# Notice to request starting face-to-face fieldwork in the contexts of COVID-19

This form is to be completed for all IOE research projects that intend to start face-to-face fieldwork in the contexts of COVID-19. This form enables researchers and our ethics reviewers to focus on issues specifically concerning fieldwork in these current contexts.

We realise that country responses to Covid19 are varied, volatile and subject to change and that some government policies may not sufficiently offer an adequate standard of care for researchers and your intended participants.

The IOE Research Ethics Committee and Team will do our best to support researchers and their participants during this time. Please use this form, even if your research is in a country context where regulations related to Covid19 have been reduced or removed. Please check carefully and include details: do not assume because a government lifts legal frameworks that the contexts of your research do not have guidance in place or Covid19 risks that still need to be addressed within the conduct of your research. For example, in New Zealand, in early Autumn 2021 policies and practices are in place concerning transport and ‘sign in’ registers for some contexts: <https://www.education.govt.nz/covid-19/>

Advice: Please continue to use the areas we ask you to address to help the reviewers understand the context of your research and your careful response to safety in relation to Covid19.

Please contact your Department’s Research Ethics Coordinator (see IOE Research Ethics Committee Membership at [https://www.ucl.ac.uk/ioe/research/research-ethics-ucl-institute-education)](https://www.ucl.ac.uk/ioe/research/research-ethics-ucl-institute-education%29) rf the IOE Research Ethics Office to help you think about how best to address these areas

As part of the process to request starting fieldwork, the Principal Investigators, or a nominated Co-Investigator or Research Assistant/Associate, will need to submit to Moodle:

* An ethics application form with attachments such as information sheets and consent forms
* This form, fully completed
* An IOE Fieldwork Risk Assessment form
* Any guidance concerning Covid-19 safety related to the context of your setting

Before completing this notice please make sure you have read the ‘[IOE starting or resuming face-to-face fieldwork’](https://www.ucl.ac.uk/ioe/research/research-ethics/ethics-applications-ioe-staff-and-visitors/ioe-starting-or-resuming-face-face-fieldwork) guidance for staff.

If you are reviewing this form, please answer all questions in the yellow highlighted ‘reviewer feedback’ sections, then email this form back to ioe.researchethics@ucl.ac.uk

# Section 1 – Project Details

1. Project Title Enter text
2. Principal Investigator (PI) Enter text
3. Is this research Category 1 or 2 of face-to-face fieldwork? Enter text

*(If unsure, please read the* [*IOE starting or resuming face-to-face fieldwork*](https://www.ucl.ac.uk/ioe/research/research-ethics/ethics-applications-ioe-staff-and-visitors/ioe-starting-or-resuming-face-face-fieldwork)*)*

1. Please provide a summary of face-to-face research activities below:

Enter text

1. Are you currently employed in the research setting?

☐ - Yes ☐ - No

1. If no to the above, do you have evidence of permission to conduct fieldwork in the research setting?

☐ - Yes ☐ - No

1. Has the site/setting for your fieldwork issued guidelines in relation to COVID-19 safety that can be supplied to IOE Ethics?

☐ - Yes ☐ - No

*If ‘yes’ to either 1e or 1f, please skip to Section 3. Please also make sure fieldwork site guidelines and evidence of permission (if relevant) are submitted as part of your application.*

# Section 2 – Rationale for Starting Fieldwork

If you have answered ‘yes’ to either 1d or 1e, please skip Section 2.

Please clarify below how you have verified that data could not be collected remotely for this project. In particular, how have you addressed the ethical obligation to not place extra burden on participants, such that risks outweigh benefits for any participant?

Click or tap here to enter text.

## Section 2 - Reviewer feedback:

Has the P.I. provided a satisfactory justification for the commencement of fieldwork? Please indicate any actions needed below:

Click or tap here to enter text.

# Section 3 – Organisation/Site Policies

**3a.** In relation to the site of the intended fieldwork, have you attached a copy of the organisation/site policies (or equivalent) in respect of COVID-19?

[ ]  - Yes [ ]  - No

**3b.** Have you obtained agreement with the organisation/site that they approve of the arrangements made for the fieldwork to start?

[ ]  - Yes [ ]  - No

**If no,** please describe your process for obtaining an agreement with the organisation/site, and confirm that this will be sent to the IOE Research Ethics Office once obtained.

Click or tap here to enter text.

**3c.** Please detail below how the conduct of this research will comply with organisation/site policies in respect of COVID-19, and how compliance guarantees safety for participants and researchers. If you consider organisation/site policies do not offer adequate levels of safety, please indicate any additional actions you intend to take.

Click or tap here to enter text.

**3d.** If the activities of this research raise issues that are not adequately or clearly covered by the existing organisation/site policies, please clarify how this will be addressed below.

Click or tap here to enter text.

**3e.** Please detail below how any resources necessary to comply with organisation/site policies in respect of COVID-19 are in place?

Click or tap here to enter text.

**3f.** Please make clear how you intend to address any issues concerning equality, diversity, and inclusion, and additional resources or adapted ways of working?

*(Example of this are participants or researchers who are Deaf/deaf, or Neurodivergent people and those with cognitive impairment)*

Click or tap here to enter text.

## Section 3 – Reviewer feedback

Has the P.I. sufficiently addressed the above questions? If the P.I. has insufficiently addressed the above, please elaborate below any items that further clarity, with relevant actions described.

Click or tap here to enter text.

If supplied (i)Having read the organisation/site’s policies and the application’s response, are there areas that you think need addressing in relation to fieldwork during COVID-19 that are not yet addressed or covered? Please indicated any actions needed below. (ii) If the researcher has indicated they will take additional actions, please offer any feedback on them.

(Please draw on the UCL [*‘Working safely during the Pandemic’*](https://www.ucl.ac.uk/safety-services/working-safely-during-pandemic) webpage, which has updated sections on areas relevant to most situations connected to research)

Click or tap here to enter text.

# Section 4 – Supporting Documents

**4a.** Have you provided information sheets and consent forms for all participants and stakeholders that adequately reflect arrangements that address the contexts of COVID-19

[ ]  - Yes [ ]  - No

## Section 4 – Reviewer feedback

Has the P.I. provided appropriate information sheets and consent forms for participants and stakeholders that adequately reflect these arrangements? Please indicate any actions needed below:

Click or tap here to enter text.