



Ethical Review Form

In all undergraduate research studies where data will be collected from human participants (including publicly available personal data), this form should be filled in by the student and submitted to the Supervisor(s) for review. Once the supervisors approve the procedures, the form should be submitted to the Departmental Ethics Board (DEB) for ethical approval. **Data collection can only start after ethical approval is granted by DEB.**

Students should fill in the following form considering the design of their research study and important ethical issues.

Section A. Your Project

Please provide brief information about the following:

1. Title of your project

2. How will you select and access the participants? Are any gatekeepers involved?

3. What are your data collection procedures? What data collection tools will be used? Please attach copies of materials where necessary/possible.



Section B. Ethical considerations

a. Risk Factors

- i. Does your project include any participants from **vulnerable groups** (e.g. children, racial minorities, pregnant women, human fetuses, very sick, institutionalized people, prisoners, physically handicapped, mentally disabled, economically or educationally disadvantaged)

YES

NO

- ii. Do you anticipate that your study may cause any social, legal and/or psychological harm to the participants?

YES

NO

If yes, please describe how you will be protecting the participants from the anticipated harm.

b. Use of Borrowed Materials

- i. Are you using any materials/data collection tools developed/adapted by another author in your study?

YES

NO

If yes, have you obtained their permission to use these materials? (Please attach a copy of their consent where possible.)

YES

NO

c. Informed Consent (Please attach a copy of your Informed Consent Form where possible):

- i. Will you be obtaining verbal or written consent from the participants?

Written

Verbal

- ii. Does your research design require any deception?

YES

NO

If yes, please describe the details of the debriefing session you have planned.



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- iii. Have you informed your participants that their participation is voluntary?
YES NO
 - iv. Have you provided your and your supervisor's contact details in your informed consent form/verbal consent information session?
YES NO
 - v. Have you informed your participants about where and how you will be using their data after the completion of your data collection?
YES NO
 - vi. Have you informed your participants about where and how you will be storing their data after the completion of your study?
YES NO
- d. Confidentiality & Anonymity:
- i. Will you be collecting identifiable sensitive data?
YES NO

If yes, how do you intend to keep the data confidential?

- ii. Describe the procedures you intend to follow to keep the data anonymous during and after the completion of your study.

Applicant's Name: _____

Signature: _____

Supervisor's Name: _____

Signature: _____

Date: _____



Section C. Decision (To be completed by the Department)

We have reviewed the submitted forms for ethical approval and concluded that:

- the researcher(s) has considered all ethical issues carefully during the design of the study and has taken necessary precautions to conduct his/her study accordingly. Therefore, ethical approval has been granted.

- further information need to be provided by the researcher(s) to the ethical board to be evaluated. The application need to be resubmitted with the following documents/information:

- the study has failed to satisfy the criteria for ethical research conduct. Thus, the application is denied.

Date

On behalf of the Departmental Ethics Board