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| **College of Design and Engineering Ethics Review Committee** |
| **nus_logo_black_4cAPPLICATION FORM FOR SOCIAL,**  **BEHAVIOURAL & EDUCATIONAL RESEARCH (SBER)** |
| **Please refer to the relevant guidelines and forms from the** [**NUS-IRB website**](https://nus.edu.sg/research/irb) **and** [**CDE ERC website**](https://cde.nus.edu.sg/research/ethics-review-of-human-research/) **before completing this.** |
| **I. BASIC INFORMATION** |
| **Protocol Title:** |
| **Simplified Title (*if Protocol Title is too long and/or technical*):**  (for use in recruitment documents, e.g. Participant Information Sheet & Consent Form, advertisements) |
| **Principal Investigator (Applicant):** |
| |  |  |  |  | | --- | --- | --- | --- | | Title | Name | Position | Dept./Institution | |  | <For undergraduate students: This should be the dissertation supervisor and not the student>  <For graduate students: Please put yourself as the Principal Investigator and list your supervisor as the Co-Investigator> |  |  |   **Supervisor’s Declaration:** I declare that this student’s research has been vetted and approved by me, and is in keeping with the Department’s standards.  Yes  *(please complete section III for all co-investigators)* |
| Financial Declaration: |
| Grants, Source of funding: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Department Funding  Others, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  No Funding  The financial benefits or other benefits derived from this study to the PI/Co-I(s)/Department/Institution are as follows (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Amount of Sponsorship/Grant: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Status of grant:  Approved  Pending  Not applicable |
| Type of Study: |
| Archived/ Existing Database  Questionnaire/ Survey / Interview / Focus Group  Experiments  Others, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Research May Involve: |
| **Human Participants**: (Target Number: \_\_\_\_\_\_\_\_)  Healthy Adults (21 and above)  NUS students aged 18 and above  Non-NUS students (under 21 yrs old) (parental consent must be obtained)  Pregnant Women  Outpatients  Elderly Cognitively Impaired Persons |
| Research Participants Will Be: |
| Reimbursed $\_\_\_\_\_  Not reimbursed  Others – please specify: \_\_\_\_\_\_\_\_\_\_\_ |
| Has this research been rejected by any I[RB / REC / DERCs? |
| No  Yes If yes, please provide details. |
| Study Site(s): |
| Site(s) of research (including PI’s Dept. & Institution): \_\_Example: Dept of Architecture, and Online (Zoom)\_\_\_\_  Single-centre study Leave blank if study is only conducted online  Multi-centre study - No. of local sites: \_\_\_\_\_\_\_\_\_ No. of overseas sites: \_\_\_\_\_\_\_\_ |
| This research is also submitted to or has been approved by: |
| NHG Domain-Specific Review Board (DSRB) A / B / C / D / E / F  SingHealth Centralized IRB (CIRB) A / B / C / D / E / F  **Not Applicable** |

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| **II. DECLARATION OF THE PRINCIPAL INVESTIGATOR** | |
| The information provided in this form is correct.   1. I will not initiate this research until I receive written notification of CDE ERC approval and any other approval from relevant authorities (local/overseas) (if applicable). 2. I will not initiate any change in protocol without prior written approval from CDE ERC except when it is necessary to reduce or eliminate risk to the subject. 3. I will promptly report any unexpected or serious adverse events, unanticipated problems or incidents that may occur in the course of this research. 4. I will maintain all relevant documents and recognize that the NUS-IRB and CDE ERC staff, and regulatory authorities may inspect these records. 5. I understand that failure to comply with all applicable regulations, institutional and NUS-IRB policies and requirements may result in the suspension or termination of this research, and other actions as stated in the NUS Code & Procedures on Research Integrity. 6. I declare that there is no existing or potential conflict of interest for any of the investigators participating in this research.   Remarks (if any): | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| Principal Investigator’s signature | Date |
| Phone: Fax  Mailing Address: | |
| Email: | |
| **\*Please state the name and email address of the person(s) to copy to in the CDE ERC’s acknowledgement email. If no name(s) is listed, the CDE ERC Secretariat will only correspond with the PI.**  1. <Students can include their name and email address to receive updates on their application.>  2. | |

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| **III. CO-INVESTIGATORS** |
| *All co-investigators who have a responsibility for the consent process or direct data collection for this research should be listed below. Multiple copies of this form may be submitted as necessary. All co–investigators need not sign on the same form.* |
| Name: <Dissertation student to provide details.> Email:  Position: Phone:  Department: Fax:  Institution:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Co-investigator Date  (Valid until MMM-YYYY) |
| Name: Email:  Position: Phone:  Department: Fax:  Institution:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Co-investigator Date |
| Name: Email:  Position: Phone:  Department: Fax:  Institution:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Co-investigator Date |
| Name: Email:  Position: Phone:  Department: Fax:  Institution:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Co-investigator Date |

