

## Section 30: BIMM Institute Ethical Review Policy & Procedure

### Scope of the policy

This policy statement summarises the British and Irish Modern Music Institute's (BIMM) approach to the ethical approval of undergraduate, post-graduate and staff research.

### Policy Objectives:

- BIMM Institute aims to ensure that all research projects are conducted in an ethical manner.

### Procedure:

The procedure for ethical approval of primary research is outlined below. The procedure begins with a self-assessment exercise, to establish if a research proposal requires ethical review or not.

If any of the first five questions in the Self-Assessment Checklist (A) are answered with a 'Yes', then ethical review is required unless the researcher believes that there are reasons why ethical review is not necessary. Research supervisors are empowered to make a judgment in these cases and may take advice from the Chair or Deputy Chair of the BIMM Institute Research & Enterprise Committee (REC).

If ethical review is required, then the researcher will complete the Ethical Review Risk Assessment (B) and an Ethical Review Form (either undergraduate (UG) or post-graduate(PG)/staff as relevant) with the assistance of their supervisor.

The forms can be found on the Research & Enterprise section of Moodle at the following link:  
<https://moodle.bimm.co.uk/course/view.php?id=76>

If any of the questions in the risk assessment are answered with a 'Yes', then the application is considered 'High Risk' and must be submitted for ethical review to REC. Undergraduate proposals should be considered 'Low Risk' to be approved. If none of the questions are answered with a 'Yes' then the application for ethical review will be considered 'Low Risk' and approved by the research supervisor with a copy of the completed ethical approval form being submitted to the course leader to maintain a record of the ethical review process.

### The Role of the Supervisor:

For undergraduates and post-graduates, taught students' supervision of research is conducted by the relevant tutor or module/course leader, who is also able to provide guidance on ethical review and empowered to authorise 'Low Risk' projects on behalf of REC.

For staff research projects, the Head of Higher Education or equivalent in the BIMM Institute College can provide advice on ethical review and is empowered to authorise 'Low Risk' projects on behalf of REC.

All 'High Risk' projects will be submitted to REC for review and approval by the committee or by Chair's Action if appropriate.

<b>A. Does your research require ethical review?</b>		
<b>Self-Assessment Checklist</b>		
	<b>Yes</b>	<b>No</b>
1. Will the research project involve human subjects, with or without their knowledge or consent at the time? (Note: 'Human subjects' includes yourself if you are the main subject of the research).		
2. Is the research project likely to expose any person, whether or not a participant, to physical or psychological harm?		
3. Will you have access to personal information that allows you to identify individuals (without their consent) or to confidential corporate or company information?		
4. Does the research project present a significant risk to the environment or society?		
5. Are there any ethical issues raised by this research project that in the opinion of the Supervisor or Researcher require further ethical review?		

If you answered 'Yes' to any of the above questions, then some form of ethical review will be necessary – please complete the Ethical Review Risk Assessment (B) and the appropriate Ethical Approval Form (UG or PG/Staff).

**Please note:** Research must not commence until ethical approval has been granted.

B. Ethical Review Risk Assessment		
	Yes	No
1. Will your study involve participants who are particularly vulnerable or unable to give informed consent, or in a dependant position (e.g. people under 18, people with learning difficulties, over researched groups or people in care facilities)?		
2. Will participants be required to take part in the study without their consent or knowledge at the time (e.g. covert observation of people in non-public places), and/or will deception be used?		
3. Might the study induce psychological stress or anxiety, or produce humiliation or cause harm or negative consequences beyond the risks encountered in the everyday life of the participants?		
4. Will any drugs, placebos or other substances (such as food substances or vitamins) be administered as part of the study and will any invasive or potentially harmful procedure of any kind be used?		
5. Will your project involve working with any substances and/or equipment, which may be considered hazardous?		
6. Will financial inducements (other than reasonable expenses, compensation for time or a lottery/ draw ticket) be offered to participants?		

**RISK FACTOR:**

If you have answered 'Yes' to **ANY** of the above questions, your application will be considered as 'High Risk'. If this is an undergraduate proposal it may be rejected or you may be asked to revise your methods.

If, however you wish to make a case that your application should be considered as 'Low Risk' please enter the reasons below: