School of Modern Languages

QUEEN'S UNIVERSITY BELFAST

School Research Ethics Application Form: Research Involving Human Participants

1. Title of Research Project ACT: ACCESSIBLE CULTURE AND TRAINING

2. Applicant (normally the Chief Investigator, in the case of staff-led research projects, or the student in the case of supervised research projects):

Title: **DR** **First Name:** **SARAH** **Last Name:** **EARDLEY-WEAVER**

Post: **LECTURER IN TRANSLATION AND INTERPRETING** **School** **SCHOOL OF MODERN LANGUAGES**

Email: **S.EARDLEY-WEAVER@QUB.AC.UK** **Telephone:** **3328**

3. Is this a student project? Yes ☐ No X☐

If yes, please provide the Supervisor's contact details:

4. Other Key investigators/co-applicants (within/outside University), where applicable:

Please list all

Title	Full Name	Post	Responsibility in Project	Organisation	Department
Dr	Sarah Eardley-Weaver	Lecturer in Translation and Interpreting	PI at QUB, Leader of IO1, Quality Manager	QUB	School of Modern Languages
Professor	Pilar Orero	Director of European MA in AVT	Project Coordinator	UAB	Faculty of Translation and Interpreting
Professor	Anna Matamala	Director of MA in AVT	Chairman, Quality Assurance Manager	UAB	Faculty of Translation and Interpreting
Dr	Xiaochun Zhang	Researcher and Teacher	IO leader	UNIVERSITY OF VIENNA	Centre for Translation Studies
Professor	Aline Remael	Department Chair Professor of Translation and Interpreting	IO leader	UNIVERSITY OF ANTWERP	Department of Applied Linguistics/Translators and Interpreters
Dr	Gert Vercauteren	Junior Lecturer	Quality Manager	UNIVERSITY OF ANTWERP	Department of Applied Linguistics/Translators and Interpreters
Mr	Dirk Crommelinck	Coordinator	IO leader	NTGent	Mediation/Educational department
Dr	Gabriele Sauberer	ECQA Vice President	IO leader	European certification and qualification association (ECQA)	N/A
Mr	Francesc Benlliure	Director	IO leader	Trànsit Projectes	N/A
Ms	Mieke Broeders	Director	IO leader	ENTER, Vlaams Expertisecentrum ToeEMBnkelijkheid (ENTER)	N/A
Ms	Loli Jiménez	Press Officer	IO leader	Generalitat de Catalunya	Departament de Cultura

5. Proposed Project Duration: Start Date: 1.10.15 End Date: 1.10.19

6.	**Mark 'X' in the appropriate box:**	Yes	No
a	Does the study involve participants who are particularly vulnerable or unable to give informed consent? (e.g. children, people with learning disabilities, your own students)	×☐	☐
b	Will the study require the co-operation of a gatekeeper for initial access to the groups or individuals to be recruited? (e.g. students at school, members of self-help group, residents of nursing home)	×☐	☐
c	Will it be necessary for participants to take part in the study without their knowledge and consent at the time? (e.g. covert observation of people in non-public places)	☐	×☐
d	Will the study involve discussion of sensitive topics (e.g. sexual activity, drug use)?	×☐	☐
e	Are drugs, placebos or other substances (e.g. food substances, vitamins) to be administered to the study participants or will the study involve invasive, intrusive or potentially harmful procedures of any kind?	☐	×☐
f.	Will blood or tissue samples be obtained from participants?	☐	×☐
g	Is pain or more than mild discomfort to participants likely to result from the study?	☐	×☐
h	Could the study induce psychological stress or anxiety or cause harm or negative consequences beyond the risks encountered in normal life?	☐	×☐
i	Will the study involve prolonged or repetitive testing?	☐	×☐
j	Will financial inducements (other than reasonable expenses and compensation for time) be offered to participants?	☐	×☐
k	Will the study involve the recruitment of patients or staff through Health and Social Care or the use of Health and Social Care premises?	☐	×☐
l	Will the study involve clinical trials of medicinal products involving patients or healthy volunteers?	☐	×☐
m.	If yes, to l, has Clinical Trial Authorisation been obtained from the MHRA and/or ORECNI approval?	☐	×☐
n	Will the study involve medical devices (all products, except medicines, used in healthcare for diagnosis, prevention, monitoring or treatment of illness or disability)?	☐	×☐

7 **Briefly summarise the project's aims, objectives and methodology** (this must be in a language comprehensible to a lay person).

