

Faculty of Informatics and Design

Research Ethics Review Checklist

All post-graduate students and researchers are required to complete this form before commencing with research. Post-graduate students are requested to please submit this form together with HDC 1.2 (proposal submission) to the Faculty Research Committee (FRC).

(Where applicable mark relevant boxes with an X)

Project Title:

Applicant / Researcher:	Title, name & surname:		Under-graduate		Post-graduate		Staff	
	Office Telephone:	Cell:	eMail:					

Supervisor (if applicable):	Title, name & surname:						
	Office Telephone:	Cell:	eMail:				

Research Checklist:

		Yes	No
1:	Does the study involve participants who are unable to give informed consent? Examples include children, people with learning disabilities, or your own students.		
2:	Will the study require the co-operation of a gatekeeper for access to the research participants. Examples include students at school, members of self-help groups, residents of nursing homes — anyone who is under the legal care of another.		
3:	Will it be necessary for participants to take part in the study without their knowledge and consent at the time? — e.g. covert observation of people in non-public places?		
4:	Will the study with the research subject involve discussion of sensitive topics? Examples would include questions on sexual activity or drug use.		
5:	Will the study involve invasive, intrusive, or potentially harmful procedures of any kind (e.g. drugs, placebos or other substances to be administered to the study participants)?		
6:	Will the study involve testing on sentient subjects?		
7:	Will financial inducements (other than reasonable expenses and compensation for time) be offered to participants?		
8:	Will your research involve materials or processes that could damage the environment?		

If you have answered '**No**' to all questions, submit the completed and signed form to the FRC together with the research proposal.

If you have answered 'Yes'...

If you have answered '**Yes**' to one or more questions, kindly attach a report describing how you plan to deal with the ethical issues raised by your research. This does not mean that you cannot do the research, only that your proposal will need to be approved by the Research Ethics Committee. You will need to submit your plans for addressing the ethical issues raised by your proposal to the FID Research Ethics Committee.

Declaration

As Researcher / Applicant I acknowledge that:

- It is my responsibility to follow the CPUT Code of Practice on Ethical Standards (which is currently being drafted) and any relevant academic or professional guidelines in the conduct of my study; and
- that this includes providing appropriate information sheets and consent forms and ensuring confidentiality in the storage and use of data.
- Furthermore that in the event that there are any significant changes in the design, or conduct over the course of the research, that I will notify my supervisor (where relevant) and inform the FID Research Ethics Committee if new ethics approval is needed.

By my signature below I declare that I am not aware of any potential conflicts of interest, other than those declared on THIS form, which may influence the ethical conduct of this study.

Signatures:

Researcher:
Date:

Supervisor:
Date:

FID Research Ethics Committee comments:

Approved	Referred back	Ethics Committee Member	Date: