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**SUTEC’s submission Form for Ethics in Human Research for**

**Social/Anthropological studies**

**The applicant must submit details for all the items below.**

1. **Research title**: …………………………………………………………………………

2. **Principal investigator and affiliation**:

 **Phone number** …………………

 **E-mail**……………………

3. **Co- investigator(s) and affiliation(s)**: ……………………………………………………

4. **Significance of problems to be studied** (executive summary)

 ……………............................................................................................................…………

5. **Objectives** (Write clearly)

 ……………………………………………………………………………………………

6. **Concrete benefits of the project once completed**.

 ………………………………………………………………………………………………

7. **Research methodology** (Make a check mark (√) in the boxes where applicable)

* a. Qualitative
* Phenomenology
* Ethnography
* Grounded Theory
* Others................................................................
* b. Quantitative
* Descriptive
* Relationships studies
* Experimental/Quasi-experimental
* Systematic reviews
* Others................................................................
* c. Action Research/ Participatory Action Research
* d. Others (please specify) ......................................

8. **Methods of data collection**

* 1. Self-response questionnaires
* 2. Structured or semi-structured interviews
* 3. In-depth interviews
* 4. Focus groups.
* 5. Observations (please specify, for example, participatory or non-participatory)
* 6. Others ...........................................................

9. **Background and review literature**

 - Rationale/research questions (summarized with references) …………….............

10. **Population and volunteers**

a. How many volunteers are needed? How is the number of volunteers calculated? Why this number?

……………………………………………………………………………………………

b. What are the qualifications of the volunteers? How are the volunteers selected? Are there any groups of volunteers that are excluded from the study?

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1. Inclusion criteria

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2. Exclusion criteria

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3. Withdrawal or termination criteria indications that point to dangers that will happen to the volunteers if the research protocol continues

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4. Subject allocation

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c. What is the method used in dividing the volunteers into experimental and control groups, if any?

……………………………………………………………………………………………

d.Are the following vulnerable volunteers (who cannot make decisions in critical situations) used in the study?

 No

 Yes

* Infants, children
* Pregnant women
* The elderly
* Patients with chronic diseases
* Those who cannot give consents on their own behalf.
* The disabled
* Prisoners, alien laborers, the socially disadvantaged.
* School pupils/students, subordinates
* Others (please specify) .........................................

If there are vulnerable subjects, please state reasons why this group of subjects must be included in the study. Please also suggest how you plan to protect these vulnerable subjects. ......................................................................................................................................................

e. How are the volunteers approached?

…………………………………………………………………………………………

f. If there is compensation or rewards, please specify the amount or other details.

…………………………………………………………………………………………

11. **Explain the study method and give reasons why this study contains only a minimal risk**.

…………………………………………………………………………………………………

12. **What method is used in obtaining the volunteers’ consent?** (Please specify clearly)

* Signed written consent (as in the attached volunteers’ information sheet and informed consent form)
* Verbal consent (Please attach the Waiver of Consent form and the volunteers’ information sheet)

13. **Explain the process of obtaining subject’s consent**:

 13.1) Who is the person who asks for consent? (Consider that the subjects give their consent without undue influence /coercion). .........................................................................................

 13.2) When are the subjects asked for consent? (Consider that the subjects have an opportunity to ask questions about research and adequate time before making decision) ......................................................................................................................................................

 13.3) Where does the process of consent take place? (Consider that the place provides privacy and keep the confidentiality of the subjects as well as convenience for the subjects asking questions about becoming a research subject). Please give details. ......................................................................................................................................................

14. **What are the benefits to the volunteers and the community involved in the study including community empowerment**?

…………………………………………………………………………………………………

15. **What are (if any) the negative/undesirable effects that may happen to the people or community involved in the study?** For example,

a. Are there any risks of danger to the body and mind of the people involved or to society and economy? What measures has the researcher planned to prevent any harmful effects or to remedy such harmful effects?

…………………………………………………………………………………………

b. In the case of effects on the community, how does the researcher plan to approach or consult with the community?

…………………………………………………………………………………………

16. **What method is used in protecting the volunteers’/community’s confidentiality**?

 ………………………………………………………………………………………

17. **What are the budget details for this research study**?

 ……………………………………………………………………………………………

18. **What is the length of time for this research study**?

 a. Data collection is expected to start in (month)……. (year)……..and finish in (month)………(year)………

 b. Expected length of time for the research study is………. years………months.

19. **Examination of the research methodology from the affiliated faculty**

* The research proposal was approved by the research proposal committee for the faculty of ……………… on (date)………. (month)……………(year)………..
* The research proposal was approved by the thesis advisor on (date)…………(month)…………. (year)………..
* Others………………………….…………………………………………………………20. **What is the researcher and research team’s experience in research ethics?**
* The researcher and research team have attended the following training courses for ethics in research studies. Give individual details and proof of attendance.

I hereby certify that the above information is truthful, and I fully and clearly understand every piece of the information given.

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| --- | --- |
|  Signature………………………………….…………. |  Signature ………………………………….…… |
| (……………………………….…………) |  (……………………………….……) |
| Project AdvisorIn case the principal investigator is a student/resident |  principal investigator |

 Signature ………………………………….…………

 (……………………………….)

 Co-investigator

 Signature ………………………………….…………

 (……………………………….)

 Co-investigator

This protocol has been approved by the affiliated organization.

Signature ………………………………….………….……………

 (……………………………….……………)

 Chair, School of …………………………

Signature ………………………………….………….……………

 (……………………………….……………)

 Head, research department

Signature ………………………………….………….……………

 (……………………………….……………)

 Dean, Institute of……………………………………….