**ETHICS GUIDANCE**

**End of Study Monitoring**

One of the conditions of ethical approval at the University of Wolverhampton is that the researcher/PI, or an academic supervisor (on behalf of a taught student), submits an ‘End of Study Report’ upon completion of the research.

‘**End of Study**’ refers to the point at which the research (data collection and data analysis in order to answer the research question(s) in the study) is complete. The point at which this occurs will vary depending on the project.

The Ethics Committee, which gave a favourable ethical opinion of the research, must receive the report, within 90 days of the end of the study.

The purpose of the report is to notify the approving committee:

* That the study is complete;
* whether the study achieved its objectives
* the main findings
* Duty of Care to Participants – declared intentions for use of data have been carried out;
* Any feedback to participants
* Confirm arrangements made for destruction of data, if any,
* Confirm arrangements made for future use of data, if any;
* How many participants were recruited in total, and report any problems encountered;
* Record any adverse events previously reported to the committee during the study;
* Record the number of amendments made during the course of the study;
* arrangements for publication or dissemination of the research Provide details of published research or forthcoming publications, conferences and talks.

Much of the research data gathered by students becomes the responsibility of the supervisor and the Head of the School when the students complete their degrees and leave the university.

The End of Study Report is designed to remind researchers, both staff and students, that they have a duty of care regarding the data retention/storage and subsequent management of it.

**Levels of Notification**

* Taught students - All category A&B projects to notify ethics committee of end of study
* All Postgraduate Research Students and Staff to complete the end of study report
* Where an IRAS end of study report is required for Health & Social Care Research, this will take the place of the University End of Study Report.

**Acknowledging Ethical considerations in written work**

Ethical considerations in relation to the research and how they were addressed, should be acknowledged in the written work submitted for assessment.

* **Undergraduate and postgraduate taught students** should add a summary statement in the project write up to confirm that all conditions of ethical approval were met in the study.
* **Postgraduate research students** should include an in-depth summary statement in the doctoral thesis to confirm that all conditions of ethical approval were met in the study.