NORTHERN CARIBBEAN UNIVERSITY
OFFICE OF RESEARCH AND PUBLICATIONS
RESEARCH ETHICS REVIEW

I. Application Form for Ethics Review of Proposed Research

Principal Investigator_____
Status of Principal Investigator_____
Complete mailing address_____
Telephone:_____

College/Department_____

E-mail _____

Supervisor's email (if applicable)_____

Co-Investigator_____
Status of Co-Investigator_____
Project Title_____

ANTICIPATED Data Collection Timelines

Start Date (year/month/date)

End Date (end of data collection) (year/month/date)

Status
( ) Master's Project ( ) Master's Thesis ( ) Doctoral Dissertation ( ) Faculty ( ) Staff ( ) Other (specify)_____

Funding Source (if applicable) _____

►I have read the Northern Caribbean University Research Programme Policy and Procedures Manual and I agree to comply with these guidelines in conducting my research.

_____ _____
Signature of Applicant Date

►As the thesis/dissertation/project Instructor/Principal Investigator, I have read and approved submission of this application to NCU's Institutional Review Board, and ensured that the proposed project is compliant with the Northern Caribbean University Research Programme Policy and Procedures Manual.

_____ _____ _____
Printed name of Thesis/Dissertation/Project Instructor/Principal Investigator | Signature of Thesis/Dissertation/Project Instructor/Principal Investigator | Date

ETHICS REVIEW STATUS

☐ Application approved by College/School Research Committee ☐ Application not approved College/School Research Committee

_____
Signature of College Research Committee Chair

ETHICS APPROVAL HAS BEEN GRANTED FOR ONE YEAR FROM THIS DATE:

_____ _____
Signature of the Coordinator, Office of Research & Publications Date of Approval

Distribution of approval page: Original to Office of Research & Publications; Copies to College Research Committee, Applicant or Supervisor (where applicable)

IIa. Reviewer's Checklist for Human Research Application

(PI Name and Project Title to be filled in by applicant)
Principal Investigator -
Project Title -

REVIEWER'S ASSESSMENT	YES	NO	N/A
1. Is a clear statement of what will be done supplied by the researcher?	☐	☐	☐
2. Is a clear explanation of the involvement of human participants included?	☐	☐	☐
3. Is it very clear that the study will not be harmful or threatening to the participants or others?	☐	☐	☐
4. Has the matter of informed written consent of participants been addressed?	☐	☐	☐
5. Should there be any circumstance which could compromise the voluntary consent of participants (e.g. incentives, captive populations, second relationship), has this been accounted for satisfactorily?	☐	☐	☐
6. Is the process of selecting participants and obtaining permission(s) clearly described?	☐	☐	☐
7. Are the data collection procedures clearly specified and outlined?	☐	☐	☐
8. Have copies of instruments or samples of items to be used, including tests, interview guides, and observational schedules been provided?	☐	☐	☐
9. Have information letters, consent forms, and other attachments as appropriate been included?	☐	☐	☐
10. Has the right to:			
(a) not participate been provided?	☐	☐	☐
(b) opt out without penalty, harm, or loss of promised benefit, and the time frame for opting-out been provided? (e.g., up to completion of data collection activities, two months after the completion of data collection activities).	☐	☐	☐
11. In the event of a participant opting out of the study have the opportunities for withdrawal of data been clearly specified?	☐	☐	☐
12. If underage, legally incompetent, or other "captive" subjects/participant are used, is there provision for the right to opt out for			
(a) the subjects	☐	☐	☐
(b) their parents/guardians?	☐	☐	☐
(c) due consent obtained for parent/guardian	☐	☐	☐
13. Is provision made for explaining the nature, length and purpose of the research to the participants and/or guardians?	☐	☐	☐
14. Are the procedures for providing privacy, anonymity, and confidentiality acceptable?	☐	☐	☐
15. Is there clear provision for debriefing of participants if there are limited and/or temporary exceptions to the general requirements for full disclosure of information?	☐	☐	☐
16. If inducements or promises will be offered to participants, are they of such a nature that they do not compromise freedom of consent?	☐	☐	☐

