ukcho
The voice of hypnotherapy

HYPNOTHERAPY RESEARCH PACK

Contents

Introduction

WELCOME to research!

Thank you for deciding to contribute to and extend our established research-based understanding of hypnotherapy.

Together, we can help alleviate the psychological difficulties faced by millions of people in the UK and around the world.

This research pack contains the following documents to guide you through your research process:

Research Flowchart

Research Terms of Reference

Research Ethics Terms of Reference

Research Ethics Committee Checklist (RECC)

Research Funding Options

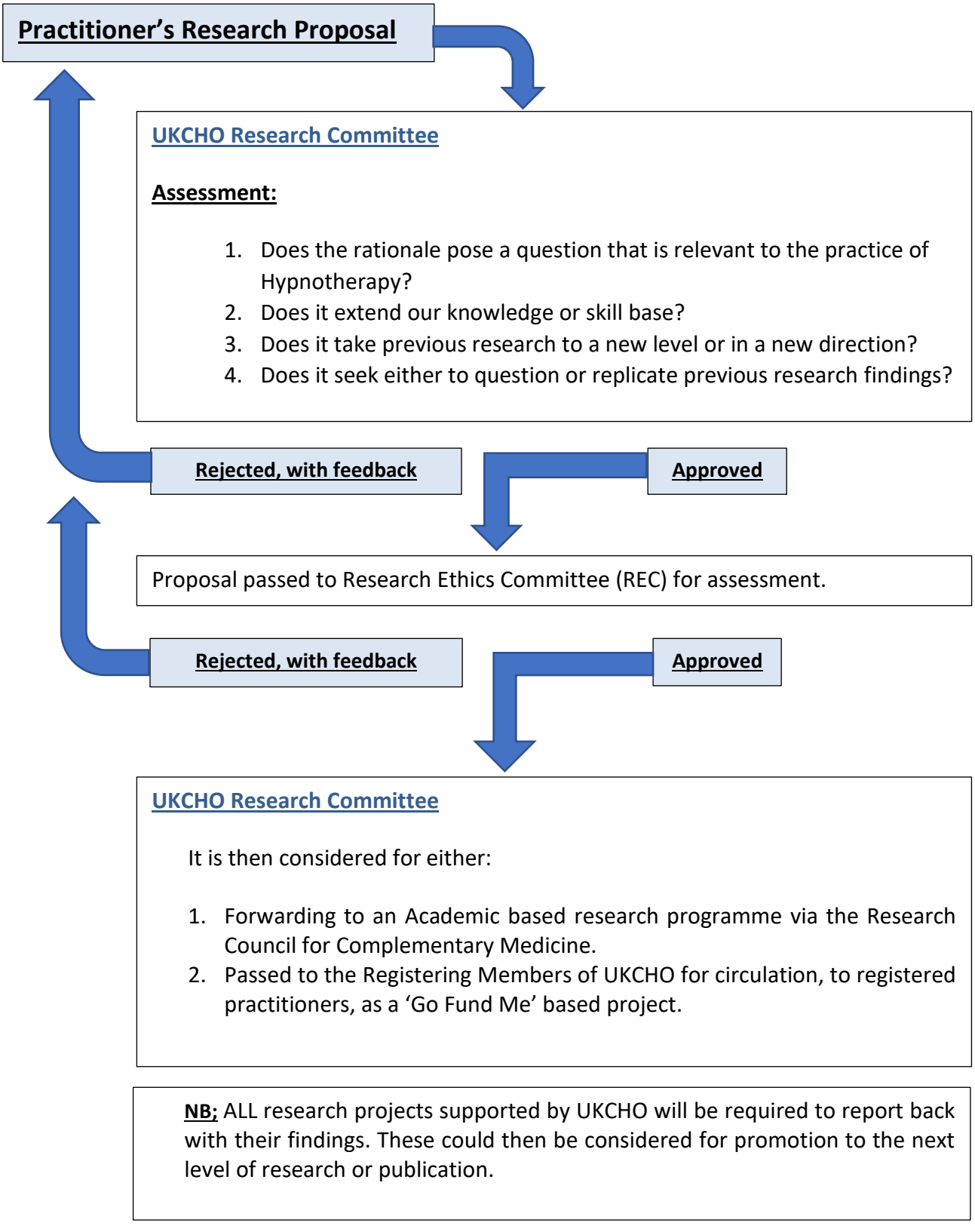
Please familiarise yourself with these documents and read through these several times.

