



APPLICATION FOR APPROVAL TO CONDUCT RESEARCH INVOLVING HUMAN PARTICIPANTS

Research Ethics Review Committee of CIRBAS (RERC-CIRBAS)

TYPE OF APPLICATION:

☐ Regular

☐ Fast track

Note: For **Fast-Track applications**, an approval decision will be provided within **two weeks**. For **Regular applications**, the review process will take approximately **four weeks**.

1. Title of Research/Project/Dissertation

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2. Contact Information for the Principal Investigator (PI):

In cases where the PI is a student, the research must be conducted under the supervision and oversight of a CC faculty member or Supervisor.

PI Name			
Email address		Phone	
Name of Organization, including Department			
Status	☐ Faculty/Staff ☐ Student* ☐ Project Director ☐ Other..... *If student: ☐ Undergraduate Student ☐ Graduate Student ☐ MPhil/Doctoral/Post-doctoral Student		

3. Members of the Research Team (If more than 3, attach separate sheet with information requested)

Name		Role	☐ Co-PI ☐ Research Team Member
Email address		Phone	
Name of Organization, including Department			
Status	☐ Faculty/Staff ☐ Student* ☐ Project Director ☐ Other..... *If student: ☐ Undergraduate Student ☐ Graduate Student ☐ MPhil/Doctoral/Post-doctoral Student		

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Centre for Integrated Research for Business and Society (CIRBAS)

House/Holding # 584, Post: Kazla,, Post Code - 6204, Motihar, Rajshahi, Bangladesh, Cell # +8801556307564;
e-mail: cirbas2023@gmail.com



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4. Purpose of Project (select one)

☐ Research Article ☐ Master/PhD/MPhil Research/Dissertation ☐ Funded Research Project ☐ Undergraduate Thesis ☐ Other Research (Specify.....)
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5. Anticipated Start and End Dates of Project/ Research/ Dissertation

Approximate start date:	Approximate end date:
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7. Is your project funded by an external sponsor, including a gift or a sponsored award? ☐ Yes ☐ No
 If yes, provide the details of the external sponsor.

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Part 2 Research Methodology and Data Collection Procedures

Please answer each question below clearly and in plain, non-technical language. Incomplete or insufficient responses may delay the review process; as additional information may be requested.

1. Briefly describe the purpose of your research study in language that can be easily understood by a general audience (maximum 200 words). Please avoid technical terms, scientific jargon, and acronyms. Do not copy and paste directly from your research proposal.

2. State your research question(s) and related hypotheses.

3. Provide a detailed description of all activities and procedures that participants will be asked to undertake or experience during the study. Please specify the location of the research activities, the number of sessions, observations, or visits required, the estimated duration of each session, and the total time commitment expected from each participant. Include details of any long-term follow-up activities, if applicable. Copies of all research instruments, including surveys, questionnaires, interview guides, or other data collection tools, must be submitted with the application. Where an instrument is not the intellectual property of the student researcher, appropriate permission or authorization for its use must also be provided.

4. Who will conduct the experiment or administer the interview or questionnaire?

5. How will research participant's responses be captured? This information must be included on the consent form.

☐ Audio only ☐ Video (includes audio) ☐ Face-to-Face ☐ Online

If Audio, Video or Online, describe to tools that will be used (Cell phone, Zoom, Survey Monkey, etc.):



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Part 3

Participants, Recruitment and Compensation

1. Describe the characteristics of the human participants who will take part in the study. Include the expected age range, total number of participants, country or countries of residence, and any other relevant demographic or professional information, such as organizational affiliation, job position, industry, or other characteristics relevant to the research.

2. Please select all the categories of participants that will be included in your study.

☐ Healthy adult volunteers	☐ Cognitively impaired persons	☐ People in foreign countries
☐ Pregnant or nursing women	☐ People with limited literacy	
☐ Children under the age of 18.	☐ People with specific health conditions.	
☐ People unable to read, speak or understand English		
☐ Prisoners or individuals under detention or on probation		
☐ Other category of participants not listed here Please explain:		

3. Describe your relationship with the research participants (co-workers, subordinates, former co-workers, etc.) and/or the hosting organization, if any.

4. Do you have permission from the hosting organization (if any) to conduct research on their premises and/or within their organization? ☐ Yes ☐ No. If yes, attach the relevant letter/form.

