Ethics Application

Research

Please be mindful that each application, submitted via the University's Ethical Review Manager (ERM), costs the University **£750** due to the number of people required to process, review and approve your application.

Please respect this fact and ensure that you carefully follow the guidance provided and help bubble text in order to complete your application appropriately (and choose the correct route of ethical review). Please **DO NOT** use the ERM system for 'test' submissions. Misuse of the ERM system is a waste of numerous resources which could otherwise be dedicated to research, teaching and social responsibility activities.

You are logged into the Ethical Review Manager (ERM), the system provided by Infonetica Ltd that will process the application on behalf of The University of Manchester. Your contact details will be stored by Infonetica Ltd and used by the University for the purpose of managing your application for ethics review. The University will use your details for that purpose only. The information will be retained, archived and deleted in line with the agreed retention policy. Your details will not be passed to any other third party organisations.

The University, in compliance with the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR), has a **Data Protection Policy** and **Research Privacy Notice** and any information you provide on this form and associated documents will be protected in accordance with these policies. However, it will be assumed that you have not included any sensitive personal information and you should not, therefore, include a *curriculum vitae* or identifiable information about your racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership, physical or mental health, sexual life, commission of offenses and/or criminal proceedings. Should you feel it essential to include such details in your application please contact the Research Governance, Ethics and Integrity team (research.ethics@manchester.ac.uk).

Please also note this system will send all correspondence related to your ethics application to your University of Manchester email account.

Please do not proceed unless you are content to comply with this.

A0. Data Protection Statement

☑ I confirm that I have read the above information with regard to data protection and will comply with the requirements as described.

A1. Does your study meet the definition of 'research' using human participants or have you been advised to seek ethical approval for your study (either via the Ethics Decision Tool or other guidance)?

Please visit the help bubble (blue circle with the white letter 'i') to the right of this question for a link to the Ethics Decision tool and supplementary information on the types of projects which may or may not require ethical review.

- (•) Yes

You **must read** the information in the help bubble before answering this question. If you cannot answer yes **do not complete the rest of this form, log out of the ERM system** and if you have any queries contact your Ethics Signatory.

You should only be submitting this form if you can answer yes to this question.

A02 HRA Approval

A2. Does your study include a component which would require approval by the Health Research Authority (HRA)?

Please visit the Help Bubble in the upper right hand corner for details as to what types of research require NHS REC and HRA approval.

Please choose the option which is most relevant for your study. If you have 2 components (i.e. one using healthy volunteers and one using NHS patients), please speak with a member of the FBMH Research Governance team who will advise on the most appropriate avenue for review.

- ( ) Yes: it includes a component that requires review by BOTH the HRA and the University Research Ethics Committee or a Division/School based Committee (e.g. it is being carried out in the NHS but is exempt from NHS REC review)
- (•) No: it only requires review by the University Research Ethics Committee (UREC) or a Division/School based Committee

A03 - 05 Decision Tree

A3. I confirm that this research project is being conducted by a:

- (•) Student
- ( ) Member of Staff
- ( ) Member of Eurolens Research, Optometry Staff

IMPORTANT: Your answer to **Question A4** will lead you to the correct application form for ethical review and it is important that you answer this question carefully**.**

Please ensure you read the guidance notes carefully **BEFORE** answering this question and for student projects, discuss the details with your supervisor.

The guidance notes can be found in the Help Bubble (small blue circle with the white letter 'i') to the right of Question A4.

Answering this question incorrectly will result in **SIGNIFICANT** delays to the review process and will result in you needing to **re-apply** for ethical review.

A4. Please select how you will be applying for ethical review:

Please ensure you read the criteria as described in the help bubble carefully before deciding which route of ethical review to select.

****Division/School review is only available for the 10 Schools/Divisions/Departments listed in the help bubble to the right of this question. If your School/Division/Department is not listed you must apply for Proportionate or full UREC review****

- (•) Division/School Review
- ( ) Proportionate University Research Ethics Committee (UREC) Review
- ( ) Full University Research Ethics Committee (UREC) Review

IMPORTANT: You have indicated that you are seeking ethical approval by Division/School review. Please note that **ONLY** the following Divisions/Schools/Departments currently have a template for the review of low/medium risk projects (**for students only**):

- Alliance Manchester Business School
- Department of Computer Science
- Department of Mechanical, Aerospace and Civil Engineering
- Division of Human Communication, Development & Hearing
- Division of Neuroscience & Experimental Psychology
- Division of Pharmacy & Optometry: Pharmacy
- Division of Psychology & Mental Health
- School of Arts, Languages and Cultures
- School of Environment, Education and Development
- School of Social Sciences

If your Division/School/Department is not listed above, you **MUST** seek ethical review via **Proportionate or full UREC**.

If the above is correct and you wish to continue with the answer selected, please click the **Next** button in the upper left hand corner of the screen. Otherwise, please change your answer to **Question A4** before continuing.

PLEASE READ CAREFULLY:

Please take care when selecting from the drop-down list below.

Please select **your Division/School** from the list.

Mistakes will result in the need to **re-apply** for ethical review.

