The Islamic College

RESEARCH ETHICS COMMITTEE

APPLICATION FORM[1]
FOR
RESEARCH ETHICS APPROVAL

SECTION A: GENERAL

1. Title of the Study:			
Project Start Date:		Project End Date:	

2. Full name of applicant:					
Identification Number:					
School:		Course Title			
Email:		Telephone:		Fax:	
Please provide details of any and all participants in the proposed research. Use another sheet of paper if needed and staple to this form					
Name					
Position Held:					
Location:					
Contact details (e-mail/ telephone/fax):					
Name					
Position Held:					
Location:					
Contact details (e-mail/ telephone/fax):					
Name(s):					
Position Held:					
Location:					
Contact details (e-mail/ telephone/fax):					

3. Has research on the Project already begun?	Yes		No	
If NO, please complete the remainder of this section. If YES please refer to Registry for guidance				
Designated Supervisor Name:		Position held:		
Department:				
Contact details (email/telephone/fax):				

4. Declaration to be signed by the Applicant or the supervisor in the case of a student:

- I confirm that the research will be undertaken in accordance with the Islamic College's Ethical Framework, Research ***Practice Policy, and Code of Research Ethics.***
- I will undertake to report formally to the relevant the Research Ethics Committee for continuing review approval.
- I shall ensure that any changes in approved research protocols are reported promptly for approval by the relevant Ethics committee.
- I shall ensure that the research study complies with the law and the College policies on health and safety.
- I am satisfied that the research study is compliant with the Data Protection Act 1998, and that necessary arrangements have been, or will be, made with regard to the storage and processing of participants' personal information and generally, to ensure confidentiality of such data supplied and generated in the course of the research.
- I will ensure that all unforeseen problems arising from the research project are reported in a timely fashion to the Chair of the Islamic College Research Ethics Committee.
- I will provide notification when the study is completed and if it fails to start on the proposed date outlined.

Signature of Applicant: …….. **Date:…….**

• I have met and advised the student on the ethical aspects of the study design and am satisfied that it complies with the current professional (where relevant), Islamic College guidelines.

Signature of Supervisor:……..... Date……

SECTION B: THE RESEARCH

6. Please provide an outline of the proposed research, including:

- background
- objectives
- research methodology
- contribution of research (if Doctoral/ PhD/ DProf student)

(Max 1500 words).

Attach any questionnaires, Interview schedules, or surveys.

7. Who originated the study?

8. Location of study

8.1 Where will the study take place?

8.2 If the study is to be carried out overseas, what steps have been taken to secure research and ethical permission in the country of study? (Please attach evidence of approval if available.)

9. Multi-centre and off-campus studies				
If this is a multi-centre or off-campus study, please answer the appropriate questions below; otherwise, go to Question 10.				
9.1 Does this Research involve a consortium (other research partner organisations)?				
YES		**NO**		
If yes, please complete the details below in Question 9.2.				
9.2 Who has overall responsibility for the study?				
9.3 Is this an off-campus study?				
YES		**NO**		
If yes, please provide signed, written permission from an appropriate level of management within the relevant organisation(s).				
10. Has approval been sought from other Ethics Committees?				
YES		**NO**		
Please enclose copies of approval letters, where applicable.				
11. If appropriate, has the protocol been reviewed by a statistician?				
YES		**NO**		
If yes, give the name of the statistician:				
Position held:				
11.1 Define *(where necessary)* the statistical power of the study.				
12. Who will have overall control of the data generated?				
13. How do you propose to disseminate the results of your research?				

14. PROCEDURES			
Please state whether the Research includes procedures which: (*please tick the appropriate box)*			
	YES		**NO**
a. are physically invasive;			
b. involve the use of human tissue or taking of bodily samples;			
c. involve the use of or the contact with cultural or religious or political sensitive material, individuals, groups or institutions			
d. are psychologically/socially intrusive.			

If you have answered YES to any of the questions in 14 above, please complete questions 15 and 16; otherwise, proceed to question 17.

15. Specific procedures involved:				
Include details, as applicable, of: *Covert observations* *-tests to be performed;* *-the use of visual aids or the administration of psychological tests.*				
15.1 Might the procedure(s) cause pain, distress, disruption or intrusion to a participant?				
YES		**NO**		
If yes, please explain.				
15.2. Are there any particular requirements or abstentions which will be imposed upon the participant (e.g., multiple visits, abstention from prescribed medical prescriptions, tobacco, etc.)?				
YES		**NO**		
If yes, please explain.				

