

## Ethics Review Process

Ethics review is an integral part of the research process and must be taken seriously. It often uncovers methodological problems you may not have thought about. Above all, since you are involving someone else – your interviewee(s) – in your research, you must take care that your research does not negatively affect them. Insofar, the two key issues to be thought about are:

- First, ensuring that your interviews and your research do not cause harm, directly or indirectly, to your interviewees and,
- Second, that you maintain data confidentially, in a raw form, in storage and in analysis. You should be familiar with the requirements of the UK Data Protection Act:

<https://research.kent.ac.uk/researchservices/ethics/>

<https://www.kent.ac.uk/infocompliance/dp/about.html>

The steps to be followed are:

1. Familiarize yourself with basic interviewing techniques and key concerns about methodology. (You can attend the FDR Workshop on Interviews and Surveys.)

Several resources are here:

<https://www.msu.edu/user/mkennedy/digitaladvisor/Research/interviewing.htm> (see main entry, as well as “Evaluating Research”)

<http://www.le.ac.uk/emoha/howtointerview/>

[http://www.stanford.edu/group/ncpi/unspecified/student\\_assess\\_toolkit/interviews.html](http://www.stanford.edu/group/ncpi/unspecified/student_assess_toolkit/interviews.html).

2. Familiarize yourself with Ethical Research Guidelines so you are aware of potential concerns: <http://www.esrc.ac.uk/funding/guidance-for-applicants/research-ethics/>
3. Discuss aims of research with dissertation supervisor/ module convenor, including aims of interviews and themes to be included.
4. Develop your potential set of questions (interview grid)/topics/broad directions of conversation (this will vary, depending upon the types of interviews you will carry out).

Two key points to remember: you should not ask general questions of experts, nor ask for information which you can easily find elsewhere.

5. Develop an informed consent form. Some examples are here:

[Sample interview Protocol Form](#)

<http://www.ncl.ac.uk/res/research/gov-ethics/governance-toolkit/index.htm>

<https://www.ucc.ie/en/research/about/ethics/>

6. Fill out the Ethics Review Form; give package (nrs 4, 5 and 6) to your supervisor for feedback on your questionnaire/ interview themes, informed consent form and ethics review form, including possible comments on the ethics review form (Part I, 1.2.e).
7. Take supervisor’s feedback into account, submit the package to Albena Azmanova at [a.azmanova@kent.ac.uk](mailto:a.azmanova@kent.ac.uk) at least three weeks prior to your first interview, or three weeks prior to your leaving Brussels on a research trip.

To download the Research Ethical Review Form:

[www.kent.ac.uk/brussels/handbook/ethicsform.docx](http://www.kent.ac.uk/brussels/handbook/ethicsform.docx)