A5 Division/School: Please select from the following options:

School of Arts, Languages and Cultures (School Review)

B02 Students

B2. Contact information for the individual completing this form:

Title	First Name	Surname
Mr	Lukas	Nohrer

Email: lukas.nohrer@manchester.ac.uk

B2.1 Please confirm one of the following:

- (•) I am the student investigator of this project.
- ( ) I am the supervisor of this project.

B2.2 Please provide the full contact details of your primary supervisor:

This **MUST** be a University of Manchester member of staff with a UoM email address. Please note, the primary supervisor is also the data custodian for your research project. If you have more than one supervisor, please use the '**Add Another**' button below to add the contact details of your additional supervisor(s).

If when using the Search function you cannot locate your supervisor, please ensure they have logged into the ERM at least once. Once they have done this, their details will be stored for future use.

Title	First Name	Surname
Dr	Abigail	Gilmore

Email: abigail.gilmore@manchester.ac.uk

B2.2 Please provide the full contact details of your primary supervisor:

This **MUST** be a University of Manchester member of staff with a UoM email address. Please note, the primary supervisor is also the data custodian for your research project. If you have more than one supervisor, please use the '**Add Another**' button below to add the contact details of your additional supervisor(s).

If when using the Search function you cannot locate your supervisor, please ensure they have logged into the ERM at least once. Once they have done this, their details will be stored for future use.

Title	First Name	Surname
Dr	Caroline	Jay

Email: caroline.jay@manchester.ac.uk

B2.3 Are there any additional collaborators on this project?

Please note: Collaborators are defined as individuals who will assist in either the data collection or data analysis of the project and can be members of staff or students.
Please include any external collaborators from other institutions or organisations. They will **NOT** be involved in any of the electronic correspondence for this project.

- ( ) Yes
- (•) No

B2.12 Please confirm the degree being studied for by the student investigator:

- (•) Postgraduate Research (PGR) (e.g. PhD degree)
- ( ) Postgraduate Taught (PGT) (e.g. masters degree)
- ( ) Undergraduate (UG)
- ( ) Postgraduate Taught + Undergraduate (the study will be conducted by BOTH an UG and PGT student; note: this is rare)

B2.13 IMPORTANT: BEFORE CONTINUING:

Look on the left hand side of the screen for the '**share**' button. Push this button, enter the appropriate email address and be sure to tick all the relevant boxes in the pop up window.

- [x] I confirm that I have pushed the share button on the left hand side of the screen and 'shared' this form with my supervisor.

C01: Compliance & Monitoring

Please note: Everyone is required to complete the compliance & monitoring questions below, whether you are completing a Proportionate University Research Ethics Committee (UREC), full UREC or Division/School template application.

IMPORTANT NOTE: If you will be travelling abroad for your research, and in particular to what is considered to be a risky or dangerous area of the world, you must ensure that you have completed the appropriate Division/School based **risk assessment**, had this **approved** by appropriate individuals within your Division/School and **checked** with the University's Insurance office **regarding travel insurance**. The ERM system **WILL NOT** inform the University's Insurance office of your travel plans automatically (unless you are performing clinical activity) and it is therefore the responsibility of all members of staff and supervisors to contact the Insurance office **prior** to obtaining ethical approval. Please note that specific areas of the world will require additional approvals and this should be taken into consideration when planning a timeline for seeking ethical approval.

C1. Will your research involve any of the following:

Before answering this question please ensure you click on the help bubble to read the guidance information which includes definitions of each of the terms below. Tick all that apply.

- [ ] the use of invasive techniques on participants
- [ ] the use or collection of human tissue
- [ ] the physical testing of participants
- [ ] the use of psychological intervention (please DO NOT tick this option if you are only administering standard psychological tests/questionnaires)
- [ ] the ingestion or inhalation of any substance by participants
- [ ] the use of a medical device or a potential medical device
- [x] None of the above

D01 - 02 General Project Information: Resubmission and titles

D1. Is this a re-submission of a project that has previously received an unfavourable ethical opinion?

Please note: this **does not** include applications where revisions have been requested.

- ○ Yes
- ◉ No

D2. Short title of your research project (200 character max)

Museum Data CoVID-19 Research

D2.1 Formal title of your research project (if different to short title)

Artificial Intelligence and the Useful Art Museum: A Cross-Disciplinary Approach Towards Machine Learning and its Implications in the Museum Sphere

D03 Dates of Data Collection/DMP/Data Collection

D3. Will you be collecting data during the course of the research project?

Please note, data refers to any information being gathered about a person or organisation. This information can include specifics such as thoughts, beliefs or characteristics and can be in different formats such as written notes, questionnaires, observations, audio recordings, films, photographs, social media postings or bodily samples.

- ◉ Yes
- ○ No

D3.1 Proposed start date of data collection

Please ensure this date is **far enough in the future to allow for the ethical review process to take place**. The Committee will be **unable to grant approval** to applications which feature a start date **that is in the past**.

04/05/2020

D3.2 Proposed end date of data collection

31/12/2021

D3.3 Please attach a copy of your Data Management Plan:

You **must** use the University's DMP Online system for the creation of your plan and more information can be found in the help bubble.

