



# Ethics checklist

## Ethics checklist

### Privacy

If your project involves observing research subjects, have you made sure you will not invade their privacy? ☐

Have you taken account of the different cultural conventions that influence our understanding of privacy and public spaces? ☐

### Confidentiality

Have you made plans to remove from your material anything that might identify your research subjects? ☐

Have you made plans to secure tapes and other data securely, without labels indicating participants' real names? ☐

If you are going to attribute material to your subjects, have you decided how you will get their agreement? ☐

If your project involves the discussion of sensitive topics, have you decided how you will make clear that participants have the right to refuse to answer questions on these? ☐

Will your research involve the collection of personal information about participants without their knowledge? ☐

Does it involve the collection of sensitive material from the Internet? If so, have you made plans to get written consent to use this information? ☐

If it involves the examination of records or documents containing confidential material, have you decided how you will get permission from the relevant authority to use them? ☐

Will the project involve sharing the information with others – if so, you will need to inform your sources? ☐

### Informed consent

Do your research subjects know why you are asking them your questions or conducting your tests? ☐

Do they know what their contribution will be? ☐

Do you plan to explain your methods, including how the information will be used, stored and used again? ☐

Will you compose a participant information sheet explaining these things? ☐



Will you ask your subjects to give their consent in writing? ☐

Will you make clear that participants have the right to withdraw, with a cut-off date after which participant data cannot be withdrawn? ☐

Have you decided how you will ensure that participants are free from any form of coercion to participate? ☐

Are there third parties that are likely to be affected by the research? ☐

If you will have to resort to deception to get accurate results, have you made plans to explain and justify your decision afterwards? ☐

If there are participants whose first language is not English, have you made arrangements to ensure their informed consent? ☐

Does your research involve vulnerable participants, whose informed consent will involve briefing parents, teachers or carers? ☐

### **Safety**

Is your project likely to involve a level of physical or psychological risk to your subjects beyond that encountered in normal life? ☐

Is it likely to benefit participants directly or indirectly? ☐

Will you be observing subjects? If so, do you know how you will make sure your presence is not causing any stress or anxiety? ☐

Does your project involve animals? ☐

Does it involve vulnerable groups, like children and those with cognitive impairment? ☐

To get access to your research subjects, will you need to contact parents, guardians or organisations responsible for their safety? ☐

Does the project involve any possible risk to your own safety? ☐

Have you planned to give participants the contact details of help lines and counselling services, if they experience anxiety or distress as a result of your research? ☐

### **Fairness and impartiality**

Have you ensured that your project will not exclude or discriminate against certain groups? ☐

Is there any possibility of conflicts of interest that would compromise the objectivity of your project? ☐

Will you benefit directly or indirectly from financial or other benefits as part of the project? ☐



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Are the research findings likely to affect the interests of a participant?

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