**GHANA COMMUNICATION TECHNOLOGY UNIVERSITY**

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**FACULTY OF COMPUTING AND INFORMATION SYSTEMS**

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

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| --- | --- | --- | --- | --- |
| **For Committee use only** | | | | |
| Application Number |  | FoCIS REC’s decision | | |
| Submission date |  | Approved | |  |
| Review date |  | Referred back for amendment | |  |
| Approval date |  | Disapproved | |  |
| Approval period | From: To: | | | |
| Name of chairperson |  | Signature |  | |
| Comments |  | | | |

**PRIVACY INFORMATION:**

The personal information you submit on this form is gathered primarily to evaluate your research ethics application. This data will be stored in a database to aid in administration, correspondence, and statistical analysis.

Members of the Ethics Review Committee who handle this application will have access to these records. Authorized third parties may also access the records if required. All records will be kept for as long as needed to fulfil the purpose for which they were collected.

**SECTION 1: RESEARCHER’S DETAILS**

1.1 Researcher’s details

|  |  |  |  |
| --- | --- | --- | --- |
| Title |  | Name of applicant |  |
| Staff/ Student no |  | Student | Staff |
| Department |  | Institution |  |
| Office phone neo |  | Mobile No |  |
| Email address |  | Address |  |

1.2 Supervisor’s details

|  |  |  |  |
| --- | --- | --- | --- |
| Title |  | Name |  |
| Department |  | Institution |  |
| Contact No (work) |  | Contact No (Mobile) |  |
| Email address |  | Postal Address |  |

1.3 Co- Supervisor’s details (if applicable)

|  |  |  |  |
| --- | --- | --- | --- |
| Title |  | Name |  |
| Department |  | Institution |  |
| Contact No (work) |  | Contact No (Mobile) |  |
| Email address |  | Postal Address |  |

**SECTION 2: GENERAL PROJECT INFORMATION**

2.1 Project Information

|  |  |  |  |
| --- | --- | --- | --- |
| Title of research project |  | | |
| Area of specialisation |  | Research location |  |
| Start date |  | End date |  |

2.2 Type of Application (more than one option may apply)

|  |  |
| --- | --- |
| Research for non-degree purposes (journal articles; conference presentations, etc.) |  |
| Research for degree purpose |  |
| Research for diploma purpose |  |
| Other |  |
| Identify the primary reason for conducting the research if you ticked “Other”. | |
|  | |
| Identify the qualification for the project (in the case of research for degree/ diploma purpose) | |
|  | |

2.3 Research funding(*to be completed if project is funded*)

|  |  |
| --- | --- |
| Name of funder |  |
| Is this funding likely to inform or impact the design, results, or dissemination of the research in any way? | Yes  No |
| If yes, explain and justify: | |
|  | |

2.4 Conditions and conflicts of interest:

|  |  |
| --- | --- |
| Has any organisation/company that is involved in the study or funding the research imposed any conditions on the research? | Yes  No |
| If yes, please specify what the conditions are: | |
|  | |
| Do you, or anyone else involved in or accountable for the research's design, have any personal, economic, or financial interests (or other possible conflicts of interest) that may be considered relevant to this research project? | Yes  No |
| If yes, please provide full details: | |
|  | |

**SECTION 3: DETAILS OF PROPOSED RESEARCH**

3.1 Explain the problem the research is addressing

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3.2 State the aim and objectives of the study

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3.3 Provide detail on the benefit/contribution of the study

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3.4 Provide an overview of the research design/approach (*Quantitative; Qualitative; Mixed Methods; Other* *procedures)*

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3.5 Describe the population and sample

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3.6 Data collection methods and data analysis

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3.7 Has the proposal being approved by the department?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

**SECTION 4: POPULATION AND SAMPLING**

4.1 Describe the participants involved in your research project, including the site population, site population size and age category.

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4.2 Explain step by step how you will select participants in each group *(sampling method, predicted sample size and justification for the sample size)*.

