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|  | **Application Form for Ethical Clearance for Research**  **Faculty of Engineering**  **University of Peradeniya** |

Complete all sections. Where selection boxes exist, select the appropriate answer with a ✔ mark.

Please refer to the **Guidelines for Ethical Clearance Application** before filling out the application.

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| **1** | **Research Project Title (Please use BLOCK CAPITALS)** |  |

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| **2** | **Principal Investigator** | | | | | | |
| Title (Prof/Dr/Mr/Ms) |  | | | | | |
| Name |  | | | | | |
| Designation |  | | | | | |
| Place of Work |  | | | | | |
| Address |  | | | | | |
| Email |  | Phone |  | | | |
| **Are Co-Investigators involved?** (If yes, attach details separately) | | | **Yes** |  | **No** |  |

Please fill section 3 if there is/are supervisor/s for the research project and submit the application with the supervisor's consent. If not, skip to section 4.

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| **3** | **Supervisor** | | | **Yes** |  | **No** |  |
| Title (Prof/Dr/Mr/Ms) |  | | | | | |
| Name |  | | | | | |
| Designation |  | | | | | |
| Place of Work |  | | | | | |
| Address |  | | | | | |
| Email |  | Phone |  | | | |
| **Are Co-Supervisors involved** (If yes, attach details separately) | | | **Yes** |  | **No** |  |

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| **4** | **Study Area** | | | | | | | | | |
| Engineering |  | Social |  | Humanities |  | Health Science |  | Other (Please specify) |  |

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| **5** | **Proposed initiation and completion of data collection** | | | |
| Start date |  | End date |  |

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| **6** | **Location/locations where the study will be conducted.**  If the research is to be conducted at a site requiring administrative approval/consent (e.g. in a school), Please include all consent letters. | | | |
| Location | Nature of site (indoor/outdoor) | Activity (Interview/Observation) | Investigator in Charge |
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| **7** | **Does the research project have any other research ethics board approvals?** | Yes |  | No |  |
| If yes, please provide a copy of the approval letter. | | | | |

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| **8** | **Source of funding (if any)** |
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| **9** | **Externally (foreign) funded projects** | Yes | No |
| Is the study funded by a foreign country/organisation? |  |  |
| Are any approvals from foreign agencies received? (If yes, please attach) |  |  |
| Why is the research conducted in Sri Lanka and not in the sponsoring country? | | |
|  | | |
| What is the relevance of this study to Sri Lanka? | | |
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| What are the post-research benefits/risks to Sri Lanka? | | |
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| Are the data/material/samples transferred overseas? (Provide details) | | |
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| **10** | **Community-based or industry-based study** |
| What is the impact/relevance of the research on the community/organisation where the study is conducted? |
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| What steps are taken to consult with the concerned community during the research design? |
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| What procedures will be used to obtain community consent and individual consent? |
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| How will the research contribute to the capacity building of the community? |
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| What feedback will be provided to the participants after the project's completion? |
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| **11** | **Summary of the research proposal** (proposal outline maximum 1000 words.  You could attach it as a separate document **with the interview guide/questionnaires and other relevant information**) |
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| **12** | **Data collection methods (Select all that apply)** | | Yes | No |
| Anonymous questionnaires/surveys | |  |  |
| Coded questionnaires/surveys | |  |  |
| Identifiable questionnaires/surveys | |  |  |
| Group interviews/focus groups | |  |  |
| Social media participation/observation | |  |  |
| Examination of confidential records | |  |  |
| Individual interviews | |  |  |
| Telephone/online interviews | |  |  |
| Examination of student work/journals | |  |  |
| Testing emotions | |  |  |
| Audio-visual recording with consent | |  |  |
| Audio-visual recording without consent | |  |  |
| Overt observation of participants | |  |  |
| Covert observation of participants | |  |  |
| Procedures involving physical/laboratory experiments | |  |  |
| Procedures involving administrative substances | |  |  |
| Procedures involving human body testing | |  |  |
| Procedures involving animals/wildlife | |  |  |
| Other (Please specify): |  | | |

