**GHANA COMMUNICATION TECHNOLOGY UNIVERSITY**

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**FACULTY OF COMPUTING AND INFORMATION SYSTEMS**

SUBMISSION CHECKLIST

Research ethics application for conducting research involving either primary or a combination of primary and secondary human participant data

For each item in the checklist below, indicate whether the information or material has been completed or included in your ethics application by marking "Yes," "No," or "N/A." If you mark "No," please provide comments explaining why the item is not included. Refrain from using the term ‘not applicable’ in the checklist unless the item indeed does not apply to your study. The checklist forms part of the application and MUST be submitted. Send it as a separate document with the application form. Only typed applications will be accepted.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Yes | No | N/A | Comments |
| Personal and Project Information |  |  |  |  |
| Full Name of Applicant |  |  |  |  |
| Student ID |  |  |  |  |
| Contact Information (Email, Phone Number) |  |  |  |  |
| Department/Faculty |  |  |  |  |
| Title of Research Project |  |  |  |  |
| Supervisor’s Name and Contact Information |  |  |  |  |
|  | | | | |
| Research Project Details | | | | |
| Brief Description of the Research |  |  |  |  |
| Research Objectives and Goals |  |  |  |  |
| Research Methodology |  |  |  |  |
|  |  |  |  |  |
| Ethical Considerations | | | | |
| Informed Consent |  |  |  |  |
| Detailed Consent Form |  |  |  |  |
| Process for Obtaining Informed Consent |  |  |  |  |
| How participants will be informed about the study |  |  |  |  |
| How consent will be documented |  |  |  |  |
|  |  |  |  |  |
| Participant Information | | | | |
| Description of Participant Population |  |  |  |  |
| Inclusion and Exclusion Criteria |  |  |  |  |
| Recruitment Methods |  |  |  |  |
|  |  |  |  |  |
| Confidentiality and Anonymity | | | | |
| Measures to Ensure Participant Confidentiality |  |  |  |  |
| Data Storage and Security Plan |  |  |  |  |
| Procedures for Anonymizing Data |  |  |  |  |
|  |  |  |  |  |
| Potential Risks and Benefits | | | | |
| Identification of Potential Risks to Participants |  |  |  |  |
| Mitigation Strategies for Identified Risks |  |  |  |  |
| Potential Benefits to Participants and Society |  |  |  |  |
|  |  |  |  |  |
| Vulnerable Populations | | | | |
| Identification of Any Vulnerable Groups Involved |  |  |  |  |
| Special Considerations and Protections for Vulnerable Populations |  |  |  |  |
|  |  |  |  |  |
| Data Management | | | | |
| Data Collection Methods |  |  |  |  |
| Data Storage and Security |  |  |  |  |
| Data Retention and Destruction Plan |  |  |  |  |
| Data Sharing and Accessibility |  |  |  |  |
|  |  |  |  |  |
| Documentation and Supporting Materials | | | | |
| Research Proposal |  |  |  |  |
| Literature Review |  |  |  |  |
| Survey Instruments, Interview Guides, or Other Data Collection Tools |  |  |  |  |
| Participant Information Sheets |  |  |  |  |
| Consent Forms |  |  |  |  |
| Approval Letters from Relevant Authorities (if applicable) |  |  |  |  |

Signed by

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Name of applicant Date