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| **IV. ABSTRACT OF RESEARCH PROTOCOL** |
| ***In no more than 300 words****, describe concisely the specific aims, hypotheses, methodology and approach of the application, indicating where appropriate it’s importance to science, existing knowledge and relevant applications. The abstract must be self-explanatory so that it can serve as a succinct and accurate description of the research study. Please use layman terms. If this is not possible, the technical terms should be explained in simple language.* |
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| **V. RESEARCH PROTOCOL** |
| Organise details of the research protocol under the following headings (in no more than 7 pages). |
| **1. Specific Aims and Objectives:** |
| *1.1 State concisely and realistically what the research described in this application is intended to accomplish and/or what hypothesis is to be tested.* |
| **2. Introduction:** |
| *2.1 Briefly describe the background and the importance of the research.* |
| *2.2 Relevant references* |
| **3. Preliminary Studies:** |
| *3.1 Provide a brief account of the Principal Investigator’s preliminary/pilot studies (if any) pertinent to the application.* |
| **4. Methodology:** |
| * 1. *Describe in detail the (i) experimental design and research procedures, (ii) subject research visits (frequency and duration of procedures involved) and (iii) period of recruitment to accomplish the aims of this research.* |
| * 1. *Include details on sample size calculation and the means by which data will be analysed and interpreted.* |
| * 1. *What are the anticipated benefits and risks to human participants participating in this research?* |
| * 1. *Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims.* |
| * 1. *Will any part of the procedures be audio-recorded, video-recorded, or placed on other electronic media?*  *Yes*  *No*   *If Yes, explain how the recorded information will be used? Will information collected be published with or without identifying research participants? How long will the recordings be retained and how will they be disposed of?*  *Will participants who decline recording be excluded from the study?*  *Yes*  *No*  *Please specify alternative:* |
| **5. Data Storage:** |
| *5.1 Please complete the following questions on measures you will take to protect research data**and personal data collected. In addition, if your research involves making use of archived/ existing databases, please furnish the necessary documentation, e.g. permissions to use those databases, if applicable.*   * + 1. Where will the research data be stored?   Data will be stored in the NUS-approved cloud (e.g. nBox, NUS OneDrive, NUS Sharepoint) and hard disk with password-protected access.   * + 1. Who will have access to the data, and what are the data protection measures put in place for this study? What will happen to the research data after research completion?   Only the research team will have access to the data. The data will be stored and archived in the cloud for a minimum of 10 years in accordance with NUS Research Data Management Policy.   * + 1. Please state the personal data that will be collected (e.g. names and contact information, etc), and how research participants’ privacy and the confidentiality of their personal data will be protected. What will happen to the personal data collected after completion of the research study?   Personal data will not be collected. Should participants be interested to take part in subsequent communications, they are given the option to provide their email address. The email address if provided, will be kept within the research team for contact purposes since participants have already given consent. Email address should be deleted once no longer necessary (e.g. once the thesis is completed).   * + 1. Any other remarks?   Nil. |
| **6. Characteristics of Target Research Participants/ Target Research Participants Data:** |
| * 1. What is the number of participants to be enrolled? Give a breakdown by site of recruitment for multi-centred studies.  |  |  |  |  | | --- | --- | --- | --- | | Institution(s)/Site(s) of Recruitment | Total | NUS Students aged 18 and above | Non-NUS Students aged 21 and above | | * If recruiting NUS students, state “National University of Singapore” * If recruiting from general public, state “General Public” * If recruiting from online, please provide more details e.g. Reddit, LinkedIn, etc |  |  |  |  * 1. Lower Age Limit:       Upper Age Limit (if any):   2. Are there any recruitment restrictions based on race or gender of the participant? If yes, please elaborate. If no, please state “Not Applicable”.      * 1. Inclusion criteria      * 1. Exclusion criteria      * 1. Are the participants vulnerable or in a dependent relationship with the researchers?   Yes  No  If Yes, please provide details. Please note that research participants who are in a dependent relationship with the researchers should not be approached directly during recruitment, so as to prevent situations where participants consent under duress. |
| **7. Participant Information Sheet and Informed Consent Form:** |
| * 1. *The PI is responsible for ensuring that all research participants give informed consent before enrolling into the research. Please submit a copy of the Participant Information Sheet and Consent Form.*   *(A sample of Participant Information Sheet and Consent Form is available on the CDE ERC website at* [*https://cde.nus.edu.sg/research/ethics-review-of-human-research/*](https://cde.nus.edu.sg/research/ethics-review-of-human-research/)*)*  ***Note:******A Consent Form is NOT required where data collected is anonymous****, e.g. anonymous surveys.* |
| * 1. *Summarise the consent procedure. Please specify how informed consent will be obtained and who will obtain consent.*     As the study involves anonymous collection of data, a consent form is not provided. Prospective participants are provided the Participation Information Sheet through the online survey, and tick a checkbox indicating their agreement and consent to participate. The checkbox would have the following phrasing: “I agree to the information provided in the Participation Information Sheet and consent to participate". |
| * 1. ***I require a waiver of:***   ***Not applicable***  ***Documentation of Informed Consent (i.e. no documented consent)***  ***Informed Consent as my research involves deception***  *If applying for waiver, please justify how your research meets each of the following criteria:*   * + 1. *The research involves no more than minimal risk to the participants.*      * + 1. *The waiver or alteration will not adversely affect the rights and welfare of the participants.*      * + 1. *Whenever appropriate, the participants will be provided with additional pertinent information after participation.*      * + 1. *The research could not practicably be carried out without the waiver or alteration.* |
| **8. Recruitment Process:** |
| * 1. *Explain the process of recruitment in detail, for example, state where and how potential research participants will be recruited/contacted. Please submit a copy of any advertisements/posters that will be used.* |
| **9. Timelines:** |
| * 1. *What are the estimated start and end dates of the research? Please note that you should not commence your research prior to CDE ERC approval.*   *Start Date:*       *End Date:* |
| **10. Financial Aspects/Reimbursement:** |
| * 1. *Who will be responsible for research related costs? For sponsored research, list the costs that will be borne by the sponsor.* |
| * 1. *Will research participants receive payment/ student course credits for participation? If yes, please elaborate. If no, please state “No reimbursement”.* |

\* Please go to the [NUS-IRB website](http://www.nus.edu.sg/irb/) and [CDE ERC website](https://cde.nus.edu.sg/research/ethics-review-of-human-research/) to download the relevant guidelines and forms.