male

4) Age:

□ Less than 30 years   □ 30 up to 40 years   □ 40 up to 50 years   □ 50 up to 60 years

□ 60 years or more

5) What is your general attitude to using technology to support education?

□ Very negative

□ Rather negative

□ Neither positive nor negative

□ Rather positive

□ Very positive

6) Number of courses taught previously including an e-learning platform (e.g. Blackboard, Facebook Groups, etc.):

□None   □1   □2   □3   □4   □5 or more <u>If the answer is "None" go to section Four!</u>

	Section Two: E-learning Usage in education

1) For which of the following purposes have you used E-learning? Tick all that apply?

a)	Distance education	□
b)	Blended education (*)	□
c)	Additional support for on-campus students	□
d)	Assignment submission	□
e)	Collaborative learning	□
f)	Communication with students	□
g)	Distributing course material	□
h)	Providing access to multimedia resources	□
i)	Providing links to web-based resources	□
j)	Other (please specify ....)	□

Thank you for taking the time to complete this survey

EXEMPLAR 15: FRONT PAGE FOR AN ONLINE QUESTIONNAIRE

Cardiff School of Management
Cardiff Metropolitan University

TITLE

This project has received the approval of Cardiff School of Managements' Ethics Committee, Cardiff Metropolitan University

I understand that my participation in this project will involve completing a questionnaire about short description of the project aim which will take approximately XXX minutes of my time.

I understand that participation in this study is entirely voluntary and that I can withdraw from the study at any time without giving a reason or I can discuss my concerns with NAME of PI (add student email address NOT PERSONAL ADDRESS@outlook.cardiffmet.ac.uk).

I understand that any identifying information provided by me will be held confidentially, such that only the PI (NAME of PI) can trace this information back to me individually. You also have the right to withdraw and will endeavour to take every possible measure to comply with the request without impairing the research.

I understand that my data will be stored on password protected computers, anonymised after completion of the survey and that no one will be able to trace my information back to me. The raw data will be retained for five years when it will be deleted/destroyed.

If you are 18 years of age or over, understand the statement above and freely consent to participate in this study please tick the consent box to proceed.

☐ consent box

Thank you very much for helping us with this project and participating in the research