IIb. Reviewer's Checklist for Animal Research

17. Is the rationale for animal use clear and appropriate?	☐	☐	☐
18. Are there reasons why non-animal models cannot be used?	☐	☐	☐
19. Is there justification for the appropriateness of the species selected?	☐	☐	☐
20. Is the number of animals to be used in the proposed research adequately justified?	☐	☐	☐
21. Are the facilities for the care of the animals during the study adequate?	☐	☐	☐

22. Has the method of euthanization been clearly described?	☐	☐	☐
23. Is the method for carcass disposal appropriate?	☐	☐	☐
24. (a) Does the proposed research involve administration of hazardous chemicals, carcinogenic, cytotoxic, infections agent, or biological toxins to the animals?	☐	☐	☐
(b) If so, have the procedures required for the safe handling and disposals of contaminated animals and associated materials been clearly described?	☐	☐	☐

IIc. Reviewer's Checklist for Environmental Issues

25. Will the research activities impact negatively on the environment?	☐	☐	☐
26. If "no" to item 25, will there be efficient recycling procedures and/or use of recycled or recyclable materials?	☐	☐	☐
27. Is there a preference for the purchase of product and services that cause the least harm to the environment?	☐	☐	☐

Comments: ……

……..

……..

……..

……..

……..

……..

Reviewer's Signature: ……

III. Overview of Research Project by Instructor(s)/Principal Investigator

A. A clear, concise, and cogent description of the purpose, significance, and method of your research project is needed. The focus of the overview should be the method of your study. In your method section, give detailed explanations of

- Method
  - participants: who are they, how many, how are they recruited and selected?
  - data collection: what modes are used (e.g., survey, interview, video recording), and how collected (e.g., number and length of interviews)?
  - method of data analysis (give references)
- Dissemination of results
- Benefits to participants

Please confine your project overview to two pages (about 800 words) maximum.

B. Human research conducted under the auspices of the Northern Caribbean University must follow that which is outlined in the Northern Caribbean University Research Program Policy and Procedures Manual. This document is available at the Office of Research & Publications or can be downloaded from the website www.ncu.edu.jm ,click **Research & Publications.**

Please attach the following documents as required:

- information letter(s) to participant(s) (e.g. teachers, students, parents/guardians)
- consent form(s) for participant(s) (e.g. teachers, students, parent/guardians)
- in the case of solicitation of participants through advertisement, a copy of the advertisement(s)
- a copy of any data gathering instruments must be included.
- a copy of the Confidentiality Agreement.
- additional documentation (e.g., letters of permission, invitation or agreement from sites where you intend to collect data)

Please describe clearly and concisely how you intend to comply with the NCU procedures outlined in the manual by answering each of the following questions.

1. How will you recruit your participants? Are there any threats to privacy through your recruitment process such as identifying prospective participants via confidential records?

2. How will you explain the purpose and nature of your research to prospective participants?

3. (a) What steps will you take to obtain the free and informed consent of the participants? e.g. How will you provide opportunities for potential participants to exercise their right to not participate?

   (b) Are there exceptions to the general requirements for full disclosure of information? If yes,
   (i) please describe the exception(s)
   (ii) justify the need for the exception(s), and
   (iii) explain the provisions for debriefing participants.

   (c) Are there any circumstances which could compromise the voluntary consent of participants (e.g., incentives, captive populations, second relationship)? If yes, how will these circumstances be dealt with?

   (d) In the event that research involves an entire class or group, how will you:
   i) refrain from documenting non-participants?
   ii) address provision of appropriate activities for non-participants?
   iii) address other forms of discomfort or disadvantage arising out of non-participation?

4. How will you provide opportunities for your participants to exercise the right to opt out without penalty, harm, or loss of promised benefit? For example, providing reminders about the right to opt out at the commencement of each data collection activity.
5. How will you address privacy, anonymity, and confidentiality issues?

   (a) In research where total anonymity cannot be guaranteed (e.g., case study, focus group), how will you address protection of the interests of the participants?

   (b) If you plan to record sounds or images in your project, how will you address anonymity and confidentiality of participants and non-participants?

6. Will there be any risk, threat, or harm to the participants or to others? If yes, (a) please elaborate and (b) how will you minimize the risk, threat, or harm?

7. How will you provide for security of the data during the study and for a minimum of five (5) years thereafter?

8. If you involve research assistants, transcribers, interpreters, and/or other personnel to carry out specific research tasks in your research, how will you ensure that they comply with the procedures outlined in the manual?