Please note: if you are not collecting any data for this project, please read the guidance information in the help bubble for additional instructions.

Documents

Type	Document Name	File Name	Version Date	Version	Size
Data Management Plan	DMP-CoVData-1.0	DMP-CoVData-1.0.pdf	24/04/2020	1.0	58.8 KB

D04 Data Protection Training

All staff and students at the University of Manchester are responsible for ensuring they are familiar with the data protection policies and processes and follow these when conducting their research projects. Under the new General Data Protection Regulations (GDPR) the University is required to provide assurances and safeguards to all research participants that their data will be treated confidentially and will be protected as set out to the relevant data protection legislation. To support this, please complete the relevant question below to confirm that you have undertaken the required Data Protection Training or discussed the University's requirements and expectations with your supervisor.

D4. Please tick **each statement** below to indicate that you **understand** and **will adhere to** data protection regulations and The University of Manchester's data protection policies.

For more information, please see the **University's Records Retention Schedule** and **SOP for Recording of Research Participants**.

- ☑ I will ensure that paper data (e.g. consent forms) are stored in a locked cabinet that only the research team has access to.
- ☑ I confirm that all electronic data will be stored on University servers such as my P drive or on the research drive of my supervisor or University approved cloud services e.g. Dropbox for Business.
- ☑ I will NOT use external hard drives, USB sticks or any other portable device to store personal identifiable data as they are subject to loss or theft.
- ☑ I will NOT use personal devices for the recording of audio, video or photographs. (Please refer to the SOP for Recording of Research Participants for more information).
- ☑ I understand that if I need to use a portable device to record and transfer data, this device should be University of Manchester owned and encrypted, the data transferred to a secure server as soon as possible and must be deleted from the portable device following the transfer. (If an encrypted device is not available you will need to make specific arrangements with respect to securing data as soon as possible and this must be detailed in your ethics application).
- ☑ I will NOT store data on cloud based services other than Dropbox for Business approved by the University.
- ☑ I will ensure that all data are anonymised/pseudonymised as soon as possible to protect the confidentiality of my participants.
- ☑ I will only collect the personal information that is required to answer my research question and as approved by the ethics committee.
- ☑ I understand that personal information should be deleted as soon as it is no longer required. If keeping the contact details of participants to contact them about future research or to share findings of my project, I will store these in a separate password protected file or database held on University servers or approved cloud services.
- ☑ I understand that all data should be stored in accordance with the University's Records Retention schedule and must be kept for the period as specified in my data management plan or approved ethics application.
- ☑ I understand that my supervisor MUST be listed as the data custodian for my project and I must ensure that I transfer custody of all paper and electronic data to them before I leave the University.
- ☑ I understand that I SHOULD use encrypted devices when analysing my study data if not accessing the data directly from my P drive or other secure University server.
- ☑ I understand that I MUST ensure that when I am transcribing or analysing data that it is done in a way in which other people are NOT able to see any personal data on my devices.
- ☑ I understand that if I wish to share study data with other researchers or retain the data for use in future studies that I MUST ensure this is explicitly mentioned in the participant information sheet and consent form.
- ☑ I understand that ONLY University of Manchester or study specific email addresses/phone numbers can be used by researchers for their research projects.

Project Specification: L1-L3

WARNING: You are now completing the ethical review form for the **School of Arts, Languages and Cultures (SALC)**. If you are not affiliated with **SALC**, then please return to **Question A5** and select your correct Division/School from the list of options.

Please note: This template allows SALC to provide ethical approval for research projects that comply with its terms and conditions.

It should **only be used** for **low and medium risk** research projects conducted by **undergraduate students, postgraduate taught students and postgraduate research students**. If you are conducting a **high risk** research project, you must submit go to the **University Research Ethics Committee (UREC) for review**.

If you are a member of **SALC staff** you **must** submit your research project to the **University Research Ethics Committee (UREC)** for review.

This form covers research that:

- Involves only participants who are non-vulnerable adults able to give informed consent
- Involves children and young people in an educational setting/accredited organisation who have an opportunity to assent and where parental/guardian consent can be provided
- Will obtain informed consent (or assent) from all participants
- Does not involve physically invasive procedures
- Does not involve activities that pose a significant risk of causing physical harm or more than mild discomfort
- Does not involve activities that pose a significant risk of causing psychological stress or anxiety
- Does not require participants to take part in activities that pose a significant risk of having an adverse effect on their personal well-being (e.g. physical and psychological health), social well-being (e.g. social standing, social connectedness) or economic well-being (e.g. employment, employability, professional standing)
- Does not involve collecting or revealing data that enables individuals, groups or organisations to be identified in such a way that they could experience significant negative effects on their personal, social or economic well-being
- Does not involve activities that pose a significant risk of harming the researcher(s)

This form **does not cover** research that:

- Involves data from NHS patients
- Involves data relating to NHS staff that is not limited to non-sensitive questions about their professional role
- Involves users of other UK Health Department services
- Involves prisoners or young offenders

* Please confirm the following:

☑ I declare that this project is being conducted by a student under the supervision of a University of Manchester member of staff.