16. If sensitive personal Data is to be recorded, which format is it to be stored in and what steps will be taken to ensure participant anonymity
16.1 If any participants are legally considered as minors, what arrangements will be made to ensure that Parent/ Guardian permission is sought and that a third party is present at all times during contact. By contact it is meant either via: • Email • Telephone • Written letter • Via a third party • Or any other means of contact not mentioned above related to the intended Research.

17. Products and devices					
17.1 Does the research involve the testing of a product or device?					
YES		**NO**			
If yes, please describe it.					
17.2 If this research involves a drug, is it being used in accordance with its licensed uses?					
YES		**NO**			
If no, please explain why:					

SECTION C: THE PARTICIPANTS

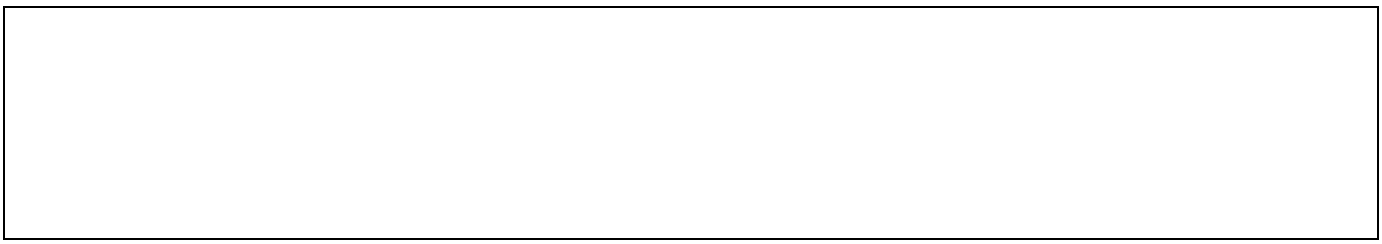
For the purposes of this section, "participants" relates to those who have given FORMAL written consent to be a participant in the research.			
18. the number of participants:			
19. if data is to be collected on different sites, please state the number of participants at each site:			
Site 1:		Number of participants:	
Site 2:		Number of participants:	
(insert additional sites if necessary)			

20. How have you arrived at this number? Please state proposed inclusion/exclusion criteria.							
21. Age group or range *(e.g., under 60s)***:**							
22. Sex:	Male			Female			
23. Do participants belong to any of the following vulnerable groups?							
Children:	**YES**		**NO**				
Participants unable to give informed consent in their own right *(e.g., people with learning difficulty)*:							
	YES		**NO**				
Other vulnerable groups *(e.g., mental illness, dementia, students, refugees, unemployed, prisoners)*:							
	YES		**NO**				

The above list is indicative, not definitive. Care will need to be taken to formulate inclusion/exclusion criteria that clearly justify why certain individuals are to be excluded, to avoid giving the impression of unnecessary discrimination. On the other hand, the need to conduct research in "special" or "vulnerable" groups should be justified and it needs generally to be shown that the data required could not be obtained from any other class of participant.

If the answer to any of the above is yes, please complete Questions 24 to 28; otherwise proceed to Question 29.

24. Please explain why it is necessary to conduct the research with the identified vulnerable participants and whether required data could be obtained by any other means.							
25. Please state what special or additional arrangements have been made to deal with issues of consent and the procedures to safeguard the interests of such participants.							
26. Please describe the procedures used to ensure children (i.e., persons under 18 years) are able to provide consent/assent to participation.							
27. If appropriate, please state whether and how parental consent, or the consent of the legal guardian and/or order/declaration of the court, will be sought in relation to the participation of children in the research.							
28. If the participant is unable to consent in their own right, will you seek the prior approval of an informed independent adult and any other person or body for inclusion of the participant in the research?							
	YES			**NO**			
State precisely what arrangements will be put in place.							



Recruitment and Selection					
The Research Ethics Committee of the Islamic College will need to be satisfied with the effectiveness and propriety of recruitment and selection procedures given the participant involved, e.g., that the participant will not feel in any way obliged to take part, that advertisements do not appear to offer inducements. The Committee will be particularly interested in cases where a participant's relationship with the investigator could raise issues about the voluntary status or motive of the participant's involvement in the research (e.g., students).					
29. How will the participants in the study be selected, approached and recruited (please indicate the inclusion and exclusion criteria)?					
If you are proposing to advertise, please attach a copy of the advert to be used.					
30. Where are you recruiting the participants?					
31. Relationship of participant to Researcher					
32. Will the participants take part on a fully voluntary basis?					
	YES		**NO**		
33. Will students of the College be involved as participants in the research project?					
	YES		**NO**		
If yes, please provide full details.					
34. Will payments or other inducements be made to participants?					
	YES		**NO**		
If yes, give amounts, type and purpose.					
Information to Participants and Consent					
35. Will participants be informed of the purpose of the research?					
	YES		**NO**		
If no, please explain why.					
36. Will the participants be given information in written or any other form related to the purpose of their inclusion within the Research +?					
	YES		**NO**		
If yes, attach a copy.					
If no, please explain why.					

37. Will written consent be obtained?

	YES		NO		

If yes, attach a copy of consent form.

If no, please explain why.

38. Where potential participants will/may suffer from any difficulties of communication, state the methods to be employed both to present information to the participants and achieve consent. If written, please attach a copy.

39. PLEASE STATE HOW YOU WILL INFORM THE PROPOSED PARTICIPANTS OF THEIR RIGHT TO WITHDRAW FROM THE RESEACH AT ANYTIME OF THEIR CHOOSING. ALONG WITH THEIR RIGHT NOT TO PARTICIPATE AT ALL WITHIN THE RESEARCH.

Where relevant:

39.1 Will data be sought from anyone associated with the participant?

- Family
- Employer
- Work colleagues
- Health Care provider (GP, etc.)
- Friends

	YES		NO		

39.2 Have the participants consented to having any of those mentioned above, contacted or informed of their participation within the proposed research?

	YES		NO		

40. Please state what measures will be taken to protect the confidentiality of the participant's data (i.e., arising out of the research and contained in personal data).

41. How long will the data be retained following completion of the research?

42. How will participants be informed of the results of the study if they so wish?

SECTION D: RISKS AND HAZARDS

43. Risk to research participants

43.1 Are there are any ethical problems or special considerations with the proposed Research?

	YES		**NO**		

If yes, please give details:

43.2 Are there any potential health hazards or risks to participants?

	YES		**NO**		

If yes, please specify them and state what precautions have been taken to minimise and deal with them:

44. Risk to researchers

44.1 Are there any potential hazards or risks for the researchers and others associated with participation in the research (as distinct from the research participants)?

	YES		**NO**		

If yes, specify them and state what precautions have been taken to minimise and deal with them.

45. Has a Health & Safety risk assessment been carried out?

YES		**NO**			

SECTION E: COMPENSATION FOR DEATH OR PERSONAL INJURY

46. Is the Islamic College providing indemnity for compensation in the event of personal injury or death arising out of participation in the research?					
	YES		**NO**		
47. If the insurance cover is **not** being provided by the Islamic College, please provide written confirmation that you have insurance cover for negligent **and** non-negligent harm.					
48. Has a manufacturer provided commercial equipment and/or mechanical devices?					
	YES		**NO**		
If yes, please state what arrangements have been made to compensate or provide indemnity in the event of personal injury or death arising from the use of the equipment or mechanical devices.					

SECTION F: CONFLICT OF INTEREST AND INTELLECTUAL PROPERTY

49. Are there any potential conflicts of interest arising from the project, deriving from relationships with collaborators/sponsors/participants/interest groups?					
	YES		**NO**		
Please disclose all relevant personal and commercial interests.					
50. Does the project require access to intellectual property rights (IPR) belonging to third parties?					
	YES		**NO**		
50.1 If yes, has use of such IPR been cleared with the relevant owners?					
	YES		**NO**		
51 Are arrangements in place to ensure the proper attribution and acknowledgement of inventive contributions to the project by all participants/collaborators?					
	YES		**NO**		
If yes, please provide evidence of this.					

SECTION G: ADDRESSING ETHICAL CASES NOT INCLUDED IN THIS DOCUMENT

52 For all types of research conducted by students of the Islamic College in which ethical concerns must be considered, but which are not addressed in this document, the College's Research Ethics Committee will provide the necessary guidelines to researchers.

[1] . This document is modelled on Middlesex University Research Ethics Guidelines.