

Center for Research and Publication

Application No: _____ / _____

*This number is assigned when your application is accepted.
Quote on all documentation to participants and the Committee*



APPLICATION FORM FOR ETHICAL APPROVAL

INSTRUCTIONS

This application form should be typed, and submitted electronically and in hard copy. Electronic copies must be emailed to crp@ium.edu.mv as Microsoft word documents. A signed hard copy must also be submitted to Center for Research and Publication.

All questions must be answered. "Not applicable" is satisfactory where relevant.

The language used in presenting the information must be free from jargon and comprehensible to lay people.

All applications must be submitted at least **4 weeks** in advance of the intended start date for the data collection to allow time for review and any amendments that may be required.

If you have any questions, please call extension number 152 or visit Center for Research and Publication between 9:00-11.00 and 1:00 to 2:00 during working days.

Title of the proposed research:

Expected commencement date:

Expected completion date:

Section A: Applicant Details

Staff Applicants

Given names: Surname:

Staff position: Qualifications:

Staff ID:

Kulliyah/Center/Department/Unit/Section:

Type of project (Evaluation programme, Market study, etc...):

Telephone: Email:

Co- Researcher(s)

Given names: Surname:

Staff position: Qualifications:

Staff ID:

Kulliyyah/Center/Department/Unit/Section:

Telephone: Email:

Given names: Surname:

Staff position: Qualifications:

Staff ID:

Kulliyyah/Center/Department/Unit/Section:

Telephone: Email:

(Add if more)

Student Applicants

Given names: Surname:

Gender: Qualifications:

Student ID: Date of birth:

Postgraduate:

PhD Research ☐

Masters Research ☐

Undergraduate ☐

Kulliyyah:

Telephone: Email:

Section B: Project Summary

Summary of the research project (please outline in no more than 200 words in lay language what this project is about including what you intend to do and methods you will use)

Section C: Project Details

1. What is the main purpose of this study?

Research for publication ☐

Research for dissertation/thesis ☐

Teaching ☐

Other (Please Specify) _____

2. Please give a concise description of the main objectives and/or hypothesis (if relevant) of the study.

3. Justification for research (Explain why this particular study is worth doing; and the main advantages to be gained from it).

4. Research methodology and data collection

a. Method of Data Collection (tick where relevant and explain)

i. Face to face or telephone or any other kind (provide a copy of the interview themes). ☐

1. Where will the interviews be carried out?

ii. Focus groups (provide details of themes or questions) ☐

iii. Audio/video recording ☐

(Ensure permission is evidenced in the consent form)

1. Will the tapes be transcribed?

YES ☐

NO ☐

(If the researcher is not transcribing the tapes, a confidentiality agreement signed by the transcriber must be attached)

iv. Questionnaire ☐

(Provide a copy of at least indicative questions. If in draft final questions must be approved by supervisor before use in the project)

1. How will the questionnaire be distributed and collected?

v. Observation (provide an observation form) ☐

vi. Other methods ☐

if OTHER METHODS, please provide details in no more than 50 words

- b.** Research methods (Please explain the reasons for the particular chosen method (mentioned above), the estimated time commitment required of participants and how the data will be analyzed)

5. Location of research and procedures

- a.** Outline the research procedures to be used for data collection. You may use a flow chart if necessary.

- b.** Where will the research be conducted? Include information about the setting/context

6. Participants

- a.** Explain how you intend to recruit participants (provide as much detail as you can).

- b.** What is the target participant group? (Children, school teachers etc...)

- c.** How many participants will be involved? (sample size)

- d.** What is the reason for choosing this number sample? (Where relevant provide statistical justification).

- e.** Does the project involve recruitment through advertisement?

YES ☐

NO ☐

If YES attach a copy of the advertisement

f. Who will make the initial approach to the participants?

g. Describe the criteria used to select participants.

7. Permission to access the participants

a. Does the project require permission of an organization?
(e.g.; Ministry of Education, schools etc...)?

YES ☐

NO ☐

If YES, attach a copy of the request letter, if NO explain why you don't need permission

a. Will participants be accessed through another party? (School principal, friends, leading teacher etc...)

YES ☐

NO ☐

If YES describe the arrangements you intend to make to gain access to this information including, where and how

8. Benefits/risk of harm

b. What are the potential benefits (if any) of the project to the individual participants, groups,

b. What are the potential issues of personal safety for you, other researchers or participants involved in the project?

- c. How will you ensure that you minimize any possible distress (physical, psychological, social) caused to participants (including groups, communities, institutions if involved) by the research process?

- d. Does the project require lone field work, lone working or travel to unfamiliar places?

YES ☐

NO ☐

If YES, what measures will be taken to minimize risk to researcher and participants?

9. Informed consent

- a. By whom and how, will information about the research be given to the potential participants

(Attach information sheet and consult form which must have written information in plain language to explain the project and invite participation.)

b. Will consent to participate be given in writing?

