Sultan Qaboos University
Centre for Preparatory Studies

The Central Research & Conference Committee

Research Ethics Clearance Form

It is important for individuals intending to do research to be aware of the ethical issues that may arise in the conduct of research. This form acts as awareness-raising and record-keeping, both of which are crucial elements in the research process.
The form must be completed for every piece of research by Centre for Preparatory Studies (CPS) faculty or non-CPS researchers, who would like to conduct part or all of their data collection at the Centre, and who may not have received ethical clearance from their respective institution's ethical review board. Even with the provision of some form of ethical clearance, the Central Research & Conference Committee and/or the Chair may still require this form to be completed if it is deemed necessary to do so.

If you are planning to do research, you need to do the following:

1. Arrange a meeting with a fellow researcher (discussant): The purpose of the meeting is to discuss any ethical issues that may arise on the conduct of research. You need to meet with a fellow researcher with relevant experience. The ethical aspects that may arise in research are listed in the boxes below to give you prompts to organize your meeting with the discussant and to record the ensuing discussions and the decisions made.

2. Complete **Section 1** (pages two onwards) of this form. Here, you need to record the discussion which you have had with the discussant and the decisions which you have made.

3. Email a copy of the completed form to the Central Research & Conference Committee standing member at **anfal@squ.edu.om**. The form will be referred to the Committee before permission can be granted to carry out the research. Other required documentation to go with this form is the following:

   a. **Research proposal** (Guidelines on how to draft a research proposal are available in the Research Committee section of the CPS Virtual website).

   b. **Any instrumentation** associated with this proposal, and

   c. **Any other supporting documents** (e.g., ethical approval by your department or supervisor, Participant Information Sheet, Consent Form, etc.).

It is important to note that ethical issues continue throughout the research process. Therefore, it is essential to go over the same cycle and update decisions accordingly when changes occur to the original research design.

N.B. These forms are stored and may be used after removing the names of the researcher(s) and any other specified individuals to identify training needs within the CPS.

Section 1: [To be completed by the researcher seeking ethical clearance]

Researcher(s') name(s)	
Proposed area/field of research	
Discussant	
Discussant contact(s)	Tel.: Email:
Date of discussion	
Date submitted to LC Research Committee	

Please respond in detail to the following questions as discussed with the discussant. Please type your responses inside the boxes.

1. Briefly, give an overview of the study (e.g., area of investigation, aims, methodology, etc.)

2. How long will the proposed study take?

3. How will potential participants in the project be (i) identified, (ii) approached and (iii) recruited?

4. Will informed consent be obtained from the participants?

5. How do you plan to obtain informed consent, i.e., the proposed process?)

6. What information about the research will the participants receive?

7. What rights will participants have in this research?

8. In cases where interviews/focus groups are used, will the data collection involve having both male and female participants in the same group or will they be segregated? Why?

9. In cases where interviews/focus groups are used, how will data be collected during the interview/focus groups (e.g., audio/video recording, note-taking, etc.)?

10. Who will analyze the data and where the analysis of the data from the project will take place?

11. What measures will be put in place to ensure the confidentiality of personal data, where appropriate?

12. Who will have access to the data generated by the project?

13. Will financial/in-kind payments be offered to participants? (Indicate how much and on what basis this has been decided).

14. How long will the data obtained from the participants be kept?

15. How will the results of the research be reported?

16. What difficulties are anticipated in carrying out this research project? If any, how will these be handled?

- - - - - - - - - - -- - - - - - - - - - -- - - - - - - - - - -- - - - - - - - - - -- - - - - - - - - - -- - - - - - - - - - -- - - - - - -

<u>Section 2</u>: [To be completed by the CPS Research Committee Chair only]:

1. Final ethical approval granted? YES / NO?

2. Further actions required as a result of 1 above, if any.