Then formulate your chosen topic and the appropriate methodology to test your hypothesis.

Submit a proposal summary to the UKCHO Research Ethics Committee via research@ukcho.co.uk.

Research Flowchart

UKCHO Research Committee Procedure



NB; ALL research projects supported by UKCHO will be required to report back with their findings. These could then be considered for promotion to the next level of research or publication.

Research Terms of Reference

Terms of reference: UKCHO Research Committee

These principles should be considered in relation to the nature of the research outlined, the context in which it is undertaken and the accepted norms and standards set by professional societies, disciplinary bodies and research organisations (ROs).

Role of the UKCHO Research Committee (RC)

The UKCHO Research Committee is a sub-committee of The UKCHO Board Committee.

The RC should review the research proposal and make a proportionate judgement concerning whether the appropriate qualities of any proposed research project meet the standards set.

The RC also needs to balance the safety of researchers and all participants with the potential benefits of the research.

The RC should review research proposals in terms of their design, outputs and proposed conduct of the research. These should include reference to any comments of the Research Ethics Committee.

All projects are expected to have an identified Academic Research Supervisor. The RC will assist, where possible, to identify an appropriate Academic Supervisor.

The RC decision

The RC may accept the proposal, give a provisional approval (subject to the researcher meeting specified conditions which may require further review), or reject the proposal on any or all grounds.

The decision made for a proposal, and the grounds on which it was made, should be recorded and provided to the researchers. A digital copy should be kept on file with the proposal for 7 years after final publication.

Accountability of the RC decisions should be ensured within the UKCHO Research Committee's governance structures, and decisions given by the RC should be open to scrutiny. Certain aspects of research may need to remain confidential; for example, intellectual property needs to be protected, as do research findings pre-publication.

There should be clarity in the RC operating procedures to ensure that this balance between openness and protection is consistently maintained.

Where a proposal does not meet the expected standards or changes are required, it is important for the RC to give clear feedback on what needs to be amended.

Where any research proposal is rejected, the funding body should be notified by an UKCHO Research Committee representative.

Ongoing review

The UKCHO Research Committee should request update reports from the researcher and supervisor each six months.

Where a study design is emergent, the RC should agree, with the researchers, procedures for ongoing ethics and procedural review. For example, through submission of staged ethics applications relating to different aspects of the work, or through a Project Advisory Group.

Procedures for reporting to the RC any unforeseen events that might challenge the conduct of the research or which might provide grounds for discontinuing the study should be formally agreed with the researchers.

Where the RC considers that an update report or ad hoc audit has raised significant concerns about the ethics in the conduct of the study, it should request a full and detailed account of the research to be submitted for full ethics review conducted by the REC. Their findings will then be reported to the RC. The RC should review the implications of the issues with assistance from non-conflicting advisory bodies, independent experts and mentors, if required.

Where the RC considers that a study is being conducted in a way which is not in accord with the conditions of its original agreement or in a way which does not appropriately protect the rights, dignity and welfare of research participants, it should initially arrange a meeting of all those concerned with a view to resolving the difficulties. In an extreme situation, where the UKCHO Research Committee considers that the research be suspended or discontinued, the Funding Body should be informed of this decision, where possible.

Research Ethics Terms of Reference

Terms of reference: UKCHO Research Ethics Committee (REC)

These principles should be considered in relation to the nature of the research outlined, the context in which it is undertaken and the accepted norms and standards set by professional societies, disciplinary bodies and research organisations (ROs).

Role of the UKCHO Research Ethics Committee

The UKCHO Research Ethics Committee is a sub-committee of The UKCHO Research Committee.

The REC should review the research proposal and make a proportionate judgement concerning whether there is an appropriate balance of risks and benefits of the research.

