**RESEARCH ETHICS CLEARANCE (APPLICATION)**

1. SCITECHED, Faculty of Education
2. ONLINE PROGRAMME

I, Click or tap here to enter your name (the researcher’s name and student/staff number) hereby confirm that:

1. The information provided in this ethics clearance application to undertake research with human participants is accurate to the best of my knowledge;
2. I understand the principles of conducting ethical research;
3. I will endeavour to conduct all the research in an ethical manner as prescribed by Faculty and University rules;
4. I will inform the Faculty of Education Research Ethics Committee (REC) of any substantive changes to the project that might impact on the ethical clearance of the project; and
5. This project has not been submitted to another REC or Review Board for review.



**Signature** (click or tap above) (*NB: The form will be returned to the applicant/supervisor if not signed*)

Click or tap here, and then on the arrow to select a date

**Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please select one:**

[ ]  This *student research project (up to* ***Master’s*** *level)* has been approved and ethically screenedby the relevant Department or Centre of the Faculty of Education for submission to the REC.

[ ]  This *student research project proposal (****PhD****)* has been approved and ethically screenedby the Doctoral Committee or the Faculty of Education Higher Degrees Committee (FHDC) for submission to the REC.

[ ]  This ***staff research project proposal*** has been approved and ethically screenedby the relevant Department or Centre of the Faculty of Education for submission to the REC.

[ ]  This *student* ***group research project proposal*** has been approved and ethically screenedby the relevant Department or Centre of the Faculty of Education for submission to the REC. This application covers the broad ethical issues pertaining to the group project.

[ ]  This ***research project proposal*** is for a Funda Ujabule Practice School project for which the involvement of minors has been pre-approved.

[ ]  This ***external research project proposal***and associated ethics application have both been submitted to the Faculty of Education REC for approval.



**Signature** (Supervisor/Staff Researcher/External Researcher)

(*NB: The form will be returned to the applicant/supervisor if not signed*)

Click or tap here, and then on the arrow to select a date

**Date**

**RESEARCH METHODOLOGY**

Please provide the relevant information.

1. **Research Approach(es)**

 [ ]  Qualitative

 [ ]  Quantitative

 [ ]  Mixed/Integrated Methods

 [ ]  Philosophical/conceptual

1. **Research Design(s)**

[ ]  Biographical

[ ]  Phenomenological/Critical Theory

[ ]  Grounded Theory

[ ]  Ethnographical/Autoethnographical

[ ]  Case Study/Multi Case Study

[ ]  Design Experiment/Experimental

[ ]  Action Research

Click or tap here to enter text.

[ ]  **Other** (please provide details)

Click or tap here to enter text.

1. **Research Method(s)s and Instrument(s)**

[ ]  Document analysis/Protocol

[ ]  Surveys/Questionnaires or other quantitative strategy (please provide details below)

[ ]  Individual interviews/Protocols

[ ]  Focus Group Interviews/Protocols

[ ]  Observations/Protocols

[ ]  Other (please provide details)

Click or tap here to enter text.

1. **Sampling**

[ ]  Random

[ ]  Targeted

[ ]  Purposeful

[ ]  Snowball

[ ]  Other (please provide details)

Click or tap here to enter text.

1. **Sample size**

[ ]  < 11

[ ]  11- 50

[ ]  > 50

Other (please provide details)

Click or tap here to enter text

1. **Age of participants**

[ ]  < 14

[ ]  14 - 17

[ ]  ≥18

Please provide the name and designation of an adult, neither parent nor guardian, who will protect the rights of the child younger than 18 years of age.

Click or tap here to enter text.

**Title: Type title here**

***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:

The educational or scientific benefit of the study, 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 this document)

***Potential Risks***

Select from [ ]  Low [ ]  Medium [ ]  High risk, and elaborate here. Select from the following examples and give additional information where required.

• 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.)

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

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

For potentially vulnerable participants/groups - Explain why the research has to be done with the vulnerable group (why can it not be done with non-vulnerable participants?) Educational Psychology students may have to include measures to provide additional ancillary care/therapy over and above that done during the research. You cannot be therapist and researcher! 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 laws, e.g., Protection of Personal Information Act (POPIA) (2013), Ethics in Health Research (DoH, 2015), Children’s Act (2007), Promotion of Access to Information Act (2000), etc.

***Potential Benefits***

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

***Informed consent***

We recognise 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 personal information, locally or abroad, 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 by law.

***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.

|  |  |
| --- | --- |
| Type researcher name and email address here | | Type supervisor's name and email address here |

NB: *Any form received without this information will be returned to the sender/applicant.*

**INFORMED CONSENT/ASSENT FORM**

**Project Title**

Click or tap here to enter the project title

Click or tap here to enter the name of the investigator

Click or tap to enter the date

*Please mark the appropriate checkboxes.* I hereby:

[ ]  Agree to be involved in the above research project as a **participant**.

[ ]  Agree to be involved in the above research project as an **observer** to protect the rights of:

 [ ]  Children younger than 18 years of age;

 [ ]  Children younger than 18 years of age that might be vulnerable\*; and/or

[ ]  Children younger than 18 years of age who are part of a child-headed family.

[ ]  Agree that **my child**, *Click or tap here to enter name* may participate in the above research project.

[ ]  Agree that **my staff** may be involved in the above research project as participants.

[ ]  **I have read the research information sheet pertaining to this research project (or had it explained to me) and I understand the nature of the research and my role in it.**

* **I have had the opportunity to ask questions about my involvement in this study.**
* **I understand that my personal details (and any identifying data) will be kept strictly confidential.**
* **I understand that I may withdraw my consent and participation in this study at any time with no penalty.**

 

**Signature**

**Please provide contact details below ONLY if you choose one of the following options:**

[ ]  Please allow me to review the report prior to publication. I supply my details below for this purpose.

[ ]  Please allow me to review the report after publication. I supply my details below for this purpose.

[ ]  I would like to retain a copy of this signed document as proof of the contractual agreement between myself and the researcher.

Click or tap here to enter name

Click or tap here to enter contact number

Click or tap here to enter email

\* Vulnerable participants refer to individuals susceptible to exploitation or at risk of being exposed to harm (physical, mental, psychological, emotional and/or spiritual).

**VIDEO, AUDIO OR PHOTOGRAPHIC RECORDING**

**By law, separate consent or assent must be provided to indicate willingness to be video / audio recorded or photographed. Please provide your consent / assent on this form:**

**Where applicable:**

[ ]  I willingly provide my consent/assent for using **audio** recording of my/the participant’s contributions.

[ ]  I willingly provide my consent/assent for using **video** recording of my/the participant’s contributions.

[ ]  I willingly provide my consent/assent for the use of **photographs** in this study.

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Click or tap to select a date

**Signature of person taking the consent**

****

Click or tap to select a date.