Glasgow School Of Art

Research & Knowledge Exchange Ethics Policy

1. Introduction

1.1 The Glasgow School of Art (GSA) is committed to producing research and knowledge exchange that is of the utmost rigour and of the highest quality. It is recognised that an ethics policy can be an essential tool in maintaining quality and integrity in research. Furthermore, it is a requirement of almost all funding bodies that ethical considerations relating to all research and knowledge exchange activities are made explicit.

1.2 This policy relates to the School's academic, contract research, administrative, academic support, fundraising staff and all postgraduate research students. It also applies to visiting researchers and those with honorary posts who carry out research within GSA. To avoid confusion, we will use the term 'researcher' throughout.

1.3 The GSA Research Ethics Policy should be read in conjunction with the GSA Research Ethics Code of Practice, both of which set out minimum standards all researchers must comply with in executing a programme of research activities.

1.4 Every research project undertaken will be required to demonstrate that the ethical issues have been explored, considered and appropriate steps taken to address any issues identified.

1.4 This policy is not intended as an impediment to research activity. It is intended to embed consideration of ethical issues within the planning and execution of research; highlight the excellent standards of quality and integrity GSA researchers hold themselves to; embed funding body requirements into our institutional processes.

2. Research & Knowledge Exchange

2.1 Research is defined as *a process of investigation leading to new insights, effectively shared* (REF2014, 02.2011, Annex C).

2.2 It includes work of direct relevance to the needs of commerce, industry and to the public and voluntary sectors; scholarship; the invention and generation of new ideas, images, performances, artifacts including design, where these lead to new or substantially improved insights; and the use of existing knowledge in experimental development to produce new or substantially improved materials, devices, products and process, including design and construction (REF2014, 02.2011, Annex C).

Excluded are i) undergraduate research projects which instead should be referred to the Board of Studies where clearance is required; ii) background research undertaken in the course of investigating a new research question or potential project (for example, desk research, literature reviews, library visits) except where that background research utilises human subjects; iii) dissemination such as conference or journal papers where research has already been undertaken.

2.3 Work undertaken as part of professional practice and executed out with contractual obligation to GSA is the responsibility of the practitioner. Work of this nature should naturally not be carried out on GSA premises.

2.4 The GSA research ethics policy also applies to pedagogic enquiry and interventions which are beyond the normal agreements for educational purposes between teacher, student and institution. This would constitute harm or distress beyond reasonable expectations.

2.5 Research undertaken with external partners should be properly considered. Each researcher taking part in a collaborative project should permission from their employing organization and ensure insurance is in place.

Where our staff lead on a collaborative project, we will give clearance to the research project only and our insurance will only cover our researchers involvement, not the accompanying partners.

Research undertaken in connection with the NHS should comply with the requirements of the NHS National Research Ethics Service (NRES) for which assistance should be sought from the Research Developer. Upon satisfactory completion of this process, a copy of any decision taken by NRES should be lodged with the Research & Graduate School. Clearance from any equivalent organization will also be acceptable.

2.6 The GSA research ethics policy also applies to any research work whose focus is knowledge exchange.

2.7 The term ‘research’ will be used throughout and is subject to the definitions, inclusions and exclusions listed in 2.1 – 2.6 herein.

3. Obligations and Responsibility of the Researcher

3.1 All researchers must comply with the GSA Research Ethics Policy, as set out herein. In complying with the policy, the researcher recognises the need for sound ethical consideration in the proposed research undertaken and this implies, that the researcher has also undertaken an assessment of risk in proposing this research.

3.2 Researchers must also comply with the GSA Research Ethics Code of Practice and demonstrate adherence to its principles and recommendations in execution of research.

3.3 It is the responsibility of the researcher to ensure that the appropriate ethical clearance, both within GSA and, if appropriate, with other bodies, has been obtained. Any researcher who fails to do so may be subject to GSA disciplinary procedures and / or be in breach of any legislation pertaining to the work.

3.4 Researchers must acquaint themselves with all relevant legislation relating to their research. This includes (but is not limited to), the Data Protection Act (2010), Freedom of Information Act (Scotland, 2002), the Equalities Act (2010), the Computer Misuse Act (1990), the Obscene Publications Act (1964) and all legislation governing working with participants unable to give informed consent, safeguarding children, welfare of animals, uses of human tissue and health and safety regulations. Further information on each can be viewed on the GSA Research Ethics toolkit on the VLE.[1]

3.5 In addition to legislation, researchers must be familiar with relevant GSA policies which are not the preserve of the Research and Graduate School but which nonetheless impact upon research activities, in particular the GSA Health and Safety Policy and Data Protection Policy. Abiding by each of these and any obligations therein is the responsibility of the researcher.

4. Ethical issues

4.1 The following is a list of ethical issues this policy pertains to:

a. Voluntary participation of research subjects;
b. Respect for vulnerable persons, human dignity, free & informed consent;
c. Full disclosure to research subjects (including the purpose of the research, length of time information will be kept for, the nature of its use, confidentiality & security thereof and right to withdraw from participation);
d. Research free from coercion or deception (including incentives or covert research) paying due heed to the Bribery Act 2010;
e. Support for research subjects / participants;
f. Data Protection compliance (including confidentiality, security and destruction of data);
g. Disclosure Scotland compliance (where required);
h. Extent to which research could be met with reduced numbers of human subjects;

[1] See www.legislation.gov.uk for up to date information

i. Extent to which research will achieve its desired aims and not waste time of research subjects;
j. Animal welfare;
k. Use of animal or human tissue;
l. Use of archives, datasets, databases, visual material (e.g. photographic or video), internet or social media material;
m. Harm: Benefit Analysis;
n. Conflict of interest;
o. Conservation;
p. Professional integrity;
q. Adherence to GSA and any collaborating institutions / organisations ethical policies and procedures as well as local regulations;
r. Compliance with all legislation related to the research work.

4.2 All research conducted within GSA may incur one or more of the issues outlined above to a greater or lesser extent and requires ethical approval before the research can commence.

5. Research Ethics Committee

5.1 The GSA Research Ethics Committee (REC) is a sub committee of the Research and Knowledge Exchange Committee (RKEC) and meets not less than once per academic term.

5.2 The GSA Research Ethics Committee is convened by the Head of Research and Graduate School, and consists of two Senior Researchers and the Research Developer. From time to time representatives from other areas of GSA (such as Human Resources, IT) may be called to participate as well as lay members from out with GSA who have specialist expertise.

5.3 Members of the Committee are recognised as active researchers in their own right and therefore, will be submitting applications for ethical consideration. In that event, that committee member will absent themselves from the discussion of their own application. The remaining members of the Committee will take a decision.

5.4 The remit of the GSA Research Ethics Committee is:

To oversee questions of ethics as it refers to the development of research and knowledge exchange activities for GSA staff and postgraduate research students.

5.5 To be responsible on behalf of the RKEC for:

i) establishing and maintaining the research ethics policy;
ii) establishing an ethics protocol and preliminary review sheet;

iii) establishing and maintaining best practice on ethical issues in relationship to RCUK standards and NHS as well as other funders;

iv) Review, recommend and make decisions on any and all ethical issues as they may pertain to research and knowledge exchange activities by staff or postgraduate research students;

v) Appropriate review, analysis and make recommendations on the REF2014 Code of Practice

vi) All reporting on matters arising during committee operation.

5.6 Membership of the Research Ethics Sub Committee is restricted to:

i) Head of Research and Graduate School (Convener);

ii) Research Developer and Ethics Coordinator (Deputy Convener);

iii) Three research active members of staff, with experience in research and / or knowledge exchange and ethics policy;

iv) Members of staff from other areas of GSA with relevant expertise such as Human Resources, IT or Library staff.

6. Procedures

6.1 The Glasgow School of Art requires that all research & knowledge exchange activities (excepting those types at Clause 2.2), regardless of nature or funder, complete an ethics form to demonstrate that ethical issues have been considered and identified. The procedure is thus:

6.1.1 All applicants must complete and submit to the Research Developer *Form 1: Preliminary Ethical Assessment Form* at i) point of obtaining sign off for a proposed research project; ii) initiation of new research project (excluding background research); iii) new ethical issues arising during an ongoing project. A full copy (or summary) of the research proposal should also be appended;

6.1.2 Based on the information supplied in Form 1, researchers will be informed whether there are ethical issues which require a full ethical assessment or whether there are no pressing ethical issues and thus, the research can proceed. In the latter instance, Form 1 will be assessed and signed off by the Research Developer and Head of Research.

