**ETHICS REVIEW APPLICATION FORM**

**Instructions:** Please complete all sections of this application form as appropriate. Please make sure all sections are answered in a clear, concise and complete manner. Incomplete applications will delay the review process. Please send the completed application to irb@auw.edu.bd.

**COURSE NUMBER and COURSE NAME:**

**COURSE INSTRUCTOR and TA(s)**

Email address:

Status:

* Undergraduate Faculty
* Access Academy Faculty

**PROGRAM:**

**Student Investigators: Please complete the table below. Add rows as needed depending on class enrollment.**

|  |  |  |  |
| --- | --- | --- | --- |
| Name  | Institutional Affiliation | Status (UG1/2/3/4) (AA) | E-mail Address |
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**Study Details**

1. **Please provide a lay summary of the assignment(s) and/or classroom activity (-ies) students will be doing in this course and the purpose of the study of the assignment.**
2. **Has this project been submitted to any other ethics committee?**

|  |  |  |
| --- | --- | --- |
| No | Yes | If YES, which Ethics Committee? |
|  |  |  |

1. **Please describe briefly how the assignment(s) will add to the learning of the student in this course.**
2. **Please describe briefly how the research findings of the research undertaken by students will be utilized and/or disseminated. If applicable, how will the research findings of this assignments/activity be communicated to the human participants?**
3. **Please give a timeline of this assignment, including when the assignment will be introduced to students, any workshops or activities that will be held in relation to the assignment (such as for ethics or research training purposes), when data collection will take place, and when the assignments will be turned in.**

1. **Please briefly summarise the Course Instructor’s qualifications and experience relating to supervising assignments such as this.**

1. **Does the assignment (or do the assignment (s)) involve living experimental animals or their parts?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If NO, please go to question 8. If YES, please complete the Animal Ethics Review Form, Appendix A. After completing Appendix A, please complete questions 9-13 in this form, and sign the Declaration at the end of this application.**

1. **Does the assignment involve interaction with or observation of human participants (e.g., interviews, surveys, focus groups, shadowing, testing, collection of human biological/physiological data etc.)?**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If NO, please go to question 9. If YES, please answer questions 8.1-8.13.**

* 1. **Please explain why human participants are essential for this assignment or classroom activity.**
	2. **What kind of methodology will students use to collect data from human participants? Please explain the choice of methodology, including a brief description of the application of methodology to the proposed assignment or classroom activity.**
	3. **Please describe the kind of data students will gather from human participants. Please include research questions/topics that students will address. If you cannot predict this now, please give us a timeline by which point you will be able to provide a list of such topics/questions.**
		1. **If you will collect human tissue as data, please answer the following questions:**

|  |
| --- |
| 1. Will any human tissue collected or otherwise obtained from participants in this assignment/classroom activity be made available for use in future research, for instance by being stored for later use by you or others in a tissue bank? yes no

  |
| 1. *You should explain the situation in part a above clearly to potential participants.*

Will consent for future unspecified use of human tissue be obtained separately from consent to participate in your study? yes no |
| *You must separately obtain consent for future unspecified use of human tissue from consent to participate in the proposed study.*  |
| Please briefly describe some possible future uses for human tissue collected in this assignment/activity.[<200 words]  |
| Will any human tissue collected or otherwise obtained from participants in this activity/assignment but not used in this research be stored or sent overseas for further work in this proposed study or another study? yes  no |
| If YES, you should explain this clearly to potential participants. |
| What will happen to the human tissue after the assignment/classroom activity is completed? Explain the disposition procedures. |

* 1. **How will students be recruiting human participants in this research? Please explain how you will ensure that students acquire informed consent of research participants. Please attach the template of the Participant Information Sheet and Consent Form that students will be asked to utilize.**

NOTE: If students will be doing online research with human participants, please ensure that students will follow the “Official Electronic Communication Policy” of AUW while recruiting potential research participants through the Internet (e.g., Internet advertising, e-mail solicitation, banner ads). Please also supervise how students will ensure authentication (proper qualification and/or identification of respondents) for online research.