ACT: Accessible Culture and Training is an innovative EU collaborative research project exploring arts accessibility that aims to develop certified training and establish the profile of a cultural accessibility manager with a view to proposing recognition of this profession at EU policy level (for further details see our website at www.actproject.eu). The key objectives of this project include:

- to investigate the accessibility facilities and training currently available in arts venues in the partner countries
- to strengthen links between researchers and those involved in accessibility provision including arts venues, users and user associations, in order to promote social inclusion
- to promote exchange between the various international partners, academic and non-academic parties, and the wider community
- to create a MOOC for cultural accessibility management training
- to raise awareness of accessibility provisions and funding requirements so that wider audiences can enjoy an inclusive experience of the arts.

The methodology employed for the first stage of the project, led by QUB, is a survey including questionnaires and focus groups in each of the partner countries. The survey will be distributed via e-mail, in hard copy, via phone, in person and via Survey Monkey to arts venues, access users and other relevant parties involved in accessibility provision. Subsequently dissemination events including showcases and conferences will be organized to promote the project work and expand accessibility networks. Regular meetings between the project partners will be held throughout the duration of the project both via Skype and in person as the work will be collaborative at each stage, although different partners are leading the varying intellectual outputs.

8 What is the potential for physical and/or psychological harm/distress to participants?

THERE IS NO FORSEEN POTENTIAL FOR PHYSICAL OR PSYCHOLOGICAL HARM OR DISTRESS TO PARTICPANTS.

9 What is the location of the research/fieldwork to be conducted?

THE RESEARCH WILL BE CONDUCTED VIA E-MAIL, SKYPE, SURVEYMONKEY, SOCIAL MEDIA, PHONE, POST AND IN PERSON AT VARIOUS LOCATIONS ONLINE AND IN THE PARTNER COUNTRIES INCLUDING THE MEMBER UNIVERSITIES, THEATRES AND ARTS VENUES.

9.1 **Have you obtained permission to access the site of research?** PERMISSION HAS NOT YET BEEN OBTAINED FOR ALL SITES OF RESEARCH AS THIS IS A LONG-TERM PROJECT BUT PERMISSION WILL BE OBTAINED WHERE NECESSARY AT EACH STAGE OF THE PROJECT. Yes ☐ No ☒☐

9.2 **Have the necessary police checks been undertaken?** Yes ☐ No ☐ N/A ☒☐

10 How will the potential participants in the project be:

(i) Identified THE POTENTIAL PARTICIPANTS WILL BE IDENTIFIED DRAWING ON NETWORKS DEVELOPED BY THE PROJECT MEMBERS IN EACH PARTNER COUNTRY.

(ii) Approached THE POTENTIAL PARTICIPANTS WILL BE CONTACTED VIA E-MAIL, PHONE, POST, SOCIAL MEDIA ETC. AS DETAILED ABOVE.

(iii) Recruited N/A

11 Will your project involve deliberately misleading participants in any way? Yes ☐ No ☒☐

11.1 If YES, give details stating why it is necessary and explain the debriefing process:

12 Will Informed consent be obtained from the participants? Yes ☒☐ No ☐

12.1 If informed consent is not to be obtained please explain why:

12.2 How do you plan to obtain informed consent? (i.e. the proposed process)

ALL QUESTIONNAIRES WILL INCLUDE A COVERING LETTER EXPLAINING THE PROJECT AIMS AND METHODOLOGY AND A CONSENT FORM WHICH IS ATTACHED TO THIS APPLICATION.

13 How will you ensure appropriate protection and well-being of participants?

ALL PARTICIPANTS WILL BE GIVEN THE OPPORTUNITY TO ASK QUESTIONS ABOUT THE PROJECT AT EACH STAGE OF THE RESEARCH AND HAVE THE OPTION TO ABSTAIN FROM ANSWERING ANY QUESTIONS THEY DO NOT FEEL COMFORTABLE RESPONDING TO.