6.1.3 A full ethical review will be triggered if one or more of the greyed out questions in Form 1 are answered 'YES'. Researchers will be directed to complete one of the following forms:

i) *Form 2: Human Participants – non clinical setting*

ii) *Form 3: Human Participants – clinical / NHS setting (to be completed after NRES approval)*

iii*) Form 4: Visual Research*

The purpose of each form is:

Form	**Purpose**
Form 2: Human Participants – Non Clinical Setting	Applies to the use of any member of the public in a variety of research capacities. Issues to consider are recruitment; safety; consent; confidentiality. Lead Researcher to complete.
Form 3: Humans Participants – Clinical Setting	Will record the details of the NHS Ethics Approval, noting reference numbers and permission given. If the location of work is not an NHS site, details on location and safety to be completed by Lead Researcher.
Form 4: Visual Research	Applies to any form of visual research, including the recording or use of human subjects in visual research. Lead Researcher to complete.

Researchers must complete and submit the required form as soon as possible upon receipt of a funding decision and certainly not less than 4 weeks prior to research work commencing. Completed forms should be submitted to the Research Developer in the first instance, which will then be forwarded to the members of the GSA Research Ethics Committee for consideration.

6.1.4 If a full application for approval is received prior to a scheduled Committee meeting, approval may be still be obtained. A minimum of Head of Research plus one additional Committee member (therefore a quorum of two) can make a decision via email on the application put forth for consideration. Electronic signatures will be acceptable if Committee members are unable to meet in person.

6.1.5 Committee members will consider the application, make a decision and report the decision via the Research Developer to the applicant. The members may:

a) approve the application;

b) reject the application, stating reasons;

c) request further information or modifications to the application.

6.1.6 Should the Research Ethics Sub Committee be i) unable to make a decision or ii) feel there is insufficient expertise to assess ethics in the context of the proposed research, members of the GSA Peer Review College will be asked review and make a decision on ethical issues instead. A list of current GSA Peer Review College members can be found on the VLE, Research & Knowledge Exchange Course.

6.1.7 In the case of (C), in part 6.1.5 above, the revised application must be submitted through the same procedure.

6.3 All forms and documents relating to the GSA Research Ethics procedure can be found on the VLE within the 'Research and Knowledge Exchange' section which all staff are enrolled in. A flowchart of the process is included in Annex A herein.

6.4 The Research Development Team will offer support and assistance to researchers wherever possible in the preparation of ethics approval and in maintaining ethical standards once the research activities are underway. Researchers should not hesitate to get in touch and School Research Committee chairs should direct their researchers to the team wherever possible.

7. Reporting

7.1 As stated, the Research Ethics Committee operates as a sub committee of the Research and Knowledge Exchange Committee and as such, the convener of the Research Ethics Committee will give a short update at RKEC.

7.2 The Research Developer will report to REC on the number of Form 1: Preliminary Research Ethics checklist documents which have been submitted during the period between committee meetings and whether these are likely to require full ethical approval. In this manner, workload and planning can be managed as well as ensuring the correct persons are present at future meetings.

7.3 Any reporting which is required on research ethics which could be either internal to GSA or external (e.g. Research Council requirements) will be the responsibility of REC. Where information is requested by REC of researchers, researchers will be informed as quickly as possible and should comply with all requests for information.

