**Ethics Review Application**

**The Aga Khan University**

**Tanzania Institute for Higher Education**

**SOCIAL SCIENCES AND HUMANITIES RESEARCH**

**Checklist**

This checklist was prepared in order to aid researchers in preparing a complete application and to help expedite review by the Ethics Review Committee. Your cooperation in completing will be greatly appreciated.

**A soft copy of ERC application form with the checklist**

**Complete Project Information**

**Soft copies of Research Instruments (e.g. questionnaire, interview or observation protocols)**

**Soft copies of Informed Consent forms in English, Kiswahili or any other local language (as applicable)**

**Soft copies of assent forms in case of research with children (if applicable)**

**Research proposal/ a brief concept note (as applicable)**

**I have made a copy of this entire application for my files**

**I have submitted the completed checklist, project information, application form and other related documents in one set of hard copy**

**Signature of Principle Investigator: Date**

**Signature of Supervisor (if applicable): Date**

**Project Information**

|  |  |
| --- | --- |
| **Project Title:** | **Project Number:** |
| **ERC Ref No (if known)** | **Source of Funding/sponsor:** |
| **Name of Principal Investigator:**  **Designation** | **Department/Unit:** |
| **Name of Co-Investigator (s):** |  |
| **Name of Team Member (s)** | **Department/Unit:** |
| **Name of supervisor(s)[[1]](#footnote-1)** |  |
| **Expected Duration of the study period** | **Proposed dates for data collection from** |
| **Phone:** | **Email address:** |

**1.0 RESEARCH INFORMATION**

1.1 Please state the research question(s) or purpose of the project (in brief).

**Research Questions**

1.2 Briefly outline the research design or nature of the project (including information about research methods, sampling, tools for data collection, time/phases of data collection, outcomes etc).

1.3 What is the value or benefit of this project (e.g. expected outcomes, significance of the project to the participants, AKU, the community etc)?

1.4 Despite the value and benefits, outline the ethical issues (if any) of the project, particularly in relation to research participants and/or other people (e.g. invasion of privacy, mental stress, possible embarrassment, anxiety, discomfort etc), and details of how you will respond to such risks (e.g. only women will interview women).

**2.0 PARTICIPANT DETAILS**

2.1 Who are the intended research participants? Also specify the number if possible.

The study will involve

2.2 Where will the research participants be recruited from?

2.3 Any other relevant details about the participant(s)

**3.0 PROCEDURAL DETAILS**

3.1 Briefly describe the research procedures/methodology as they affect the participants (e.g. completion of a questionnaire (including time to complete), observation of teaching etc).

3.2 Does the research involve any of the following:

a) Identification procedures e.g. tape/video recording, photography?

Yes () No ( )

If yes: is it; Audio Tape ( ) Video Tape () Photography ( )

Other please specify:

b) Deception of participants at any stage? Yes ( ) No ()

c) Accessing confidential personal data prior to consent of the participant(s)?

Yes ( ) No ()

d) Obtaining information from another party (e.g. employer, school principal) which requires identification of research participant(s)?

Yes ( ) No ()

3.3 Does this research involve another institution (e.g. university, education system, school)?

Yes () No ( )

If yes, have you obtained permission from that institution to conduct the research?

Yes ( ) In process ()

**4.0 INFORMED CONSENT**

4.1 How will you inform the research participants about the research study (e.g. about the objectives, processes and outcomes of the study)?

4.2 How will you obtain a research participants’ agreement to be involved in the research? (Please explain if a consent form is not included with this form.)

* 1. Does your research involve children or young people under the age of 18?
     1. how will you obtain permission of their parent(s) and/or guardian (s) and/or principal?
     2. will you obtain assent from the child or young person, and if so how will this be done (include Assent form

**5. 0CONFIDENTIALITY DETAILS**

5.1 How will you protect the research participants’ confidentiality?

5.2 How will you ensure that confidentiality of the data you collect will be maintained (e.g. only researchers have access to data, ethics committee, sponsors)?

5.3 How will data be stored safely during and after the project (e.g. in a locked cabinet)?

**6. 0 RECIPROCITY**

6.1 How will you reciprocate with the research participants (both individuals and institutions, if involved) for their involvement in research (e.g. sharing a copy of the final study report)?

If you are unable to provide any of the above documents, please provide a brief explanation.

**7.0 ANY OTHER INFORMATION**

7.1Please provide any other information that may facilitate the ethical review process

We, the undersigned, agree to conduct this research in accordance with the ethical principles indicated in this approval form.

**Note: *All Principal Investigators, Co-Investigators, Team members or Supervisor are requested to sign this declaration.***

1. To be completed where the Principal Investigator is a student [↑](#footnote-ref-1)