What are the eligibility and inclusion criteria for participation in the study? Describe the characteristics of the individuals you intend to recruit, including relevant factors such as age, gender, ethnicity or race, socioeconomic background, literacy level, and health status, where applicable. Clearly state any specific eligibility requirements and provide a justification for excluding any particular group from participation.

5. Identify all methods and materials that will be used to recruit study participants. Provide copies of all recruitment materials, including recruitment letters, posters, flyers, advertisements, website content, email invitations, telephone recruitment scripts, and any other materials that will be used to contact or recruit potential participants. All recruitment materials must be submitted with the application for review and approval.

☐ Printed flyers	☐ Face to face recruitment	☐ Notices	☐ TV, radio, print advertisements
☐ Email	☐ Online advertisements	☐ Mailers /Post	☐ Presentations at meetings
☐ Internet, social media or online networking sites ☐ None or Other tools not listed here, please explain:.....			

6. Describe the procedures that you will use to recruit these participants. How will participants be identified? Who will ask for participation?

8. Will participants receive monetary compensation, or will material resources/incentives be used to gain or reward participation? ☐ Yes ☐ No. If yes, describe them:

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Part 4 Risks and Benefits

1. From the list below, please select ALL of the potential risks of participating in your study.

- | | |
|--|---|
| ☐ Use of deception / deceptive techniques | ☐ Risk of injury or bodily harm |
| ☐ Identification of child, spousal, or elder abuse | ☐ Identification of illegal activity |
| ☐ Possible invasion of privacy of subject or subject's family | |
| ☐ Use of private records (i.e. educational or medical records) | |
| ☐ Manipulation of psychological or social state such as sensory deprivation, social isolation, psychological stress | |
| ☐ Probing for personal or sensitive information in surveys or interviews (e.g., private behaviors, drug use) | |
| ☐ Presentation of materials which some participants may consider sensitive, offensive, threatening or degrading | |
| ☐ Presentation of materials or questions that might elicit traumatic memories | |
| ☐ Social or economic risk (reputational, cultural, financial costs, employability, etc.) | |
| ☐ Other risks not listed here. Please describe: | |
| ☐ There are no risks of any kind to any participants enrolled in this study. | |

2. **Describe the nature, severity, and likelihood of all potential risks or harms identified above.** Consider all risks that participants may experience, including physical, psychological, social, financial, legal, or privacy-related risks, such as the potential loss of confidentiality. Explain the seriousness of each identified risk and the likelihood of its occurrence. All potential risks and harms must be clearly disclosed in the informed consent form, along with any measures that will be taken to minimize or manage them.

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3. **Describe the measures that will be implemented to minimize potential risks and protect the safety, well-being, and rights of study participants.** Explain the procedures for preventing, identifying, and responding to any unexpected or adverse events that may cause harm to participants. Describe the actions that will be taken if a participant experiences distress, injury, or other adverse outcomes during or as a result of the study. Include details of any follow-up, referral, or support procedures that will be provided when necessary. For studies involving vulnerable populations, describe the additional safeguards and special precautions that will be implemented to protect their rights and welfare.

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4. **Describe any personal benefits that participants may reasonably expect from his/her involvement in the research. Do not exaggerate potential benefits. If there are none, state "None".**

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5. **Briefly describe the anticipated benefits of this study to society, academic knowledge or both.**

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1. Will you or any member of your research team collect or have access to any of the personal identifiers listed below? Please check all that apply.

2. **Describe how the privacy and confidentiality of participants' personal information will be protected throughout the study.** Provide details of the procedures that will be used to maintain anonymity or confidentiality during data collection, storage, processing, and entry. Specify who will have access to the data and describe the measures that will be taken to prevent unauthorized access, disclosure, or misuse. Explain how the collected data will be used for the current study and whether it may be used or shared for future research purposes, including any applicable conditions or restrictions.

3. How and where will research data be stored and secured? Describe the storage location and security measures that will be used to protect all research data, including electronic files, paper records, audio recordings, and video recordings. Specify the retention period for each type of data and explain the procedures and timeline for securely destroying the data when it is no longer required. If any data will be retained beyond the study period, provide the reason for retention and specify how long it will be kept. Indicate whether participant identifiers or any codes/links that could be used to identify participants will be retained or destroyed, and specify when and how they will be destroyed.

Signed informed consent forms must be retained securely for three years following completion of the study. Describe where and how these documents will be stored and the measures that will be taken to maintain their confidentiality and security during the retention period.