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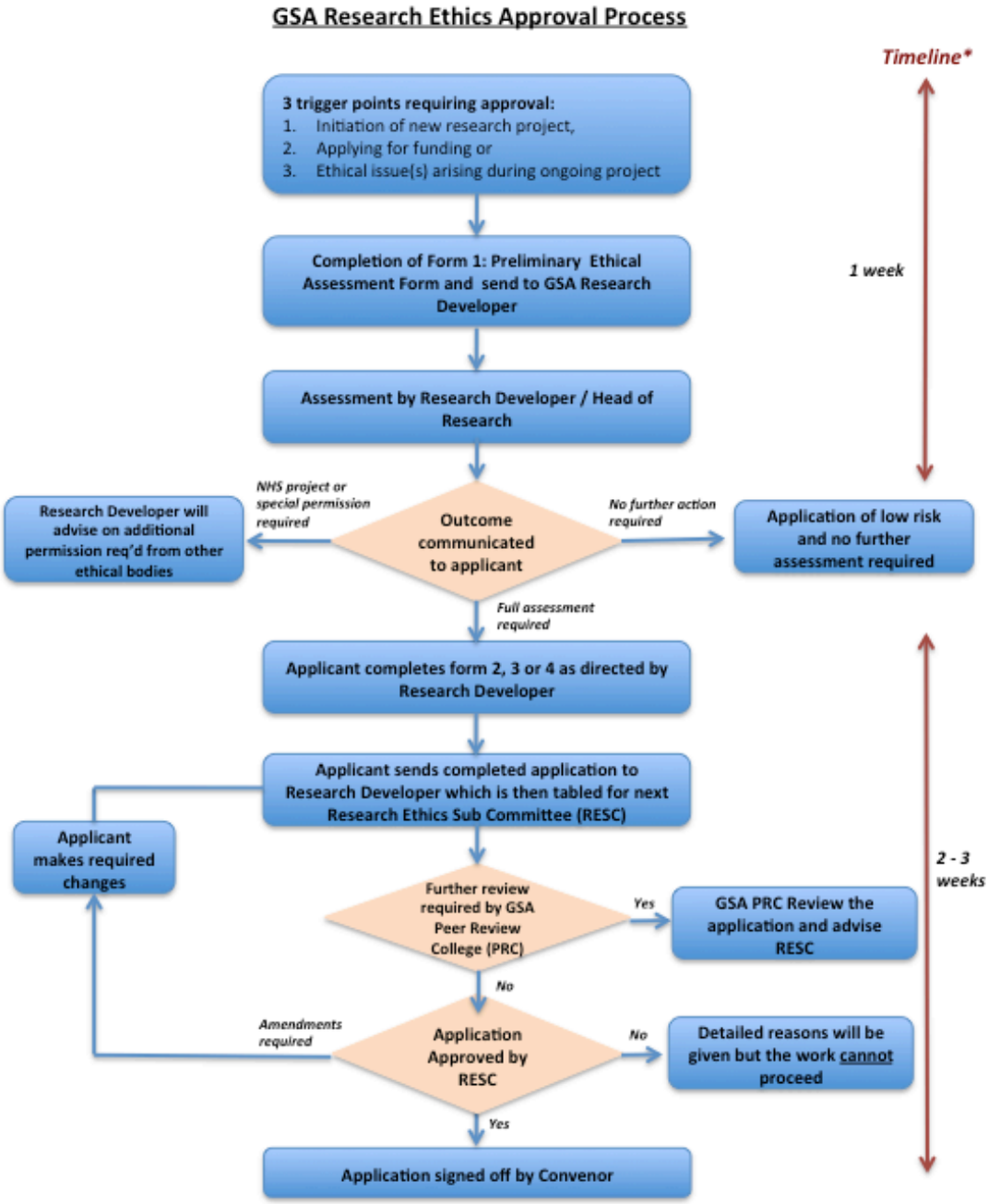
References

In compiling the Research Ethics Policy, the author gratefully acknowledges the following documents

1. GSA Research Ethics Policy 2005
2. University of the Arts London, Code of Practice on Research Ethics
3. University of the Arts London, Guidance for Research Ethics Approval
4. University of Bristol, Ethics of Research Policy and Procedure
5. Oxford Brookes University, Ethics Review Process
6. Oxford Brookes University, What does it mean for me
7. Oxford Brookes University, University Research Ethics Committee (terms of reference)
8. Royal College of Art, Terms of Reference and Membership for the Research and Ethics Committee
9. Department of Health, Research Governance Framework for Health and Social Care, 2005
10. ESRC, Framework for Research Ethics

Annex A: Flowchart illustrating GSA Ethics Process (outlined at Clause 6)



*This refers to how quickly we will aim to return a decision to applicants. Please get in touch as early as possible to help with scheduling, thank you.

Glasgow School Of Art
Research Ethics Code of Practice

1. Introduction

1.1 The GSA Research Ethics Policy sets forth the minimum expectations placed on researchers in respect of ethical consideration within research activities. Issues involved can be varied and often complex. The extent to which those issues impinge upon the research activities taking place can be determined by careful consideration of the guiding principles outlined herein.

1.2 The underpinning ethical imperatives are two fold: firstly, **do no harm (nonmaleficience)** and secondly, **do good (beneficence)**. Each of these two imperatives will be balanced against the risks involved in undertaking the research activities. For example, in research involving NHS patients or those in vulnerable groups, the level of risk is high. In research that utilises methodology rooted in social sciences or psychology (questionnaires, interviews etc.), the risk is less clear cut. Research which entails the use of visual materials, ephemera, oral histories and items in personal collections also raise ethical considerations but which may be of low risk upon examination.

1.3 The following principles should guide researchers in their consideration of ethical issues relating to research activities and set forth the minimum standards we expect researchers to conform to.

2. No research should cause harm, and preferably lead to benefit

2.1 Careful judgment should be exercised by the researcher as to whether a particular intervention will cause any harm to a research subject (regardless of whether that subject is a human participant, visual material or other). Any potential risks should be identified, the researcher should plan to mitigate against that risk and ultimately weigh up the cost of potential harm against potential research outcomes.

2.2 All procedures, research methodologies and interventions must be clearly and carefully identified and articulate why alternative approaches involving less risk cannot be deployed. All must be outlined in language that would allow both research experts and laymen to easily understand.

2.3 All the potential benefits to the research subjects, the field of research and society as a whole must be clearly outlined.

3. In the case of research involving human participants (direct):

Herein, human participants as subjects are defined as individuals freely able to give informed consent and directly participate in research activities.

3.1 Participants should be free of coercion of any kind

3.1.1 Compensation or incentives for participants is acceptable as long as they are not considered inducements.

3.1.2 Compensation or incentives should be restricted only to reimbursement of travel, time and a small token of appreciation for participation (e.g. shopping vouchers). Anything out with these parameters would be considered inappropriate motivation and compromise the work undertaken by the researcher.

3.1.3 Compensation or incentives should not be utilised to compromise participants' consideration of risk inherent within the research.

3.1.4 Reimbursement of travel expenses should not be considered an incentive and is only to be considered as a reasonable minimum compensation for the participant's involvement.

3.1.5 Participants must be free to withdraw at any time and still claim compensation or incentives offered.

3.2 Participants have the right to give informed consent and withdraw that consent at any time without reason

3.2.1 Informed consent is defined as consent by a participant in a research activity, freely given. For consent to be legally valid, it must be obtained i) knowing (or having evidence of) the participant is mentally competent or of appropriate age to consent; ii) the consent is given on a voluntary basis, free from inducement; iii) appropriate information must be given to the participant by the researcher on the nature of the activity undertaken.

3.2.2 Informed consent exists to protect the participant *not* the researcher. The pursuit of knowledge is not justification for ignoring the interests, health, safety and well being of those participating in the proposed research activities.

3.2.3 Informed consent is not a static entity, it is a dynamic on-going process and researchers must consider where renegotiation of consent is required where the activities involved i) take place over a prolonged period; ii) ethical issues alter or arise during the course of research; iii) methodologies evolve and alter subsequent to the original plan of activities.

3.2.4 Consent should be obtained in the manner which best befits the participants' abilities. For example, a participant of impaired sight may be required to give consent orally rather than in written format.

3.2.5 Quality of consent is critical and the onus is on the researcher to ensure the consent conforms to the minimum standards set out in 3.2.1 above.

3.3 Participants have the right to expect to receive clearly communicated information from the researcher in advance of participation and throughout the research process

3.3.1 all information should be administered to participants in clear language without jargon or technical terms employed and should be easily understandable to a non subject expert. The document should not be overly long and information kept to a minimum.

3.3.2 An information sheet outlining (at a minimum), i) purpose of the research activities; ii) procedures and risks involved; iii) benefits (either directly to the participant or society at large); iv) methods of dissemination upon completion; v) level of confidentiality / anonymity; vi) how long (and by what method) any data collected will be retained for and clearly state what the purpose of that information will be used for; vi) that the participant is free to withdraw at any stage without giving a reason and will still be in receipt of any compensation or incentives offered; vii) contact details of the lead researcher should be given.

3.3.3 Participants should be given plenty of time to study the information sheet and ask questions. Wherever possible, the researchers should circulate the information sheet in advance, and be prepared to answer questions.

3.3.4 Where possible, follow up information should be left with participants at the conclusion of their involvement. This could include contact details of the researcher, leaflets / literature for further information especially if the research causes minor distress or similar.

3.4 Participants' confidentiality, anonymity and preservation of dignity is paramount

3.4.1 All participants should familarise themselves with the Data Protection Act and the GSA Data Protection Policy.

3.4.2 Researchers should prioritise the confidentiality of participants and take precautions accordingly.

3.4.3 The identity of the participant, or any information which could lead to the identification of the participant, should not be revealed without the participant's written consent.