L1. Please provide the name of your discipline area:

Art History and Cultural Practices

L2. Please clarify the specific project you will be conducting:

◉ Doctorate Research
○ Dissertation (UG/PG)

L3. Please clarify whether your project or study is classed as low or medium risk:

Please see the **Help Bubble** to the right of this question for detailed information about medium and low risk research projects.

◉ Low Risk
○ Medium Risk

L3.1 Please confirm which of the following criteria are applicable to your project:

Type of Participants (choose one option)

- ☑ Adults who are able to give informed consent.
- ☐ Children in an educational setting, who are able to provide assent and a parental/guardian opt-in consent procedure has been established.

Mandatory Criteria (ALL must be ticked)

- ☑ Participants are NOT classed as vulnerable or dependant.
- ☑ Topics are NOT of a contentious and/or sensitive nature.
- ☑ Topics are NOT distressing.
- ☑ Topics are NOT of a confidential nature.
- ☑ There is NO risk of physical, emotional or psychological harm to participants.
- ☑ Ethical issues DO NOT include the risk of breaking confidentiality due to safeguarding concerns or disclosure requirements.
- ☑ Ethical issues DO NOT include the risk of possible coercion of participants.
- ☑ Data collection will take place in a public or semi-public space/building (i.e. high street, University campus, school building) or in a domestic environment familiar to the researcher (i.e. family home or friend's residence).
- ☑ Data collection will take place within normal working hours and at a time convenient to participants.
- ☑ Data collection will take place exclusively within the EU or EEA.

Optional Criteria (tick all that apply, if applicable)

- ☑ The research will capture video, audio or photographic material and the researcher is able to guarantee controlled access to authorised viewing during analysis.
- ☐ Any public screening of the video, audio or photographic material captured by the researcher will be subject to the consent agreement with the participants.
- ☑ The research requires the collection of personal data, but data will be anonymised prior to analysis and write up or presented in a format which the participant has explicitly agreed and consented.

Ethical Considerations: L4

L4. Are participants from any of the following groups?

Tick all that apply

- ☐ NHS patients
- ☐ Children under 16 years who are being researched outside of an educational setting or accredited organisation.
- ☐ Adults with learning difficulties who are being researched outside of a supportive environment
- ☐ Adults who have a terminal illness
- ☐ Adults with mental illness
- ☐ Adults with dementia
- ☐ Adults in care homes
- ☐ Adults or children in emergency situations
- ☐ Prisoners or criminals
- ☐ Young offenders
- ☐ Users of illegal drugs or illegal substances
- ☑ None of the above

L5

L5. Does the research involve physically invasive procedures?

- ○ Yes
- ◉ No

L6

L6. Does the research involve physical testing?

- ○ Yes
- ◉ No

L7

L7. Does the research involve the use of psychological tests for clinical purposes?

- ○ Yes
- ◉ No

L8

L8. Does the research involve the use of psychological tests for non-clinical purposes?

- ○ Yes
- ◉ No

L9

L9. Is it likely that taking part in the research will cause significant levels of embarrassment, distress or anxiety for participants?

- ○ Yes
- ◉ No

L10

L10. Is it likely that taking part in the research will cause significant levels of fatigue for participants?

- ○ Yes
- ◉ No

L11

L11. Does the research require participants to take part in activities that pose a significant risk of having an adverse effect on their:

- personal well-being (e.g. physical and psychological health)
- social well-being (e.g. social standing or social connectedness)
- economic well-being (e.g. employment, employability or professional standing)

- ○ Yes
- ◉ No

L12

L12. Will the research involve personally or socially sensitive topics likely to lead to significant levels of distress?

- ○ Yes
- ◉ No

L13

L13. Is there a significant likelihood that the research will uncover activities or events that should be reported to the authorities?

Please note: this includes illegal or potentially harmful activities.

- ○ Yes
- ◉ No

Research Project Details: L14

L14. What is the principal research question, in lay terms?

Limit response to 750 characters. This **MUST** be in lay language and should not be a cut/paste of your theoretical or intellectual rationale.

How did the CoVID-19 pandemic impact museums in regards to their data? What measures were taken to cope with the current situation on an institutional level and what future implications might these have?

L15

L15. How have the quality and suitability of the research design and methods been assessed?

Tick all that apply

- [x] Independent internal review (e.g. review by academic supervisor/advisor, research centre/research group at the University of Manchester)
- [ ] External review (e.g. review by the funder of the research, methodological/technical expert, research centre/research group or commercial organisation not at the University of Manchester)
- [ ] In the case of a student research project reviewed by supervisor(s)
- [ ] Other

L16

L16. Please confirm the following:

- [x] I confirm the design and methods of the study are appropriate for the question(s) being asked and the researcher(s) has addressed potential threats to validity, accuracy and/or integrity.

You **MUST** tick the box above in order to submit this form.

L17

L17. What is the maximum number of participants you plan to recruit (including, if relevant, the potential for dropout)?

50

L17.3 If you will be using more than one group of participants, please explain why and how your total number will be broken down into specific groups:

This includes if you have experimental and control groups.