The REC should give due regard to the consequences of the research for those directly involved in and affected by it, and to the interests of those who do not take part in the research but who might benefit or suffer from its outcomes in the future.
The REC also needs to balance the safety of researchers, especially where they are working in covert situations or conducting lone fieldwork, and the benefits of the research.

The REC should review research proposals in terms of their ethics probity which will include consideration of the design, outputs and proposed conduct of the research. These should be considered in terms of the ethics issues raised (for example, whether the method of recruitment proposed puts undue pressure on individuals to participate) and the way in which they are addressed.

The scholarly or scientific standards or merits of the research are not the primary responsibility of the REC – these should be evaluated by appropriate peer review. Where the REC needs greater understanding of the scientific or scholarly merit of a proposal in order to make a judgment about ethics issues, it should seek the advice of an independent researcher with experience and expertise in the research methods and paradigm described in the proposal.

The knowledge and expectations that members of the REC bring to the ethics review of research proposals are fundamental to the way they are reviewing. This is particularly clear in some forms of qualitative research where it may be impossible or undesirable to obtain signed consent from each respondent at the outset of the research.
Where more than one perspective or ethics principle applies to a specific case, clear ethics reasoning will be required and debate should be encouraged.

Good ethics review requires sensitivity to the context in which a research study will be conducted, and good ethics reasoning requires careful thought and consideration.

Working collaboratively with researchers will best engage them in achieving the highest ethics standards in their work. Ethics review should be seen as a valuable part of research design, execution and dissemination rather than a troublesome hurdle to jump.

The REC decision

The REC may give a favourable opinion on the proposal as submitted, give a provisional approval subject to the researcher meeting specified conditions (which may require further review), or reject the proposal on ethics or methodological grounds.
The REC should record and make clear how they come to their decisions, including whether 'lead reviewers' are designated for a proposal and whether decisions can be made based on a majority view.

The decision made for a proposal, and the grounds on which it was made, should be recorded and provided to the researchers. A copy should be kept on file with the proposal for a specified minimum period consistent with the Research Committee's policy on information retention. This period should extend beyond the lifetime of the project.

Accountability of the REC decisions should be ensured within the UKCHO Research Committee's governance structures, and opinions given by the REC should be open to scrutiny. Certain aspects of research may need to remain confidential; for example, intellectual property needs to be protected, as do research findings pre-publication.
There should be clarity in the REC operating procedures to ensure that this balance between openness and protection is consistently maintained.

Where a proposal does not meet the expected ethics standards or changes are required, it is important for the REC to give clear feedback on what needs to be amended.

Where an ethics proposal is rejected, the funding body should be notified by the UKCHO Research Committee representative.

Ongoing review

As part of the UKCHO Research Committee governance, the REC should serve to maintain ethics standards throughout the research lifecycle of a project and effectively and rapidly support researchers in resolving ethics issues as they arise. Ongoing monitoring and support should be proportionate to the nature and degree of risk and harm encountered in the research.

Where a study design is emergent, the REC should agree, with the researchers, procedures for ongoing ethics review (for example through submission of staged ethics applications relating to different aspects of the work, or through a Project Advisory Group).

Procedures for reporting to the REC any unforeseen events that might challenge the ethical conduct of the research or which might provide grounds for discontinuing the study should be formally agreed with the researchers.

Where the REC considers that a monitoring report or ad hoc audit by the UKCHO Research Committee has raised significant concerns about the ethics in the conduct of the study, it should request a full and detailed account of the research to be submitted for full ethics review conducted by the REC. The REC should review the implications of the issues with assistance from non-conflicting advisory bodies, independent experts and mentors if required.

Where the REC considers that a study is being conducted in a way which is not in accord with the conditions of its review or in a way which does not appropriately protect the rights, dignity and welfare of research participants, it should initially arrange a meeting of all those concerned with a view to resolving the difficulties. In an extreme situation, the REC may withdraw its favourable opinion, and recommend to the UKCHO Research Committee that the research be suspended or discontinued. The Funding Body should be informed of this decision and reserves the right to recoup its grant funding in extreme cases of ethics and research misconduct, pending further investigation.