14 What measures will be put in place to ensure confidentiality of personal data, where appropriate?

ALL PERSONAL DATA COLLECTED WILL BE TREATED WITH THE STRICTEST CONFIDENCE AND BEFORE RESPONSES ARE ANALYSED NAMES WILL BE REMOVED TO ENSURE CONFIDENTIALITY. THE RESEARCHERS WILL ONLY STUDY THE DATA ONCE QUESTIONNAIRES ARE ANONYMISED.

15	**Will financial/in kind payments (other than reasonable expenses) be offered to participants?**	Yes ☐	No ☒

15.1 **If yes, indicate how much and on what basis this has been decided:**

16	**Will the research involve the production of recorded or photographic media?**	Yes ☒	No ☐

16.1 **How will you ensure that there is clear agreement with participants as to how these recorded media or photographs may be stored, used and (if appropriate) destroyed?**

THE CONSENT OF PARTICIPANTS FOR PROJECT MEMBERS TO USE RECORDED MEDIA AND PHOTOS FOR RESEARCH PURPOSES WILL BE GAINED AS PART OF THE CONSENT FORM (SEE ATTACHMENT).

16.2 **If observational research/filming is to be undertaken without prior consent, describe the situation and how privacy and individual confidentiality will be preserved.**

N/A

17	**Is there any realistic risk to any paid or unpaid participant(s), field assistant(s), helper(s) or student(s) involved in the project, experiencing either physical or psychological distress or discomfort?**	Yes ☐	No ☒
17.1	**If yes, have the appropriate risk assessment procedures been adhered to?**	Yes ☐	No ☐
18	**Do you think the process, including any results of your research have the potential to cause any damage, harm or other problems for people in your area of research?**	Yes ☐	No ☒

20	**If you have answered 'yes' to the previous questions write a clear statement of the ethical considerations raised by the project and how you intend to deal with them**

The Signed Declaration

1 **Title of Research Project:** ACT: ACCESSIBLE CULTURE AND TRAINING

2 **Name of applicant:** SARAH EARDLEY-WEAVER

3	**Name of supervisor (if a student project)**	

I confirm my responsibility to deliver the research project in accordance with Queen's University Belfast Regulations, Code of Good Conduct for Research and, where externally funded, with the terms and conditions of the research funder.

In signing this research ethics application I am confirming that:

- The above-named project will abide by the University's Regulations for Research Involving Human Participants*;
- The above-named project will abide by the University's Code of Conduct for Research*;
- The above-named project will abide by the University's Code on the Ethical Approval of Research*;
- This research ethics application form is accurate, to the best of my knowledge and belief;
- Subject to the research being approved, I undertake to adhere to the project protocol without unagreed deviation and to comply with any conditions set out in the letter from the appropriate ethical committee;
- I undertake to inform the ethics reviewers, research governance officer(s) and funding bodies of significant changes to the protocol;
- I am aware of my responsibility to be up to date and comply with the requirements of the law and relevant guidelines relating to security and confidentiality of personal data;
- I understand that the project, including research records and data, may be subject to inspection for audit purposes, if required in the future;
- I understand that personal data about me as a researcher as contained in this form will be held by those involved in the ethics review procedure.

4	**Signature of applicant:**	Sarah Eardley-Weaver
5	**Signature of Supervisor if required.**	
6	**Date**	19.2.16

*You will find all of these at http://www.qub.ac.uk/rrs/webpages/research-governance.htm

The Outcome of School Ethical Review

1	**Title of Research Project:**	

2	**Name of applicant:**	
3	**Name of supervisor (if a student project)**	

4	**This project has been considered by the School Research Ethics Committee and is now approved conditional upon the investigator ensuring that it is included on the University's Human Subjects Research Database if it involves human subjects†**	☐
5	**Revision requested**	☐
6	**Referred to ORECNI**	☐
7	**Not approved**	☐

Further comments, if required:

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To be signed by School Research Ethics Committee (or similar) Chair:

Signature: **Dr Dominique Jeannerod** **Date:** **7 March 2016**

†The Human Subjects Research Database can be accessed via the following link: https://login.qol.qub.ac.uk/home/, within the My Research section.