All participants will be interviewed in their professional capacity. Same set of questions for all participants. No group split.

L18

L18. How was the number of participants decided upon?

Please select at least one option

- ☐ Statistical sampling. The sample size is large enough to provide adequate power for appropriate statistical tests concerning statistical significance, effect size and confidence intervals.
- ☐ Theoretical sampling. The number of participants is estimated to provide sufficient data such that further increases would likely yield no significant additional insights concerning the topic under investigation.
- ☑ Purposive sampling. The number of participants is based on access to the subject group most appropriate for answering the research question(s) under investigation (e.g. critical case sampling, key informant sampling or snowball sampling).
- ☑ Convenience sampling. The number of participants is based on selection of the most accessible subject group, to control costs in terms of time, effort or other resources.

L18.1 Please confirm the following:

- ☑ Convenience sampling is appropriate because the research is exploratory in nature and/or the conclusions to be drawn from the data will not be threatened by issues concerning selection bias, generalisability, sampling error, and/or statistical power.

Research Methods: L20

L20. Does the research involve any of the following data collection methods?

Tick all that apply

- ☐ Method validation
- ☑ Interviews
- ☑ Focus Groups
- ☐ Paper based surveys/questionnaires
- ☐ Electronic or online surveys/questionnaires
- ☐ Standard, copyrighted psychology questionnaires/tests
- ☐ Field observation (including participant observation)
- ☐ Child/infant behaviour observation
- ☐ Ethnography
- ☐ Visual methods (such as those used in Anthropology)
- ☐ Case study
- ☐ Social Network Analysis
- ☐ Diary methods
- ☐ Assessment (such as those used in Education research)
- ☐ Intervention
- ☑ Recordings (audio, video, photographs, etc)
- ☐ Use of pre-existing media (photographs, video, etc)
- ☐ Creative practice as research (such as drama or music pieces)
- ☐ Cognitive psychology/psychophysics (e.g. perception, attention, memory, language, emotion)
- ☐ Cognitive neuroscience (e.g. EEG, eye-tracking, pupillomery, or related measures)
- ☐ Clinical, social or personality psychology (e.g. hypothetical scenarios, role playing, group interactions, personality/state/trait scales)
- ☐ Other qualitative methods (e.g. discourse analysis, interaction analysis, conversation analysis)
- ☐ Other on-line or electronic methods (e.g. netography, on-line research, textual analysis of digital sources)
- ☐ Any other method not listed above

L20.1 Please attach either a copy of the data collection tools you plan to use (e.g., questionnaires) or a very brief protocol describing the procedure (stimuli, responses, conditions manipulated, etc.)

If performing a study with more than one data collection tool please ensure you include documents for each (i.e. interview topics guides, focus group schedules, questionnaires/surveys, etc)

IMPORTANT: If you are administering standard, **copyrighted** psychology questionnaires/tests to participants you **MUST** provide a description of the questionnaire/test to the Committee using the approved description form. Please ensure you use a separate form for each test and label each document with the name of the corresponding test before attaching to this question in the application form.

Documents

Type	Document Name	File Name	Version Date	Version	Size
Additional docs	CoVData-Proposal	CoVData-Proposal.docx	27/04/2020	1.0	23.7 KB

L20.2 Please briefly describe your methodology:

Please ensure your description is written according to the guidelines below:

- **Provide responses in bullet point format and limit responses to no more than 2 sentences per bullet point.**
- **One or more bullet points must explain the background of the project.**
- **One or more bullet points must explain how participants will be identified, approached and recruited.**
- **Describe exactly what will happen to participants, how many times and in what order.**
- **Provide responses which are as clear and concise as possible**

- The projects investigates if CoVID-19 influences the way data in museums is used, perceived and handled. It is assumed that the pandemic has driven forward the use of digital collections, has increased online usage of the institution's offers and changed the attitude towards 'the digital'.

- Participants identified through personal selection according to their professional capacities; approached via email

- Exploratory approach through researching people's data practice and experiences before and during the pandemic. Interviewees were chosen according to their professional capacities, but as this topic might be emotive or personal to some, interviews will take the form of a guided and openly framed setting. Participants are expected to answer questions to the best of their knowledge, but as this is an ongoing situation that can't be fully evaluated yet, interview content will be a snapshot of current, subjective experiences. The interview setup doesn't anticipate strong order effects and interviewees will receive stimuli and prompts after enough time to reflect and to summarise the answers given.

