

COMMON PITFALLS

APPLICATION FORM AND PROTOCOL	
1.	Section Potential Ethical Issues – Question 5 – free text relating to recording should be completed if there is an intention to record/video participants, even with consent
2.	Section Participants – Lack of clarity around participant numbers and recruitment
3.	Section Participants – Inconsistency in relation to possibility and timing of withdrawal between application form, protocol, PIS and Consent Form
4.	Section Method – Question 3 – Acknowledgement that external organisation (e.g. school, charity etc.) permission required to access potential participants
5.	Section Data Security & Confidentiality – Questions 3 and 5 – All forms of study data and Consent Forms should be stored in CI's office
6.	Section Data Security & Confidentiality – Insufficient information on data storage, retention and disposal
7.	Section Data Security & Confidentiality – Application states data is anonymous, yet there is intention to follow up or enter participants in a prize draw. Details should be provided on how this will be managed and data confidentiality ensured.
8.	Insufficient justification for collection of personal information, e.g. full postcode, date of birth etc.
9.	Insufficient information on experience of researcher, e.g. dealing with vulnerable groups, conducting focus groups
10.	Insufficient information on how safety of researcher will be assured – lone working policy etc. Personal mobile phones should not be used
11.	Applicant demonstrates a lack of awareness of vulnerability of participants and the ethical issues associated with this.
12.	Insufficient consideration of provision of support in the event of participant distress (if completing on-line or remote questionnaires etc.). For face-to-face interactions, no protocol for managing participant distress.
13.	Insufficient information on how timing of participant involvement has been estimated
14.	No information on feedback of results to participants
PARTICIPANT-FACING DOCUMENTS	
15.	Use of overly technical language or jargon in participant-facing documentation
16.	Participant Information Sheet does not clearly describe what participants will be asked to do when in the study.
17.	Title of study not in participant-facing documentation
18.	Incorrect REC name on participant-facing documents
19.	Standard format for Participant Information Sheet(s) and Consent Form(s) not used
20.	Participant Information does not include name and contact details for student and supervisor
21.	Complaints information not in PIS
22.	Independent contact point not included in PIS
23.	Information on withdrawal not in PIS
24.	Concepts of confidentiality and anonymity should be distinct within PIS
25.	Consent for elements of research, e.g. recording, photographs etc. not obtained
26.	Use of Happy/Sad faces on Child Assent Forms could be perceived as coercive, and should be avoided. Less emotive symbols should be used
27.	Non-provision of Information Sheet / Consent Form for a participant group or lack of age-appropriate Information Sheet or Assent Form
28.	Debrief Information not provided (Psychology studies)