**Category 2 Face-to-Face Data Collection Approval Form**

This form should be completed by students seeking approval for F2F data collection during 2021/22. The form should be submitted to your tutor/supervisor, and **must** be accompanied by:

* [the UG/Masters research ethics application form](https://www.ucl.ac.uk/ioe/sites/ioe/files/ug-masters-research-ethics-application-form.docx)
* information sheets and consent forms (please ensure you address the contexts of Covid-19 in terms of safety and how your research reflects the guidance of the setting where you are conducting your research)
* the [IOE Fieldwork Risk Assessment Form](https://www.ucl.ac.uk/ioe/sites/ioe/files/ioe-return-to-fieldwork-risk-assessment.docx). Please note, though labelled as staff forms, these can be completed by students student for Category 2 applications only.

**Section 1: to be completed by student**

Student name, student ID and UCL email address:

Programme:

Dissertation/report title:

1. Have you discussed your intention to carry out F2F data collection with your tutor/supervisor?

Yes/No (If ‘No’, do not proceed with this form.)

1. Is this form accompanied by a completed/updated UG/Masters research ethics application form?

Yes/No (If ‘No’, do not proceed with this form.)

1. Is this form accompanied by the ‘IOE Fieldwork Risk Assessment Form’?

Yes/No (If ‘No’, do not proceed with this form.)

1. Is this form accompanied by supporting documents such as information sheets and consent forms?

Yes/No (If ‘No’, do not proceed with this form.)

1. Explain why it is essential that F2F data collection methods be used, and why remote methods are not possible.
2. How will the data collection comply with the organisation/site Covid-19 policies where you intend to conduct your research?

(If you are not able to explain how, please do not proceed with this form.)

1. Is this form accompanied by relevant Covid-19 documents (e.g., policies, risk assessments) from the organisation/site of your intended research?

Yes/No (If ‘No’, explain why.)

1. How has your safety and that of your participants, in relation to Covid-19, been considered?

Student signature:

# Section 2: to be completed by tutor/supervisor

Name and email address:

If you are satisfied that this project meets ethical requirements, including those in relation to Covid-19, please forward to [ioe.ugpgt.ethics@ucl.ac.uk](mailto:ioe.ugpgt.ethics@ucl.ac.uk) for review by IOE REC.

If you are not satisfied, please clarify below and return to student for revision. Once student revises, they should resubmit the form to supervisor

Comments (optional):

The final deadline for submitting applications is **Friday 15th April 2022.** However, please note that internal deadlines for some programmes/modules are much earlier and students are required to meet programme/module deadlines.

Please note that students will need to ensure that they allow for the additional time needed for IOE REC review. This currently stands at 25 working days.

Staff signature:

# Section 3: IOE Research Ethics Committee decision

Approved

Approved subject additional requirements noted below

More information required (see below)

Not approved for the reasons given below

Comments (optional):