Research goals:
- How is the current situation perceived and how did institutions react to CoVID-19?
- Has the current situation impacted data handling and usage in a positive or negative way, or not at all?
- Has the value of data changed due to this pandemic?
- Are there any issues that could have been avoided or that should have been mitigated for earlier on?
- Do institutions have an assessed data management plan and is this plan implemented in your institution's risk and business contingency framework?
- What impacts and consequences does this situation have on collection data and digitisation projects?
- Did data and/or digital assets become more important now? How will this influence the future?

a) Introduction, overview of the research:
Incl. instructions and outlook, PIS and consent form;
this research is conducted to investigate the impact of CoVID-19 on museum (collection) data and we are therefore interviewing people in relevant positions; this research aims to gather information in a casual interview format and is loosely guided: you can tell us about your experiences; how your job role was impacted by the pandemic; where there were problems or opportunities; you can also tell us about things you've realised or that are your personal opinion.
According to the points mentioned, the researcher will go into further details: What exactly is meant with… (clarify)? Is this just happening now or will this impact the future/ kept for future (timing)? Resources needed/ allocated/ used and size of data we're talking about – analytics (quantities)?

b) Further detail about data practices:
The second part of the interview is tighter framed and prompts the interviewee to answer specific questions, if possible;
You have told us many interesting things and we would like to go into further detail and ask some direct questions in relation to data:
What do you understand under data in a museum context?
Do you think that CoVID-19 changed how data is perceived in your institution? Has data gained more value or importance?
What has your institution done to accommodate this new situation?
Can you give some insights on your colleagues' opinions or institutions who reacted either in the same way, did nothing or reacted in

an, in your view, negatively impacting manner?
Did you use data in ways you haven't used it before? (i.e. release of normally not accessible data, new productions etc.)

c) Metrics and analytics:
This is the third part of the interview and asks about specific numbers in form of analytical data and metrics;
If already available, did your institution's metrics change in a significant way? For example, did your website traffic increase or did you get more requests?

d) Conclusion:
The last part of the interview concludes with wrapping up the interview and thank the interviewee;
How did you feel during this interview and did it prompt you to think about things you haven't thought of before or from a different perspective?
Is there anything you want to add or talk about?
Please feel free to contact us with any additional comments, worries or issues.
Many thanks for participating in this study!

Remark again, that participants have the right to withdraw from the study, and if they do so, explain that their data will be destroyed and not used further.
Highlight that data (or parts of it) can't be removed after a cool-off period of 14 days.

L20.3 Please provide additional information below regarding recordings:

Please describe the content of the recordings and how they will be recorded/stored.

Recording of interviews via live recording of the video calls; stored on RDS

L20.4 Please confirm the following:

☑ I confirm that I have read, understood and agree to adhere to the guidelines and processes as outlined in the Recording of Participants in Research Projects standard operating procedures.

L21

L21. What do you consider to be the main ethical issues raised by the methodology and how will you address them?

Please provide details in the box below and structure your answers into a bulleted list.

no ethical issues identified

Consent: L22

L22. Will the researcher(s) obtain direct informed consent/assent to take part in the research from all participating individuals?

◉ Yes

○ Not required as this project will access social media data available to the general public or other routinely available online content for which informed consent is not required.

L23

L23. How will the consent be obtained or verified?

Please note, this section refers to the information being given to adults (or parents only).

*Tick **all** that apply*

- ☑ Written consent (please use the University template)
- ☐ Verbally (please explain recording method in the box below)
- ☐ Implied (with the return/submission of a completed questionnaire/survey)

L23.2 Please declare the following:

- The researcher(s) will provide an information sheet to all persons invited to take part that explains in concise and clearly understandable terms:
  1. who is conducting the research
  2. why it is being conducted (including the true purpose of the research)
  3. why they have been asked to take part
  4. what it requires of them (including the amount of time they will be required to commit and what they will have to do)
  5. what will happen to the data they provide
  6. whether and how their anonymity and confidentiality will be maintained
  7. that their participation is voluntary and they are free to withdraw at any time without detriment (where possible)
- The researcher(s) will ensure that participants sign/mark a consent form to indicate that they have received sufficient information about the research and are happy to take part.
- All information sheet(s) and consent form(s) to be used are attached below.

☑ I confirm all of the above declarations.

The declaration above **MUST** be ticked in order to submit this form.

L23.3 Please attach a copy of your GDPR compliant consent form(s):

WARNING: Your application will be returned to you and incur substantial delays unless you use the new GDPR compliant templates. Please see the help bubble attached to this question for additional guidance.

For secondary data analysis studies only, please provide proof that the analysis you wish to perform falls within the original consent of data subjects.

This **must** be attached in order to submit your form.

Documents

Type	Document Name	File Name	Version Date	Version	Size
Consent Form	MuseCoV-Consent-1.0	MuseCoV-Consent-1.0.docx	27/04/2020	1.0	93.4 KB

L23.4 Please attach a copy of your GDPR compliant participant information sheet(s):

WARNING: Your application will be returned to you and incur substantial delays unless you use the new GDPR compliant templates. Please see the help bubble attached to this question for additional guidance.

For secondary data analysis studies only, please upload a copy of the permission letter from the data controller or external organisation in support of the project.

This **must** be attached in order to submit your form.

Documents

Type	Document Name	File Name	Version Date	Version	Size
Participant Information Sheet	MuseCoV-PIS-1.1	MuseCoV-PIS-1.1.docx	27/04/2020	1.1	46.5 KB

L24-L25

L24. Will you be including participants who are under the age of 16?

- ○ Yes
- ◉ No

L28

L28. Are participants from any of the following groups?

