**KATHMANDU UNIVERSITY**

**SCHOOL OF EDUCATION**

**Guidelines for Ethical Approval**

**(Approved by the Research Committee on 21 January 2019)**

**January 2019**

**Hattiban, Lalitpur**

**Office Use Only**

Received on: Approved on:

Returned for revision on:

Ethical approval number:

**Kathmandu UniversitySchool of Education**

**Research Committee**

Application for Ethical Approval

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| **1: About research project and student/faculty**  |

**1.1 Title of the research project:**

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**1.2 Duration of the research project**

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| --- | --- | --- | --- |
| **Research activities start** |  | **Scheduled Completion date** |  |

**1.3 About applicant/s:**

|  |  |  |
| --- | --- | --- |
| **Applicant’s nameand title:** |  |  |
| **Department/Unit** |  |
| **Email:** |  | **Phone:**  |
| **Role in the research:** |  |

**1.4 Student project (to be filled up the student if it is undertaken for his/her studies)**

If the project is to be undertaken by a research student as part of their studies, please indicate below.

**Section 7** must also be completed.

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| **Admitted year** |  | **Level of study**  |  | **Department** |  |

**1.5 Faculty research**

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| --- | --- |
| **Names of all researchers:** | **Area of Expertise** |
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**1.6 Has this project been submitted for ethical approval before? If so, when?**

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| **Section 2: About the research project** |

**2.1 Introduce your research project (100 words)**

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**2.2 State research questions.**

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**2.3 Methods of study**

**Describe how the study will be undertaken and explain what interactions will occur between researchers and participants (100 words)**

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**2.4 Location/s of the research (site/s where the research will be carried out)**

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**2.5 Are you familiar with the local culture/context/professionals? If not***,***what do you do to adjust with the local culture/people/professions?**

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| **Section 3: Participants**  |

**3.1 Who will be the participants in this project?**

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**3.2 What is the number of participants?**

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**3.3 What is the age range of participants?**

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**3.4 If this research involves children under 18 years of age, describe how do you comply the study?**

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**3.5 What is the participant selection and exclusion criteria?**

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**3.6 Will any personal information including names, contact details, email addresses of participants etc. be accessed for purposes of report writing?**

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**3.7 Do you provide the information of the participants to the other person/organization?Explain**

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| **Section 4: About ethical considerations** |

**4.1 Describe the likely burden/s of participation and any risks to participants during this the research. If so, how will you minimize the risks?**

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**4.2 Are you providing any reimbursement or pocket expenses to the participants? If so, justify.**

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**4.3 Will you disclose about you and research process to the participants? How?**

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**4.4 What risks can be there in the field? If so, how do you mitigate?**

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**4.5 Please confirm by putting tick (√) that you have ensured the following:**

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| --- | --- | --- |
|  | **Yes** | **No** |
| **Security of respondents during the research process** |  |  |
| **Security of researchers during the research process** |  |  |
| **Protection health hazards because of the research** |  |  |
| **Avoidance of environmental hazards because of the research** |  |  |
| **Maintaining where applicable the gender and other inclusion**  |  |  |
| **Avoidance of sexist and stereotypical language**  |  |  |

**If explanations are needed in case of above points, please write here.**

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| **Section 5: About confidentiality issue** |

**5.1 How do you protect the privacy and confidentiality of participant data and samples during the collection?**

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**5.2 How do you protect the privacy and confidentiality of participant data and samples during the analysis and report writing?**

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**5.3 Are you using photographs or recordings of participants using audio tape, film/video, or other electronic medium and how are these to be used? Will you take consent from the participants?**

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**5.4 When the project is completed, for all the records and materials (written or electronic) used or collected during the project, outline how will the records be stored?**

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| **Section 6: Declaration of the researcher (s)** |

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| **I/we, the researcher(s) agree to**:* conduct the project in accordance with ethical guidelines.
* start this research project only after obtaining final approval from the Research Committee
* submit final report to the Research Committee and get its approval before it is submitted to KUSOED or another agency.
* accept responsibility for the conduct of this research project remaining in ethical principles.

Name and signature of applicant/s.  |
| Applicant’s signature: |  | Name: |  | Date: |  |
| Researcher’s signature:  |  | Name: |  | Date: |  |
| Researcher’s signature:  |  | Name: |  | Date: |  |

HoD/Program Coordinator’s signature for submitting

this application to the Research Committee for ethical approval………………………..

Date: ……………………