**CHECKLIST A**

**Research Ethics Checklist for Studies involving Human Participants**

Provide a brief description of the data collection procedure to be undertaken in the research:

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| **Researcher Details** |
| Lead Researcher |  |
| Members |  |
| CCC email addresses  |  |
| Program |  |
| Working Title |  |
| Semester(s) and academic year in whichresearch project is to be undertaken |  |
| Research Adviser |  |

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| The following should be attached to the checklist: |
| * A copy of the informed consent form to be used in the study.
* A copy of the instrument/tool that will be administered to the participants.
* If applicable, a copy of the letter seeking permission to collect data from participants who are under the supervision of an agency, institution, department, or office.
* If applicable, a copy of the parental consent form for participants below 18 years old.
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***The following items refer to important ethical considerations in the conduct of research with human participants. Provide a check for the appropriate answer to each question.***

**\_\_\_\_\_\_ A. New Data will be collected from Human Participants** (if this applies, please accomplish Checklist B)

Please check all that apply.

 \_\_\_\_\_ Experimental Procedures/Intervention/ Treatments

 \_\_\_\_\_ Focus Group Discussions

 \_\_\_\_\_ Personal Interviews

 \_\_\_\_\_ Self-administered questionnaires

 \_\_\_\_\_ Internet survey

 \_\_\_\_\_ Observation

 \_\_\_\_\_ Telephone survey

 \_\_\_\_\_ Others, please specify:

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\_\_\_\_\_\_ **B. Pre-existing data from human participants, i.e., from a dataset** (if this applies, please accomplish Checklist C)

**CHECKLIST B**

**For new data to be collected from human participants**

**Lead Researcher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Members: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Working Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Sampling Details** |
| Number of Participants/Subjects |  |
| Location where the participantswill be recruited/ where subjectswill be obtained? |  |
| How long will the data collectiontake place? |  |
| Who will perform the datacollection? |  |
| Location(s) where data collectionwill take place |  |
| What procedures will beemployed to ensure voluntaryconsent from participants? |  |
| **Data Retention** |
| How long will data withparticipant identifiers be keptafter the publication of the firstpaper from the project? |  |
| How long will anonymized databe kept after the publication ofthe first paper from the project? |  |
| **Procedure for Informed Consent** |
| How will informed consent berecorded?(check all that applies) | **\_\_\_** Written Consent\_\_\_ Audio-recorded Consent\_\_\_ Online/Email recorded consent\_\_\_ Others, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |



Please put a check mark on the column that represents your answer. If applicable, write the issue/s found in the

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Indicators | Yes | No | NA | Issue |
| 1. Is there an assurance that this study has not been done before? |  |  |  |  |
| 2. Will the study improve existing conditions/practices or increase knowledge? |  |  |  |  |
| 3. Does the research have any implications for the reputation of the institution? |  |  |  |  |
| 4. Do the expected benefits of the research balance against the probable risks to participants? |  |  |  |  |
| 5. Will the participants benefit from the study? |  |  |  |  |
| 6. Will the participants be properly informed of the nature and proceedings of the study? |  |  |  |  |
| 7. Will the participants be assured that their participation is voluntary and that they can refuse or widraw at any time? |  |  |  |  |
| 8. Will the research involve prolonged or repetitive testing of participants? |  |  |  |  |
| 9. Will information/questionnaire be provided in language/dialect other than English? |  |  |  |  |
| 10. Will informed consent be obtained- either verbal or written? |  |  |  |  |
| 11. Does the research involve participants who are considered to be vulnerable or unable to give informed consent (e.g. children, people with learning disabilities, your own students)? |  |  |  |  |
| 12. Will the research involve discussion of sensitive topics (e.g sexual activity, drug use)? |  |  |  |  |
| 13. Will the research involve access to records of personal or confidential information concerning identifiable individuals, either living or recently deceased? |  |  |  |  |
| 14. Will personal information/data be kept in accordance with the Data Privacy Act? |  |  |  |  |
| 15.Will results be presented in a way that does not identify participants? |  |  |  |  |
| 16. Will participants receive feedbacks? |  |  |  |  |
| 17. Will the participants be given compensation for time or reimbursed for expenses incurred? |  |  |  |  |
| 18. Will the researchers secure data that require permission from the appropriate authorities before use? |  |  |  |  |
| 19. Will the researchers in a way protect the interest of the participants from any physical or emotional harm? |  |  |  |  |
| 20. Will the researchers be safe? |  |  |  |  |

**Declaration**

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 **Name and Signature of the Lead Researcher Date**

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**Name and Signature of the Research Adviser Date**

**CHECKLIST C**

**For the use of pre-existed data collected from Human Participants**

**Lead Researcher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Members: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Working Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| Use of Pre-existing Data collected from Human Participants |
| Indicate the dataset from which the data for the studywill be sourced |  |
| Is the data publicly available,i.e., the access to which doesnot necessitate an approvalprocess? | \_\_\_YES Please indicate where the dataset is available |
| \_\_\_NOPlease indicate/attach the approval authority for access |
| Was the original dataset originally collected for the present study’s purpose? | \_\_\_YES Please attach the Consent Form used in the originalstudy. |
| \_\_\_NOPlease attach the Information Collection Statement(i.e., the statement given to informants providing themwith the rationale for the collection of specificinformation). |
| Does the original data set contain sensitive data, that is information that an individual would not likely want to be disclosed publicly, e.g., data on sexual activities, substance use? | \_\_\_YES Please describe the type of sensitive data to be used in the present research: |
| \_\_\_NO |
| Does the original dataset have personal identifiers? | \_\_\_ Yes, specifically:\_\_\_\_\_\_ Direct (i.e., the participant providedpersonal details like name and address)\_\_\_\_\_ Indirect (i.e., the participant was givena respondent code to make the participantidentifiable) |
| \_\_\_NO(This means that neither the researcher nor the participant provided any personal identifiers) |
| Will new data be collected and analyzed along with data from the existing dataset? | \_\_\_YES  |
| \_\_\_NO |

**Declaration**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Name and Signature of the Lead Researcher Date**

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**Name and Signature of the Research Adviser Date**