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| **13** | **Confidentiality** |
| How are data samples obtained? (What is the format) |
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| How long will data samples be kept? |
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| How would the records be destroyed after the study? |
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| Who will have access to the personal data of the research participants? |
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| How is the privacy of each participant safeguarded? |
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| What is the storage procedure for data? |
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| If data are kept for future studies, will appropriate consent be obtained? |
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| **14** | **Fair selection of the study participants** |
| What is the study population (if applicable)? |
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| What is the justification for selecting the study population? |
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| Is there a selection criterion for participants to minimise the risks and maximise the benefits to distribute the burden of research equitably? |
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| What is the plan for initial contact and recruitment of participants? |
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| **15** | **Rewards for participants:**  If the study participants are paid/rewarded financially or in kind, please justify the need for such compensation. |
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| **16** | **Process of informed consent** | Yes | No |
| Is the consent form included with the application? (Along with Sinhala/Tamil translation if applicable? |  |  |
| Is the information sheet included with the application? (Along with Sinhala/Tamil translation if applicable? |  |  |
| How is consent obtained voluntarily without deception, intimidation, and inducement? | | |
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| Will fresh informed consent be obtained if the procedures change during the research? | | |
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| **17** | **Rights of the Participants** |
| How is the participant's unconditional right to withdraw from the study at any time ensured? |
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| Is there a method for participants to register any complaints during the study? |
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| Is there a provision to make the study results available to the participants at the end of the study? |
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| **18** | **The scientific significance of the study and validity** | | | | |
| What is the scientific significance of the study in relation to improving the product/system and/or knowledge on the subject? | | | | |
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| Is your study an original/or a replication of a previous study? | Original |  | Replication |  |
| If the study is a replication, please provide details and justification. | | | | |
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| Are the facilities at the site adequate to support your study? | | | | |
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| How will the results of the study be disseminated? | | | | |
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| **19** | **Assessment of risks/benefits**  (Please indicate all potential risks to the participants/organisation/community engaged with the study) | Yes | No |
| Does the study involve children/any other underprivileged/vulnerable/differently abled participants? |  |  |
| Are there any possible physical/psychological/emotional risks to the respondents? |  |  |
| Are there any social risks to the respondents? (e.g., risk of privacy/confidentiality of status, gender, identity, religion etc.) |  |  |
| Is there any legal risk to the respondents? (e.g., loss of job, confidentiality of design, patents etc.) |  |  |
| Are there any environmental risks involved? (e.g., disposal of toxic substances, waste, etc.) |  |  |
| If the answer to any of the above is ''yes", please explain the risks (to participants/organisations/environment) and the plan (proposed in your research project) to minimise the risks mentioned above. | | |
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| Are there any benefits to the respondents/community/system or other stakeholders? |  |  |
| If the answer to the above is "Yes", please explain the benefits. | | |
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| Justify the potential benefits compared to the risks (if applicable) | | |
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| Is there adequate social/psychological support planned for the respondents to compensate for the risk? (If applicable) | | |
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| **20** | **Effects on Participants/Organisations/Society**  (Please record relevant procedures for handling any possible positive or adverse (physical/psychological/emotional) effects on participants from the study) |
| What is the procedure for reporting adverse effects on the participants/organisations/society of the study? |
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| What is the procedure for dealing with adverse effects on the participants/ organisations/society of the study? |
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| What is the possibility of an effective intervention for the participants/organisations/society, if found, being available to the population? |
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| **21** | **What are the provisions for safety monitoring and termination of research?**  (Please report any safety procedure related to handling equipment, site visits, encountered crises, etc., and related termination if necessary) |
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| **22** | **Conflicts of interest**  Will the investigators and or their partners or immediate family members receive any personal benefits such as financial, intellectual property rights, employment, consultancies, board memberships, share ownerships, etc. as a result of involvement of this study? If yes, please explain. |
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| **23** | **Are other concerns deemed relevant not specified above?** |
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I have attached the additional documents below:

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| 1. Research outline with clear Methodology, Sample selection (maximum 1000 words – could provide in the application) | |  |
| 1. Questionnaires and/or Interview Guides and other information collection methods | |  |
| 1. Participant information sheet (a brief introduction to the research for the participants) | |  |
| 1. Consent form to be given to the participants | |  |
| 1. Other documents (please specify) |  | |

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| **Principal Investigator**  I confirm that we (Co-investigators and Myself) are aware of the prevailing laws and the consequences of breaching them. | Signature: | Date: |
| **Supervisor (if any)**  Name:  Designation:  Department/Unit: | Signature: | Date: |



**For the use of FOE-ERC only**

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|  | The clearance process will proceed without any adjustments. |
|  | \*The clearance process will proceed with the following revisions suggested by the reviewers: |
|  | The clearance will not be granted subject to the following reasons: |



**\*Comments to be sent to the Principal Investigator (if relevant)**

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| I have attended the following proposed revisions: |



For the use of FOE-ERC only

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| This research proposal is herewith approved by the Faculty of Engineering Ethical Review Committee (FOEERC) ethics review committee and is assigned the below number for future reference:  FOE-ERC/yyyy/Serial No. |

We give our consent to proceed with the clearance:

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| --- | --- | --- | --- |
| Committee | Name | Signature | Date |
| Chairperson |  |  |  |
| Member |  |  |  |
| Member |  |  |  |
| Member |  |  |  |
| Member |  |  |  |