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| UJ_Colorlogo_4cm | **FACULTY OF HUMANITIES****STAFF MEMBERS’ TEMPLATE FOR ETHICS APPROVAL**Proposal Template 2019.05.01 |

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| **DEPARTMENT** | Complete the grey-shaded blocks on the cover page |

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| **FIRST SUBMISSION** | Mark with an X | **RESUBMISSION** |  |

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| **STAFF MEMBER’S DETAILS** | **TITLE** | **INITIAL(S)** | **SURNAME** |
|  |  |  |
| **STAFF NUMBER**  |  |
| **PROJECT TITLE** | Use Initial Caps (Title Case) |
| **ETHICS REVIEW REQUIRED**Does your research involve collecting data from humans? | Yes |  | No |  |

Use Arial, 12 font, single spacing and 2cm margins throughout the proposal.

Delete all yellow highlighted text, which serves as guidelines for completion of the proposal

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| **Introduction** |

Include the following (headings are not required):

* Brief introduction to the study
* Contextualisation
* Rationale/motivation
* Which leads to the problem statement – what bothers you or are you curious about that warrants a research response? What is the gap/niche for this study?
* Which leads to the study goal/aim, then the objectives (not action steps) (preferably numbered)

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| **Research Methodology** |

As a general guide, provide:

* A brief introduction to the study approach and design (e.g. qualitative or quantitative, exploratory or descriptive, case study, phenomenology, etc).
* Define the population, sample, sampling method and recruitment activities. Be as specific as possible, e.g. give intended sample size and motivation for sampling method.
* Describe the methods of data collection (tools, recording, etc). For quantitative tools, provide evidence of reliability and validity of the tools. For qualitative tools, provide the scope of the kinds of questions that will be asked, showing how these will help to answer the research questions.
* Describe how you will analyse your data.
* For qualitative studies, briefly explain how you will enhance the trustworthiness and rigour of your study.

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| **Ethical Considerations** |

For all research involving human participants (and any other research with ethical considerations, such as research on animals, human remains, etc) careful consideration must be given to the ethical risks and the methods to reduce such risk. This should be done in consultation with the university document called *Code of Academic and Research Ethics,* which can be obtained on the intranet. Avoid quotations or excessive theory, but do use citations to appropriate ethics literature. Should your research include vulnerable participants or activities specified in Section 2 of the template, you have to discuss how you will to address ethical concerns related to these matters here. Further, indicate how basic principles of ethics in research will be adhered to, such as informed consent, voluntary participation and confidentiality. This may be specific to each discipline. Also specify how you will store data in a secure manner to ensure the protection of participant anonymity/confidentiality.

In addition, complete the sections of this template after the reference list (Section B) which must be signed. Include an Information Sheet/Letter which will be provided to the participants as well as a separate Informed Consent Form.

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| **Section 2: Application to Research Ethics Committee** |

All research involving human participants must be approved by Research Ethics Committee, even if the answers to the following questions are ‘No’. If you responded ‘Yes’ to any question below, you must elaborate on it the ‘Ethical Considerations’ section of the template.

**Does your research include the direct involvement of any of the groups of participants indicted in the table below?**

Yes \_\_\_\_\_\_ No \_\_\_\_\_\_

**If yes, indicate which group(s) with an X in the table below.**

**Your research proposal must address ethical aspects related to this specific group.**

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|  | Children/youth under 18 |
|  | Persons with a cognitive disability/mental impairment  |
|  | Prisoners or persons on parole |
|  | Persons highly dependent on medical care |
|  | Communities that may be considered as vulnerable |
|  | Persons unable to give consent  |
|  | UJ employees or students |
|  | Persons not usually considered to be vulnerable, but could be considered vulnerable in the context of this research project |
|  | Individuals who may be considered vulnerable (e.g. pregnant women; abused persons; victimised persons) |
|  | Persons living in poverty or with little education |

**Does your research involve any of the following types of activity?**

Yes \_\_\_\_\_\_ No \_\_\_\_\_\_

**If yes, indicate which activity(ies) with an X in the table below.**

**Your proposal must explain how you will address the associated ethical aspects.**

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|  | Covert observation of participants |
|  | Deception of participants or concealment of the purpose of the study |
|  | Examining potentially sensitive or contentious issues |
|  | Study of illegal activities that could place participants or the researcher at risk of criminal or civil liability or be damaging to their employability, professional or personal relationships |
|  | An intervention |
|  | Invasive medical / physiological procedures |

**Declaration by researcher/principal investigator**

I, the undersigned, declare that the standard practices of ethical professionalism will be upheld in the proposed research project. I undertake to bring to the attention of the Research Ethics Committee any changes to this project which may affect ethical matters pertaining to this project. Furthermore, I understand, acknowledge and undertake to adhere to the stipulations in the University document called *Code of Academic and Research Ethics,* which can be obtained on the intranet.

Signature of Researcher/Principal Investigator Date

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| **Information Sheet /Letter** |

Incorporate here the Information Sheet which provides the prospective participants with relevant information to enable them to decide on whether to participate or not.

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| **Informed Consent Form**  |

Incorporate here the Informed Consent Form which will be signed by the participants.