Tick all that apply

- ☐ Children under the age of 16 in an educational setting or accredited organisation
- ☐ Adults with learning difficulties in familiar, supportive environments
- ☐ I will not have any direct contact with participants from either of these groups, but they will be approached to participate in my study via a gatekeeper (i.e. a teacher) and will be completing a questionnaire/survey.
- ☑ None of the above

L29

L29. Could participants be considered to have a particularly dependent relationship with the researcher(s) (e.g. students taught or examined by the researcher(s), clients of the researcher(s)).

- ○ Yes
- ◉ No

L30-L31

L30. What are the inclusion criteria for participants?

☑ Participants will be included only if they have experiences and/or characteristics relevant to the research question(s) being investigated.

You **MUST** tick the box above in order to submit this form.

L31. What are the exclusion criteria for participants?

☑ Participants will be excluded only when they do not have experiences or characteristics relevant to the research question(s) being investigated.

You **MUST** tick the box above in order to submit this form.

L32

L32. How will participants be approached and recruited?

Tick the method below which you will be using for your study. If using more than one method, please tick the appropriate box(es).

☑ The researcher(s) will approach participants directly and will:

1. provide sufficient information to enable informed consent
2. not pursue non-responders beyond two reminders, and
3. maintain the anonymity and confidentiality of responders and non-responders

☐ The researcher(s) will approach participants indirectly via a third party and the third party will ensure any and all information:

1. is not coercive,
2. is limited to information that prospective participants need to determine their eligibility and interest,
3. does not state or imply a favourable outcome or other benefit beyond what is outlined in the participant information sheet and does not emphasise payments/inducements, using means such as large or bold type, and
4. contains information that is accurate, honest and socially responsible regarding who is conducting the research, its purpose, risks/benefits, requirements of taking part, contact details for further information

☐ Participants will be recruited using an advertisement or equivalent communication (e.g. posters, flyers, bulk email/distribution list, social media invitations/announcements/pages) and the researcher(s) will ensure that any and all information:

1. provide sufficient information to enable informed consent,
2. not pursue non-responders beyond two reminders, and
3. maintain the anonymity and confidentiality of responders and non-responders

☐ Not applicable as this is a secondary data analysis of existing data/samples

L32.1 Please attach a copy of any introductory letters or emails that will be sent to gatekeepers or used to recruit participants:

Documents

Type	Document Name	File Name	Version Date	Version	Size
Letters of Permission	MuseCoV-Letter	MuseCoV-Letter.docx	27/04/2020	1.1	12.3 KB

L33

L33. Will participants receive payment or other incentives for taking part in the research?

- (•) No
- ( ) Yes, but the payments and/or incentives provided will not be sufficiently coercive to over-ride freely given consent, taking into account the financial status of the participants targeted. Specifically, the sums involved will only cover reasonable out of pocket expenses (e.g. travel expenses), reasonable recompense for time given to take part in the study, Psychology credits at standard rate for this type of research and/or will be in the form of a prize draw.

Risks to Researchers: L34

L34. Where will the data collection take place?

Please choose the location of where the **researcher** will be when collecting the data.

*Tick **all** that apply.*

- [ ] This study involves online surveys/questionnaires that are distributed either globally or to a specific location
- [ ] In a University building on campus.
- [ ] In the researcher's residence/accommodation
- [ ] Off-campus in a public space (e.g. a high street or cafe) in the UK that poses no significant risk to the safety and well-being of participants and researchers
- [ ] Off-campus in a public space (e.g. a high street or cafe) in a safe international setting which poses no significant risk to the safety and well-being of participants and researchers.
- [x] Off campus at a private building or institutional setting (e.g. the premises of a work organisation, participant's place of work or private residence) in the UK that poses no significant risk to the safety and well-being of participants and researchers.
- [x] Off-campus at a private building or institutional setting (e.g. the premises of a work organisation, participant's place of work or private residence) in a safe international setting which poses no significant risk to the safety and well-being of participants and researchers.
- [ ] SALC Linguistics/English Language Students ONLY: My project will be primary or practice research conducted in a public space or building within normal working hours, or in a domestic environment familiar to the researcher, within normal working hours or at a time convenient to participants.

L34.2 You MUST agree to the following condition:

- [x] The researcher(s) has reviewed the Division/School's risk assessment for off-site work in the UK.

L34.3 You MUST agree to the following condition:

- [x] The researcher(s) has reviewed the Division/School's risk assessment for off-site work in low risk overseas destinations.

L34.4 Please specify the location:

Example: Kro Bar, Oxford Road, Manchester

Online via video call

L35

L35. Will any of the researchers be required to collect data alone in an off-campus setting?

Please note this does not include gathering survey results or social media data from a computer in your own residence/accommodation.

- (•) Yes
- ( ) No

L35.1 You MUST agree to the following condition:

- [x] The researcher(s) will comply with the University's Guidance on Lone Working, including the use of recommended controls (e.g. a 'buddy system'). When required to collect data alone in a community setting (including participants' residences, workplaces or public setting), researcher(s) will undertake a risk assessment for community based working.

Supporting Documents: L42

Please use this section to attach any additional documentation that you have not attached previously in this form. If you do not need to attach any additional supporting documentation, please tick the box at the bottom of the page.