YES ☐

NO ☐

If NO justify why it is not given in written form

c. Will participants include persons under the age of 18?

YES ☐

NO ☐

(If YES, indicate that parent consent will be taken)

Parental consent taken ☐

(Ensure information sheets and consent forms are in a style and language appropriate for parents and age group)

d. Will participants be proficient in English?

YES ☐

NO ☐

(If NO all documentation for participants including Information sheet, consent form, instruments etc... must be translated into participants' first language. Please attach all copies of translated documents as well)

10. Confidentiality and data handling

- a. Will any information be obtained from any sources other than the participant? ☐ YES

☐ NO

If YES describe how and from whom

- b. Will any information that identifies participants be given to any person outside the research team?

YES ☐

NO ☐

If YES, indicate why and how

- c. Will the participants be anonymous (i.e. their identity unknown?)

YES ☐

NO ☐

If NO explain how confidentiality of the participants' identities will be maintained in the treatment and use of the data

d. Will an institution (e.g.; school) to which participants belong be named or be able to be identified?

YES ☐

NO ☐

e. Outline how and where

i. Data will be stored

ii. Consent forms will be stored

iii. Who will have access to the data/consent forms

iv. How will the data/consent forms be protected from unauthorized access?

v. Describe arrangements made for the disposal of the data/consent form when the five-year storage period is over?

f. Dissemination of results (Tick where applicable)

I. Results will be made available to participants as:

1. Written summary of results to all if requested
2. Verbal presentation to all (information session, debriefing etc.)
3. Presentation to representative participants (e.g.; school principal)
4. Other

☐
☐
☐
☐

If OTHER, please explain

II. Results will be made available to peers and/or colleagues as (Tick where applicable):

- 1. Dissertation/ thesis/ report ☐
- 2. Journal articles ☐
- 3. Book ☐
- 4. Conference papers ☐
- 5. Other ☐

If OTHER, please explain

g. Resolution of conflict of interest

I. Is the project funded in any way from sources external to IUM?

YES ☐

NO ☐

If YES, answer 1

1. State the source

2. Does the source of funding present any conflict of interest with regard to the research topic?

YES ☐

NO ☐

If YES, explain

II. Does the researcher/s have a financial interest in the outcome of the project?

YES ☐

NO ☐

If YES, explain how the situation will be dealt with

III. Is there any professional or other relationship between the researcher and the participant? (e.g.; employer / employee, lecturer/student, practitioner/patient, researcher/ family member)

YES ☐

NO ☐

If YES, answer 1 & 2 below

1. Describe the relationship

2. Indicate how the resulting conflict of role will be dealt with

h. Compensation to participants

i. Will any payments or other compensation be given to participants?

YES ☐

NO ☐

If YES, describe what, how and why

(Note that compensation (if provided) should be given to all participants and not constitute an inducement. Details of any compensation provided must be included in the Information Sheet)

Declaration

Staff Research

- The information contained herein is, to the best of my knowledge and belief, accurate and not misleading.
- I and my co-researchers or supporting staff have the appropriate qualifications, experience and facilities to conduct the research set out in the application form and to deal with any emergencies and contingencies related to the research that may arise.
- The head of Center/ Kulliyyah knows I am undertaking this research.
- I understand my obligations and the rights of the participant.
- I understand no research work involving human participants or data collection can commence until ethical approval has been given by IUM ethics Committee.

Staff Applicant's Name:

Staff Applicant's Signature:

Date:

Dean/Head – I have approved the content of the application and agreed that it can be submitted

Name of Dean/ Head:

Signature:

Date:

Student Research

- The information contained herein is, to the best of my knowledge and belief, accurate and not misleading.
- The head of Center/ Kulliyyah knows I am undertaking this research.
- I understand my obligations and the rights of the participant.
- I understand no research work involving human participants or data collection can commence until ethical approval has been given by IUM Ethics Committee.

Student Applicant's Name:

Student Applicant's Signature:

Date:

Supervisor (s) - I have approved the content of the application and agreed that it can be submitted

Supervisor (s) Name (s):

Signature:

Date:

Application form checklist

1. Are all fields completed? ☐
2. Has the supervisor/ head signed and dated 'declaration'? ☐
3. Are you submitting the application **4 weeks** in advance of your data collection? ☐
4. Have you included Information Sheet? ☐
5. Have you included Consent Form? ☐
6. Have included interview schedule/ questionnaire / observation form etc.? ☐
7. Have you included permission letters? ☐
8. Have you included translations of all documents (if applicable)? ☐

To be completed by IUM Research Ethics Committee

We have examined the above proposal and advise;

Acceptance ☐

Refusal ☐

Conditional Acceptance ☐

For the following reason/s:

Signature:

Date: