University of Professional Studies, Accra

Institutional Research Ethics

Application Form

Office Use Only	***Dates***
Received	
IREC File Number	
Reviewed	

Application Type: **[ ] New** **[ ] Renewal** **[ ] Revision** ***(Please choose one)***

Research Study

Title: ……..…..……..

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Proposed Start Date: ……..……

Duration of Research: ……

Proposed End Date: ……..……

Research Locations: ……..

Sponsor or Non-UPSA Third-Party Oversight: ……..……

Principal Researcher

Name: ……

Faculty/Student/Staff/ UPSA Affiliation ID/Non-UPSA: ……

Email Address: ……..…….

Telephone Number: ……..……

Co-Researcher(s)

Name: ……

Faculty/Student/Staff/ UPSA Affiliation ID/Non-UPSA: ……

Email Address: ……..…….

Telephone Number: ……..……

Name: ……

Faculty/Student/Staff/ UPSA Affiliation ID/Non-UPSA: ……

Email Address: ……..…….

Telephone Number: ……..……

Name: ……

Faculty/Student/Staff/ UPSA Affiliation ID/Non-UPSA: ……

Email Address: ……..…….

Telephone Number: ……..……

Type of Research Study

[ ] Faculty Research [ ] Dissertation or Thesis *(Graduate students only)*

[ ] Admin Staff Technical Study [ ] Faculty-supervised Undergraduate Student Research

[ ] Other (please explain)…….

Research Study Description

	Question	Yes	No	Explanation (if response is yes)
1	Participant personal identifiable data required?			
2	Sharing of participant personal identifiable data possible and/or required?			
3	Involve participants who are particularly vulnerable or unable to give informed consent? (e.g., people under the age of 18,			

	people with learning disabilities, students you teach or assess, etc.)			
4	Involve the discussion of sensitive topics? (e.g., sexual activity, illegal drug use, illegal activities, death, whistleblowing,etc)			
5	Involve invasive, intrusive or potentially harmful procedures of any kind?			
6	Likely to cause harm or negative consequences beyond the risks in normal life?			
7	Is any fee/ payment/ reward/ incentive involved?			
8	Participation is voluntary?			
9	Participants videotaped, audio recorded and/or electronically tracked?			
10	Participants sign informed consent?			
11	Participants receive full explanation of study benefits and risks?			
12	Participants debriefed at the end?			
13	All data sources clearly identified?			

Additional Study Questions

Overall aim and specific objectives of the research study

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How do you propose to communicate your research objectives to your intended respondents?

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How is the research to be conducted?

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Study subjects and recruitment procedure: please address the following

Estimated number of participants: ……

Age range: ……

Any special skills or attributes of participants: ……

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Any issue of vulnerability related to your target participants: ……

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Inclusion/exclusion criteria (if appropriate): ……

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Recruitment method(s): ……..

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How will the data be used and stored with respect to data privacy issues?

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Potential risk(s) to subjects (if any) and how they will be minimized

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Expected benefits of the research study to the participants and to knowledge

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Post research information dissemination

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[ ] I certify that I have read the University Research Ethics Policy and Guidelines and I agree to comply accordingly

Attachments

	Items	Yes	No	Explanation
1	Study Informed Consent Letter			
2	Data Collection Instrument(s)			
3	Disclosures relating to informed consent			
4	Third-Party Approval Letters			
5	Participant Recruitment Notices			
6	Research Supervisor Approval			
7	Completion of any required IREC training			

Signature of Applicant

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Signature of Supervisor (*for dissertation students only*)

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(Office use only)

IREC Decision	***Tick***	***Dates***
Approved with no changes		
Approved with minor changes		
Approved with major changes		
Not Approved (Revise and resubmit)		
Not approved (New application recommended)		

Note: If there is any subsequent variation to any aspect of this research (location, researchers, methodology, risks, etc.), you are required to submit a new application