3.4.4 If personal identifiers are required, researchers must disclose this to participants and how confidentiality will still be maintained.

3.4.5 Information provided by the participant should be considered privileged and not be disclosed beyond the terms of the research activity unless compelled to do so by an act of law.

3.4.6 The following are acceptable methods of anonym sing participant data:

i) all research personnel collecting or handling participant data must sign confidentiality statements;

ii) coding data with numbers instead of names;

iii) storing identifying data in a locked file which only one or two members of the research team have access to;

iv) using pseudonyms where appropriate;

v) disposing of information in a manner which ensures confidentiality is maintained.

3.5 Participants' cultural, religious, gender or any other differences must be respected and sensitively handled by researchers

3.5.1 Researchers must ensure balance is achieved in recruitment of participants and no portion of society should either be unreasonably burdened or discriminated against.

3.5.2 Where possible, researchers must make provision for differences in language, ability or any other differences. This could include transferring the location of work to a more accessible location or providing information in a variety of languages.

3.5.3 Where research activities seek to target a particular group where cultural, religious, gender or any other differences are inherent, that researcher must demonstrate the steps they have taken to ensure they and any coworkers are fully aware of potentially sensitive areas and mitigate for these.

3.7 Research carried out in participants' homes must be respected and sensitively handled by researchers

3.7.1 Wherever possible, research should be carried out in a neutral third party location (e.g. community centre) to ensure the safety of both participant and researcher.

3.7.2 Where research is required to carried out in a participant's home (e.g. as a result of disability, the home location being central to the study), this should be made explicit at the point of obtaining informed consent.

3.7.3 The researcher should i) carry a suitable form of identification; ii) check in with another member of the research team (by telephone or similar) upon entering and leaving participant's home; iii) inform local police they are carrying out research in the area.

3.7.4 Any evidence of abuse, neglect or illegal activities observed by the researcher within the home must be reported to the relevant authorities by said researcher.

4. In the case of research involving access to human participants via gatekeepers (indirect):

Gatekeepers are defined as individuals who are in a position to give informed consent (pursuant to 3.2.1) but who are not directly the subjects of the research activities themselves; rather, they provide access to researchers of those who are.

4.1 When access to human participants in protected circumstances arises, consent must be obtained from their gatekeeper

4.1.1 Individuals in protected circumstances include:

i) children and young persons – those under 16 require the consent of parent, carer or guardian by law. Young persons (between 16 and 18) are considered free to give their own consent but it is advisable to inform parent, carer and guardian of young person where possible.

ii) adults who lack mental capacity to give informed consent or who may possess a power of attorney order, regard for the Adults with Incapacity (Scotland) Act 2000 should be considered and specialist legal advice may need to be obtained.

iii) other vulnerable groups: prisoners, patients, employees, residents of a care home or similar, individuals in these groups may feel coerced into participation in research when their gatekeeper (i.e. employer or care home manager) has given consent. Researchers must ensure that individuals are aware they are under no obligation to take part, are free to withdraw at anytime and preferably should countersign any consent form that the gatekeeper has signed to illustrate their willingness to participate.

4.2. Gatekeepers must not receive compensation or incentives

4.2.1 As they are not direct research participants, gatekeepers are not eligible to receive compensation or incentives.

4.2.2 Compensation or incentives may lead to research participants being coerced into participation by gatekeepers. It is the responsibility of the researcher to ensure that consent is obtained in a manner free of coercion.

4.3 Both gatekeeper and participants should receive information in advance of participation and throughout the research process

4.4 Researchers have a duty of care towards both gatekeeper and participant

4.4.1 The relationship between gatekeeper and participant by its nature is an unequal one and must be sensitively handled by researchers.

4.4.2 During the process of obtaining consent or execution of the research activities, if evidence arises of abuse, illegal activities or similar, the researcher has a duty of care to report such occurrences to the relevant authorities (social worker or police, for example). It should be noted that such occurrences could apply to both gatekeeper and participant, for example, if a participant has a condition which leads to aggressive behaviour, gatekeepers could be susceptible to abuse by those in their care.

4.5 Honesty should be central to the relationship between the researcher, gatekeeper and participant

5. Archival research must be conducted sensitively and with respect for the law

5.1 It is the responsibility of the researcher to ensure they work within the law, particularly with regards to copyright legislation.