* + 1. **Will students’ participants include protected populations and/or potentially vulnerable people, that is, people who may have a restricted ability to make independent decisions about their participation? Note, this includes but is not limited to prisoners, fetuses, pregnant women, the seriously ill, mentally or cognitively compromised adults, or children under the age of 18?** \_\_\_\_\_\_\_\_\_\_\_\_\_

**If NO, please answer question 8.4.2. If YES, explain the rationale for including protected and/or vulnerable populations and how you will ensure that students are sensitive to the needs of the population. Please also describe how you will ensure that students minimize the time burden to vulnerable participants.**

* + 1. **Please describe what you will do in the course to ensure that students take into account what factors may impact on the ability of the participants to give informed consent? For example consider power-relations, organizational attachments, and means of gaining access to the participant/population.**
	1. **How will you ensure that students protect the privacy and confidentiality of the research participants?**
	2. **How will you ensure that students minimize any other potential risks to which participants could be exposed as a result of their work in this assignment/classroom activity?**
	3. **Please describe the form, duration and method of data storage that students will be instructed to use**.
		1. **Will the data generated in the assignment/activity be made available for use in future research? Check all that apply.**

|  |  |
| --- | --- |
|  | Yes, by student researchers and course instructor |
|  | Yes, by other researchers.  |
|  | No |

**If NO, please continue to 8.7. If YES, please answer 8.7.1.1.**

* + - 1. **Which of the following best describes the form in which data generated by the assignment/classroom activity might be made available to other researchers?**

|  |  |
| --- | --- |
|  | identified |
|  | potentially identifiable |
|  | partially de-identified |
|  | de-identified |
|  | anonymous |
|  | other – describe: |

* 1. **If the assignment/activity involves doing online recruitment (excluding literature searches) please describe how you will ensure that the following guidelines are followed:**
		+ For online data collection and storage, a professionally administered server will be used.
		+ If data are stored in a personal computing device, data will be secured to ensure confidentiality and privacy.
		+ There are security check-ups (anti-virus and password updates) for personal machine in which data is stored.
		+ If data are stored in a server, access to such server limited to authorized IT and research personnel.
		+ There are regular security audits for the server.
		+ The collected data from human participant over any information network is encrypted for further sharing or transmission.
		+ The data encryption process complies with AUW IT’s present standard.
		+ The information network and the related applications selected for data use for transmission meets the safety requirements of AUW IT.
		+ If a server is used for research data storage, the personal identification information and data are kept separately.
		+ A backup system is in place to ensure safety of the research data.
		+ There is a strategy in place for post-research data storage and/or disposal.
	2. **If any adverse or unexpected outcome that could be potentially harmful is caused by the student’s work to participants (e.g. suicidal ideation), what will you do**?
	3. **Describe any benefits that individuals may reasonably expect from participation.**
1. **Does this assignment/activity pose any health-related or environmental risk to the wider community, including anyone other than the participants that may be exposed to it?**
2. **Does the assignment/activity involve any potential risks to student safety? \_\_\_\_\_\_\_\_\_\_**

**If NO, please go to question 11. If YES, please describe what they may be and how you will minimize these risks to students.**

1. **Financial or Other Conflict of Interest Disclosure (Please see *Avoiding Conflict of Interest* Principle.)**

**DECLARATION OF THE COURSE INSTRUCTOR**

* I declare that I have read the AUWIRB Mission Statement and Principles and am aware its role and principles and of the responsibilities set out in these guidelines.
* I declare that I am qualified and authorized to supervise the kind of assignment/activities described in this document.
* I certify that any teaching assistants in this assignment/activity have been fully briefed on procedures and relevant ethical considerations.
* I undertake to inform the AUWIRB of any changes to the proposed assignment/activity or its details given in this form subsequent to its submission (including change of contact details).
* I agree to submit to AUWIRB the mandatory FINAL RESEARCH REPORT upon completion of the assignment/activity outlined in this proposal.
* (**If** assignment or activity with experimental animals, Appendix A is attached and) I declare that the purpose of this research cannot be achieved by alternatives to the outlined use of animals.

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| --- | --- | --- |
| **Name of Course Instructor** | **Signature of Course Instructor (If you cannot insert a digital signature, please just write your name here as an indication of your signature)** | **Date** |
|  |  |  |