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4.3 Explain how you will obtain the contact details of participants and how you will recruit them to participate

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**SECTION 5: PROCEDURES FOR CONSENT**

5.1 Please indicate whether you will implement each of the following ethical practices in your research by marking "Yes," "No," or "N/A" for each item.

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| --- | --- | --- | --- |
|  | Yes | No | N/A |
| Will you obtain active consent for participation? |  |  |  |
| Will you describe the main experimental procedures to participants in advance? |  |  |  |
| Will you inform the participants that their participation is voluntary and may withdraw at any point? |  |  |  |
| If the research is observational, will you ask for their consent to being observed? |  |  |  |
| With questionnaires, will you give participants the option of omitting questions they do not want to answer? |  |  |  |
| Will you tell participants that their data will be treated with full confidentiality and that, if published, it will not be identifiable as theirs? |  |  |  |
| Will the data be anonymous? |  |  |  |
| Will you debrief participants at the end of their participation? |  |  |  |
| Will your project involve deliberately misleading participants in any way or will information be withheld? |  |  |  |
| If your answer to the previous question is yes, give details and justification for doing this below. | | | |
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5.2 Where participants are under the age of 18 or if they do not have the capacity to consent, how will you obtain informed consent? *Where this is not applicable to your study, please enter N/A.*

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**SECTION 6: RISK ASSESSMENT**

6.1 Human Participant Risk Category

*Classify your research project based on the anticipated degree of risk (select one)*

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| --- | --- |
| Category 1 – Negligible No to indirect human participant involvement |  |
| Category 2 - Low-risk Direct human participant involvement. The only foreseeable risk of harm is the potential for minor |  |
| discomfort or inconvenience, thus research that would not pose a risk above the everyday norm |  |
| Category 3 - Medium risk Direct human participant involvement. Research that poses a risk above the everyday norm, including |  |
| physical, psychological and social risks. Steps can be taken to minimise the likelihood of the event occurring |  |
| Category 4 - High-risk Direct human participant involvement. A real risk of harm including physical, psychological and social risk |  |
| which may lead to a serious adverse event if not managed responsibly |  |
| Category 1 – Negligible No to indirect human participant involvement |  |

6.2 Please describe any risks to participants that may arise due to the research*. Such risks could include physical stress, emotional distress and perceived coercion Detail the measures and considerations you have put in place to minimize these risks.*

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6.3 What will you communicate to participants about any identified risks? Will any information be withheld from them about the research purpose or procedure? If so, please justify this decision.

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**SECTION 6: DATA MANAGEMENT PLAN**

6.1 Please outline your approach to ensuring the confidentiality of data (that is, that the data will only be accessible to agreed-upon parties and the safeguarding mechanisms you will put in place to achieve this). *You should include details on how and where the data will be stored, and who will have access to it.*

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6.2 Please outline how long the data will be retained for, if it will be destroyed and how it will be destroyed.

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6.3 Will the data be archived for use by other researchers?

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| --- | --- | --- | --- |
| Yes |  | No |  |

\*If yes, please provide details

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**SECTION 7: DECLARATION**

**7.1** **Declaration to be signed by the applicant**

I confirm that this proposal adequately describes the study to be done. I will guarantee that the research follows the procedure that has been established. If major revisions to the protocol are required throughout the course of the research, I will submit them to FoCIS-REC for approval. Furthermore, when appropriate, I shall obtain local ethical approval in the country or countries where the research will be conducted.

Signed by

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Name of applicant Date

**7.2 Declaration to be signed by the supervisor**

To the best of my knowledge, the student's application for research ethics approval fulfills all of the requirements outlined in the GCTU FoCIS Policy for Research Ethics. I will ensure that the student informs the committee in writing if there are any proposed changes to the research that may impact study-related risks for participants, including modifications to methodology, sampling, questionnaires, interview schedules, and so on. Therefore, I approve the submission and recommend that the application be granted approval.

Signed by

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Name of supervisor Date