5.2 Wherever possible, researchers must secure in writing, permission to access the archive material relevant to their research activities. At a minimum, researchers should also inform the owner of the purpose of the research, where it is likely to be disseminated, how long they would require access to the material and at what location.

5.3 Where the owner of the archive is unknown, researchers must make all reasonable attempts to locate the owner prior to accessing the material.

5.4 Misrepresentation of the archive material (or its subject matter) would be considered deceptive research and is forbidden unless the researcher has informed the owner of the material such deception is intended.

5.5 It is acknowledged that archive material could be one offs, fragile and may give personal details: researchers must work with such archive material sensitively and within any rules or regulations laid down by the owner of the archive material.

6. Oral histories must be obtained or conducted with respect for the law and handled sensitively

6.1 All interviewees must be treated with respect and courtesy by the researcher.

6.2 Pursuant to section 3.3 within, informed consent must be obtained prior to any interview commencing and a detailed information sheet administered.

6.3 Interviewees have the right to terminate the interview at any time without needing to give a reason.

6.4 Pursuant to section 3.4 within, unless the interviewee has waived their right to anonymity in writing at the point of consent, all information must be used, stored and disseminated in a manner that does not allow the identification of the interviewee.

6.5 Any restrictions which the interviewee has requested (e.g. where the material can be disseminated, if it could be used by a third party etc.) must be recorded in writing by the researcher and kept at all times with the history taken.

6.6 If the researcher requires to make use of an oral history taken by a third party, all reasonable attempts must be made by that researcher to view (and obtain a copy of), the original consent form signed by the interviewee and comply with any restrictions stated by the interviewee.

6.7 The interviewee should be given a copy of the history taken and details of where the copy will be lodged.

6.8 Interviewees should not be burdened by repeat requests for similar material or further information. Therefore, researcher must ensure the history is preserved and, pending the agreement of the interviewee, made available to any other third party on request, and the original history must be thorough.

6.9 Any copyright or other legal issues must be clearly explained to the interviewee and assignation of rights to GSA to be obtained where need be.

7. Images collected by participants for the purpose of research requires strict guidance administered to participants

7.1 Informed consent in written or oral format must be obtained prior to engaging a participant in participant-led visual research.

7.2 By asking participants to record their own images as part of the research activities, researchers place the burden of responsibility of doing so to participants. Improperly handled, participants may be placed in harm's way or breach legislation. Researchers must be explicit as to the nature of the images they request participants to record and careful consideration must be given to the risk therein.

7.3 Copyright for participant generated images lies with the participant and not with the researcher. It is advisable for the researcher to request the participant assigns copyright to the researcher. Where this is not possible, the researcher must secure the permission of the participant to use the image as part of the research activities and clearly articulate the purposes for which it will be used for, including any subsequent dissemination.

7.3 Researchers should consider whether participant generated images requires further consent of individuals or places being photographed by the participant. It should not be designated to the participant to decide this nor left to the participant to explain the nature of the research for which the images are being taken / recorded to others.

7.4 Any image or recording which captures illegal or morally questionable activity must be handed over to the relevant authorities (e.g. police, social worker) and in doing so, confidentiality may be breached. The researcher must make the participant aware at the point of obtaining sign off of instances where confidentiality might be breached.

8. Researcher generated images as part of research activities requires explicit consent and mutual trust

8.1 Copyright for images collected by a researcher as part of the research activities are wholly owned by said researcher. However, it is still incumbent upon that researcher to ensure that any individuals or place identifiable in that image has given consent.

8.2 Pursuant to section 3.2, informed consent must be sought when photographing or videoing human participants wherever possible. In some instances, verbal consent may be sufficient, defendant upon the research activity.

8.3 In the case of photography and video at a public event where signs detailing image recording will take place, this does not require consent of any individuals, provided the holders of said event give permission to photograph or video for the purposes of research. However, if a particular image is to be re used or disseminated in any way, it is incumbent on that researcher to obtain permission if possible to do so.

8.4 The idea of what constitutes a public space must be carefully considered by the researcher. Managers of shopping centres or local authority libraries, leisure centers may not view their premises as public spaces and permission should be sought from managers / owners / landlords as well as from individuals.

8.5 Where an individual agrees to be photographed but wishes to remain anonymous, the researcher must respect the individual's wishes. Careful considerations should be given as to the method of annonymising identity: pixelating images could lead to connotations of criminal activity for example. Any other identifying markers (for example, jewellery, gestures etc.) should be obscured also.

