



Year:	
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RESEARCH ETHICS PROTOCOL APPLICATION

Any project in which humans are the subject of research requires completion of this form and submission, for approval, to the appropriate School Research Ethics Committee which shall recommend the application to the University Research Ethics Committee (REC).

INSTRUCTIONS

- The application must be typed
- The following documents must be attached:
 - Proof of Registration (If applicable)
 - Registration of the Project
 - Approved Project Proposal
 - Abstract
 - Tools(e.g. Questionnaire, Consent Form)
 - Recommendations (With all relevant signatures)

INITIATING DEPARTMENT:

DEPARTMENT	Submitted	Day	Month	Year
 Recommended Authorized by: Head of Department			
SCHOOL	Submitted	Day	Month	Year
 Approved Authorized by: (School Dean)			

1. PERSONAL DETAILS

1.1 Title:_____ Staff / Student Number:_____

1.2 Name of Applicant (Project Leader): _____

1.3 Academic Qualifications: _____

1.4 Department: _____ School: _____

1.5 Position: _____

1.6 Email: _____ Telephone: _____

(b) Title of Research:

(c) Type of Research

<i>Tick relevant box</i>	
Staff Researcher	
Basic, social/health science research	
Student Researcher	

(d) Funding

	Tick	Cost Centre
UNIVEN Research Grant (R).		
External Grant		
Other Grant		

(e) Summary of Research

(i) The purpose of the Research

- (ii) Methodology (Attach Protocol): Briefly state the methodology and the procedures in which subjects will be asked to participate.

- (f) **Name(s) of the Investigator(s)/Researcher(s) (Whether student or staff member) involved in this project or study**

Principal investigator:

Name	Institution and Department	Role

Other investigators:

Name	Institution and Department	Role

2. INFORMATION TO SUBJECT

- (a) What information will be afforded to subjects before they consent to participate?

- (b) Who will provide this information?

- (c) Will the information provided be complete and accurate?

3. TARGET SUBJECT GROUP:

	Answer Yes/No	If necessary, explain in space provided or attached appendix.
Are particular characteristics of any kind required in the target group (e.g. age, cultural derivation, background, physical characteristics, disease states, etc)?		Specify the characteristics:
Are subjects drawn from Univen students at large?		Identify
Are subjects drawn from specific groups of Univen students?		Identify
Are subjects drawn from a school population?		Identify
Are subjects drawn from an institutional population? (e.g. Hospital, Prison,		Identify
Are the subjects drawn from within local community or outside local community		State clearly where:
Will any records be consulted for information?		Specify Source of Records
Will individual subjects know their records are being consulted?		State how these records will be obtained:
Are all subjects over 18 years of age?		If No, state justification for inclusion of minors in study and proof of authorization from appropriate authority.

State the minimum and maximum
Number of Subjects involved:

minimum
maximum

(Minimum number should reflect the number of subjects necessary to make the study statistically viable).

4. RISKS AND BENEFITS OF PROJECT

	Answer Yes/No	If Yes, specify:
What risks are involved in this project?		If Yes, specify:
Are all risks reversible?		If No, specify:
Are remedial measures available?		
Are alternative procedures available?		
Has the person administering the project previous experience with the particular risk factors involved?		
Are any benefits expected to accrue to the Subject personally? (e.g. improved health, mental state, financial, etc)		If Yes, specify:
Will you be using equipment of any sort?		If Yes, specify:
Will any article of property, personal or cultural, be collected in the course of this project?		If Yes, specify:

5. CONSENT OF SUBJECTS

Is consent to be given in writing?		If necessary, explain in space provided or attached appendix
Do any subjects suffer from a legal disability preventing them from giving effective informed consent (e.g. under 18 years, declared insane by a court of law, unconscious, etc)		If Yes, specify:

Do any subjects operate in an institutional environment which may cast doubt on the voluntary aspect of consent?		If Yes, state what special precautions will be taken to obtain a legally effective informed consent:
Will subjects receive remuneration for their participation?		If Yes, state on what basis the remuneration is calculated:
Do you require consent of an institutional authority for this project?		If Yes, specify:
Will the subject be informed of their rights to withdraw from the project at any time, even after the consent is given and the project commences?		
Will the subjects be fully aware if a foreseeable risk exists and will they be required to give a waiver if any claim arises from the research?		If Yes, append consent form.

6. PRIVACY, ANONYMITY AND CONFIDENTIALITY OF DATA

	Answer Yes/No	If necessary, explain in the space provided or attach appendix
Are provision made to protect subject's rights to privacy and anonymity and to preserve confidentiality with respect to data?		Specify:
Will mechanical methods of observation be used? (e.g. one-way mirrors, recordings, videos, etc)		Specify:
Will subjects' consent to such mechanical methods of observation be obtained?		If no, give reasons
Will data collected be stored in any way?		Specify how: (b) How many copies: (c) For how long: (d) For what reasons: (e) How will the subject's anonymity be protected:
Will stored data be made available for re-use?		
How will subjects consent be		

obtained for such re-usage:		
Will any part of the project be conducted on private property (includes shopping centre)?		If Yes, specify and state how consent of property owner is to be obtained:

7. FEEDBACK

	Answer Yes/No	If necessary, explain in space provided or attach appendix
Will feedback be given to subjects?		If Yes, describe whether this is to be given to each individual immediately after participation; to each subject after the entire projects complete; to all subjects in a group setting; or other manner and specify whether feedback will be written, oral or by other means. (Append your debriefing/feedback information)
If you are working in a school or other institutional setting will you be providing teachers, parents, school authorities or equivalent a copy of your results?		Specify:

DECLARATION

If any changes are made to the above arrangements or procedures, we will bring these to the attention of the chairperson of the University Research Ethics Committee or appropriate school (REC) and Research Ethics Committee

The under signed declare themselves accountable to the University Research Ethics Committee for conducting this research project in the manner herein described and in accordance with the spirit of the ethical guidelines of this university. We undertake to assume responsibility to advise the ethical committee promptly of any deviations or irregularities occurring during the conduct of this research project.

(i) Signature of Project Leader

_____ Name and Surname	_____ Signature	_____ Date
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(ii) Signatures of other Researchers involved in this Project:

_____ Name and Surname	_____ Signature	_____ Date
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_____ Name and Surname	_____ Signature	_____ Date
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_____ Name and Surname	_____ Signature	_____ Date
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(iii) Signature of Project Supervisor *(Applicable for Student Projects)*

_____ Name and Surname	_____ Signature	_____ Date
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Research Ethics Committee resolution:

Approved	
Not Approved	

_____ Name and Surname Chairperson, REC	_____ Signature	_____ Date
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