Ethics Terms of Reference

Research Ethics Committee Checklist (RECC)

Clarity is important in a research proposal. Proposals that are difficult to understand are more likely to be returned with required changes; and so-called "errors" identified by the supervisor or the RECC may not be actual errors, but simply require clarification. To avoid this, researchers (which may include students) should write simply, briefly and clearly, without using obscure terms or complicated sentences.

Key roles referred to are:
Researcher: The individual(s) submitting the research application.
Practitioner: Any qualified professional involved in the proposed research.
Participant: Any individual consenting to take part in the proposed research.

Key Term: Participant Information Sheet (PIS)

Checklist 1: General documentation

#	Item	Checked?
1	**Documentation: Consistency of common elements:** Are common elements consistent across ALL documents? Example mistakes typically include: • Research question, aim and objectives not consistent across proposal and participant facing information • Eligibility criteria not consistent across recruitment material and proposal/participant facing documents • Participant Information Sheet (PIS) does not contain all features of the proposal, as relevant to participants • Consent Form does not contain all features of the proposal, as relevant to participants	
2	**Documentation: Page numbers:** Do all documents carry page numbers?	
3	**Documentation: Version control:** a. Are all documents consistently numbered with either a date or a version number both in the file name and internally? b. Where these version identifications are quoted throughout the study documentation, are other documents consistent in referring to current versions throughout?	
4	**Documentation: Wording consistency:** Where researchers are using specific terms, are these terms defined initially and used consistently throughout? Variation in terminology is responsible for a large proportion of returned ethics applications, simply for lack of clarity. Use capital letters for specific terms and use these terms consistently when referring to them throughout the documentation.	

#	Item	Checked?
5	**Documentation: Practitioner documents:** Where practitioners are involved in delivering an intervention (including the researcher themselves), has proof been provided of their: a. qualifications; b. professional affiliation including a statement of good standing with the professional body; c. ALL necessary insurance, permits and licences to practise? *Note that these documents should cover the proposed intervention period.*	

Checklist 2: Proposal

#	Item	Checked?
6	**Proposal: Internal validity**: Is there congruent alignment between: a. Research question and methodology? b. Research methodology and research methods (quantitative or qualitative)? c. Research question, title and aim? d. Research question and eligibility criteria? e. Research question and data collection instruments (individual questions on questionnaires, etc)? f. Research question and data collection methods? g. Research question and data analysis methods? Does any element conflict, or appear to conflict, with any other?	
7	**Proposal: Overclaiming:** Does the proposal make claims about its potential findings that are not justified by the state of the research landscape or the scope of the proposal? (especially in participant documentation)	
8	**Proposal: Data minimisation:** a. Will the project analyse all data to be collected? (check data collection instruments such as questionnaires and interview topic guides for questions irrelevant to the research question/data analysis). b. Is the data collected sufficient to answer the research question?	
9	**Proposal: Literature review:** a. Has a literature review been carried out to determine whether the study has been conducted before? b. If it has been conducted before, is the proposed study sufficiently different to justify itself? (this may be in terms of a different population, or the previous study may have been poorly conducted, or may have been conducted long enough ago for attitudes or knowledge in the topic area to have significantly changed)	

