**When completing the ethics application template you will need to enter text into text fields (the rest of the document is protected and you cannot type there unless you have a specific need to change the format for a specific reason). The text fields on the template do NOT allow for grammar and spellcheck so it is better to type your work here first and when you are happy with each section you can then copy and paste into the template to ensure that all typographical and grammar issues are sorted out. *Section A and B* of the application form are simply information pages that tell the reviewers briefly about your research project.**

***Section C* of the template is the section that you need to complete to fully inform your participants about how you will attempt to conduct ethically sound research. On both this document as well as the “How to” document provided we provide guidelines for the completion of the various sections of the template. Feel free to use the ideas provided and to delete those that are not relevant to your study.**

Here are some ideas for your application that will help you to address the ethical issues related to your research. Type your work here and when complete, copy and paste into the template.

***Background to the study including the nature of the research***

Start with an introduction here. We/I, ………. are/am doing research on………… Research is the process whereby ………… (explain in language appropriate to participants). In this study I want to learn ………………. Add an invitation to participate -We are inviting you to participate in this research study (or asking to include your child in the study). Then add a brief background/context to the study including the social or educational value of the research. Explain why it is relevant to the needs of the participants or community. Provide the scientific basis for the research.

*No references needed here, only informative and appropriate language written in an inviting style addressing the participants.*

***Intention of the project***

Research associated with this project attempts to… (Add your main aim here). The purpose of the research must be clearly stated in a brief sentence or two.

***Procedures involved in the research***

Explain in easy-to-understand language and short sentences what you expect from participants. Use the word "you" and "I". Address them directly and invitationally.

Include information such as:

Study design, and standard procedures that participants will be exposed to;

How you will ensure "full disclosure" for informed consent.

 Who you will make this disclosure to (participants / communities / employers etc).

How you will ensure understanding. Possible barriers to understanding (language, intelligence, maturity, level of trust, culture, religion, privacy).

Possible problems in the informed consent process including translations, text size, complexity of language - and how you will address these (e.g. pictures / cartoons / talking books etc.)

Participant involvement, selection/sampling, duration of participation / Time required / Frequency of interactions (expectation of participation must be clearly defined ie. Who, what, when, how long?);

Place where interactions will take place, types of interaction (interviews, focus groups, surveys);

Data capture (written notes and/or voice/video recording) with additional measures to ensure informed consent to record. Recordings necessitate a separate signature hence the addition on the consent/assent form (last page of the document).

***Potential Risks***

Select from the following examples and give addition information when required.

•It is unlikely that there will be any harm or discomfort associated with your participation in this study;

•You should be aware that there are some risks when taking part in this study (Then explain the risks);

•While you might feel uncomfortable, anxious or stressful, there are minimal risks involved in participating in this study. Add more about procedures for handling these risks.

•There may be some risks due to the vulnerable nature of the participants… describe these risks (exploitation, discrimination, stigmatization, dependency, community pressure, religious influences, patriarchal families or societies etc).

Vulnerable participants - Explain why the research has to be done with the vulnerable group (why can it not be done with non-vulnerable participants?) Ed Psych students may have to include measures to provide additional ancillary care / therapy over and above that done during the research. Added protection? Agreements with these caregivers must be submitted for ethical review.

•Some examples of risks include compensation (be careful not to be coercive).

Does research "take away" from essential services like teaching time, health care etc?

Risks to the researcher must also be considered.

legal issues must be considered (capacity to consent / compliance with SA law?)

***Potential Benefits***

Describe the benefits. The benefits should outweigh the risks. You should leave the participants / community better, or no worse off than before?

**The following sections are protected on the application template and there is no need for you to change any of it as most eventualities are covered by this text. If there is a specific need to make alterations to the document we are open to suggestions.**

*Informed consent*

We recognize that participants are not capable of consent unless “informed”. We have, therefore, disclosed the nature of the research, the aims, the duration, the risks and benefits, the nature of interventions throughout the study, compensations where appropriate, researcher details, and details of the ethical review process. Where appropriate, communities, employers, departments and other instances are also part of the informed consent process.

*Confidentiality*

Every effort will be made to protect (guarantee) your confidentiality and privacy. I will not use your name or any information that would allow you to be identified. In addition, all data collected will be anonymous and only the researchers will have access to the data that will be securely stored for no longer than 2 years after publication of research reports, or papers. Thereafter, all collected data will be destroyed. You must, however, be aware that there is always the risk of group or cohort identification in research reports, but your personal identity will always remain confidential. You must also be aware that if information you have provided is requested by legal authorities I may be required to comply.

*Participation and Withdrawal*

Your participation in this study is voluntary. You may withdraw your consent to participate in the project at any time during the project. If you decide to withdraw, there will be no consequences to you. Your decision whether or not to be part of the study will not affect your continuing access to any services that might be part of this study.

*Future interest and Feedback*

You may contact me (see below) at any time during or after the study for additional information, or if you have questions related to the findings of the study. You may indicate your need to see the findings of the research in the attached consent form.