The supporting documents that you may have already been required to attach are:

- Interview guide
- Focus group topic guide
- Questionnaire(s)
- Statistical review
- Advertisements/e-mails/recruitment text
- Social media recruitment text
- Consent/assent form(s)
- Participant information sheet(s)
- Letters from gatekeepers/letters of permission

Examples of documentation that you may wish to attach include, but are not limited to:

- Translated documents
- Verification of translated documents
- Distress protocol/debrief sheet
- Lone worker policy/procedure
- Confidentiality agreements
- Ethical approval from partnering institutions
- Local insurance arrangements
- Completed risk assessment forms

L42. Additional supporting documentation

- [x] I confirm that all required supporting documentation for this project has been appended.

Final Declaration: L43

L43. In order for your application to proceed to review, please confirm the following:

- To the best of my knowledge the information that I have provided here is accurate and I understand that any deliberate attempts to withhold necessary information or mislead the School Research Ethics Committee will result in my project being given an unfavourable decision.
- I understand that while I have completed this form for undergraduate/postgraduate research, the School Research Ethics Committee may escalate my application to the University Research Ethics Committee (UREC) if my research is deemed to be high risk.

☑ I confirm both of the above declarations.

You **MUST** tick the box above in order to submit this form.

Required Signatures

Final Declarations

1. The information in this form is accurate to the best of my knowledge and belief and I take full responsibility for it.
2. I agree to abide by the ethical principles underlying the Policy on the Ethical Involvement of Human Participants in Research and the University's Code of Good Research Conduct.
3. If the research is approved I agree to adhere to the terms of the full application as approved and any conditions set out by the review body in giving approval.
4. I agree to notify the review body of any amendments to the terms of the approved application (both minor and major), and to seek a favourable opinion from that review body via the formal process before implementing the amendment.
5. I agree to submit annual progress reports setting out the progress of the research as well as end of study reports, as required by the review body for all UREC proposals.
6. I understand that research records/data may be subject to inspection by the review body for audit purposes. In addition, I understand that research records/data for those studies that use human tissue, medical devices or pharmaceutical products may be subject to inspection by regulatory authorities for audit purposes.
7. I understand that the information contained in this application, any supporting documentation and all correspondence with the review body or its operational managers relating to the application
   - Will be held by the University until at least 5 years after the end of the study or at least 10 years for those studies involving medical data.
   - May be disclosed to the operational managers of the review body in order to check that the application has been processed correctly or to investigate any complaint
   - May be seen by auditors appointed to undertake accreditation of the University (where applicable)
   - Will be subject to the provisions of the Freedom of Information Act and may be disclosed in response to request made under the Act except where statutory exemptions apply
   - May be sent by email to members of the review body
8. I understand that information relating to this research, including the contact details on this application, will be held by Infonetica Ltd, and that this will be managed according to the principles established in the Data Protection Act 2018.
9. I confirm that I have not included any sensitive personal information including a curriculum vitae or identifiable information about my racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership, physical or mental health, sexual life, commission of offenses and/or criminal proceedings.

IMPORTANT: Please ensure you request the signatures of the PI or supervisor (if required).

The system now features an automatic submission function which will automatically submit your application (usually within 60 seconds) after all required signatures are obtained as described below.

If you are signing an application, please ensure you remain signed into the ERM system until the screen refreshes and you receive email confirmation that a) your signature has been accepted and b) your application has been successfully submitted.

If you do not receive an email confirmation within 1 hour of signing the form, please perform the following:

1. Open the application and double check the form status as it should be listed as submitted, resubmitted or sent to. If the status is one of these, please email your Ethics Signatory or School Administrator to double check that they have received your application.

2. If the form status is listed as 'changes requested', 'not submitted' or 'returned' then please double check:

   a. That an appropriate signature has been obtained in Section S (it should say for example: Mr Smith has signed on 5/7/2019 at 13.15pm)

   b. That no additional blank signature boxes are listed in Section S

   c. That the application is not pending a mandatory update (listed in a red bar at the top of the screen)

   d. If you have performed all of these checks and the application has still not automatically submitted, please email research.ethics@manchester.ac.uk and provide your project reference number, title and a screenshot confirming these criteria and a member of the team will be able to assist you.

WARNING: Once you have signed the form, it will be **locked** and if you wish to make further changes you must **'unlock'** the form, which will break any signatures already obtained.

For staff projects, if you are NOT the PI, you must obtain their signature (using the request button below).

For student projects, if you are NOT the supervisor, you must obtain their signature (using the request button below).

For student projects, if you ARE the supervisor please ensure you sign the form.

Signature of the Primary Supervisor

To sign this form please look on the left hand side of your screen for an action button called Sign that has a picture of a pencil on it. Please push this button and this button only to sign the form.

Please note that if you are the student requesting your supervisor's signature that by pressing this request button you are confirming that the application is complete, accurate to the best of your knowledge and ready to be signed off by your supervisor for further processing by relevant Division/School/UREC colleagues.

Signed: This form was signed by Dr Abigail Gilmore (Abigail.Gilmore@manchester.ac.uk) on 27/04/2020 14:00