10	**Proposal: Risks to researchers:** a. Are all potential risks to researchers identified and mitigated in the proposal? b. Are they all included in the Risk Assessment document?	
11	**Proposal: Participant risk:** a. Are there any risks to participants' safety, dignity or confidentiality that may *reasonably be anticipated* but have not been identified? (Note that this may include emotional distress if potentially distressing or disturbing issues could *reasonably be anticipated* to arise during participation.) b. Where risks may *reasonably be anticipated*, does the proposal include a statement of how these will be handled, including possible adverse events? c. Are these included in the Risk Assessment? d. Where adverse events are a possibility, has the researcher clearly identified these and committed to following a suitable reporting protocol?	
12	**Proposal: Participant burden:** Does the Participant Information Sheet (PIS) carry a statement regarding the **EXACT** nature of what the participant is required to do, when and for how long? This may include assessments, travel, engagement with technology, reviewing interview transcripts, etc. Participants should be clearly told whether there is likely to be any cost to them, including the costs of travel. Note that if there are costs to the participant, there should be some statement of how these will be recompensed (which should also appear in the PIS).	
13	**Proposal: Participant benefit:** Does the PIS carry a statement regarding any benefit to the participant? (Note that in interventional studies, this does NOT include the intervention itself, as the benefit of this is unknown.)	
14	**Proposal: Rewards and disproportionate inducements:** Are any rewards for participation proportionate and unlikely to offer disproportionate inducement?	
15	**Proposal: Informed consent process:** a. Is this set out clearly, i.e., who is required to do what and when? b. If electronic consent is sought, is the process robust enough to identify the participant where the study design requires this (i.e., signature or tick box linked to an email address)?	
16	**Proposal: Informed consent and eligibility for online surveys:** If data collection instruments are online (e.g. an online survey), are eligibility criteria and appropriate consent built in to a pre-questionnaire page with appropriate pathways to exclude participant if criteria and consent are not met?	

17	**Proposal: Exclusion criteria:** a. Are these independent, i.e., not a "mirror" of the inclusion criteria? b. If the study involves practitioners, do exclusion criteria eliminate any with currently unresolved or imminent fitness-to-practise, professional conduct, legal, ethical or disciplinary issues?	
18	**Proposal: Inclusion criteria:** Do inclusion criteria include the ability to give informed consent unaided?	
19	**Proposal: Eligibility criteria (general):** a. Do these collectively allow the identification of a population which will answer the research question? b. Do these collectively support the identification of a representative sample of the target population (if inferential methods are to be applied)?	
20	**Proposal: Recruitment:** a. If recruitment is carried out via any other party than the researcher (such as professional associations, etc) is a copy of an email or other documentary evidence included as an Appendix to note the agreement in principle? b. Is the final version of recruitment materials (including images) provided in an Appendix, including the final version of any reminders and any communications of non-eligibility, confirmation of recruitment and right to withdraw. c. Is there a clear and detailed statement of how recruitment materials will be disseminated, where, for how long, including any reminders?	
21	**Proposal: Retention:** Is there a clear explanation that sets out how a participant may withdraw from the study?	
22	**Proposal: Data withdrawal:** Is a clear cut-off point set out and justified, beyond which participants may not withdraw data from the study?	
23	**Proposal: Data collection instruments:** a. If validated questionnaires are to be used, has a copy of the licence or appropriate permission (or a copy of the website page permitting free use for educational purposes) been attached? b. If a non-validated (purpose-designed) data collection instrument (generally a questionnaire or interview topic guide) is to be used, has the instrument been piloted and what if any amendments been applied? c. Where the study methodology requires the conduct of one or more data gathering sessions without the benefit of a question guide/topic, has an *indicative guide* been included with the study documentation? If not please explain the reasoning for omission.	

24	**Proposal: Online questionnaires:** Where informed consent is gathered online, has good practice been followed by setting out the PIS in a preliminary section, followed by the Consent Form in a separate section requiring consent in order to progress to the questionnaire?	
25	**Proposal: Checking transcripts:** a. If participants are to be offered the opportunity to check transcripts, is a clear process for this set out in the proposal, including anonymisation; appropriately restricted access to transcripts; the prior taking of a back-up copy to mitigate participants accidentally deleting or damaging the file? b. Are likely timescales set out, together with any deadlines?	
26	**Proposal: Visual recording:** Where data collection takes the form of an encounter that will be visually recorded in addition to audio recording, does the proposal make a strong case for the need to visually record in terms of the research question?	
27	**Proposal: Use of existing dataset:** a. If an existing dataset is to be used (such as that gathered by a government or charity), is a copy of the contract or agreement to use this dataset included with the documents? b. If an existing dataset is to be used, have BLANK copies been included of the original informed consent materials (PIS and consent form) used to gain original informed consent?	
28	**Proposal: Sample size:** Has the sample size been properly calculated and/or adequately justified?	
29	**Proposal: Sample methods:** a. Are sampling methods appropriate to the research question? b. Are they likely to produce significant bias? (such as snowball sampling where participants are from a tight-knit community who may discuss their responses with each other)	
30	**Proposal: Inclusive research:** Is the proposal, and the study design overall, reflective of the principles of inclusive research: a. Is the language and study design inclusive on grounds of ethnicity, gender, age, sexuality, religion and any other characteristics? b. Are any participants or communities excluded on grounds of ethnicity, gender, age, sexuality, religion or any other characteristics? If so, has the student made a strong case for this based on the research question? c. Has the researcher carried out a brief investigation into the preferred descriptive terms of the population being researched and are these terms used throughout the proposal?	

