# Notice of amendment to approved IOE staff research project

This form is designed for principal or co-investigators of live UCL Institute of Education staff research project involving human participants to notify the IOE Research Ethics Team of any amendments to the project that has already received ethical approval, in the light of COVID-19 related disruptions.

The following uses [UCL ‘Guidance on moving to online methods’](https://www.ucl.ac.uk/research/integrity/ethics/research-human-participants/guidance-research-and-ethical-approval-light-covid-19-pandemic) as a framework for you to inform us of your amendment. We haven’t given word count guidance as this may vary – but please be as brief as you can. If you need help about this, please contact the IOE Research Ethics Office.

Once complete, please **email this form** along with:

1. The participant-facing documents (i.e. information sheets and consent forms) revised to reflect this amendment to online data collection
2. Your original application

to [IOE.researchethics@ucl.ac.uk](mailto:IOE.researchethics@ucl.ac.uk). Please make the title line ‘Notice of amendment to current IOE staff research project’.

If you have any questions, please email [IOE.researchethics@ucl.ac.uk](mailto:IOE.researchethics@ucl.ac.uk). For any questions relating to data protection, please email [data-protection@ucl.ac.uk](mailto:data-protection@ucl.ac.uk).

# Section 1 – Project Details

1. Project Title Enter text
2. Principal Investigator (PI) Enter text
3. Project reference (REC code, if known) Enter text
4. Department Enter text
5. What type of amendment will this be? Option A  Option B
6. **If Option A**, please indicate which of the below relates to your project:

Participants under the age of 18

Vulnerable participants

Materials are mildly emotive (e.g. graphic pictures) or sensitive (e.g., sexual activity, mild violence);

Materials are offensive or distressing, which potentially could evoke difficult emotions (e.g., anxiety, distress or confusion). Note that this includes the use of scales such as the Beck Depression Inventory;

Methods which require physical effort or strain, including the involvement of prolonged or repetitive testing;

Methods which are intended to evoke behaviour that could be disturbing or cause lasting effects to the participant.

# Section 2 - Care for participants and staff

Please make brief notes on how you will address care for participants and for yourself as researcher in the change to online research, given the particular context of your participants

Click or tap here to enter text.

# Section 3 - Secure online data collection

**3a.** If your research involves **online interviews or focus groups** how will you conduct this and address the issues in the [‘UCL guidance’](https://www.ucl.ac.uk/research/integrity/ethics/research-human-participants/guidance-research-and-ethical-approval-light-covid-19-pandemic)?

Click or tap here to enter text.

**3b.** If your research involves **online surveys and/or questionnaires** how will you conduct this and address the issues in the [‘UCL guidance’](https://www.ucl.ac.uk/research/integrity/ethics/research-human-participants/guidance-research-and-ethical-approval-light-covid-19-pandemic)?

Click or tap here to enter text.

# Section 4 – Data management and security

**Please see the** [‘UCL guidance’](https://www.ucl.ac.uk/research/integrity/ethics/research-human-participants/guidance-research-and-ethical-approval-light-covid-19-pandemic) and note how you will engage with storing and managing your data securely

Click or tap here to enter text.

Once complete, please **email this form** and **i)** the most current documents for this project (i.e. participant facing documents, such as information sheets and consent forms) along with **ii)** your original application to [IOE.researchethics@ucl.ac.uk](mailto:IOE.researchethics@ucl.ac.uk). Please make the title line ‘Notice of amendment to current IOE staff research project’.