

## **Guidelines for Ethical Review Application Procedure**

### **Do I need ethics approval?**

Research projects, and parts of research projects, by University staff and students that involve gathering information about humans and/or organisations may require ethics approval.

Projects that involve any of the following are likely to require ethics approval:

- Interviews, surveys and questionnaires (in person or online)
- Observation of human behaviour
- Assessing a person's skills/health
- Using archival data in which individuals are identifiable
- Trialling the benefits of a certain approach, activity, and/or experience
- Access to an individual's personal documents or information
- Projects in which only publicly available information is used, or that are purely observational and non-interactive, are unlikely to require ethics approval.

Faculty of Graduate studies of the University of the Visual and Performing Arts is very diverse in its research activities, not all of which require ethics approval. As a rule of thumb, ask the following questions: where is the \*information\* used in your research project coming from? Is it coming from within yourself? Or from outside yourself? Information coming from outside yourself that includes other people's input, requires ethics approval. If it is coming from within yourself then it generally does not.

For example, a student researcher is performing with a group, recording the performance and analysing it. If the information comes from the student researcher's analysis of the recording and/or their reflection on the experience, this would not require ethics approval. However, if the student researcher intends to include the actual recording, the other performers' reflections on the performance, or information taken from interviews with the other performers, etc., this would require ethics approval.

Please contact your supervisor if you are unsure whether you need ethics approval.

### **How do I submit my application?**

It is important that all students discuss and review their ethics application carefully with their supervisor/s PRIOR to submitting it for review.

Application is available at [www.fgs.vpa.ac.lk](http://www.fgs.vpa.ac.lk)

You will complete a series of questions that will determine the level of potential risk associated with your project.

Be prepared for feedback from the research ethics committee. The committee will review your application thoroughly and provide detailed feedback on your application. Almost every applicant will need to make some revisions and respond to the feedback. The word limits on the form, where provided, are indicative of how much information is required to answer the questions. It is important to provide enough information so the committee can understand the project activities and what you are asking the participants to do and what benefit your research provides.

How long does it all take?

It depends on how long it takes you to develop your application and respond to the committee's recommendations. Be sure to factor this into your research plan, as no research data can be collected from participants until ethics approval is granted.

Where can I go for advice?

As a student, you should speak with your supervisors in the first instance. It is their responsibility to provide support to you in making your application.