Checklist 3: Accompanying documents

#	Item	Checked?
31	**PIS: Version control:** Is the PIS dated and does it carry a version number?	
32	**PIS: General:** a. Are all items numbered for clarity of reference? b. Is the PIS written clearly, without unnecessary jargon or convoluted sentences? c. Is the PIS written in neutral terms? (is it overly positive regarding the therapy under investigation, for instance?)	
33	**PIS: Inclusive research:** a. Is the PIS language inclusive on grounds of ethnicity, gender, age, sexuality, religion and any other protected characteristics? b. Does the PIS clearly describe any exclusions made on grounds of ethnicity, gender, age, sexuality, religion and any other protected characteristics?	
34	**PIS: Data protection:** Are participants clearly informed that their anonymised data will be stored for 10 years and may be shared in anonymous form with other researchers during that time?	
35	**PIS: Confidentiality:** Are participants clearly informed that their data, including verbatim quotes, may appear in publication or conference presentations, but that they will not be identifiable?	
36	**PIS: Accessing identifying details:** Does the PIS describe under what circumstances a participant's identifying details may be accessed by personnel other than the researcher?	
37	**PIS/proposal: Confidentiality:** Do the proposal and the PIS set out a clear plan for anonymising participants' data during the course of the study?	
38	**PIS: Recording data collection encounters:** Where data collection takes the form of an encounter that will be audio-recorded, does the PIS clearly explain this to the participant?	
39	**PIS: Visual recording:** Where data collection takes the form of an encounter that will be visually recorded in addition to audio recording, does the PIS clearly explain this to the participant?	
40	**PIS: Legal basis for processing (GDPR):** Does the PIS carry a statement of the legal basis for processing the information given to them by the participant?	
41	**PIS: Statement of ethical approval:** Will the PIS carry a statement of ethical approval, with a reference number (to be completed after ethics approval is gained)?.	
42	**PIS: Checking transcripts:**	

#	Item	Checked?
	a. If the participant is to be invited to check transcripts, is the process for this clearly described, including the likely time frame and any deadlines? b. Is the participant able to opt out of checking transcripts?	
43	**PIS: Participants' rights:** Does the PIS clearly assure the participant of their rights as a participant in the research?	
44	**PIS: Withdrawal of data from study:** Does the PIS set out a clear procedure for withdrawal from the study, prior to completion of data collection?	
45	**PIS: Loss of capacity to consent during study:** Does the PIS set out a clear statement of action regarding any participant's loss of capacity to consent during a research project?	
46	**Consent form: Numbering:** Are all items numbered for clarity of reference?	
47	**Consent form: Consent for online surveys:** Where consent is incorporated into an online questionnaire: a. Is consent identified in the case of a non-anonymous survey, (i.e., is the participant asked for their name and contact details)? b. Is the consent given on a separate page from the actual questions? c. Is consent a mandatory requirement for continuance to the questions?	
48	**Consent form: Legal basis for processing (GDPR):** Does the Consent form carry a statement of understanding regarding the legal basis for processing research information?	
49	**Consent form: Informed status of consent:** a. Does the consent form carry a sentence supporting the informed status of consent, i.e.*, "I have read and understood the PIS version X, dated X. I have had a chance to ask any questions and if I have asked questions, these have been answered to my satisfaction"?* b. Does this statement explicitly reference the version number and date of the PIS?	
50	**Consent form: Accessing personal information:** Does the consent form explicitly give permission for personnel other than the researcher to access participants' identifying details in the circumstances described in the PIS? (note that this should also be reflected in the Data Management Plan)	

51	**Consent form: Checking transcripts:** a. Where participant is invited to check transcripts, is this explicitly consented? b. If this is optional, is it clearly marked as such? (typically in a sub-section marked "optional involvement" with some explanatory wording, e.g. *"The items in this section are optional. Your participation in the study will not be affected if you say no to these statements"* and a Yes / No answer to each optional question.)	
52	**Consent form: Consent to data management:** Does the consent form explicitly consent participants to the recording, storage, processing, sharing and publication of their anonymised data according to a brief but comprehensive description of these activities (including the storage of the Consent Form itself for 10 years for the purposes of demonstrating the participant's consent to participate)?	
53	**Consent form: Loss of capacity to consent during study:** Does the Consent Form explicitly consent the PIS's statement of action regarding any participant's loss of capacity to consent during a research project (where applicable)?	
54	**Consent form: Recording data collection encounters:** Where data collection takes the form of an encounter that will be audio-recorded, is this explicitly consented in the PIS?	
55	**Consent form: Study results:** Has the participant been offered a copy of the study results when available, and told about the anticipated timescale for these?	
56	**Data management plan:** a. Is all electronic study data, documentation and information explicitly declared to be stored always in a secure data storage facility (i.e., the student's data repository)? b. Are all paper documents converted to electronic format, and originals securely destroyed? If sensitive paper originals are either not converted or not destroyed, are they kept under a double-lock principle? c. Are all emails or other types of message from the researcher's participant explicitly noted as being deleted no less than six months after the conclusion of the study? d. Where participants are anonymised, is the look-up table appropriately stored, accessed and destroyed? e. Where data is analysed using third-party software such as qualitative data analysis packages, is data explicitly pseudonymised or anonymised before being entered into the software?	

	f. Does the proposal plan to make use of any facility that involves uploading data to a website or third-party online repository or processing facility (such as an online transcription service)? g. Are all types of data covered in the DMP? (for instance: consent forms; interview recordings; interview transcripts; questionnaires; look-up table linking pseudonym with identity) h. Are all data types comprehensively considered across all formats and stages of their life cycle (collection, storage, access, processing including transformation to other formats, destruction)? i. Are any data left unaccounted for at any stage of their life cycle?	
57	**Appendices:** Are all participant-facing documents included as Appendices to the proposal? (for instance: recruitment materials, interview topic guides, PISs, consent forms)	

Research Funding Options

Online Funding Options

https://www.youtube.com/watch?v=_byBCmiV6dM
https://www.youtube.com/watch?v=fdEHy8Ztwb8
https://www.youtube.com/watch?v=SUvoBzjZv7E
https://www.youtube.com/watch?v=V0rfqjY9Ybc
https://www.youtube.com/watch?v=nCqHZqyP9tw
https://www.youtube.com/watch?v=IXaPm3_ixak

These are a few You Tube shorts on using 'go fund me' formats for raising funds.
There are many options to choose from and the platforms vary in style and the rules that they apply.

Here are just a few:
www.gofundme.com
www.crowdfunder.co.uk
www.fundly.co
www.fundingoptions.com

A bank account is an essential requirement and it is probably best to have an account that is separate from any personal or business account already held. Talk to a Bank Manager. The donations made are generally transferred automatically by the end of business on the day, once the bank details are verified.

Researchers should check out a number of platforms and find the one that they are most comfortable using.

Funding may also be accessed from charitable bodies. If you have such a body that shows interest in the research topic under consideration then the support of a positive response from the committee may help.

Ultimately it is hoped that UKCHO will be able to develop a 'seeding fund' that will be able to kick-start the funding of supported research proposals.

Peer review and publication

On completion of the research project and the findings are known, a peer review process will occur. The UKCHO Research Ethics Committee will refer the findings to an impartial, external reviewer.

After a peer review is complete and the comments are returned, the decision will be made to amend or seek publication.