9. Covert research and deception should be avoided

9.1 Covert research is to be avoided and will only be acceptable in certain circumstances. For example, difficulties arise when research participants change their behaviour because they know they are being studied. Researchers may also face problems when access to spheres of social life is closed to social scientists by powerful or secretive interests. If deception is required, the reasons should be disclosed to the participants upon conclusion of the research activities.

9.2 Covert methodologies violate the principles of informed consent and may invade the privacy of those being studied. Covert researchers might need to take into account the emerging legal frameworks surrounding the right to privacy. Participant or non-participant observation in non-public spaces or experimental manipulation of research participants without their knowledge should be resorted to only where it is impossible to use other methods to obtain essential data.

9.3 In such studies it is important to safeguard the anonymity of research participants. Ideally, where informed consent has not been obtained prior to the research it should be obtained post-hoc.

10. Images collected from the internet or any other third party sources must obtain the permission of the copyright holder

10.1 It is not permissible for researchers to assume that an image obtained from the internet is free from copyright restrictions. Researchers must make all reasonable efforts to identify and contact the possible copyright holder and request permission to use the image (be it photograph or video).

10.2 Images obtained from any other third party sources must do so by seeking permission (informed consent) and clearly explaining the purpose for which the image is being requested. Where that image clearly identifies a person or place, it is highly desirable for the researcher to locate that individual and obtain further permission, unless the copyright holder can provide evidence of the permission he / she sought in recording the image in the first instance.

11. Use of animals or animal tissue must be carefully considered and only pursued when no other alternatives are available

11.1 The use of animals in research must not contravene the Animal Welfare Act 2006, particularly with regards to prevention of harm and promotion of welfare

11.2 Where animals are in use the 3R's principle prevails: refinement, replacement and reduction of animals in research

12. Use of human tissue must be carefully considered and only pursued when no other alternatives are available

12.1 Human tissue is defined as material which has come from a human body and consists of, or includes, human cells, blood or any other product. Consent is the fundamental principle of the legislation regarding the use of human tissue: the Human Tissue Act 2004 lists the purposes for which consent is required.

13. Research funding should be obtained from a reputable source and researchers should ensure value for money

13.1 Funding obtained from organisations who utilise unethical and illegal practices must be avoided at all costs. The Research and Graduate School will assist researchers in due diligence to determine a funder's suitability.

13.2 Funding obtained from Research Councils, Scottish Funding Council and internal GSA funding is derived from the Government and thus, taxpayers' money for which researchers must respect and acknowledge.

13.3 Funding obtained from charitable organisations can be donated by the public or other organisations (e.g. Lottery or corporate donations) and is typically difficult for the charity to obtain – providing value for money is paramount in this instance.

13.4 Research activities must be costed using full economic costing wherever possible to provide accurate and transparent costs.

13.5 Research activities which require only direct cost reimbursement (e.g. travel, consumables, venue hire etc.) must ensure that all expenditure is the cheapest

possible without comprising the quality of the work undertaken in order to provide value for money.

13.6 All efforts must be made by the researcher to conduct a thorough search into the background of their research activity in order that only new lines of enquiry are being pursued. Wherever possible, researchers should utilise existing literature, datasets, databases or any other resource already in existence and not create a duplicate resource.

14. Research carried out on a third party location requires the researcher to comply with all rules and regulations

14.1 It is the responsibility of the researcher to make themselves aware of all rules and regulations when working in a non-GSA location and abide by these.

14.2 Researchers must participate in any training required by the third party.

15. Research activities should only be carried out with institutions or organisations that have an ethics policy in place

15.1 In seeking to deliver research that is of the highest quality and rigor, researchers must engage with collaborators, institutions or organisations with similar goals. As identified in the GSA Ethics Policy, a sound research ethics policy ensures quality and rigorous research is undertaken, therefore, research undertaken in collaboration with partners who do not have an ethics policy may be rejected.

15.2 If the collaborating partner, institution or organisation does not have an ethics policy in place but agrees to abide by the GSA Ethics Policy and Code of Practice, the research may go ahead, subject to approval. The collaborating partner will still need to ensure they possess their own public liability insurance and will agree to indemnify GSA against any losses, damage or legislative requests.

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Date for review: January 2015