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Part 6 Consent Process

1. **Describe in detail the process that will be used to obtain informed consent from study participants.** Explain how the research study, its purpose, procedures, potential risks and benefits, and the participant's role will be communicated to prospective participants. Specify who will provide the information, when and where the consent process will take place, and how participants will be given sufficient opportunity to ask questions and seek clarification before deciding whether to participate. Participants should be provided with a clear explanation of the study and should sign the informed consent form only after they have received adequate information and have had their questions answered. The informed consent form must be customized to reflect the specific details and requirements of the study. A copy of the proposed informed consent form must be submitted with this application for review and approval. Each participant who provides consent must receive a copy of the signed consent form for their records.

2. **If your study population includes people having languages other than Bengali or English, translation of consent information is necessary.** Describe how information will be translated and by whom. You may wait until the consent form is approved in Bengali or English before having it translated.

3. **If your population includes prisoners, people with limited mental capacity, language barriers, problems with reading or understanding, or other issues that may make them vulnerable or limit their ability to understand and provide consent, describe special procedures that you will institute to obtain consent appropriately.**

4. **Do you plan to recruit children under the age of 18?** ☐ Yes ☐ No **Describe how you will obtain assent for children under the age of 18.** If your population includes children under the age of 18, you must ask for parental permission before attempting to recruit a child into your study. Once you obtain parental permission, children must be given the opportunity to provide assent.

5. **Describe procedure for participants who want to withdraw from the study. If data was collected from a participant who withdraws, describe the process, if any, for destruction of data collected from this participant.**



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6. Describe the steps that will be taken to minimize the possibility of coercion or undue influence.

7. If withholding or partially disclosing the purpose of the study is necessary for the research to be conducted, describe the debriefing process in detail. Explain how and when participants will be informed of the complete purpose and objectives of the research. Specify who will provide the full disclosure and indicate whether debriefing will take place immediately after participants complete the research activities or after the study's data collection has been completed. Describe any information that will be provided to participants during the debriefing, including clarification of any information that was withheld or intentionally presented incompletely. A copy of the written debriefing statement or materials that will be provided to participants must be submitted with the application for review and approval.

8. Attachments: Place a check mark next to attachments that have been included.

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| ☐ Dissertation, researcher grant proposal | ☐ Copies of ERC approvals or letters of permission from other sites |
| ☐ Parental Permission Form | ☐ Scripts of intended telephone conversations |
| ☐ Child Assent Form | ☐ Debriefing Statements |
| ☐ Informed Consent Forms | ☐ Letters of Permission to Use Research Instruments |
| ☐ Letter of Permission from Host Organization | |
| ☐ Copy of fliers, ads, posters, emails, web pages, letters for recruitment | |
| ☐ Copies of all instruments, surveys, focus group or interview questions, tests, etc. | |

SIGNATURE(S)

The attestation below is to be signed by the person(s) conducting the research. If this person is a student, the faculty member supervisor must also sign in the lower box. Click on the attestation box below, entering your name and today's date. If there is more than one Principal Investigator.

Principal Investigator

I certify that the information I provide in this application is correct and complete. I also pledge that I will not change any of the procedures, forms, or protocols used in this study without first seeking review and approval from the RERC-CIRBAS.

Attestation of Investigator

Date

Name / Signature of Investigator

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Supervisor/Chairperson/Dean (required when student is Principal Investigator)

I certify that the information provided in this application is correct and complete to the best of my knowledge.

☐ Attestation of Faculty Supervisor

Date

Name/Signature of Supervisor/Program Chair/Dean

RERC-CIRBAS Member of Academic Compliance and Strategic Initiatives

I have reviewed this application as submitted and rule that the research:

- ☐ Meets the conditions and has been deemed EXEMPT and is approved
- ☐ Qualifies for the EXPEDITED review by a designated review team.
- ☐ Requires FULL Committee Review due to the nature of the research.
- ☐ Rejected

Attestation of the RERC-CIRBAS Compliance Member

Date

Name / Signature of RERC-CIRBAS Compliance Member

SUBMISSION INSTRUCTIONS

1. Prior to submission, carefully review the form to ensure that it is filled out completely and accurately.
2. Submit an electronic copy of this application as PDF, along with all required attachments to the RERC-CIRBAS e-mail: cirbas2023@gmail.com
3. Research compliance requirements are determined by the RERC-CIRBAS Committee and are considered final on the date signed.
4. This approval is revoked if changes in the participants' demographics, data, data collection methods, and other pertinent details attested herein are changed.

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